



POLICIES & PROCEDURES FOR ATTORNEY VISITS, CONTACTS WITH CLIENTS, & RELATED ISSUES

NICOLE B. DILIBERO

RIDOC ADMINISTRATIVE & LEGAL
SUPPORT SERVICES ADMINISTRATOR

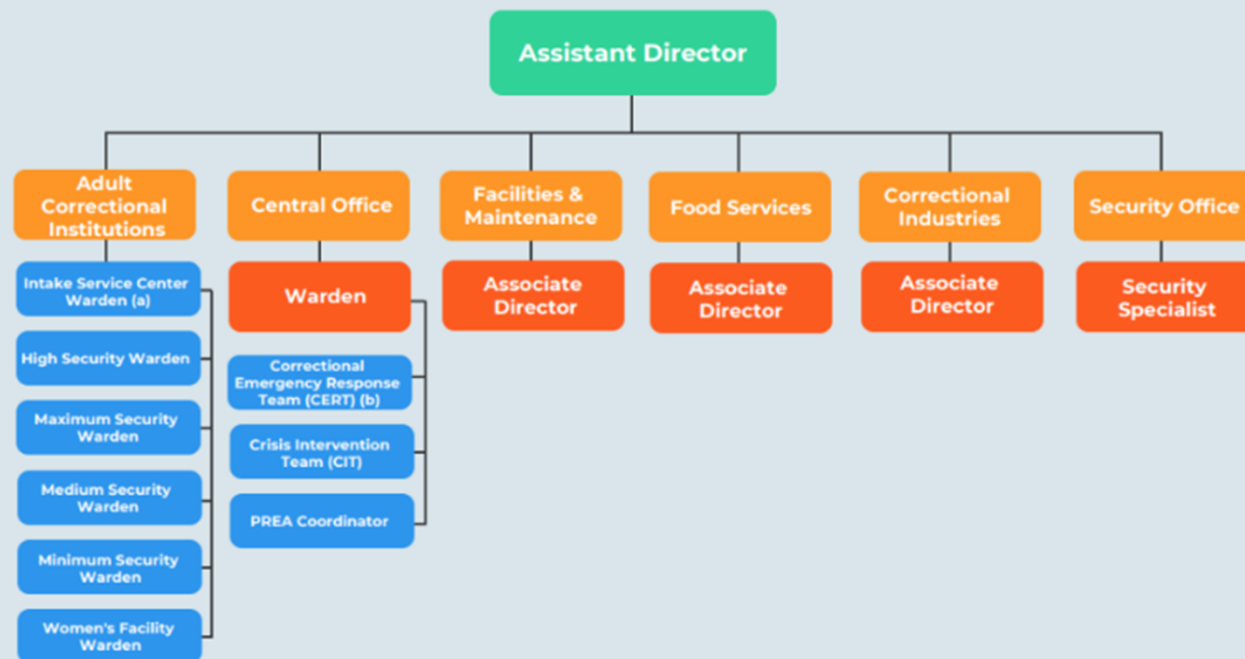
RIDOC FACILITIES AND INFO AT A GLANCE

- THERE ARE SIX (6) ADULT CORRECTIONAL INSTITUTIONS AT THE RIDOC
- THE FACILITY INSTITUTION AND OPERATIONS ARE OVERSEEN BY THE ASSISTANT DIRECTOR/ADIO
- EACH FACILITY ADMINISTRATION HAS A WARDEN AND ONE TO TWO DEPUTY WARDENS
- ATTORNEY VISITATION IS TYPICALLY ALLOWED FROM 8:30 AM TO 8:30 PM DAILY
- INCARCERATION INFORMATION IS PUBLICLY AVAILABLE @ [HTTPS://DOC.RI.GOV/FAMILY-VISITORS/INCARCERATION-SEARCH](https://doc.ri.gov/family-visitors/incarceration-search)
- INFORMATION FOR ATTORNEYS CAN ALSO BE FOUND @ [HTTPS://DOC.RI.GOV/FAMILY-VISITORS/ATTORNEY-VISITS-PHONE-CALLS](https://doc.ri.gov/family-visitors/attorney-visits-phone-calls)
- ALL PUBLICLY AVAILABLE RIDOC POLICIES MAY BE DOWNLOADED @ [HTTPS://DOC.RI.GOV/NEWS-INFO/POLICIES/PUBLICLY-AVAILABLE-POLICIES](https://doc.ri.gov/news-info/policies/publicly-available-policies)



Rhode Island Department of Corrections

Division of Institutions & Operations



(a) Includes Records and ID Unit and Bail Unit
(b) Includes K-9 Unit

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ANTHONY P. TRIVISONO INTAKE SERVICE CENTER

- WARDEN: CAROLE DWYER
- ALLOWS ATTORNEY CONTACT VISITS
- VISTS OCCUR IN THE DOWNSTAIRS VISITING ROOM
 - MAY UTILIZE PRIVATE ATTORNEY ROOMS OR VISTING ROOM COMMON AREA
- COUNT TIMES: 10:30 AM AND 2:30 PM
- TELEPHONE NUMBER: 401-462-2285

MINIMUM SECURITY

- WARDEN: LYNDA AUL
- ALLOWS ATTORNEY CONTACT VISITS
- VISITS OCCUR IN THE VISTING ROOM OR DESIGNATED OFFICE AREA
- COUNT TIMES: 10:30 AM AND 3:15 PM
- TELEPHONE NUMBER: 401-462-2162



JOHN J. MORAN MEDIUM SECURITY FACILITY



- WARDEN: KATHY LYONS
- ALLOWS ATTORNEY CONTACT VISITS
- VISITING OCCURS IN THE ATTORNEY ROOMS LOCATED IN THE VISITING ROOM
- COUNT TIMES: 10:30 AM AND 3:00 PM
- TELEPHONE NUMBER: 401-462-3771



MAXIMUM SECURITY

- WARDEN: LYNNE CORRY
- ALLOWS ATTORNEY CONTACT VISITS
- VISITING OCCURS IN THE ATTORNEY ROOMS LOCATED IN THE VISITING ROOM OR IN THE HOLDING CELL IN THE REAR HALL
- COUNT TIMES: 10:30 AM, 3:30 PM, & 5:30PM
- TELEPHONE NUMBER: 401-462-2053

HIGH SECURITY CENTER

- WARDEN: LYNNE CORRY
- NON-CONTACT ATTORNEY VISITS
 - ACCOMODATIONS ARE MADE TO REVIEW PAPERWORK
- VISITING OCCURS IN THE VISITING ROOM
 - ON SOME OCASSIONS, VISITING MAY OCCUR IN THE FACILITY'S CONFERENCE ROOM
- COUNT TIMES: 10:30 AM AND 3:30 PM
- TELEPHONE NUMBER: 401-462-2028



GLORIA MCDONALD WOMEN'S FACILITY

- WARDEN: LYNDA AUL
- ALLOWS ATTORNEY CONTACT VISITS
- VISTS OCCUR IN THE FACILITY'S PROGRAMING AREA TO ENSURE PRIVACY
- COUNT TIMES: 10:30 AM AND 3:30 PM
- TELEPHONE NUMBER: 401-462-0787



OTHER HELPFUL CONTACTS

- RECORDS & IDENTIFICATION UNIT:
 - CAPTAIN PAUL RAO & CAPTAIN SABRINA ZANIOL
 - RESPONSIBLE FOR SENTENCE CALCUATIONS & INTERSTATE DETAINERS/WARRANTS
 - 401-462-3900
- REHABILITATIVE SERVICES AND HEALTHCARE SERVICES:
 - AVAILABLE INSTITUTIONAL PROGRAMS AND SERVICES INCLUDE EDUCATION, PARENTING, DOMESTIC VIOLENCE PROGRAMMING, SUBSTANCE USE DISORDER TREATMENT AND SPIRITUAL AND RELIGIOUS PROGRAMS, ETC.
 - ADULT COUNSELORS ARE AVAILABLE TO PROVIDE COUNSELING SERVICES AND BEHAVIORAL HEALTH CLINICIANS ARE AVAILABLE FOR MENTAL HEALTH TREATMENT AND SERVICES
 - HEALTHCARE SERVICES - GLENN TUCKER, MD - MEDICAL PROGRAM DIRECTOR
 - QUESTIONS OR CONCERNS RELATED TO HEALTHCARE SERVICES
 - DOC.MEDICAL@DOC.RI.GOV
 - PATIENT LIASON - (401) 462-1620
- TRANSITIONAL SERVICES & DISCHARGE PLANNING:
 - HEATHER GAYDOS
 - ASSISTING WITH RE-ENTRY AND RELEASE SERVICES INCLUDING SUBSTANCE USE DISORDER TREATMENT, MENTAL HEALTH SERVICES, HEALTH SERVICES, HOUSING, ETC.
 - 401-462-0084

DISCOVERY – WHAT IS AVAILABLE?

- COMMITMENT RECORDS
- DISCIPLINE RECORDS
- GRIEVANCE RECORDS
- INTERNAL INVESTIGATIVE REPORTS
- CCTV FOOTAGE – (MAY REQUEST PRESERVATION PRE-SUIT)
- INCIDENT REPORTS AND STATEMENTS
- MEDICAL RECORDS (EMR) – MAY REQUEST ANYTIME WITH RELEASE
 - RELEASE CAN BE FOUND ONLINE [HTTPS://DOC.RI.GOV/PROGRAMS-SERVICES/HEALTHCARE-SERVICES/ACCESS-MEDICAL-RECORDS](https://doc.ri.gov/programs-services/healthcare-services/access-medical-records)
 - PLEASE FORWARD COMPLETED RELEASE TO DOC.MEDICALRECORDS@DOC.RI.GOV
- POLICIES – ALL PUBLICLY AVAILABLE POLICIES MAY BE DOWNLOADED @ [HTTPS://DOC.RI.GOV/NEWS-INFO/POLICIES/PUBLICLY-AVAILABLE-POLICIES](https://doc.ri.gov/news-info/policies/publicly-available-policies)

SENDING PRIVILEGED MAIL

- RIDOC POLICY 24.01-7, INMATE MAIL
- ESTABLISHES RULES AND GUIDELINES GOVERNING PRIVILEGED COMMUNICATIONS SENT VIA US POSTAL SERVICE FOR ALL FACILITIES
- MAIL CAN ONLY BE TREATED AS PRIVILEGED IF THE NAME AND/OR OFFICIAL STATUS OF THE SENDER APPEAR CLEARLY ON THE ENVELOPE
- THE ENVELOPE SHALL ALSO CONTAIN THE FOLLOWING NOTATION - "PRIVILEGED LEGAL MAIL"
- ALL PAPERWORK ENTERING RIDOC FACILITIES MUST BE SCANNED THROUGH THE MAILSECUR SCANNER OR OTHER APPROVED TECHNOLOGY
- SEALED ENVELOPES SHALL CONTAIN NO MORE THAN 5 PAGES IN A STANDARD LETTER ENVELOPE AND 25 PAGES IN ANY MANILA ENVELOPE
- PRIVILEGED MAIL THAT FAILS THE SCANNER IS HELD FOR FURTHER TESTING
- RIDOC STAFF MAY NOT OPEN AND/OR READ PRIVILEGED MAIL
- AN ATTORNEY SENDER MAY BE CONTACTED IF ENVELOPE FAILS SCANNING
- PRIVILEGED MAIL ENVELOPES REQUIRING FURTHER TESTING CANNOT BE OPENED OUTSIDE THE PRESENCE OF THE SENDER/ATTORNEY OR RECIPIENT/INMATE
- INMATES MAY KEEP 1 CUBIC FOOT (MILK CRATE) OF LEGAL MATERIALS IN CELL





EXCHANGING PAPER DOCUMENTS WITH YOUR CLIENT DURING IN-PERSON VISITS

- ALL PAPERWORK ENTERING RIDOC FACILITIES MUST BE SCANNED THROUGH THE MAILSECUR SCANNER OR OTHER APPROVED TECHNOLOGY
- IF NEEDED EACH FACILITY WILL PROVIDE THE ATTORNEY WITH A SEALABLE ENVELOPE
 - EACH ENVELOPE MUST CONTAIN NO MORE THAN 25 PAGES
- IF PAPERWORK IS NEEDED FOR THE VISIT:
 - THE FACILITY WILL SCAN THE ENVELOPE AND RETURN IT TO THE ATTORNEY BEFORE THE VISIT
 - EXCEPTION: ISC- LEGAL PAPERS MUST BE RETURNED TO THE FRONT DESK AFTER ATTORNEY/CLIENT MEETING
- IF PAPERWORK IS NOT NEEDED FOR THE VISIT:
 - ATTORNEYS CAN LEAVE SEALED ENVELOPE(S) WITH RECEPTION OFFICER
 - SEALED ENVELOPES WILL BE SCANNED AND ONCE CLEARED, WILL BE RETURNED TO THE INMATE AS SOON AS POSSIBLE



SHARING ELECTRONIC DISCOVERY

- RIDOC POLICY 5.10, ELECTRONIC DISCOVERY
- ESTABLISHES POLICIES AND PROCEDURES PERTAINING TO OPPORTUNITIES TO VIEW ELECTRONIC DISCOVERY INFORMATION FOR BOTH AWAITING TRIAL AND SENTENCED INMATES
- ELECTRONIC DISCOVERY INCLUDES VIDEO, PHOTOGRAPHS, DOCUMENTS, ETC. THAT ARE STORED ON USB DRIVE, CD, DVD, EXTERNAL HARD DRIVE OR OTHER FORMS OF ELECTRONIC STORAGE
- ATTORNEYS WISHING TO SEND THEIR CLIENT ELECTRONIC DISCOVERY MUST MAIL AN ELECTRONIC DISCOVERY SUBMISSION FORM TO THE FACILITY WARDEN. THE FORM WILL BE STORED WITH THE ELECTRONIC STORAGE DEVICE
- ALL ELECTRONIC DISCOVERY IS STORED IN A SECURE LOCATION DESIGNATED BY THE FACILITY
- INMATES ARE PROHIBITED FROM POSSESSING ELECTRONIC DISCOVERY IN THEIR CELLS
- CLIENTS MUST SUBMIT A REQUEST SLIP TO THE WARDEN/DESIGNEE TO VIEW ELECTRONIC DISCOVERY
- THE FACILITY WILL PROVIDE THE INMATE WITH AN APPOINTMENT TO VIEW THE ELECTRONIC DISCOVERY WITH A RIDOC COMPUTER
- INMATES ARE CHARGED FOR PHOTOCOPIES AND PRINTING \$.05 PER PAGE

GUIDELINES FOR DEPOSITIONS OF AN INDIVIDUAL AT RIDOC

- PROCEDURE FOR DEPOSITION OF AN INDIVIDUAL AT RIDOC
- FORWARD ORDER GRANTING DEPOSITION TO RIDOC OFFICE OF LEGAL COUNSEL TO DOC.LEGAL@DOC.RI.GOV
- YOU WILL BE PROVIDED THE FACILITY CONTACT FOR SCHEDULING AND THE ORDER WILL BE SENT TO THE FACILITY
- YOU SHOULD THEN CONTACT THE FACILITY TO SET UP DATE AND TIME AS WELL AS PROVIDE NUMBER OF PEOPLE ATTENDING AND FULL NAME AND DOB FOR ANY NON-ATTORNEYS (STENOGRAPHER) FOR BACKGROUND CHECKS
- ALL ATTORNEYS WILL NEED TO PRESENT JUDICIARY ID ON THE DAY OF DEPO
- THE FACILITIES WILL MAKE EVERY EFFORT TO ACCOMMODATE DEPOSITIONS SUBJECT TO OPERATIONAL NEEDS AND SECURITY
- ALL QUESTIONS OR CONCERNS CAN BE ADDRESSED BY THE DEPUTY WARDEN OF THE FACILITY WHERE THE DEPOSITION IS BEING SCHEDULED

ACCESS TO LAW LIBRARY

- LAW LIBRARY HOURS ARE POSTED IN ALL HOUSING UNITS
- SCHEDULING IN INDIVIDUAL FACILITIES IS DETERMINED BY WARDEN OR DESIGNEE
- INMATES MAY MAKE A WRITTEN REQUEST FOR ADDITIONAL TIME TO WARDEN OR DESIGNEE
- TWO LIBRARIANS (RIDOC EMPLOYEES) OVERSEE LAW CLERKS, MAINTAIN FORMS, POLICIES AND RESPOND TO REQUESTS FOR COMPUTER ASSISTED LEGAL RESEARCH
- TWO LAW CLERKS IN EACH FACILITY TO MAINTAIN MATERIALS, TO ASSIST INMATES WITH USING RESOURCES FOR LEGAL RESEARCH, TO HELP FINDING COURT PROCEDURES AND RULES, MAKE COPIES
- LAW CLERKS CANNOT PERFORM RESEARCH OR PREPARE CASEWORK FOR OTHER INMATES
- INMATES IN DISCIPLINARY CONFINEMENT ARE PROVIDED ACCESS TO LAW LIBRARY MATERIALS VIA BOOK CART BY REQUEST
- PHOTOCOPIES ARE ALLOWED UP TO 200 PAGES PER MONTH AND CHARGED AT \$.05 PER PAGE
- COPIES ARE NOT DENIED TO INMATES WITH INSUFFICIENT FUNDS BUT WILL RESULT IN NEGATIVE BALANCE
- INMATES ARE PERMITTED TO MAINTAIN 1 CUBIC FOOT (MILK CRATE) OF LEGAL MATERIALS IN CELL



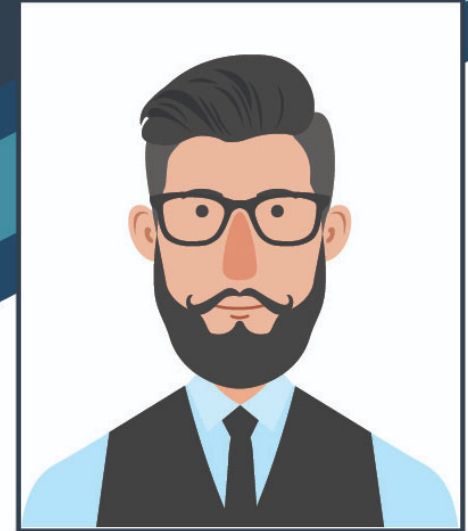
A photograph of a man in a grey suit and a man in an orange jumpsuit sitting at a round white table in a library. The man in the suit is on the left, looking at a laptop. The man in the jumpsuit is on the right, looking at the laptop. In the background, there are bookshelves, a sign that says "HOORAY!", and other people, some in orange jumpsuits. The text "GUIDELINES FOR VISITING AT RIDOC FACILITIES" is overlaid in the center.

GUIDELINES FOR VISITING AT RIDOC FACILITIES

RIDOC POLICY 13.02-5, ACCESS TO INSTITUTIONAL FACILITIES BY ATTORNEYS AND THEIR AGENTS

- PROMULGATED PURSUANT TO R.I. GEN LAWS § 42-56-10(22) AND § 42-56-1
- IDENTIFIES PROCEDURES GOVERNING ACCESS TO INSTITUTIONAL FACILITIES BY ATTORNEYS AND THEIR AGENTS FOR CONDUCTING LEGAL BUSINESS WITH INCARCERATED CLIENTS
- ATTORNEYS AND THEIR AGENTS CAN VISIT ANY RIDOC FACILITY BETWEEN THE HOURS OF 8:30AM AND 8:30PM
- ATTORNEYS AND AGENTS MUST SIGN IN ON THE BUSINESS AND LEGAL VISITOR SHEETS
- ATTORNEYS VISITING DURING REGULAR HOURS DO NOT REQUIRE PRE-APPROVAL
- AT TIME OF ARRIVAL, ATTORNEYS MUST PRESENT THEIR BAR CARD AND LICENSE OR JUDICIARY ID CARD TO THE RECEPTION OFFICER TO BE GRANTED ACCESS
 - PUBLIC DEFENDERS AND ATTORNEY GENERALS MAY PRESENT THEIR IDENTIFICATION BADGES

Marion Superior Court
Indianapolis



John Anthony Smith

Attorney At Law

317-123-4567



Expires: Jan 31, 2025

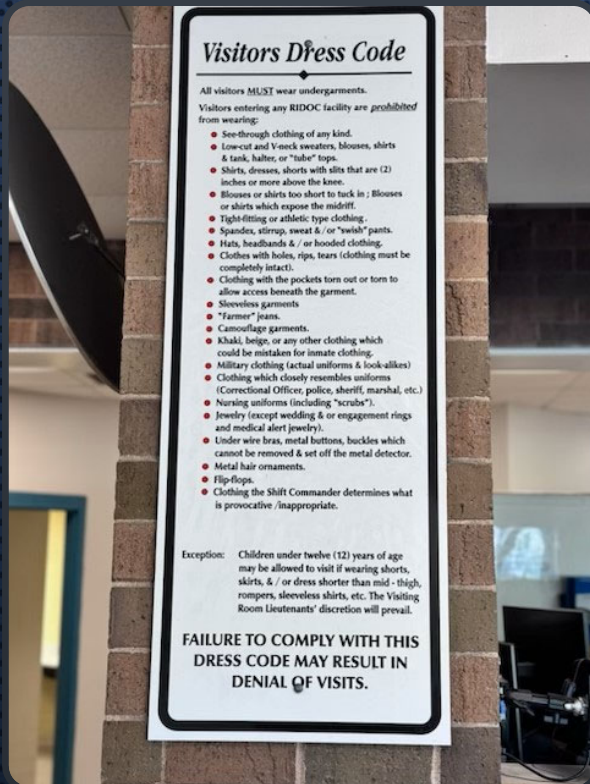


PROCEDURES FOR ATTORNEYS' AGENTS

- AGENTS INCLUDE LAW STUDENTS, PARALEGALS/ASSISTANTS, INTERPRETERS, INVESTIGATORS, & EXPERTS
- AGENTS MUST BE APPROVED BEFORE ENTERING RIDOC FACILITIES
- APPROVAL PROCESS:
 - THE ATTORNEY MUST SUBMIT A LETTER AT LEAST THREE (3) DAYS IN ADVANCE OF THE AGENT'S INITIAL VISIT TO MEGAN ZAVOTA, MEGAN.ZAVOTA@DOC.RI.GOV
 - LETTERS SHOULD BE ADDRESSED TO THE FACILITY WARDEN AND MUST BE ON THE LAW FIRM/AGENCY'S FORMAL STATIONARY
 - THE LETTER SHOULD INCLUDE THE AGENT'S NAME, TITLE, DATE OF BIRTH, AND DETAIL THE PURPOSE OF THE VISIT
- ONCE RECEIVED, MS. ZAVOTA WILL CONTACT THE ATTORNEY REGARDING ANY ADDITIONAL PAPERWORK AND TO CONFIRM THAT THE AGENT IS APPROVED TO ACCESS THE FACILITY FOR UP TO NINETY (90) DAYS.
 - MENTAL HEALTH EXPERTS MUST BE APPROVED BY THE DEPARTMENT'S CLINICAL ADMINISTRATOR AND FACILITY WARDEN
- ATTORNEYS ARE RESPONSIBLE FOR SUBMITTING LISTS OF AGENTS EVERY NINETY (90) DAYS
- AT ARRIVAL, AGENTS MUST PRESENT PHOTO IDENTIFICATION TO GAIN ENTRY



ATTORNEY/AGENT CLOTHING



- RIDOC POLICY 24.03-6, VISTS
- DRESS CODE RULES ARE POSTED AT THE RECEPTION DESKS OF ALL FACILITIES
- ATTORNEYS AND AGENTS SHOULD NOT WEAR:
 - SEE-THROUGH CLOTHING
 - LOW-CUT AND V-NECK TOPS
 - SPANDEX, STIRRUP, SWEAT AND/OR SWISH PANTS
 - KHAKI, BEIGE, OR ANY OTHER CLOTHING WHICH COULD BE MISTAKEN FOR INMATE CLOTHING
 - HATS, HEADBANDS, OR HOODED CLOTHING
 - FLIP-FLOPS OR SANDALS
 - BULKY OUTERWEAR
 - CLOTHING THE VISITING ROOM LIEUTENANT OR SHIFT COMMANDER DETERMINES IS PROVOCATIVE/INAPPROPRIATE
- ATTORNEYS AND AGENTS MAY PUT JEWELRY ON AFTER PASSING THROUGH METAL DETECTORS
- ATTORNEYS AND AGENTS MAY BRING ONE RECEPTACLE (BRIEFCASE, POCKETBOOK, HANDBAG, PURSE, BACKPACK, ETC.)
- THE RECEPTACLE MUST PASS THROUGH THE METAL DETECTOR AND MUST BE PRESENTED FOR SEARCH



ELECTRONIC DEVICES

- CELLPHONES, SMARTWATCHES, TABLETS, LAPTOPS AND OTHER DEVICES THAT WITH WIRELESS COMMUNICATION CAPABILITIES ARE STRICTLY PROHIBITED AT ALL RIDOC FACILITIES
- FILMING AND/OR RECORDING OF INMATES, STAFF, INSTITUTIONAL ACTIVITIES, AND SECURITY OPERATIONS AT ALL RIDOC FACILITIES IS STRICTLY PROHIBITED

EXIGENT CIRCUMSTANCES LIMITING CLIENT CONTACT UPON ARRIVAL

- ACCESS MAY BE DELAYED IF YOU ARRIVE WHILE AN INSTITUTIONAL COUNT IS IN PROGRESS, OR AN EMERGENCY IS BEING ADDRESSED
 - SERIOUS FIGHT AND/OR ASSAULT
 - RIOTS AND/OR OTHER EMERGENT SITUATIONS
- ACCESS WILL BE RESTORED WHEN THE CODE IS CLEARED OR COUNT TIME CONCLUDES
- HOSPITALIZED AND COVID POSITIVE CLIENTS
- VISITS WITH CLIENTS ARE NOT TERMINATED FOR MEALS AND FOOD IS RESERVED FOR YOUR CLIENT FOLLOWING THE VISIT

PHONE COMMUNICATIONS WITH YOUR CLIENT

- RIDOC POLICY 24.02-5, INMATE TELEPHONE PRIVILEGES/MONITORING
- INMATES MAY HAVE UP TO FIVE (5) ATTORNEY TELEPHONE NUMBERS ON THEIR PRIVILEGED CALL LIST
- PUBLIC DEFENDER SPEED DIAL: *9010
- ALL PRIVATE ATTORNEYS SHOULD SUBMIT AN ATTORNEY CELL PHONE NUMBER REQUEST APPLICATION SO THEIR NUMBERS CAN BE EASILY ADDED TO THEIR CLIENT'S PHONE LIST
 - THIS INCLUDES ATTORNEYS WHO WOULD LIKE TO CHANGE THEIR TELEPHONE NUMBERS
- ALL TELEPHONE NUMBERS ARE VERIFIED THROUGH THE RIDOC INVESTIGATIONS & INTELLIGENCE UNIT
- ATTORNEY CALLS ARE NOT SUBJECT TO MONITORING AND/OR RECORDING
- THREE-WAY CALLING IS STRICTLY PROHIBITED



OFFICE OF LEGAL COUNSEL

- WORK OF THE OFFICE INCLUDES AGENCY COUNSEL FOR ALL CIVIL MATTERS WORKING WITH THE AG, APRA, INMATE CORRESPONDENCE, SUBPOENAS, CONTRACT, POLICY, MENTAL HEALTH COURT, GENERAL LEGAL ADVICE TO STAFF
- ATTORNEYS:
 - NICOLE DILIBERO, ESQ.
 - BRENDA BAUM, ESQ.
 - DIANE DAIGLE, ESQ.
 - SELENA FORTES, ESQ.
- CONTACT INFORMATION:
 - TELEPHONE: 401-462-5168
 - EMAIL: DOC.LEGAL@DOC.RI.GOV





QUESTIONS