

Section 8: Communication
Subject: Access to Legal Counsel
Minimum Standard: 5120:1-8-06(H)
Revised:

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

POLICY

Inmates shall have access to legal counsel of record including telephone contact, written communication, and confidential visits.

PROCEDURE

1. Inmates can use the Inmate Telephone Services from 0700 to 1900 hours daily to contact their legal counsel.
 - a. If an inmate is unable to reach their legal counsel, a corrections officer may call on their behalf.
 - b. If a call is made on the inmate's behalf it will be logged as a PHON (Phone) Event in the Jail Log of the Jail Record Management System. This record should include:
 - c. Date and time of call.
 - d. Name of inmate allowed to make the call.
 - e. Name and number of person being called.
 - f. Officer allowing the call.
 - g. Reason for the call.
2. Inmates may write their legal counsel without censor while incarcerated in the Erie County Jail.
 - a. Indigent inmates will be provided with 2 stamped envelopes weekly, along with writing supplies, which they may use to write their legal counsel.
3. Inmates and legal counsel are allowed confidential visits.
 - a. These visits will take place in the Jail Interview Rooms.
 - b. Legal Counsel must present valid identification prior to the visit.
 - c. Visits will take place between 0700-1900 hours.
 - i. The Shift Supervisor may grant a visit outside these hours at their discretion.
 - d. These visits will be logged as a PROV (Professional Visitor) Event in the Jail Log of the Jail Record Management System. This record should include:
 - h. Date and time of visit.
 - i. Location of visit.
 - j. Name of inmate visited
 - k. Name of person visiting.