

**FOLSOM STATE PRISON  
DEPARTMENT OPERATIONS MANUAL SUPPLEMENT**

**INMATE USE OF TELEPHONES**

Chapter: 50000, Custody Security Operations  
Subchapter: 52000, Custody Operations  
Section: 52060, Inmate Use of Telephones

Reviewed By: Associate Warden-Business Services  
Review Annually: August  
Date of Last Review: January 2013

**52060.8 Confidential Telephone Calls**

Approval and clearance for a confidential phone call between an inmate and their attorney shall be conducted according to Section 3282 of the Title 15. A CDCR 106-A, Confidential Phone Call Request Form (Attachment A), shall be used to document clearance. The Litigation Coordinator will be responsible for the approval and clearance of confidential phone calls between an inmate and the inmate's attorney. The Litigation Coordinator will also:

- Provide the CDCR 106-A to applicants.
- Log and process all CDCR 106-A forms.
- Coordinate CLETS clearance of applicant.
- Notify applicant of approval/disapproval in writing.

**Confidential Telephone Call Procedure**

The assigned Correctional Counselor I (CCI) will be designated to facilitate the confidential phone call, which meets confidentiality criteria, as determined in DOM Section 52060.8, Confidential Telephone Calls. The Clinical Social Worker (CSW) assigned at the Folsom Women's Facility (FWF) will be designated to facilitate the confidential phone call, which meets confidentiality criteria, as determined in DOM Section 52060.8, Confidential Telephone Calls, pertaining to confidential telephone calls with the inmate's attorney regarding parental rights, family re-unification processes or confidential phone calls with county child welfare agencies. The CCI or CSW will dial the telephone and verify contact with the appropriate party, prior to allowing the inmate to have a confidential discussion. The inmate will be instructed to remain in full view of the staff member while in the office. The staff member will remain outside of the office, monitoring the inmate's movement through the window, until the discussion is completed.

The CCI and CSW shall ensure the office is undisturbed and will document the confidential telephone call in the unit telephone log or on a CDCR-128B chrono.

**52060.12 Telephone Monitoring**

Folsom State Prison's (FSP) inmate telephones are monitored by designated towers and recorded on the Global Tele-Link (GTL) equipment. The GTL is located in the basement of the Administration Building.

**52060.14 Devices and Recording Capabilities**

The GTL records and correlates all outgoing calls made on inmate telephones. *Investigative Services Unit* (ISU) staff monitor live calls and can listen to previously recorded calls. All calls are recorded and archived. Compact discs (CDs) store 365 days of calls. ISU staff will archive information on discs prior to the 365 days by logging onto system, selecting dates to be archived, highlighting calls and copying them to the hard drive, and then to the CD. The GTL provides tracking by time, date, duration, outgoing number, state, and city called. It also has several report options that can be used by ISU staff. Information and intelligence gathered is used in many ways, including prevention of crimes, tracking gang activity, and other threats against the safety and security of the institution and the general public. The system is used in gathering critical evidence in inmate and civilian criminal cases. Information and intelligence gathered can also be reported to outside law enforcement agencies through FSP's ISU.

**Responsibility for GTL**

The Associate Warden Business Services shall be responsible for the implementation of this procedure. The institution Statewide Automated Preventative Maintenance System, Staff Services Analyst shall be responsible for all communications with the contracted provider of GTL equipment, as well as coordinating necessary maintenance and repair.

**Authority to Use GTL**

The only staff authorized access to the GTL equipment at FSP is ISU staff. In the event of an emergency, access to this equipment can be acquired only with the prior approval of the Watch Commander. The key to the room containing the GTL equipment will be maintained in Control and checked out by Control staff, who will maintain a log indicating the date, time, and individual the key is issued to.

**Phone Monitoring Equipment and Locations**

Phone monitoring equipment is currently located in Towers 2, 15, 17, 18 and the FWF Control. Staff is



STATE OF CALIFORNIA  
**CONFIDENTIAL PHONE CALL REQUEST**  
 CDCR 106-A (02/08)

DEPARTMENT OF CORRECTIONS AND REHABILITATION

**READ CAREFULLY.** Please PRINT or TYPE. The information requested will be used by officials of the California Department of Corrections and Rehabilitation (CDCR) to determine whether your questionnaire will be approved or disapproved. The information provided will be maintained in a file pertaining to the inmate.

In accordance with the Privacy Act of 1974 (PL93-579), providing your Social Security number is optional. However, any omission or falsification on this questionnaire may be cause for denial of the confidential phone call. Please mail this form directly to the Litigation Coordinator's office of the institution where the inmate is confined.

1. NAME OF INMATE YOU WANT TO CALL (LAST, FIRST, MIDDLE)					INMATE'S CDC NUMBER					
2. YOUR NAME (Print your name exactly as indicated on the photo identification you will be using)				SUFFIX (Jr., Sr., etc.)		OFFICE TELEPHONE NUMBER (    )				
3. MAIDEN NAME (If applicable)			HAVE YOU EVER USED ANOTHER NAME? IF SO, PLEASE LIST			FAX NUMBER (    )				
4. DATE OF BIRTH (Mo/Day/Yr)		AGE	GENDER (Check one) MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>		BIRTHPLACE (City                      County                      State                      Country)					
5. ID NUMBER		ID TYPE <input type="checkbox"/> DRIVER'S LICENSE		BAR / P. I. NUMBER		BAR STANDING (Check one) <input type="checkbox"/> Verified <input type="checkbox"/> Unverified				
OFFICIAL USE ONLY EXPIRATION DATE:		ISSUED BY: (County                      State                      Country)				6. SOCIAL SECURITY NUMBER (Optional)				
7. CURRENT MAILING ADDRESS: STREET ADDRESS    Apt. # (If Applicable)					CITY		STATE		ZIP CODE	
8. HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> Yes <input type="checkbox"/> No					If YES, complete item 9A. List all detentions, arrest and convictions. Failure to list all requested information may result in denial of your confidential phone call. Attach additional sheet(s) if necessary.					
9. OFFENSE (Check one)			APPROX. DATE		DISPOSITION: (Dismissed, Probation, Jail, Prison)		COUNTY		STATE	

*\*Attorney or Attorney's representative must provide a written request, on official letterhead, indicating the purpose for the confidential phone call.*

_____ <i>Signature of Requestor</i>		_____ <i>Date</i>		_____ <i>Signature of CLETS Operator</i>		_____ <i>Date</i>	
APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>		_____ <i>Signature of Litigation Coordinator</i>				_____ <i>Date</i>	
<b>OFFICIAL USE ONLY – TO BE COMPLETED BY INSTITUTION STAFF</b>							

APPROVED     DISAPPROVED  (If DISAPPROVED, the applicant is to be informed in writing of the disapproval.)

REASON FOR DISAPPROVAL:

PRINT NAME	SIGNATURE	TITLE	INSTITUTION	DATE