

patient is on SHU status and the Health Care Lieutenant, HCA Captain or AW-HCO is unable to be notified, the Watch Commander may authorize the telephone call.

D. Scheduling of Telephone Calls

1. I/M-patients eligible for telephone privileges will request telephone access from third watch officer. Third watch officer will allow I/M-patient telephone calls only when it does not interfere with their regular duties. All calls will be monitored.
2. I/M-patients may need to utilize the telephone during second watch. This may occur if the I/M-patient has had a death in the family, a scheduled call with legal counsel and for interview purposes, such as appeals or investigations. If this arises the housing officer will inform the CTC Sergeant and wait for approval, prior to the telephone call being made.
3. Privilege Group A I/M-patients will have telephone access daily limited only by institution/facility telephone capabilities. Privilege Group B I/M-patients will be allowed one personal call a month. Privilege Group C and D IM/s will make telephone calls on an emergency basis only as determined by institution/facility staff. Telephone calls will be limited to 15 minutes.
4. All outside telephone calls will be collect only. The I/M-patient phones are located by the officer's station on each CTC wing.
5. A weekly telephone sign-up sheet will be posted at the officer's station for tracking purposes. All calls will be logged in the I/M-patient's CDCR Form 114A file.

E. Correctional Officer Responsibilities

1. An officer will verbally inform the I/M-patient that his telephone call is being monitored, and that it is the I/M-patients responsibility for notifying the person called that their conversation will be monitored.
2. The CTC Control Officer will monitor all outside telephone calls made by I/M-patients.
3. An officer will appropriately document the I/M-patients phone call on his CDCR Form 114A and bed card.

F. Attorney Telephone Calls

1. ~~Attorney/I/M-patient consultation may occur by confidential telephone contact under the following conditions:~~
 - a. The I/M-patient must have a current and verifiable case or litigation in progress.
 - b. The attorney must be a representative of the I/M-patient, either by court appointment or private hiring.

- c. The I/M-patient must give his consent for the telephone call prior to arrangements being made.
- d. The attorney must forward his/her request in writing to the Litigation Office at least three working days in advance of the requested telephone conference. The request must contain:
 1. The attorney's name, address, telephone number, and state bar card number.
 2. The inmate's full name and CDCR number.
 3. A brief generic summary of the purpose of the telephone conference.
- e. Attorney telephone conferences will be arranged Monday through Friday, excluding holidays, between 0800 and 1600 hours. It will be the responsibility of the Litigation staff to coordinate this process and notify the unit of the scheduled telephone conference.
- f. The telephone conference will be limited to 30 minutes once a week per attorney. However, a court order may give further stipulations.
- g. The HCA CCI will place the telephone call from an area that provides a confidential setting for the I/M-patient and his attorney.
- h. The telephone call will be collect.
- i. The HCA CCI will notify the Litigation Office of any circumstances that prevent or interfere with the accomplishment of this process (i.e., I/M-patient refuses, no answer when call is connected, unit incident that prevents staff assistance, etc.).

SECTION 1025 FOOD PORT EMERGENCIES:

- A. In accordance with DOM Chapter 5, Article 2, Use of Force Policy, Section 51020.11.3, Food Ports, which states; if during routine duties, correctional officers encounter an inmate who refuses to allow staff to close and lock the food port:
 1. The officer shall verbally order the inmate to relinquish control of the food port and allow staff to secure it.
 2. If the inmate relinquishes control of the food/security port, it will be secured.
3. In the event the inmate does not relinquish control of the food port, the officer shall back away from the cell and contact and advise the custody supervisor of the situation. Controlled force may be initiated in accordance with DOM Section 51020.12, while custody staff continues to monitor the inmate.