A. PURPOSE: The purpose of this procedure is to establish rules and regulations for a Law Library and for General Library Services.

B. SCOPE: This procedure shall apply to all Corrections Personnel.

C. POLICY: It is the policy of the Leon County Jail to provide inmates who are not represented by legal counsel with reasonable meaningful access to legal materials to aid in their defense and assist them in filing any type of action cognizable in Florida Courts [FCAC 12.20 FMJS 9.09]. It is further the policy of the Jail to maintain and make available to inmates general reading material for their educational, vocational and recreational needs.

D. DEFINITIONS: N/A

E. PROCEDURE:

1. GENERAL LIBRARY SERVICES

   a. The Leon County Jail Library Services shall be stocked and operated in consultation with the Facility Programs Director, Chaplain and Jail Administrator. Donations of library materials shall be accepted from various community organizations, with the approval of the Jail Administrator.

   b. The Leon County Public Library provides a facility book exchange twice each month, providing a variety of reading materials at various ranges of reading skill. Library books may be exchanged within the facility to add variety or for specific needs.

   c. All reading materials shall be softbound.

   d. Library materials may be selected and maintained with the needs of the inmates in mind. Materials may be selected and offered which represent a range of reading capabilities and interest. Works of fiction and non-fiction shall be of an edifying nature, addressing the educational, informational, and recreational needs of the inmates. Materials which would compromise or threaten the security and order of the facility shall not be permitted. Reading materials which encourage, promote and illustrate rehabilitation back into society may be made available.
e. Library services are available for inmates held beyond first appearance [FCAC 11.09 FMJS 10.02].

f. Abuse or damage to books shall be documented. Any employee who witnesses such abuse, damage or destruction shall make a written Disciplinary Report, and the inmate shall be subject to disciplinary action.

g. Books may be donated by the public; however, they can not be earmarked for any particular inmate, except bibles approved by the Chaplain.

h. All donated books shall be thoroughly searched before being introduced within the secure area of the facility.

2. INMATE LEGAL INFORMATION REQUESTS

a. All requests from inmates for legal information will be provided to the Paralegal assigned to the Professional Services Division utilizing West Law Online Services. Inmates will not physically be transported to the jail’s law library. All existing policy and procedures regarding inmate’s legal rights unrelated to West Law Online Services shall remain intact and enforced. Only inmates who are pro se (one who represents oneself in a court proceeding without the assistance of a lawyer) will receive requested legal materials. Pro se inmates are entitled to request and receive materials that pertain to their pending criminal case, including post-conviction appeals, and verifiable pending civil cases and immigration proceedings.

b. Inmates shall request legal information in writing using the “Inmate Legal Material Request Form”. The forms shall contain the inmate’s name, housing location, SPN, date, specific legal materials needed and shall be written legibly.

c. Legal information will be supplied by the paralegal via computer queries through the West Law Online Services. Inmates will be given the legal materials by the paralegal, not to exceed fifty (50) copies per week.

d. Inmates will not be supplied power of attorney forms, general motions forms or legal advice. Inmates may be supplied with post conviction forms.

e. Legal information provided by the paralegal via the West Law Online Services will not be reissued a second time to the same inmate.

f. Inmates requesting addresses to Federal Courts in order to obtain legal form(s) (i.e. Civil Forms) to contest their conditions of confinement shall be furnished the information by the paralegal.

g. Inmates shall sign for all requested and received legal materials. An inmate legal materials record will be kept by the paralegal which shall include the:

1) Inmate’s name and SPN;
2) Date legal information was requested;

3) Date legal information was received by the inmate;

4) Nature of material(s) hand delivered to the inmate, including number of pages provided.

h. The paralegal and the inmate receiving the requested legal information shall sign the Request Form. The paralegal shall retain the yellow copy of the completed Inmate Request Form and the inmate will be given the pink copy upon delivery of the legal information. The white copy of the form will be placed in the inmate’s file.

3. RECORDS REQUEST

a. Persons incarcerated at the facility may request, through established channels, copies of agency and facility records, reports or other documents in accordance with Florida State Statutes Chapter 119.

b. Inmates requesting copies of records, reports or other documents shall be subject to the same actual costs of duplication fees and special service charges as the general public. A special service charge will be charged if the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical assistance. The special service charge will be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred for the clerical assistance required. Information technology resources mean data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training.

c. For security reasons, inmates who refuse or are unable to pay for duplication of records, reports or other documents will not be permitted out of the secure area of the facility to view such items.

G. INDEXING:

General Library Services
Law Library Services
Records Request

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APPROVED: __________________________________________

CORRECTIONS DIVISION DIRECTOR