
 <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE		NO. 4920
	<b>Incarcerated Individual Audio Units</b>		DATE 11/16/2021
SUPERSEDES DIR #4920 Dtd. 12/31/18	DISTRIBUTION A B	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directives #4911 and #4913	APPROVING AUTHORITY 		

- I. **PURPOSE:** This directive provides rules governing incarcerated individual acquisition, use, and disposition of radios, headphone-radios, tape players, and radio/tape player combinations.

For the purposes of this directive, audio units shall be defined as: incarcerated individual-owned personal radios, headphone-radios, tape players, and radio/tape player combinations.

II. **POLICY**

A. General

1. Only audio units which conform to the provisions of this directive and Directive #4911, "Packages & Articles Sent or Brought to Facilities," will be allowed.
2. An incarcerated individual may possess and use only one audio unit at any one time.  
Exception: Incarcerated individuals at shock incarceration correctional facilities are not allowed to possess audio units of any kind.
3. The Superintendent at each correctional facility may allow audio units as a local permit item in accordance with Directive #4911.
4. An audio unit and a headphone set may be received through purchase from the commissary, ordered directly from a manufacturer or established dealer (see Directive #4911), or brought with an incarcerated individual when transferred from another facility.
5. Audio units may not be altered in any way.
6. Incarcerated individuals may not loan, sell, or give away their audio units except as provided for in Section E below.
7. An incarcerated individual's failure to comply with the procedures as set forth in this directive will result in the issuance of a misbehavior report and/or the confiscation of the audio unit.

B. Description/Restrictions

1. The price of any single audio unit may not exceed \$150. A radio/tape player combination, with clear (see through) case only, shall be considered a single unit.
2. Audio units will be powered by battery or AC current. Because of limited electrical capacity, AC powered units may be used only with the permission of the Superintendent.

3. The size limit for audio units is 8" x 14"; however, units received prior to August 2, 1991 and larger than the 8" x 14" size may be retained by the original owners.
  4. External speakers are prohibited.
  5. Audio units with recording capabilities, microphones, or "talk switch" recording devices are prohibited.
  6. Audio units with external antennas are prohibited. An external antenna must be removed by the manufacturer or vendor.
  7. Audio units with detachable components (except headphones) are not allowed.
- C. Use
1. An audio unit is only approved for use in an incarcerated individual's cell or cube, or other area approved by the Superintendent.
  2. An audio unit must be used with an earplug/earphone or headphones, unless otherwise directed by the Superintendent. Speakers are not to be disconnected.
- D. Repair: Audio units in need of repair will be sent out by the facility. All service charges will be borne by the incarcerated individual.
- E. Transfer, Discharge, Transfer of Ownership
1. With authorization from the Superintendent or designee, an incarcerated individual being discharged may transfer ownership to another incarcerated individual as long as the unit is clear cased and meets the specifications outlined in this directive and Directive #4911. Radios owned under a previous version of this directive cannot be transferred to another incarcerated individual under any circumstances.
  2. Purchase of an audio unit shall be made with the understanding that in the event of transfer to another facility where the audio unit is not allowed, the unit will be disposed of in accordance with Directive #4913, "Incarcerated Individual Property."
  3. By signing a local permit, the incarcerated individual indicates their understanding that the permit is valid at their current facility and in the event that they are transferred and cannot obtain a local permit for the article at their subsequent location, the article must be disposed of in accordance with Directive #4913.
- F. Confiscation: Audio units confiscated from incarcerated individuals as a result of violation of these procedures will be processed as disallowed property in accordance with Directive #4913.
- G. Signed Agreement: The facility shall provide two copies of these procedures to each incarcerated individual who acquires an audio unit. The incarcerated individual will fill in the make, model, serial number, and sign the two copies to confirm that they are familiar with the procedures and agree to abide by them. One copy shall be filed in the incarcerated individual's folder and one copy retained by the incarcerated individual.

PHOTOCOPY LOCALLY AS NEEDED

**NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION**

**Local Permit**

\_\_\_\_\_ Correctional Facility

Incarcerated Individual Name \_\_\_\_\_

DIN \_\_\_\_\_ Location \_\_\_\_\_

Radio     Headphone-radio     Tape player     Radio/tape player combination

Brand name \_\_\_\_\_ Model number \_\_\_\_\_

Serial number \_\_\_\_\_

Value \_\_\_\_\_ (not to exceed Departmental limit)

I am familiar with the procedures set forth in Directive #4920, "Incarcerated Individual Audio Units," and agree to abide by them. I understand that violation of these procedures may result in forfeiture of the privilege of owning or using an audio unit. I also understand this permit is valid only at the above referenced facility.

Incarcerated Individual Signature \_\_\_\_\_ Date \_\_\_\_\_