



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Inmate Telephone System

EFFECTIVE DATE: 07/15/05 AMENDS/SUPERCEDES: n/a STANDARD NUMBER: 42.1.6	REVIEW DATE: REVISION DATE: APPROVED: _____ <div style="text-align: right;">Sheriff Signature</div>
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37.2.1 Purpose

To control and direct the proper use of the Inmate Telephone System, including: monitoring, dissemination, and recording of Inmate Telephone calls within the Weber County Correctional facilities.

37.2.2 Rationale

Though incarcerated, it is common for some inmates to continue to engage in criminal activity by the use of phone calls made using the Inmate Telephone System. The inmate Telephone System, by policy is monitored and calls recorded to allow for: the gathering of information that may aid in the investigation and intervention of crimes and threats against the Weber County Sheriff's Office facilities, personnel and others; and to aid in the management of inmates. The Inmate Telephone System monitoring and recordings are used to gather and document information for use within the Sheriff's Office for Criminal Intelligence functions and Internal Affairs investigations.

37.2.3 Definitions

- A. Inmate Telephone System (ITS): System used to access, monitor, and record inmate telephone calls within the Weber County Sheriff's Office Correctional Facilities
- B. Telephone Identification Number (TID): An ITS access/use number assigned individually to each inmate at the time of their booking or transfer to the Jail.
- C. Recordings: Jail phone conversations recorded from the Inmate Phone System onto Compact Disc (CD-R).

- D. Monitoring: The use of the system to monitor live or previous inmate telephone conversations.
- E. Legal Phone Calls: Privileged telephone calls between an inmate and their Attorney which are not monitored or recorded in any manner; except as authorized by a Court Order (Title III Wiretap)
- F. Authorized Personnel: Weber County Sheriff's Office Personnel assigned to operate, monitor, and disseminate information from the ITS.
- G. Criminal Intelligence Unit: Weber County Sheriff's Office Personnel assigned to conduct investigations for the purpose of gathering and managing criminal intelligence information.

37.2.4 Policy

Use of the Inmate Telephone System (ITS)

- A. Use of the ITS will be:
 - 1. Conducted in accordance with the provisions of this chapter as outlined and the provisions of Chapter 37.1
 - 2. Restricted to Authorized personnel in the Corrections and Law Enforcement Divisions of Weber County Sheriff's.
- B. Information on the Inmate Telephone System may be monitored obtained, recorded and disseminated to:
 - 1. Personnel within the Sheriff's Office for the operation and management of the correctional facilities, for the safety and security of the office, and for use in disciplinary actions involving an inmate.
 - 2. Personnel of this Office for Criminal or Internal investigation purposes with a Case Report Number.
 - 3. Investigative personnel from other authorized law enforcement agencies for Criminal Investigative purposes with a case report number AND the proper filing of a written request accompanied by a court order (subpoena).
- C. The Internal Affairs Unit supervisor or designee has the authority to restrict or allow Office or authorized outside law enforcement agency

personnel access to ITS or to obtain information from the ITS for said personnel.

- D. For purposes of Internal Affairs or Criminal Intelligence investigations the Internal Affairs Unit supervisor or designee has the Authority to access, monitor, and record inmate telephone calls as outlined in Chapter 37.1.

37.2.5 Procedure

- A. Agency personnel wanting to obtain information from the Inmate Telephone System will:
1. Make the request through their respective supervisor utilizing an Inmate Telephone Request Authorization Form.
 2. List the Requestor's name and rank, Supervisor's name and rank, Inmate name, Type of request, Reason and purpose of the request, and a Case Report Number.
 3. Direct the request to the Internal Affairs Unit for review and approval of the request.
- B. Authorized outside Law Enforcement Agency personnel wanting to obtain information from the Inmate Telephone System will:
1. Complete an Inmate Telephone Request Authorization Form.
 2. Present the form with a signed court order to the Internal Affairs Unit Supervisor or designee for review and approval of the request.
- C. Upon request approval the Internal Affairs Unit supervisor or designee will obtain or allow the requestor access to monitor or obtain a recording from the Inmate Telephone System.

37.2.6 References

WCSO Policy & Procedure Chapters 37 (Criminal Intelligence) and 56 (Property and Evidence Control).