

INMATE USE OF TELEPHONE

Location in DOM: Chapter 5, Article 21, Page 378
 Reviewed By: Associate Warden, Complex I
 Review Annually: August
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52060.6 Scheduling of Outside Telephone Calls*Rev 08/13*

Telephone calls will only be designated for inmates who have access to dayroom on Facilities A and B and for those inmates on Facility C and D who are not on their work hours on a daily tier rotation. Dayroom and yard activities are on a rotating basis; therefore phone sign ups will coincide with this rotation. Care will be taken in making sure that equal access is given to all eligible inmates.

The third watch Housing Officer will sign up inmates for telephone calls, per facility phone sign up sheet, between 2000 – 2100 hours, on the evening prior to the telephone appointments (Attachment A).

Inmates who wish to sign up for a telephone call must have their identification card placed on the cell front window of their cell door. The officer conducting the sign-up will need to verify the work group/privilege group of the inmates by referencing the housing unit unlock report. The Officer will designate a certain cell/bunk and begin filling in the time slots in ascending cell/bunk numbers. The Officer will only allow one time slot per inmate until the telephone list is either filled or the Officer has finished the tier or dorm, whichever comes first. At no time will the Officer double back in an attempt to fill time slots. The telephone list will be given to the second watch Floor Officer, who will allow inmates to fill in the vacant time slots.

NOTE: A2B inmates will only receive one telephone call per month and this must be tracked. Inmates with A1/A status are only limited by housing unit telephone capabilities. C status inmates are not allowed phone privileges except on an emergency basis as authorized by the Facility Lieutenant.

Wardens may delegate authority to specific staff members to authorize confidential telephone calls between an inmate and the inmate's attorney, or any other person when designated staff determines that confidentiality is warranted. Approval and clearance for a confidential phone call between an inmate and their attorney shall be conducted according to California Code of Regulations (CCR) Title 15, Section 3282. The CDCR-106A (Attachment B) shall be used to document the clearance. The information in the CDCR-106A shall be updated regularly, but not less frequently than annually.

Authorized confidential calls shall not be monitored or recorded. However, inmates will be under constant visual observation during confidential phone calls. Confidential calls shall not be placed on designated inmate phones.

If an inmate fails to show up for his designated telephone time, no other inmate will be permitted to use that time slot. If he shows up late, he may use the balance of his telephone time. There is no trading or giving away an inmate's telephone time. No third party telephone calls will be allowed.

It is imperative that the sign up sheet be accurate and only inmates that are on the sign up sheet be allowed telephone access. Telephone sign up sheets will be maintained a minimum of 60 days in the housing unit office.

In the event a telephone is out of order, all time slots assigned during the period which the telephone is inoperable will be considered lost due to circumstances beyond the control of the institution.

~~Reception Center (RC) inmates will be allowed telephone access for emergencies only. If an emergency exists, the inmate will complete an Inmate Request for Interview form, which will be given to the RC Officer for the Counselor. If the Counselor determines that an emergency exists, the Counselor will notify the Facility Captain who, in turn, will advise the RC Sergeant. The telephone call will be made in the RC. The telephone call will be monitored by staff and appropriately logged in the CDCR-114, Inmate Segregation Record.~~

Administrative Segregation Unit (ASU) inmates, *with the exception of Non Disciplinary Segregation inmates*, will be allowed telephone access for emergencies only. If an emergency exists, the inmate will complete an Inmate Request for Interview form, which will be given to the ASU Officer for the Counselor. If the Counselor determines that an emergency exists, the Counselor will notify the Facility Captain who, in turn, will advise the ASU Sergeant. The telephone call will be made in the ASU. The telephone call will be monitored by staff and appropriately logged in the CDCR-114, Inmate Segregation Record. Reference: Operations Procedure #101, and DOM Section 53130.7.2.

Correctional Treatment Center (CTC) telephone usage will be from 0800 to 1530 hours, and 1700 to 2030 hours (corresponding to the established dayroom schedule). Telephone sign-ups will be made by the assigned floor staff. Each telephone time slot is limited to 15 minutes. An inmate may not use more than one time slot per day. The last call will be from 2015 to 2030 hours.

On second watch, the assigned Officer will determine which inmates will be going to the dayroom for that day.

They will then offer each of those inmates the opportunity (based on the inmate's privilege group) to sign up to use the telephone. The Officer will place the inmate's name and number in the space corresponding to the desired time slot on the telephone sign-up sheet (Attachment C).

The third watch Officer will make a copy of the completed telephone list. The original will be retained by the unit for a minimum of 60 days; the copy will be forwarded to the Investigative Services Unit (ISU). It is the Officers' responsibility to ensure that only the inmate signed up for a time-slot is using that slot, and only for the allotted time.

Level I phone lists are placed on the podium for sign-ups one day in advance. No weekly limit - only one per day between 0900-2100 hours. No calls during count times.

Mainline orientation inmates will be allowed telephone access for emergencies only. Either the Lieutenant or Counselor will verify the emergency. If approved, the telephone call will be made in the housing unit and be documented on a CDCR-128B Chrono, noting such things as purpose for telephone call, to whom the inmate talked, time, etc.


Teletype Device for the Deaf (TDD) is to be available in each Facility Sergeant's office for hearing impaired inmates to use during their telephone privilege time frame. The TDD is to be stored in the Facility Lieutenant's office when not in use. Hearing impaired inmates will be afforded telephone time according to their privilege group, with 40 minutes rather than 15 minutes for their telephone call (Attachment D). The added time is being given to hearing impaired inmates due to the complexity and time needed to use the TDD. The Facility Lieutenant will be responsible for this equipment. Any staff member who needs the TDD to facilitate an inmate's telephone call will make arrangements with the Lieutenant to check it out. When the call is complete, the staff member will return the TDD to the Lieutenant's office. The inmate's name, CDCR number, the date and time of the call, and the number called will be entered in the logbook provided with the TDD. At no time will inmates have access to the TDD logbook or the transcriptions of other calls. Upon the inmate completing the call, custody staff will read the transcribed conversation (unless verified as confidential). These transcriptions will be forwarded to ISU no less than once a week. Facility E will store and use the TDD in the Sergeant's office. TDD sign-ups for hearing impaired inmates will be completed at the same time and in the same manner as telephone sign-ups.

52060.9 Emergency Calls

When an emergency telephone call is granted, the inmate shall be afforded a call, via their Counselor or, during non-business hours, the Program Sergeant. Any call that cannot be made collect (i.e., hospitals), will be made through the Correctional Counselor or Facility Lieutenant/Watch Commander.

Attachments:

- Attachment A – Facility Telephone Sign-up List
- Attachment B – Confidential Phone Call Request
- Attachment C – CTC Telephone Sign-Up List
- Attachment D – Facility TDD Machine Sign-Up List


F. FOULK
Warden (A)

FACILITY _____
TELEPHONE SIGN-UP LIST

DATE: _____

| TIME | PHONE 1 NAME & CELL# | PHONE 2 NAME & CELL # | PHONE 3 NAME & CELL # | PHONE 4 NAME & CELL # | L O W E R | U P P E R |
|------|-------------------------|--------------------------|--------------------------|--------------------------|-----------------------|-----------------------|
| 930 | | | | | | |
| 945 | | | | | | |
| 1000 | | | | | | |
| 1015 | | | | | | |
| 1030 | | | | | | |
| 1045 | | | | | | |
| 1100 | | | | | | |
| 1115 | | | | | | |
| | | | | | | |
| 1330 | | | | | | |
| 1345 | | | | | | |
| 1400 | | | | | | |
| 1415 | | | | | | |
| 1430 | | | | | | |
| 1445 | | | | | | |
| 1500 | | | | | | |
| | | | | | | |
| 1915 | | | | | | |
| 1930 | | | | | | |
| 1945 | | | | | | |
| 2000 | | | | | | |
| 2015 | | | | | | |
| 2030 | | | | | | |

START: _____

END: _____

CELL # _____

CELL # _____

C/O: _____

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 visiting. 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 VISIT (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.) | HOME TELEPHONE NUMBER () | |
| 3. MAIDEN NAME (If applicable) | | HAVE YOU EVER USED ANOTHER NAME? IF SO, PLEASE LIST | | | |
| 4. DATE OF BIRTH (Mo/Day/Yr) | AGE | GENDER (Check one) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE | 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 12A. List all detentions, arrest and convictions. Failure to list all requested information may result in denial of visiting. 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 visit / phone call.

| | | | |
|-----------------------------------|--------------------------------------|--|-------------|
| <u>Signature of Requestor</u> | <u>Date</u> | <u>Signature of CLETS Operator</u> | <u>Date</u> |
| APPROVED <input type="checkbox"/> | DISAPPROVED <input type="checkbox"/> | <u>Signature of Litigation Coordinator</u> <u>Date</u> | |

OFFICIAL USE ONLY--TO BE COMPLETED BY INSTITUTION STAFF

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

REASON FOR DISAPPROVAL

| | | | | |
|------------|-----------|-------|-------------|------|
| PRINT NAME | SIGNATURE | TITLE | INSTITUTION | DATE |
| | | | | |

**CTC
TELEPHONE SIGN-UP LIST**

DATE: _____

DAY: _____

OFFICER: _____

| TIME | INMATE NAME & CDCR# | TIME | INMATE NAME & CDCR# | TIME | INMATE NAME & CDCR# |
|------|---------------------|------|---------------------|------|---------------------|
| 0800 | | 1200 | | 1700 | |
| 0815 | | 1215 | | 1715 | |
| 0830 | | 1230 | | 1730 | |
| 0845 | | 1245 | | 1745 | |
| 0900 | | 1300 | | 1800 | |
| 0915 | | 1315 | | 1815 | |
| 0930 | | 1330 | | 1830 | |
| 0945 | | 1345 | | 1845 | |
| 1000 | | 1400 | | 1900 | |
| 1015 | | 1415 | | 1915 | |
| 1030 | | 1430 | | 1930 | |
| 1045 | | 1445 | | 1945 | |
| 1100 | | 1500 | | 2000 | |
| 1115 | | 1515 | | 2015 | |
| 1130 | | 1530 | | 2030 | |
| 1145 | | | | | |

**CTC
TELEPHONE SIGN-UP LIST**

DATE: _____

DAY: _____

OFFICER: _____

| TIME | INMATE NAME & CDCR# | TIME | INMATE NAME & CDCR# | TIME | INMATE NAME & CDCR# |
|------|---------------------|------|---------------------|------|---------------------|
| 0800 | | 1200 | | 1700 | |
| 0815 | | 1215 | | 1715 | |
| 0830 | | 1230 | | 1730 | |
| 0845 | | 1245 | | 1745 | |
| 0900 | | 1300 | | 1800 | |
| 0915 | | 1315 | | 1815 | |
| 0930 | | 1330 | | 1830 | |
| 0945 | | 1345 | | 1845 | |
| 1000 | | 1400 | | 1900 | |
| 1015 | | 1415 | | 1915 | |
| 1030 | | 1430 | | 1930 | |
| 1045 | | 1445 | | 1945 | |
| 1100 | | 1500 | | 2000 | |
| 1115 | | 1515 | | 2015 | |
| 1130 | | 1530 | | 2030 | |
| 1145 | | | | | |

- A2B INMATES ARE ALLOWED ONE PHONE CALL PER MONTH
- X – FOR A2B PHONE CALLS
- RETAIN ONE COPY; SEND ONE COPY TO ISU

FACILITY: _____
TDD MACHINE SIGN-UP LIST

DAY: _____ DATE: _____ BUILDING: _____

MORNING

| TIME: | NAME: | NUMBER: | CELL/BED NUMBER: |
|-------|-------|---------|------------------|
| 0900 | | | |
| 0940 | | | |
| 1020 | | | |
| 1100 | | | |

AFTERNOON

| TIME: | NAME: | NUMBER: | CELL/BED NUMBER: |
|-------|-------|---------|------------------|
| 1300 | | | |
| 1340 | | | |
| 1420 | | | |
| 1500 | | | |

EVENING

| TIME: | NAME: | NUMBER: | CELL/BED NUMBER: |
|-------|-------|---------|------------------|
| 1900 | | | |
| 1940 | | | |
| 2020 | | | |

Inmates will sign up for TDD machine calls with their respective Housing Unit Officers during third watch, between 2000-2100 hours, on the evening prior to use. The Housing Unit Officers will maintain the sign up sheet in order to monitor and arrange the use of the TDD phone according to the inmate's privilege status. NOTE: A2B Inmates are allowed ONE (1) TDD machine call per month.

The TDD machine is located in each Facility Lieutenant's office except Facility E; the machine is located in the Sergeant's office. Prior to the schedule time noted above, the Housing Unit Officers shall contact the Housing/Program Sergeant and make arrangements for the scheduled inmate(s) to utilize the TDD machine.