

Bristol County Sheriff's Office
Attorney / Client Teleconference Procedures
SJC Order 12926

Attorneys wishing to schedule a teleconference with their clients should send their request by email or fax to:

FOR CLIENTS RESIDING AT THE DARTMOUTH HOUSE OF
CORRECTIONS AND THE ASH STREET JAIL

graceouellette@bcso-ma.org

karensouza@bcso-ma.org

Fax: 508-995-3326

- Requests received prior to 2:00PM, will be transmitted to the client in a same day response, with teleconferences scheduled for the following day, (Monday – Friday), between the hours of 10:00AM – 4:00PM.
- Email / Fax requests should originate from a law office email address.
- The Email should contain the following information: 1) Name of client, 2) Name of Attorney, 3) BBO number, 4) Telephone number of attorney and 5) Preferred range of time that the attorney wishes to be called by client the next day or a subsequent date.
- If an attorney is using a phone number such as a cell number or home number that has not been registered with the inmate telephone system (Securus) the call will contain the recorded prompt that it is being recorded. To register a phone number send a request to the above email asking that a number be added. The BCSO staff will investigate to insure that the number is legitimate and then send the request for entry to the IT Department. Once the number is validated and entered into the system calls can be scheduled.

- Upon receipt of a teleconference request by the BCSO, the information will be delivered to the appropriate Watch Commander to notify the client. Once the message is delivered, the BCSO will notify the attorney by email or telephone that the call has been scheduled.
- Issues involving scheduling conflicts or special requests will be handled on an individual case basis.