

Investigative Services / JJPL Youth Telephone Check

BCCY
 SCY
 SCYC

Date: _____

Shift: _____

Housing Unit: _____

Time: _____

Instructions:

1. Pick up phone and wait for prompt.
2. Dial the ***#** number posted at your facility to check the IS Hotline and the JJPL line.
3. When prompted, state your name, facility, housing unit, date, time, and that you are conducting a telephone check.
4. When completed, press the # key and hang up.

Youth Telephone Location	IS Hotline Working		JJPL Line Working		Comments (is phone physically acceptable; dial tone; sufficient volume; prompted by recording; etc.)
	Y	N	Y	N	
Left					
Right					
Center					
4th					

Other Comments: (When providing comments, please indicate the phone you are referring to according to the locations noted in the far left column above.)

Conducted By: _____	Title: _____
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Telephone Maintenance Request Form completed and turned into the facility Business Office on:	
Date: _____	Time: _____