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|  <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p> | DAI Policy #: 309.39.01 | Page 1 of 7 |
| | Original Effective Date: 10/01/95 | New Effective Date: 03/16/20 |
| | Supersedes: 309.39.01 | Dated: 01/01/17 |
| | Administrator's Approval: Makda Fessahaye, Administrator | |
| Required Posting or Restricted: | | |
| <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted | | |
| Chapter: 309 Resources for Inmates | | |
| Subject: Monitoring and Recording of Inmate Telephone Calls | | |
| Guidance Document <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Posting date 03/09/20 | | |

POLICY

The Division of Adult Institutions may operate an inmate telephone monitoring/recording system to ensure the safety of staff, inmates, victims and the community.

REFERENCES

Wisconsin Administrative Code s. DOC 309.39 – Inmate Telephone Calls
Wisconsin Administrative Code s. DOC 309.405 – Telephone Calls to Attorneys
Wisconsin Administrative Code s. DOC 309.43 – Procedure for Approval
Wisconsin Administrative Code s. DOC 309.42 – Calls Between Inmates
DAI Policy 300.00.35 – Americans with Disabilities Act

DEFINITIONS, ACRONYMS, AND FORMS

ADA - Americans with Disabilities Act

ADA Coordinator – A person who has been designated by each Division to receive and process requests for accommodations from inmates, offenders, juveniles and members of the public.

Attorney – Inmate's attorney of record or an attorney with whom the inmate has a client-attorney relationship or an attorney with whom the inmate seeks to establish a client-attorney relationship.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-1556 – Acknowledgment of Monitoring PIN Number Usage and Recording of Telephone Calls

DOC-1631 – Telephone Request Attorney Add/Delete

DOC-1631S – Telephone Request Attorney Add/Delete (Spanish translation)

DOC-2530 – Reasonable Modification/Accommodation Request

DOC-2649 – Relative/Associate Requesting Telephone Relay Accommodations

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Monitoring – The in-person interception of an inmate’s telephone call and/or the listening to recorded telephone calls.

Personal Identification Number (PIN) – A unique ten digit number comprised of an inmate’s assigned six digit DOC number plus a four digit passcode created by the inmate.

Recording – The electronic recording of an inmate’s telephone call.

TDD/TTY – Telephone Devices for the Deaf

WICS – Wisconsin Integrated Corrections System

PROCEDURE

I. Telephone Call Procedure

- A. Inmate shall sign DOC-1556 or prior to using the phone. Inmate use of the telephone constitutes consent to the monitoring and recording of calls.
- B. Initial announcement and voice overlays shall be included in all calls indicating the call originated from a state correctional facility.
- C. All calls shall have a termination message announcing the remaining time on the call. Calls shall automatically be disconnected when the time elapses.
- D. Inmate handbooks and/or facility procedure shall indicate all telephone calls, except approved properly placed attorney calls, may be monitored and recorded.
- E. A written notice in English and Spanish shall be posted on/near telephones informing the inmate that all calls, other than properly approved calls to an attorney, may be monitored and recorded.
- F. The vendor shall provide TDD/TTY and the service to support use by deaf and hard of hearing inmates.
- G. Telephone calls placed using a TDD/TTY shall be granted timeframes three times longer than regular telephone calls placed using the standard voice telephone equipment. Time frames can be extended by contacting the telephone vendor.
- H. Telephone calls involving telephone relay services including deaf and hard of hearing inmates as well as deaf and/or hard of hearing members of the public, shall be granted with prior approval from staff in order to facilitate using this service. Deaf and hard of hearing members of the public shall return a completed DOC-2649 to the attention of the facility ADA Coordinator prior to receiving a relay call.

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- I. The inmate shall be responsible for the actual cost of the call using the state telephone system for an emergency call as defined by facility procedure. Only general account funds may be used.
- II. ADA Coordinators Shall:**
 - A. Process DOC-2530 per DAI Policy 300.00.35.
 - B. Receive and verify DOC-2649 and submit to Security Director for approval.
- III. Security Director/Designee Shall:**
 - A. Approve or deny the DOC-2649.
 - B. Document in the relative/associate's screen in WICS an approved DOC-2649 is on file from the relative/associate's physician. Documentation in the relative/associate's WICS screen shall include the facility's acronym, date information is being entered and a very brief comment. (e.g., relay service approved.)
 - C. Scan and save the DOC-2649s in DAI Security Director/ Relative Associates/Telephone Accommodation folder. Each DOC-2649 shall be saved by last name, first name and date approved. Example: Doe, Jane 100112.
 - D. Notify the relative/associate of the accommodation approval/denial.
- IV. Facilities Shall:**
 - A. Receive DOC-1631 or DOC-1631S and forward it to the Inmate Phone System Vendor. Retain a copy of this completed form on file.
 - B. Provide training to staff responsible for monitoring inmate telephone calls.
 - C. Not knowingly monitor or record a properly placed telephone call to an attorney.
 - D. If while monitoring or recording a telephone call, it is determined the call is to an attorney, further monitoring/recording shall cease at once. A DOC-2466 shall be submitted with a copy provided to the Warden describing the circumstances that resulted in the call being monitored/recorded.
 - E. In the event a telephone call to an attorney was monitored and recorded, notify the pertinent inmate and attorney that the call was monitored and recorded.
 - F. Facilities shall develop procedures for staff monitoring of inter-institution phone calls between the requesting inmate and the inmate's spouse, parent or child committed to another Wisconsin correctional facility or mental health facility.

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V. Inmates Shall:

- A. Sign DOC-1556.
- B. Identify attorney(s) using DOC-1631 or DOC-1631S.
- C. Enter their own PIN.
- D. Not use another inmate's PIN or an intermediary.
- E. Not participate in three-way calling, speaker-phone or broadcast calling.
- F. Not allow their phone calls to be recorded by another party except for law enforcement purposes.
- G. Submit completed DOC-2530 to the ADA Coordinator if requesting accommodations.
- H. Send blank DOC-2649 to the relative/associate requesting the accommodation.

Administrator's Approval: _____
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_____ **Date Signed:** 02/28/20
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DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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| Facility: Prairie du Chien Correctional Institution | | |
| Original Effective Date: 01/13/05 | DAI Policy Number: 309.39.01 | Page 5 of 7 |
| New Effective Date: 08/13/20 | Supersedes Number: 309.39.01 | Dated: 06/02/17 |
| Chapter: 309 Resources for Inmates | | |
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| Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation | | |
| Warden's/Center Superintendent's Approval: Warden Peter J. Jaeger | | |

PURPOSE

Prairie du Chien Correctional Institution (PDCI) will monitor and record inmate phone calls to enhance institution security, assist outside law enforcement and/or protect the public.

DEFINITIONS, ACRONYMS AND FORMS

A & E – Assessment and Evaluation

DCI – Dodge Correctional Institution

PDCI – Prairie du Chien Correctional Institution

DOC-9 – Adult Conduct Report

FACILITY PROCEDURE**I. Inmate Phone Calls****A. General Guidelines**

The social worker/treatment specialist will complete the DOC-1556 for inmates who were not processed through DCI, and will forward the completed form to the Records Department for filing.

B. Phone Usage

1. General population inmates are permitted to call during dayroom hours.
 - a. Calls are limited to fifteen (15) minutes within a 20-minute block.
 - b. Phone calls must be completed prior to the end of dayroom hours.
 - c. Inmates must wait 1 hour after the completion of their call block to sign up for another block.
 - d. Canteen can be ordered from 0600-0730 and during evening quiet time hours.
2. Transferring of calls is prohibited.
3. Inmates will not be allowed to use another inmate's slot.
4. Inmates in Restrictive Status Housing shall refer to the unit handbook.

C. Monitoring and Recording

1. Information recorded will be the inmate's DOC number, inmate name, date, time, destination number, duration of the call and the conversation.
2. The contents of an intercepted and recorded telephone conversation will only be divulged as necessary in accordance to DOC 309.56.
3. Only trained and authorized DOC staff will be allowed to operate monitoring equipment.

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D. Properly Placed Attorney Calls

1. Properly placed attorney phone calls do not count against inmates' daily call limit, as appropriate to their status.
2. PDCI does not have specific "Attorney" phones in the housing units for the inmates to use. Inmates can call their attorneys on the unit phones in the dayroom during dayroom hours if possible. If the attorney is on the DOC-1631 (Attorney Add/Delete Form), the system flags not to monitor.
3. Attorney phone numbers will be entered into the phone system upon receipt of affirmative response from the attorney by our long distance carrier.
4. Attorney must contact Warden's Secretary to arrange for inmate phone conference to include attorney bar number, phone number to be reached at and the contact name.

II. Responsibilities**A. Social Worker**

1. Complete DOC-1556 as needed.
2. Respond to requests for inter-institution calls and make arrangements per policy.

B. Unit Staff

1. Monitor properly placed calls and verify inmate activity while using phones.
2. Maintain and monitor the phone signup sheet.
3. Go cell to cell to offer initial phone sign up before the 0740 am count to ensure each inmate has an opportunity for phone use.
4. Ensure a fair rotation for the cell that is started with each day; it must be logged in the unit log book.
5. Enforce a 20-minute time block.

C. Security Supervisor

1. Assign monitoring and recording responsibilities to staff who have received the proper training.
2. Note any illegal activity detected followed by a written report submitted to the Security Director.
3. Arrange for transcription of phone calls and provide to the Security Director as evidence, as directed.
4. Do not monitor any attorney/inmate phone calls from the attorney approved on the inmate's DOC-1631.

D. Security Director

1. Assign supervisor(s) and/or other staff to monitor phone calls.
2. Review reports and evidence of any illegal activities.
3. Make necessary referrals for prosecution/investigation to law enforcement agencies.

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E. Inmate

1. Submit a completed DOC-1631 to add/delete or change attorney on the approved list.
2. Responsible to be up at the door for sign up when initial phone round is conducted.
3. Remember scheduled phone times.
4. Keep track of time and be off telephone before the next time slot begins. .
5. Follow guidelines if under restrictions or Voluntary Unassigned. Inmates with restrictions or those currently on Voluntary Unassigned status must follow guidelines of their restrictions.