



California
Department of
Corrections and
Rehabilitation
WSP-RC

OPERATIONS
MANUAL
SUPPLEMENT

Chapter:	5 CUSTODY/SECURITY OPERATION
Article:	21 INMATE USE OF TELEPHONES
Section:	52060 INMATE USE OF TELEPHONES

52060.4
PUBLIC TELEPHONE ACCESS
(DEV.: 02/91)
(REV.: 02/14)

SCHEDULING OF OUTSIDE CALLS

All outgoing inmate telephone calls must be monitored, as outlined in California Code of Regulations (CCR), Title 15, Section 3282 and Departmental Operations Manual Section 52060.11. Telephone calls will be made at 15-minute intervals as designated by the sign-up sheets (Attachment A) maintained in each housing unit.

There are four telephones in each Facility A Level III General Population housing units. Facility "M" have four telephones in each housing unit. The firehouse has one telephone. Complex Control has two ADA extended stay telephones. Administrative Segregation Unit (ASU) has one telephone.

The sign-up sheets will be available from the Housing Unit Officer between 2000-2130 hours, seven days a week. The Fire Captains in the Firehouse will ensure that the prime time slots are rotated to ensure fairness. The Housing Unit Officer shall rotate the phone sign-up sheet by section and tier to ensure all inmates are afforded an opportunity at prime time slots.

On Facility "A" and "M", once each inmate has had an opportunity to sign-up, inmates will be allowed to sign-up for one additional call on a first come basis. No back to back calls are permitted.

Inmates may sign-up for regularly scheduled time slots; however, if they fail to report at the scheduled time, the telephone will remain vacant.

An inmate using his scheduled phone time may not hand the phone to another inmate at any time. Inmates shall not be allowed to place calls and/or relay conversations for inmates restricted from or not entitled to phone privileges. Deviation from this policy will result in the scheduled call being terminated.

All telephone sign-ups and calls will be in accordance with privilege groups outlined in CCR 3044.

It will be the responsibility of the Housing Unit Officer to monitor the sign-up sheets for unauthorized multiple sign-ups, and inmates signing for others. Inmates found in violation of this procedure will receive appropriate disciplinary documentation.

IDENTIFICATION OF PRIVILEGE GROUP

Inmates on disciplinary detention or Confined To Quarters (CTQ) status are not eligible for telephone privileges except for emergency calls specifically approved by a Facility Supervisor.

Inmates housed in ASU due to Non-Disciplinary Segregation (NDS) will be allowed one call per week. Privilege group B will be allowed one call per month.

In the event a telephone is out of order, all slots signed for during this period, will be considered lost, due to circumstances beyond the control of the institution.

Inmates assigned to the Firehouse have been granted the privilege of making one 15-minute call per day. Every attempt will be made to ensure these calls are made during the inmate's off duty hours.



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However, due to the sporadic nature of firefighting duties, it will be left to the discretion of the on duty Fire Captain when to allow make up calls for Inmate Firefighters. A copy of all changes will be forwarded to ISU.

CCR, Title 15, Section 3044 outlines which inmates are authorized to use a telephone and the regularity of calls based by privilege group.

- Privilege Group A – 1 phone call per day.
- Privilege Group B – 1 phone call per month.

The Facility “A” Building Housing Unit Officers will provide a copy of the phone list to the respective control booth, the program office and Investigative Services Unit office.

Facility “M” Dorm Officers and the Firefighter will provide a copy of the phone list to the program office, ISU office and Tower #1.

Control Booth Officers assigned to Facility “A” will monitor their respective housing unit phones.

- Building #1 has the capability to monitor Building #1-#4, #6 (Gym) Phone A
- Building #3 has the capability to monitor Building #6 Phone B
- Tower #1 monitors Facility “M” and the Firehouse
- ISU monitors Administrative Segregation

Control Booth Officers will ensure the inmate telephones are turned on at the appropriate times between 0900-1630 hours and 1900-2100 hours. A delay in the opening of the dayroom or a delay in the completion of the evening meal may interrupt phone utilization.

**ADA EXTENDED STAY RECEPTION
CENTER INMATES**

Eligible ADA extended stay reception center inmates shall enter their name on a sign-up list maintained in each housing unit. A copy of the list will be maintained in the program office. At the time of their scheduled telephone call, the inmate will be escorted to complex control phones where he will make his call for no longer than 15 minutes, which will be monitored by complex control staff.

During institutional lockdowns, the affected facility’s phone privileges may be suspended as directed by the Part B of a Program Status Report (PSR).



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ANNUAL REVIEW/REVISION

This supplement will be reviewed/revised by the Associate Warden-Custody & Housing as changes are necessary or three years from the date of the last review/revision. The next date of review/revision is June 2015.

JOHN N. KATAVICH
Warden
Wasco State Prison-Reception Center

2/18/14

DATE

