



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 81	DATE February 27, 2004
SUBJECT:	INMATE LAW LIBRARY/LEGAL RESOURCE REQUEST PROGRAM	DISTRIBUTION B, D-I, D-II, H.
REFERENCE:		

POLICY

It is the policy of the Oakland County Sheriff's Office to maintain an **INMATE LAW LIBRARY** to provide inmates access to legal reference material and a program, whereby, inmates may make legal resource requests. Available legal reference material is consistent with State and Federal requirements.

PROCEDURE

Jail Law Library

A law library shall be established and maintained in the jail system to include a minimum of the following editions:

- * Right of Prisoners {two volumes}
- * George on Michigan Criminal Procedure {two volumes}
- * Michigan Criminal Jury Instructions
- * Sheppard Citations - Michigan
- * Titles 18, 21, 28, and 42, of the United States Code with annotations
- * Michigan Compiled Law Annotated {not entire set}
- * Michigan Criminal Law and Procedure, Gillespie with forms
- * A Law Dictionary

Legal Resource Request Form

The Legal Request form is the document provided to all inmates at their request and constitutes the documentation of the request to use the Law Library or to obtain legal resources. Also, documentation of the actual use of the Law Library or receipt of legal materials is carried on this form.

PROCEDURE

1.0 DISTRIBUTION, RECEIPT, AND PROCESSING - LEGAL RESOURCE REQUEST FORMS

- 1.1 It shall be the responsibility of the Sergeant to ensure that the Legal Resource Request forms are made available to all inmates housed in facilities/areas under his/her respective command.
- 1.2 Officers shall review the completed Legal Resource Request forms received from the inmates for completion, accuracy and legibility. The officer shall give the inmate the pink copy of the Legal Resource Request form.
- 1.3 The Officer shall time-stamp the white copy of the Legal Resource Request form at the top, right-hand corner to provide documentation of the date and time received, and submit to the Supervisor.
- 1.4 First shift supervisors shall be responsible for transferring the daily accumulation of Legal Resource Request forms to the Jail Library mailbox in an envelope, marked "Oakland County Law Library - Legal Material Requests".
- 1.5 Jail library staff shall sort and deliver the Legal Request forms to the Law Library on a daily basis. The Law Library shall retain the yellow copy of the Legal Resource Request form for their records. In addition, jail library staff shall pick up the filled legal requests and deliver them to Visitation for distribution.
- 1.6 The Visitation Supervisor, or designee, shall place the Legal Request form along with the material in the appropriate mail bin corresponding to the inmate's housing location for pick-up by the Officer.
- 1.7 The Officer delivering the request and material shall require the inmate to sign and date the white copy of the Legal Resource Request form, and return the form to the Supervisor's Office.
- 1.8 At the end of every month, the Supervisor shall transfer the Legal Resource Request forms {white copy} to the Corrective Services Administrative Office for file retention.
- 2.0 **JAIL LAW LIBRARY - INMATE SCHEDULING**
- 2.1 The Supervisor assigned to the midnight shift shall be responsible for scheduling inmate{s} use of the Jail Law Library.
- 2.2 Every effort will be made to schedule Law Library time according to the date of request. However, scheduling shall be conducted to best coordinate inmate movement based on security constraints and housing location.
- 2.3 The LAW LIBRARY DAILY SCHEDULE shall be completed by transcribing the names from the LAW LIBRARY/LEGAL MATERIAL REQUEST form to the LAW LIBRARY DAILY SCHEDULE form.

- 2.4 The completed LAW LIBRARY DAILY SCHEDULE form shall be transferred to the day shift and afternoon shift supervisors who are responsible for transporting inmates to the Law Library and for documenting actual in-jail time.
- 2.5 When an inmate refuses his scheduled time, or is away from the housing area, maximize the use of the library through the scheduling and use the next available inmate whose request has been logged on the LAW LIBRARY/LEGAL MATERIAL REQUEST form. Supervisors shall note any changes in the schedule on the Law Library Daily Schedule form.
- 2.6 The afternoon shift supervisor shall attach the white copy of the Legal Resource Request form of each represented inmate to the Law Library Daily Schedule form.
- 2.7 At the end of every month, the Supervisor shall transfer all the Law Library Daily Schedule forms with attached Legal Resource Request forms to the Corrective Services Administrative Office for file retention.
- 3.0 **RETENTION OF RECORDS**
- 3.1 Legal Resource Request forms and Law Library Daily Schedule forms shall be retained for a minimum of three {3} years.



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Sheriff

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