
INMATE LEGAL MATERIALS

I. POLICY

- A. The purpose of this policy is to establish a procedure for inmates to request legal reference materials.
- B. Corrections Division personnel shall provide, receive, and process all requests for legal reference materials without unnecessary delay and in a timely manner in accordance with legal guidelines and facility procedures.
- C. All completed requests, after the inmate has finished with the legal materials and after the required Corrections Division personnel signatures are present, will be filed in the appropriate "A" file. These requests shall not be purged from an inmate's "A" file. They shall be kept as a permanent record(s).
- D. Non Pro-Per inmates will only be allowed to make one (1) request for legal reference materials per seven-day period.

II. PROCEDURES

- A. Inmate Request for Legal Reference Materials
 - 1. If an inmate wishes to request legal reference materials, the inmate shall submit a "Request for Legal Reference Material" form.
 - a. It shall be the responsibility of the requesting inmate to complete the "Request for Legal Reference Material" form to the best of that inmate's ability and return it to a Corrections Division staff in a timely manner.
 - b. Questions regarding the preparation of the form shall be directed to Corrections Division staff. If more than cursory assistance is needed to complete the form, Corrections Division staff will notify the Inmate Services Coordinator who will assist the requesting inmate in completing the form.
 - 2. Upon receipt of the "Request for Legal Reference Material" form from the inmate, Corrections Division staff shall complete their portion of the form.

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3. The completed form shall promptly be deposited in the designated receptacle in the Booking Area, as they are received.
4. The Inmate Services Coordinator will collect these requests daily and supply the requested materials to the inmate, in photocopy form, in a timely manner and without undue delay.

III. INDIVIDUAL INMATE LEGAL MATERIAL STORAGE

- A. Those inmates assisting with their individual criminal cases will be required to store their accumulated legal material in a designated locked file cabinet located in the Programs Room of Building One.
- B. Inmates will make the determination as to the material they will maintain in their cells, not to exceed one cubic foot. Inmates shall be encouraged to keep in their cell the most recent material they have received.
- C. Inmates requesting to access their legal material stored in the Programs Room will first fill out an "Inmate Request" Form.
- D. The Sergeant is directly responsible for:
 1. Physically unlocking the specific file drawer(s) belonging to the requesting inmate.
 - a. This responsibility shall not be delegated to a subordinate.
 2. Securing the filing cabinet drawer(s) when removing the inmate from the Programs Room.
 - a. This responsibility shall not be delegated to a subordinate
 3. The Sergeant shall review the materials in the storage box, to ensure the use is legitimate and does not violate jail rules.
 - a. This responsibility shall not be delegated to a subordinate.
- E. The intent of securing the cabinet drawers and strict issuance of padlock keys only to Sergeants is to maintain the integrity of the inmate's legal material and a procedure that is defensible in court.

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