



State of Rhode Island
Department of Corrections
Office of Investigations & Intelligence
39 Howard Avenue
Cranston, RI 02920
OFFICE: (401) 462-5108
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Attorney Cell Phone Number Request Application

The Rhode Island Department of Corrections (RIDOC) extends telephone privileges to inmates as part of its overall correctional management. These telephone privileges include inmates' contact with their attorneys of record for criminal cases and administrative purposes. These **privileged and protected calls** are not recorded through the inmate calling system.

In the past, RIDOC has only allowed attorneys to place their office phone numbers on inmates' personally allowed number list ("inmates' phone list") as privileged; however, to allow inmates more access to their attorneys, the RIDOC will now allow inmates' attorneys of record to have his/her cell phone number added to an inmate's phone list. A cell phone number can be added as privileged when the following conditions are satisfied and verified through RIDOC's Investigations & Intelligence Unit:

1. The cell phone number of the attorney of record for an inmate **must** be in the name of the attorney of record.
 - a. A cell phone number in the name of another staff member, paralegal, translator, investigator or any other member of the law firm **will not be accepted**.
2. The request to place a cell phone number on an inmate's phone list **must be made by the attorney and cannot be made by the inmate**.
3. The attorney of record must submit the cell phone number to the RIDOC Investigations & Intelligence Unit by filling out the form below and submitting it via email to doc.siu@doc.ri.gov.
 - a. Once the completed form is received, at a minimum, a member of the Investigations & Intelligence Unit will contact the requesting attorney first at their office phone number and then simultaneously on their cell phone number for verification.
 - b. The RIDOC staff member must speak to the attorney of record, **not** another staff member.
4. Once the verification process has been completed, the cell phone number of the attorney of record will be added to the selected inmate's phone list as privileged.
5. If an attorney represents more than one (1) inmate incarcerated at the RIDOC, this process must be completed for every additional inmate represented by the attorney.
6. By signing the document below, the attorney of record agrees that all information is true, accurate, current and complete. If any information provided is found to be untrue, inaccurate, not current or incomplete, RIDOC reserves the right to refuse an attorney the opportunity to have his/her cell phone number placed on an inmate's phone list.
7. RIDOC is not responsible or liable if an inmate discloses to other inmates his/her attorney's cell phone number. If an attorney becomes aware that this has occurred, s/he **must** contact the Investigations & Intelligence Unit immediately at doc.siu@doc.ri.gov or (401) 462-5108 for assistance.

8. Any attorney's privileged call on his/her cell phone is solely and exclusively for attorney services; any other uses, including but not limited, to 3-way calling, conference calling, etc., will be considered a breach of security and protocol and will be subject to RIDOC review and sanctions.
9. If an attorney no longer represents an inmate at the RIDOC, or wishes to voluntarily have his/her cell phone number removed from an inmate's phone list, s/he **must** contact the Investigations & Intelligence Unit at doc.siu@doc.ri.gov or (401) 462-5108 and their cell phone number will be removed.
10. This agreement will be in effect for a period of twenty-four (24) months commencing from the date approved.
11. Any attorney who has his/her cell phone number on an inmate's phone list as privileged and violates any of the rules and regulations of the RIDOC inmate calling system is subject to having his/her cell phone number immediately removed from the phone system and additional sanctions may be considered by RIDOC.

Any questions or concerns about these procedures and protocols can be addressed by contacting the Special Investigations Unit at doc.siu@doc.ri.gov or (401) 462-5108.

Date:

Attorney's Name:

R.I. Bar Number:

Law Firm Name (if applicable):

Law Firm Address (if applicable):

Office Phone (extension, if applicable):

Cell Phone:

Email Address:

Inmate Name:

Inmate ID# (if known):

I hereby certify that the above information is true and accurate to the best of my knowledge:

Attorney's Signature:

(RIDOC USE ONLY)

Application:

Approved

Denied

Date:

Approved by:

Title:

Signature: