



STATE OF WYOMING  
DEPARTMENT OF CORRECTIONS  
**ADMINISTRATIVE  
REGULATIONS**

**NUMBER**

**2.403**

**PAGE NUMBER**

**1 OF 2**

**SUBJECT: Inmate Telephone System  
Use**

**I. PURPOSE:**

To describe the procedures for inmates use of the telephone system.

**II. POLICY:**

It is the policy of the Department of Corrections to allow inmates reasonable access to telephones in order to maintain community, family and legal contacts.

**III. PROCEDURES:**

- A. The inmate telephone system shall be made available for easy access to the inmates as decided by the Warden of the facility. The Wardens, through their designee, will be responsible for the operation of the telephone program.
- B. All inmate telephone calls will be collect through use of the inmate Personal Identification Number, hereinafter PIN.
- C. In each housing unit a schedule of usage for the inmates will be posted that allows access and availability that is equal in opportunity for each inmate needing access. The system should allow for both local and long distance calls.
- D. Telephone calls may be monitored as determined by the Security Manager and in coordination with the Warden. All inmates will be advised that all non legal calls are subject to monitoring. Such monitoring may include recording as needed but in no instance shall legal or attorney calls be monitored. (Private conversations monitored will not be shared by the staff with anyone not having need to know and as determined by the Security Manager or Warden.)
- E. Monitored calls shall only be practiced by the Shift Commander or higher authority as approved by the Security Manager or Warden.
- F. All calls made by the inmates must have prior approval and be on the inmates approved calling list. No third party calls or calls forwarding will be allowed.
- G. Emergency procedures for calls will be dictated by the Warden of the facility. Emergency calls will be defined as those included in the furlough/leave program under compassionate leave. (AR 2.503) In the event of an incoming emergency call the name and number of the calling party will be obtained and given to the inmate to allow the phone call to be returned. Emergency calls will not be counted against the inmates number of allowed calls.
- H. Inmates housed in special management units shall be limited as to their telephone

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access as determined by the Warden of the facility.

- I. Inmates housed in disciplinary detention will only be permitted emergency and attorney phone calls. Attorney numbers must be verified and placed on the inmates calling list.

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Judith Uphoff, Director  
Wyoming Department of Corrections

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Effective Date

Comments: