

I. PURPOSE

To provide guidelines for inmate telephone use.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that inmates will have access to telephones.

III. PROCEDURE

A. Receiving

1. Newly admitted inmates will be given the opportunity to complete at least two (2) telephone calls during the booking/admission process.
 - a. The Receiving deputy will give the inmate a Personal Identification Number (PIN) to be used to activate the inmate telephone system. Telephone calls will be documented automatically when the PIN is used.
 - 1) The PIN is the inmate's booking number plus an automatically generated number made by the telephone system computer.
2. Assistance shall be provided to inmates who require physical or interpretative services in order to place a phone call.

B. General Population

1. Personal Calls
 - a. All general population cellblocks are equipped with public telephones.
 - b. Normal service will be from 0800 hours to 2300 hours daily.
 - c. Personal telephone calls will be limited to thirty (30) minutes per call.
 - d. Personal telephone calls will be automatically documented.
 - e. Citizens who do not want to receive calls from inmates shall be referred to the telephone system administration company in order to have their telephone number blocked.
2. Legal/Professional Calls
 - a. All general population cellblocks are equipped with telephones for making legal/professional calls at no charge to either party if the call is not long distance. The inmate has unlimited opportunity to make these calls.
 - b. All legal/professional calls, including attempts, will be automatically documented.
 - c. Inmates will have the ability to both add and remove legal/professional contact numbers via inmate request form or through a Kiosk station located in each housing unit. Their telephone files will be updated as soon as possible.

- d. The telephone system administration company will verify all legal/professional numbers before updating the files.
 - e. Anyone in this category who does not want the inmate to contact them by telephone may advise one of two (2) Confinement Branch Chiefs in writing and his/her number will be removed from the inmate's list.
- C. Personal telephone calls are a privilege, not a right, and may be used as a tool in maintaining discipline.
- 1. Inmate's personal telephone calls may be restricted for disciplinary reasons. This will be done electronically. However, the inmate will still have the capability to call his/her attorney.
- D. Only emergency messages will be accepted for inmates. Delivery of emergency messages will be prompt. Documentation of emergency messages will be completed using a sheriff's incident report, to include the date and time the message was received and the date and time the notification was delivered to the inmate.
- E. All inmate personal telephone calls will be monitored and recorded.

**01/01/00
DATE APPROVED**

**05/11/98
EFFECTIVE DATE**

Revised: March 2004, December 2005, February 2010, June 2017, June 2018



**STACEY A. KINCAID
SHERIFF**