

INMATE REQUEST TO STAFF MEMBER FOR LEGAL TELEPHONE CALL

Inmates may request unmonitored legal telephone calls through the Unit Team. However, the Unit Team will only allow use of staff telephones if the inmate can demonstrate that communication through visiting, legal mail procedures, or normal telephone use is inadequate per Program Statement 5264.06. For example, when the inmate or the inmate's attorney can demonstrate an imminent court deadline. Legal phone calls that meet the aforementioned standard will be provided during Open House hours or by appointment, subject to staff availability.

I, _____ Reg. No.: _____

Request an unmonitored attorney call to:

_____, Telephone #: _____

Routine mail and visiting procedures are inadequate due to: _____

If a court deadline is imminent, what is the date of deadline*: _____

Court of Jurisdiction: _____ Case #: _____

* Must provide documentation of deadline.

☐ Approved by _____ Unit Manager _____ Date: _____

Date call provided: _____

☐ Denied by _____ Unit Manager _____ Date: _____

Rationale for denial: _____
