

## Telephone Access

### 972.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policies and procedures to provide youth with access to telephone communication. This policy applies to all juvenile facility staff.

### 972.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15, Article 6, §§ 1371 & 1376;
- California Penal Code § 830;
- Welfare and Institutions Code §§ 210, 627 (b) & 885.

### 972.3 POLICY

All youth may have access to telephones. Youth are encouraged to maintain communication with their parent(s)/legal guardian(s), grandparent(s), and attorney, unless there is a court order that states otherwise. Telephone access is another communication tool in addition to visitation and correspondence.

### 972.4 DETENTION CONTROL TELEPHONE CALLS

During the admittance process, except where physically impossible, no later than one hour after each youth has been admitted, the youth shall be advised of and has the right to make at least two telephone calls. One phone call shall be attempted to the youth's parent(s)/legal guardian(s), a responsible relative, or the youth's employer, and another call to the youth's attorney. Calls completed during the admittance process shall be made at the department's expense and in the presence of staff. Refer to Welfare and Institutions Code (WIC) 627 (b).

### 972.5 TELEPHONE CALLS AFTER ADMITTANCE

After admittance, youth may be allowed to complete telephone calls using the pay telephones located in their living units.

Youth are authorized to call their parent(s)/legal guardian(s) or grandparent(s), unless there is a court order prohibiting their contact. A youth may also be authorized to call a member of the community who is a positive influence but only after the person has been verified by the youth's probation corrections officer (PCO) caseworker and approved by the unit supervising probation officer (SPO).

Pay telephones may be used during the youth's one hour of unscheduled daily recreation in accordance with Title 15, Section 1371. In addition to unscheduled daily recreation, staff may grant youth access to the pay telephones when the opportunity presents itself. Use of the pay telephones shall not adversely impact the daily operations of the juvenile facility. All youth shall be given equal access to use the pay telephones.

All telephone calls will be limited to ten minutes each using the pay telephone system.

# Riverside County Probation Department

## Policy Manual

### Telephone Access

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Staff are authorized to terminate all telephone calls during an emergency code call or whenever they have reasonable suspicion to believe safety and security is threatened.


#### 972.6 INMATE CALL ENGINE (ICE)

##### 972.6.1 HOW TO ACCESS THE INMATE CALL ENGINE

- (a) Access the ICE system through the Probation Intranet portal. ([Probation Intranet](#))
- (b) Scroll down and select the ICE icon.
- (c) Staff will need to log in with their username and password.

##### 972.6.2 CREATING AN ICE ACCOUNT FOR YOUTH

During the detention control process, the detention control officer (DCO) shall create an ICE account for each youth by completing the following:

- (a) Access the ICE system;
- (b) Click on the "inmate" tab;
- (c) Create a new youth profile to include:
  1. the youth's full name;
  2. 
  3. names and contact information of parent(s)/legal guardian(s), grandparent(s), attorney, court-ordered telephone calls, etc.; and
- (d) Ensure that the "active" tab is selected under "status."
  1. Youth shall be prompted to create an additional PIN number during their initial telephone call.

##### 972.6.3 TRANSFERRING A YOUTH'S ICE ACCOUNT

Each time a youth transfers to and from facilities, they shall have access to use the pay telephone system only if they have an ICE account and it has been activated for that facility.

DCO staff at the receiving facility shall set up a new ICE account or activate an existing account for each incoming youth. If the youth has an existing ICE account, DCO staff at the receiving facility shall activate the youth's account upon their arrival to their facility. DCO staff from the sending juvenile facility shall deactivate the transferring youth's ICE account.

Staff at each juvenile facility shall have access to the youths' ICE profiles, contact information and telephone call history.

#### 972.7 ATTORNEY TELEPHONE CALLS

Youth shall be allowed access to use the pay telephone to call their attorney at no expense to either party.

Attorney calls are privileged calls and shall not be overheard or listened to by staff.

## *Telephone Access*

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The unit SPO or designee shall contact the ICE support team to enter the youth's attorney's contact name and telephone number into the ICE system.

### **972.8 COURT-ORDERED TELEPHONE CALLS**

Court-ordered telephone calls shall be completed via the pay telephone system.

The unit SPO shall verify all court-ordered telephone calls by reviewing the youth's minute order from the court. Once the court-ordered telephone call has been verified, the unit SPO or designee shall enter the contact information into the ICE system.

Court-ordered collect telephone calls shall be completed in the same manner as any other telephone call. When the Court orders a telephone call to be completed at the department's expense, the unit SPO or designee shall send an email to ICE support with the following information:

- (a) Youth's name;
- (b) Name of court-ordered telephone call recipient;
- (c) Telephone number of court-ordered telephone call recipient;
- (d) Length and frequency of call; and
- (e) Indicate if the telephone call shall be at the department's expense.

### **972.9 DOCUMENTING TELEPHONE CALLS IN THE JUVENILE AND ADULT MANAGEMENT SYSTEM (JAMS)**

Shift one control staff or designee are responsible for entering all telephone calls made the prior day into the youths' corresponding detention contacts screen in the JAMS. This information shall be generated in a telephone call history report from the ICE system.

Staff shall enter the following information into the detention contacts screen:

- (a) Name of person called;
- (b) Telephone number called;
- (c) Type of phone call completed; and
- (d) Length of telephone call completed.

### **972.10 SUPERVISING TELEPHONE CALLS**

Staff shall supervise youth using the pay telephones at all times.

Youth shall be directed to sit in a chair facing staff when using the pay telephones. This will allow staff to monitor the youth in the event the youth becomes emotional or agitated. If staff notices a change in the youth's demeanor, staff shall speak to the youth regarding the nature of the telephone call and provide counseling if needed. Any behavioral issues involving telephone calls shall be noted in the unit log as well as the youth's detention contacts screen in the JAMS.

## *Telephone Access*

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### **972.11 REQUESTS FOR YOUTHS' TELEPHONE RECORDS**

Only authorized personnel assigned to the Riverside County Probation Department Juvenile Facilities or Inmate Call Engine (ICE) may operate or access the inmate telephone recording equipment.

Any law enforcement officer, who is sworn law enforcement pursuant to California Penal Code Section 830, and Deputy District Attorneys performing an official law enforcement investigation, can request inmate phone records. All requests for records regarding inmate telephone conversations shall be submitted by the requesting agency/officer in writing on a Request for Inmate Telephone Records form (attachment).

Requests for records will be forwarded to the facility manager. After the facility manager approves the request, it will be forwarded to ICE personnel, who will respond to the request.

Records of inmate telephone conversations will only be released to government law enforcement agencies. The release of records shall be documented by means of a completed Request for Inmate Telephone Records form (attachment). Forms will be retained for the current year, plus three years.

Juvenile facilities personnel releasing records will initial and date all records released. If records or audio files are e-mailed, a copy of the original e-mail will be printed and attached to the completed and signed Request for Inmate Telephone Records form (attachment).

Date(s) revised:

07/18/2016

03/07/2016

Created: 03/01/2000

Attachments:

[1. Request For Inmate Telephone Records](#)



# RIVERSIDE COUNTY PROBATION DEPARTMENT

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Juvenile facilities personnel releasing records will initial and date all records released. If records or audio files are e-mailed, a copy of the original e-mail will be printed and attached to the signed Request for Inmate Telephone Records form.

DATE/TIME OF REQUEST: \_\_\_\_\_

L.E./DA REQUESTING INFORMATION: \_\_\_\_\_

YOUTH'S NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

KNOWN/SUSPECTED TELEPHONE NUMBER: \_\_\_\_\_

TIME FRAME OF CALL: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

APPROVED  DENIED

FACILITY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

RECORDS RELEASED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RECORDS RELEASED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

(IF DIFFERENT FROM ABOVE)