

UW Whitewater Police



Inmate Calling Solutions (ICS)

Number:
42.2.2.1

No. Pages:
2

Special Instructions:

Approved By:
Chief Kiederlen

Effective Date:
10/1/2013

Revised Date:
8/9/2022

Revision number:
2

I. Purpose

It is the purpose of this policy to provide guidelines for use and release of information obtained from the Inmate Calling Solutions (ICS) server.

II. Definitions

Inmate Calling Solutions (ICS) Server: Contains recordings of the Walworth County Jail inmate phone calls.

III. Policy

The Walworth County Sheriff's Office grants the UW-Whitewater Police Department (UWWPD) limited access to the Inmate Calling Solutions (ICS) server that contains the recordings of Walworth County Jail inmate phone calls for the purposes of investigating and prosecuting crimes.

IV. Procedure

A. Use and Release of Walworth County Jail Records

1. All records are property of the Walworth County Sheriff's Office. ICS downloads are administered by the Walworth County Sheriff's Office and all requests for copies will be granted through the Walworth County Sheriff's Office.
2. Public release of Walworth County Sheriff's Office records will be granted solely by their office.
3. UW-Whitewater Police Department received approval from the Sheriff to disseminate copies of the downloaded conversations and information to the appropriate District Attorneys' office tasked with prosecuting said crimes.
4. The Walworth County Sheriff's Office will assign the Chief or his/her designee with a password to the ICS system. The Chief or designee will assign this password as appropriate to department personnel.
5. The Detective is the assigned department contact officer and will also be the Chief's designee.
6. ICS records may be monitored in accordance with all local, state and federal laws. An automated message stating that the call is subject to recording is announced to the

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calling and receiving parties prior to the start of phone conversations being recorded.

7. UW-Whitewater Police Department personnel must honor all attorney/client privileges and not monitor these calls. All phone calls will be recorded except those made to legal counsel that have been previously requested by legal counsel to not be recorded. This request must come from verifiable legal counsel directed to the Jail Administrator's Office.
8. The UW-Whitewater Police Department agrees to forward all requests for the release of ICS information and records to the Walworth County Sheriff' Office except those files that have been burned to disk or downloaded to an external storage system controlled by the UW-Whitewater Police Department.