

Incarcerated Individual Television Lease Program Manual

- A. All individual facility proceeds received from the IDOC TV Lease Program shall be designated to each individual facilities Incarcerated Individual Recreation Fund or like fund which benefits the incarcerated individual population and as approved by the Deputy Director of Institutional Operations.
- B. Televisions obtained by a facility shall be purchased using proceeds from the TV Lease Program, and from Iowa Prison Industries Canteen Fund.
- C. Televisions may be used in the lease program which are not 15 inches or clear. However, TV's that are not 15 inches or clear cannot transfer to another institution. The buyback option in section G. of this manual must be utilized should a transfer occur.
- D. Supervision
 - 1. Each facility shall designate a staff member to coordinate the Television Lease Program, to include storage and maintenance of the lease televisions.
 - 2. Designated staff shall ensure institutional identification appears on the TV (engraved, painted, etc).
 - 3. Designated staff shall ensure televisions are trial tested and inspected when issued and/or returned.
- E. Incarcerated Individual Criteria for Television Lease

Television lease is a privilege and available to all incarcerated individuals except for those in the following statuses:

 - 1. Disciplinary Detention
 - 2. Administrative Segregation (Exceptions may be made by the Unit Manager and/or Classification Committee)
- F. Television Issue and Lease Agreement
 - 1. Eligible incarcerated individuals shall notify the designated staff via Kiosk messaging or other designated method as specified by each institution.
 - 2. The incarcerated individual's name shall be added to the television lease waiting list.

3. If an incarcerated individual on the waiting list becomes ineligible his name shall be removed from the television lease waiting list, and the incarcerated individual must resubmit upon regaining eligibility. However, resubmissions shall appear at the bottom of the list.
4. Televisions are leased on a monthly basis, date determined by the institution. The monthly lease rate is \$12.00 for a new or used TV less than one year of age, and \$8 for a used TV that is more than one year of age, as stated in the *Television Lease Agreement (OP-RA-03 F-1)*.
5. Each institution shall determine the actual TV distribution date. Incarcerated individuals issued TVs more than half way into the monthly lease period, shall be charged a prorated monthly lease fee of one half of the lease fee.
6. When a TV becomes available the incarcerated individual shall be notified when to report to the assigned area.
7. The following shall be completed prior to issuing the TV:
 - a. The incarcerated individual shall sign and receive a copy of the *TV Lease Agreement, OP-RA-03 F-1*, as witnessed by the assigned staff.
 - b. The incarcerated individual shall maintain their copy of the agreement for staff viewing, upon request.
 - c. The incarcerated individual shall complete a store order that includes the following information, or complete the initial payment through debit (as specified by each institution):
 - (1.) Date
 - (2.) Amount
 - (3.) Incarcerated Individual Signature
 - (4.) Incarcerated Individual Number
 - (5.) Housing Unit
 - (6.) Television lease number and lease month
 - (7.) Payable to: Television Lease

8. Following the initial payment, all future payments shall be automatically withdrawn from the incarcerated individuals account monthly by the Business Office.
9. If the incarcerated individual is found guilty and sanctioned to Disciplinary Detention status the TV Lease Agreement shall be terminated and the TV confiscated. No refunds shall be granted to incarcerated individuals entering Disciplinary Detention status regardless of time remaining on the lease agreement.
10. If the incarcerated individual leases the TV for 24 continuous months, making all payments and completing the contract, the TV becomes the incarcerated individual's personal property.
 - a. The TV shall have the institutional ID removed, and the incarcerated individuals name and number engraved upon the TV.
 - b. The TV shall be entered into the ICON property module.
11. Incarcerated individuals must return any unwanted lease TV to the location designated by the institution, and before the monthly deduction in order to avoid the automatic deduction for the following month.
12. If a leased TV does not function properly or otherwise needs repair, the incarcerated individual shall submit a request to the assigned staff. Any damage other than normal wear shall be repaired at the cost of the incarcerated individual.
13. Televisions shall not be removed from cells except for cell moves, repairs or to be returned to the assigned staff.
14. If the incarcerated individual is granted a release, the incarcerated individual shall return the TV to the assigned staff by 10:00 AM at least one business day prior to the release.
 - a. The assigned staff shall monitor pending release information distributed by the Records Department for incarcerated individuals who are renting TVs.
 - b. The assigned staff shall ensure the TVs are returned prior to the incarcerated individual leaving the institution.

- c. The incarcerated individual shall be provided the opportunity to complete the lease agreement, **OP-RA-03 F-1**, prior to departure, by completing all payments remaining on the lease agreement.
- d. Refunds of one-half month may be given if an incarcerated individual leaves the institution, provided fifteen (15) or more days remain in the month or specified lease period. The TV must be turned in to the assigned staff in order to obtain a refund.
- e. The assigned staff shall notify the Business Office of incarcerated individuals who meet the refund criteria.

G. Television Buy Back Program

The institution may buy back used televisions under the following guidelines:

- 1. The assigned staff shall be responsible for determining the value of TVs and compensating the incarcerated individual based on the following criteria:
 - a. Televisions must have a bright, full picture with no waves.
 - b. Televisions must have good contrast and color tones.
 - c. There must be no cracks in the outer casing of the TV.
 - d. Televisions must have a clear screen with no scratches.
 - e. Tuning knobs must be in good condition.
 - f. Television earplug receptacle must be in working condition.
 - g. Televisions must have a clean, clear sound, and be static free when tuning.
 - h. Black and White TVs shall not be purchased unless the incarcerated individual is transferring to another institution.
 - i. Televisions larger than 15 inches shall not be purchased unless the incarcerated individual is transferring to another institution.
 - j. Televisions with any non-clear portions of the outer shell shall not be purchased unless the incarcerated individual is transferring to another institution.

- k. All other deficiencies shall be considered on an individual basis.
2. Televisions shall be trial tested and inspected by the assigned staff prior to purchase; any damage other than normal wear shall be noted.
3. The assigned staff shall complete the *TV Buy Back Checklist Form (OP-RA-03 F-2)* and forward it to the Business Office who shall issue payment to the incarcerated individual.
4. Each TV purchased shall have institutional identification placed upon the TV.
5. TV Buy Back Prices By Age
 - a. Televisions that are 1 year old or less as determined by a manufacture date, and that are in good condition as deemed by the institution, may be purchased for approximately 50% of a new TV purchase price as listed in the current IPI canteen catalog or 75% of total amount paid on the lease, whichever is lower.
 - b. Televisions that are 1-2 years old or less as determined by a manufacture date, and that are in good condition as deemed by the institution, may be purchased for approximately 35% of the a new TV purchase price as listed in the current IPI canteen catalog.
 - c. Televisions that are 2-3 years old or less as determined by a manufacture date, and that are in good condition as deemed by the institution, may be purchased for approximately 20% of the current new TV purchase price as listed in the current IPI canteen catalog.
 - d. Televisions that are 3 years or older as determined by a manufacture date, and that are in good condition as deemed by the institution, may be purchased for approximately 15% of the new TV purchase price as listed in the current IPI canteen cataglog.
6. Payment
 - a. The availability of funds in the TV Purchasing Account shall be a determining factor on whether a TV shall be purchased by the institution.
 - b. The Financial Services Manager or assigned staff may write a check from the appropriate account that shall either be posted to the incarcerated individual's account at the institution, or mailed to the incarcerated individual's forwarding address.

c. The TV checks shall be written with no deductions.

7. Limit

The institution may limit the number of TVs bought back by the institution.