

TELECONFERENCE PROCEDURES KENOSHA COUNTY SHERIFF'S DEPARTMENT

- Should you wish to contact one of your clients that is detained in the Kenosha County Sheriff's Detention Facilities by having the inmate place a call to you, please do the following:
 - If the inmate is held at the Kenosha County Detention Center OR the Pretrial Facility, send an email to dIKCDCdlerical@kenoshacounty.org
 - The email should include a request letter on your law firm's or organization's letterhead addressed directly to your client, asking them to call you. Please provide a phone number and the exact date and time for the inmate to call.
- The number listed in your request is then added to a FREE direct-dial list.
- The inmate will be provided a print copy of your correspondence at 2:30 p.m. Monday – Thursday. Emails sent after 1:30 p.m. will be delivered by 09:00 a.m. the subsequent business morning. Emails sent from Fridays after 1:30 p.m. through Sunday will be delivered Monday morning. Weekend calls- if desired- will have to be set up Thursday due to M-F business hours.
- The inmate will be able to call you directly from their housing unit on a non-monitored or non-recorded telephone that either has privacy partitions or is in another location where the conversation may not be readily overheard by other inmates or facility staff.
- **PLEASE UNDERSTAND THAT THE FACILITY CAN DELIVER THE MESSAGE TO THE INMATE, BUT CANNOT MAKE THEM CALL YOU, AND CANNOT PROMPT THEM TO DO SO.**

Please note that inmates will be able to call you free of charge anytime they wish without an emailed letter. The availability of an email request to call is provided simply for your convenience.

Please note: There will be no exceptions made to the listed call request delivery times, so please *anticipate your scheduling complications* and time constraints and *plan your teleconferences accordingly*.

This process applies only to teleconferences. Mail or courier is another option to contact your clients. Please note that the described service is provided to official legal service providers for legal representation or to engage in consultation regarding legal matters. Non-legal calls must be made by inmates and detainees utilizing the existing collect call system. The electronic telephone system contains a non-monitored multi-way call detection feature that will alert the facility to any transfer or multi-party calls. Misuse or abuse of this service by approved providers other than representation or consultation purposes will result in removal from the free direct dial call list *without exception*.

Please ensure that emailed requests do not contain privileged communication to inmates housed in Kenosha County Detention facilities as such must be through the U.S. Postal Service or private mail services (UPS, Federal Express, etc.). Privileged mail-such as that between an attorney and their client-is provided special handling at detention facilities to maintain attorney-client confidentiality. Attorney-Client correspondence is opened only by inmates in an official's presence to check for contraband, non-permissible items, and other security breaches. Such items will not be delivered and will be securely destroyed.

Confidentiality cannot be maintained via email and is inconsistent with widely established and accepted standards and processes.

Please contact the Kenosha County Detention Center's general information line at 262.605.5800 with any questions.