

**Oakland County Sheriff's Office
POLICIES & PROCEDURES #389**



SUBJECT: INMATE LAW LIBRARY / LEGAL RESOURCE REQUEST PROGRAM		NUMBER: 389
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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.

DEFINITION

Jail Law Library

A law library has been established and maintained electronically in the jail system. Inmates can now access some of the below listed editions via a contracted vendor. The vendor uses an electronic legal research tool that meets the guidelines established by the State Bar of Michigan.

Legal Resource Request Form

An inmate may request additional legal material by filling out a Request for Additional Law Library Material electronically using a tablet or one of the kiosks located throughout the jail system.

PROCEDURE

1.0 **DISTRIBUTION, RECEIPT, AND PROCESSING-ADDITIONAL LAW LIBRARY MATERIALS REQUEST FORMS**

- 1.1 Inmates shall fill out the electronic Request for Additional Law Library Materials and submit it utilizing an available tablet or kiosk.
- 1.2 Law Library staff shall review the request to ensure completion and accuracy.
- 1.3 Law Library staff shall verify if the inmate has an attorney assigned to his/her case, if the inmate has an attorney, they will be referred to him/her for legal information.

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1.4 Law Library staff will process the request, make copies of any requested documents that the inmate cannot access electronically and place them in the appropriate legal bin (located in the mail room) for delivery.

2.0 RETENTION OF RECORDS

2.1 Legal Request Forms shall be retained for a minimum of seven (7) years.



ISSUED BY: Sheriff Michael J. Bouchard