	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: DEC 1 2 2009	POLICY NO.: COR.15.03
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): 493.15.03 & 10/23/07	
	SUBJECT: LONG DISTANCE TELEPHONE CALLS FOR INMATES TO IMMEDIATE FAMILY OFF ISLAND		Page 1 of 2

1.0 PURPOSE

To provide guidelines governing long-distance telephone calls for inmates to immediate family members who do not reside on the island on which the inmate is incarcerated.

2.0 REFERENCES AND DEFINITIONS

.1 References

a. Section 26-14.6, Department of Public Safety (PSD); and Section 353C-2, PSD, Powers and Duties

.2 Definitions

a. Immediate Family: The inmate's parent(s), grandparent(s), brother(s), sisters(s), wife, children; or half or whole blood, real or adoptive, shall be considered members of the inmate's immediate family. Inmates who have no immediate family as herein defined shall be permitted to designate close friends, clergy, community group workers or other appropriate parties, subject to approval of the facility Warden or designee, as persons the inmate shall be permitted to call. Such persons designated by inmates without immediate family need not reside or work at the inmate's primary residence.

3.0 POLICY

Inmates with immediate family members residing in locations other than the island on which the inmate is incarcerated are deprived by circumstances of visitation privileges. To remedy this situation, a policy is hereby instituted under which inmates incarcerated on an island other than their home island, state or country shall be allowed to make telephone calls, collect or at the their own expense, to immediate family members residing on another island, state or county.

1. Each facility will be responsible for establishing the overall frequency and scope of long-distance phone calls. To ensure that inmates are provided adequate opportunities for maintaining contact with their immediate families, the following elements shall be included in all facility procedures. These are minimum provisions, which may be expanded depending upon available resources and population requirements:

a. A minimum of one long distance call per week shall be allowed.

b. An inmate shall be allowed to make long distance calls only to members of their immediate family.

c. The inmate shall pay for any long distance calls made unless such calls are accepted and verified as a collect call. Verification of sufficient funds for paid calls shall be made prior to the call being made.

d. A minimum of 15 minutes per call shall be allowed. Scheduling of calls shall take into account facility schedules as well as the family's availability to receive the calls. Calls may be permitted on weekends and holidays if there is sufficient evidence that the family can only be contacted during these times.

.2 Each facility shall be responsible for establishing procedures to implement this policy. Internal controls shall be implemented to insure that telephones are not used indiscriminately and in a manner that violates this policy.

.3 Each facility shall establish a telephone line for calls.

.4 Each inmate who is eligible to make phone calls under this policy shall designate the members of his immediate family to whom calls shall be made. Each facility shall maintain a list of persons the inmate shall be permitted to call.

.5 Each facility shall be responsible for establishing and maintaining a telephone log to record long-distance calls.

4.0 SCOPE

This policy applies to all Correctional facilities of the Department.

APPROVAL RECOMMENDED: APPROVED:

	12/9/09		12/12/09
Deputy Director for Corrections	Date	Director	Date