

**CHAPTER 1 – GENERAL ADMINISTRATION
ARTICLE 18 – LEGAL MATTERS**

RESPONSIBILITY FOR REVIEW: Associate Warden Programs

REVIEWED ANNUALLY: November
DATE OF REVIEW: November 2014

SUPPLEMENTAL NUMBER AND TITLE
52060 Inmate Use of Telephones

RESPONSIBILITY

It is the responsibility of the Associate Warden Programs to implement this procedure.

SCHEDULING OF OUTSIDE TELEPHONE CALLS

Each dormitory has public pay telephones which may be used by the inmates housed in the dormitory. The dormitory public pay telephones are available for use seven days a week between 0830 hours and 2115 hours, excluding the time for institutional counts. On Friday night and Saturday night, the hours are extended to 2300 hours. An inmate may place his name and bed number in the time slot he desires on the sign-up sheet. If the desired slot(s) is filled, the inmate may select an alternate time slot for his dormitory at this designated sign-up time. Sign-up procedures are as follows:

- Sign-up sheets shall be maintained in the housing unit offices. Sign-ups shall only be accepted on Third Watch on a first come, first serve basis. The sign-up shall be under direct supervision of the unit officer. Inmates must present their identification card at the time of the sign-up.
- Inmates may sign-up once during the day shift and once during the evening shift providing all inmates were provided equal opportunity to sign up. Any inmate whose name appears more than once during a shift shall have his name redlined for all the time slots for which he signed up. Telephone sign-ups shall be controlled by Third Watch dorm staff.
- At no time shall any inmate be permitted to trade or give away their slotted time or any portion thereof.
- In the event the telephone sign-up sheets are vandalized or stolen, all calls on the destroyed or stolen lists shall be cancelled.
- It shall be the responsibility of the housing unit officers to monitor the sign-up sheets for unauthorized multiple sign-ups and inmates signing up for other inmates. Any inmate found in violation of this procedure shall receive appropriate disciplinary documentation in conjunction with losing all telephone privileges.
- Housing unit officers shall provide a one-minute warning prior to termination of the telephone calls.
- All Third Watch dorm staff shall be responsible for turning in a telephone list for their housing unit. The Third Watch facility sergeant shall ensure copies of the telephone sign-up list are forwarded to the Outside Patrol Sergeant and the Investigative Services Unit Lieutenant. This procedure shall be enforced and monitored by the Third Watch unit sergeant.

NO STANDBY CALLS

If an inmate fails to show up for a time slot for which they have signed up, the period in question shall not be used. In the event an inmate reports late for their scheduled call but with a reasonable period of time remaining, the inmate shall be permitted to use the remaining time if they so desire.

All telephone calls shall be made during the inmate's leisure time and not during assigned work hours.

IDENTIFICATION OF PRIVILEGE GROUP

Inmates shall be allowed access to the public pay telephone based upon the following criteria:

- Privilege Group A inmates assigned to a full-time work/training program or designated as Privilege Group A by a classification committee and have not had privileges denied/restricted due to disciplinary action may use the public pay telephones as slots are available during their non-work/training hours. Consecutive back to back calls shall not be allowed; maximum of two calls per day.
- Privilege Group B inmates who are involuntary unassigned, are on a waiting list, or have been designated Privilege Group B by a classification committee and have not had privileges denied/restricted due to disciplinary action may have one 15 minute calling period per month during their non-working/training hours.
- Privilege Group C inmates who have been designated as Privilege Group C by a classification committee, or have been temporarily placed in Privilege Group C, or have suspension of telephone privileges pursuant to a disciplinary action, shall not use the public pay telephone in the dormitories.
- Newly arrived inmates on orientation status shall not be allowed phone calls within the first 24 hours of reception. Thereafter, they shall be permitted one personal phone call based on the above criteria.
- Inmates on Limited Placement status shall be allowed the same phone privileges as those in Privilege Group A after they have completed screening and have been confirmed as Limited Placement by a Correctional Counselor I.

TELECOMMUNICATION DEVICES FOR HEARING IMPAIRED INMATES

The California Rehabilitation Center (CRC) has two Telecommunication Devices for the Deaf (TDD) telephones to allow hearing impaired inmates access to telephone calls. One device is maintained in the Facility B Correctional Sergeant's office. The second device is located in the Facility D Correctional Sergeant's Office. These devices are for use by any hearing impaired inmates housed at CRC.

Information is given to hearing impaired inmates during the orientation/intake process concerning the TDD telephone access. A telephone sign-up list shall be posted in a central location per facility. The duration of the telephone call shall be 40 minutes from beginning to end. The hearing impaired inmates in Privilege Group A shall be allowed to sign up for telephone calls every other day. There shall be a two call limit on any day the inmate is scheduled to place a call. Once the TDD is plugged in, the screen on the device should read ATT-TDD 2730-00-MSG. There is a flashing red light that will stay on and will not go off until the receiving party starts sending. The telephone handset is placed in the TDD cradle with the mouthpiece on the left side. The telephone number is dialed on the regular telephone. The telephone number for the receiving party (not hearing impaired) is 1-800-855-1155, and the number if both parties are hearing impaired is 1-800-735-2929.

Once contact is made with the 800 number operators, the inmate must type in who he is and that he wishes to make a collect call. When the receiving party accepts, the inmate shall be allowed his 30 minutes to communicate. It takes approximately ten minutes to access the 800 number operators, hence, a total of 40 minutes.

TDD is similar to a computer modem except the TDD has a keyboard the inmate types in what he is saying to the receiving party. It also has a screen that enables one to see what is being typed in and sent to the receiving party.

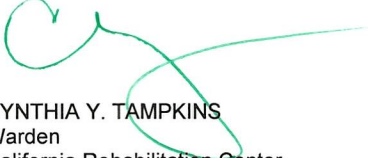
CONFIDENTIAL TELEPHONE CALLS

Confidential calls shall be placed during the inmate's non-working/training hours. The call is paid for via the inmate's trust account. Trust account withdrawal telephone calls shall not be placed on public inmate telephones. Time and charges for approved calls shall be recorded on a California Department of Corrections and Rehabilitation (CDCR) 193 Inmate Trust Account Withdrawal. If the inmate is permitted to place a call, the time, date, person called, and the inmate's response shall be recorded on a CDCR 128B General

Chrono. The original shall be sent to the Records Department for placement in the inmate's Electronic Records Management System file and a copy given to the inmate.



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