

Section 2: Reception and Release
Subject: Telephone Calls at Booking
Minimum Standard: 5120:1-8-01(A)(5)
Revised: 06/1996, 07/2009, 12/2011, 09/2015

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing all arrested persons shall be provided access to telephones after the reception process to retain an attorney, secure bond, or contact a person of their choice.

PROCEDURE

Following the initial pat down, the inmate will be allowed access to the inmate telephone located outside the processing room. The inmate must be secured to the cuff bar while using the telephone. The booking officer may assist the inmate in obtaining phone numbers of those person the inmate wishes to call.

1. During the booking process, all persons to be confined are permitted telephone calls to retain an attorney, secure bond, or contact a person of their choice. Phone calls are not considered completed until the party being contacted is actually reached.
2. If after several attempts the inmate fails to reach their party, the inmate will be permitted to use the phone after the booking process and may have access to the phone in general population.
3. All inmate housing areas have a telephone accessible to inmates
 - a. Inmates are allowed to use the phone in their housing areas between the hours of 0700 – 1900 hours.
4. All phone calls made from inmate housing areas are outgoing collect calls only.
 - a. Inmates may purchase phone time from the jail commissary system.
 - b. Incoming phone calls cannot be received.
5. In the event a citizen advises the jail staff that they do not want to receive any calls from the inmates housed in the Erie County Jail, the citizen should be directed to contact the billing service used by the Erie County Jail. The owner of the phone can request the billing service to block phone calls originating from the Erie County Jail. Citizens who have questions about the phone system used by inmates at our facility will be directed to call the inmate phone billing service.
6. Generally, messages for inmates to call a certain phone number are not accepted. Messages for inmates to call their legal counsel may be delivered with the approval of a shift supervisor.