



**MISSISSIPPI DEPARTMENT
OF
CORRECTIONS**

**SOP NUMBER
31-02-01**

**AGENCY WIDE
INSTITUTIONS**

OFFENDER TELEPHONE PRIVILEGES

**INITIAL DATE
12-01-82**

ACA STANDARDS: 4-4497

**EFFECTIVE DATE
10-01-2003**

STATUTES:

NON-RESTRICTED

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1 **APPLICABILITY:**

2

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

5

6 **POLICY STATEMENT:**

7

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

10

11 **DEFINITIONS:**

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

15

16 **PROCEDURES:**

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18 Offender Access

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20 • All offenders regardless of status will be provided access to public telephones in
21 accordance with designated schedules.

22

23 • Offender access will only be denied when there exists a reasonable and legitimate security
24 concern that requires pre-emptive action in order to ensure public safety and/or facility
25 order.

26

27 • All denied access restrictions will be justified and documented in writing.

28

29 • Only Superintendents or designees and/or a facility's controlling authority will approve
30 telephone access restrictions.

31

32 Telephone List Creation

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34 • Each MDOC offender will be allowed to create a telephone list that contains those
35 individuals with which said offender will be allowed to communicate with via MDOC
36 controlled telephones.

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- 37 • The original offender phone list will be created during admission as a part of the orientation
38 process at the Reception and Classification center.
39
- 40 • Thereafter, offenders will be given the opportunity to make changes to their telephone list
41 every six (6) months via their assigned case manager.
42
- 43 • Offenders will only be permitted to call those individuals who they have identified and listed
44 on their personal telephone call list.
45
- 46 • Offenders will not be allowed to have more than ten (10) names on their MDOC approved
47 list.
48

49 Security Call Screening

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51 MDOC reserves the right to monitor and/or tape offenders' non-legal telephone calls in order to
52 ensure compliance with the Agency's Public Safety Mission.
53

54 Legal Calls

- 55
- 56 • Telephone calls to attorneys or other legal representatives will be permitted for any offender
57 from the offender's unit by placing the attorney's name and phone number on his call list.
58
- 59 • Telephone calls to attorneys or other legal representatives will be permitted for any offender
60 who has not placed his/her attorney's name and number on his/her call list upon request as
61 soon as is reasonably possible by completing an Inmate Legal Assistance Request form.
62
- 63 • After the employee placing an offender's call verifies the attorney or legal representative's
64 identity, such communications will be private.
65
- 66 • **Legal calls will not be monitored.**
67

68 Emergency Calls

- 69
- 70 • Offenders **will not be permitted** incoming emergency telephone calls.
71
- 72 • Emergency in-coming offender calls will be forwarded to the Chaplain's Department or Duty
73 Chaplain for processing.
74
- 75 • Emergency telephone calls will not constitute a regularly scheduled telephone call.
76

77 Call Restrictions

- 78
- 79 • All calls will be **outgoing** and limited to designated time frames.
80 • All offender telephone calls will be **collect** calls at the expense of the person called.

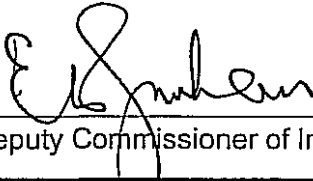
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81 Disciplinary Detention

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

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85 **REPORTS REQUIRED:**

- 86
87 Allowed Call List Update Form
88 Inmate Legal Assistance Request form
89 As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY	
Reviewed and Approved for Issuance	
	Deputy Commissioner of Institutions <div style="float: right;"> 9/26/03 Date </div>