APPLICABILITY:

This procedure applies to all Mississippi Department of Corrections institutional employees involved in the processing and/or implementation of offender telephone privileges.

POLICY STATEMENT:

It is the policy of the Mississippi Department of Corrections (MDOC) to provide eligible offenders with reasonable access to designated, monitored, public telephones.

DEFINITIONS:

Emergency Telephone Calls – Calls involving serious family illness, death, or impending disaster related to an offender’s property which cannot be deferred until regular mail delivery.

PROCEDURES:

Offender Access

- All offenders regardless of status will be provided access to public telephones in accordance with designated schedules.
- Offender access will only be denied when there exists a reasonable and legitimate security concern that requires pre-emptive action in order to ensure public safety and/or facility order.
- All denied access restrictions will be justified and documented in writing.
- Only Superintendents or designees and/or a facility’s controlling authority will approve telephone access restrictions.

Telephone List Creation

- Each MDOC offender will be allowed to create a telephone list that contains those individuals with which said offender will be allowed to communicate with via MDOC controlled telephones.
The original offender phone list will be created during admission as a part of the orientation process at the Reception and Classification center.

Thereafter, offenders will be given the opportunity to make changes to their telephone list every six (6) months via their assigned case manager.

Offenders will only be permitted to call those individuals who they have identified and listed on their personal telephone call list.

Offenders will not be allowed to have more than ten (10) names on their MDOC approved list.

Security Call Screening

MDOC reserves the right to monitor and/or tape offenders' non-legal telephone calls in order to ensure compliance with the Agency's Public Safety Mission.

Legal Calls

Telephone calls to attorneys or other legal representatives will be permitted for any offender from the offender's unit by placing the attorney's name and phone number on his call list.

Telephone calls to attorneys or other legal representatives will be permitted for any offender who has not placed his/her attorney's name and number on his/her call list upon request as soon as is reasonably possible by completing an Inmate Legal Assistance Request form.

After the employee placing an offender's call verifies the attorney or legal representative's identity, such communications will be private.

Legal calls will not be monitored.

Emergency Calls

Offenders will not be permitted incoming emergency telephone calls.

Emergency in-coming offender calls will be forwarded to the Chaplain's Department or Duty Chaplain for processing.

Emergency telephone calls will not constitute a regularly scheduled telephone call.

Call Restrictions

All calls will be outgoing and limited to designated time frames.

All offender telephone calls will be collect calls at the expense of the person called.
Disciplinary Detention

Offenders in disciplinary detention will only be eligible for emergency and legal calls.

REPORTS REQUIRED:

Allowed Call List Update Form
Inmate Legal Assistance Request Form
As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY

Reviewed and Approved for Issuance

[Signature]
Deputy Commissioner of institutions

9/26/03
Date