

Legal Books and Library Services

2010.1 LEGAL BOOKS

- (a) Any inmate housed in any facility may request legal books. All requests will be promptly acted upon.
- (b) Requests for legal books will be submitted on an Inmate Message Slip. Requests shall contain the following information:
 - 1. Inmate's name and booking number.
 - 2. Housing location (facility, module, sector, and cell).
 - 3. Specific title of book.
 - 4. Date and time of request.
 - 5. Whether the book is to be obtained from in-house law library or from the Orange County Law Library.
- (c) A maximum of five (5) books may be requested for any one day. All books must be returned prior to requesting any others. No book may be kept over twenty-four (24) hours unless renewed, or on weekends.
- (d) If a requested book is "restricted" (not permitted out of the Orange County Law Library) the inmate may, through their legal runner:
 - 1. Order the book at their own expense from the publisher.
 - 2. Request photocopies of all or part of the book at their own expense.
 - 3. Petition the Division Commander for permission to receive the book from other sources.
- (e) Inmates will sign for each book received.
- (f) The destruction or defacing of any legal book will result in immediate disciplinary action with the possibility of modification/loss of privileges.
- (g) Responsibilities of the Law Library Staff
 - 1. An Inmate Services Staff member will pick up and deliver law books to the various housing locations during weekdays only.
 - 2. When the inmate returns the book to the Law Library it is the responsibility of the Law Librarian to forward the inmate message slip to Inmate Records staff for placement in the inmate's file. The Programs Deputy will assist the Law Librarian with accessing the Inmate Records area as needed. If the inmate is late returning his book, the Law Librarian will notify the housing Deputy who will assist in collecting the book.
- (h) Use of Law Books
 - 1. Books from the jail law library and the Orange County Law Library will be available to the following inmate classification:

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- i. Priority I - In Propria Persona (Pro-Per) Inmates
 - ii. Priority II - All Other Sentenced and Pre-trial Inmates
 - iii. Legal books and materials will be distributed for use in accordance with the priority system.
 - iv. Priority I - In Propria Persona (Pro-Per) Inmates Books will be available to Pro-Per inmates from the jail law library and the Orange County Law Library. Pro-Per inmates may take these law books from jail to court. All Pro-Per inmates requesting law books will sign for a copy of the jail law library rules. Pro-Per inmates will also sign for an updated list of available jail law library books at the beginning of each month.
 - v. Priority II - Sentenced and Pre-Trial Inmates Books from the jail and county law libraries will also be available for sentenced and pre-trial inmates. These inmates will utilize a law book list available from each module office. Inmates will request legal books in accordance with guidelines set forth for Pro-Per inmates.
- (i) Jail Law Library Material Requests – Processing and Fulfillment
- 1. The assigned Programs staff will pick up all Law Library requests from the designated jail mailroom location. The Programs Deputy will assist assigned Programs staff with accessing the mailroom location as needed. The assigned Programs staff will process and date stamp all law library message slip requests received. The assigned Programs staff will send all sorted message slips to the Inmate Services Division Law Library location for fulfillment.
 - 2. The Inmate Services Division Law Library staff will research, fulfill, and log all inmate message slip requests before the requests go out for delivery. All fulfilled requests will be returned to their designated location sites for the assigned Programs staff to distribute to the inmates.
- (j) Jail Law Library Materials Distribution
- 1. When the assigned Programs staff receives the Law Library material, they will print each individual inmate's Law Library material log sheet from the [REDACTED]
 - 2. The assigned Programs staff will distribute all requested materials directly to the inmates at their assigned housing location within one business day of receipt.
 - 3. On the day of distribution, the assigned Programs staff will call and coordinate with the housing guard station Deputy to ensure a time is allocated so that the assigned Programs staff can meet with each individual inmate to distribute their material and obtain the inmate's signature.
 - 4. The inmate will sign for their materials on the Law Library material log sheet to ensure all requests are accounted for. The inmate will be provided with their Law Library materials and their original Law Library message slip request.
- (k) Law Library Records and Retention

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1. The assigned Programs staff will forward all signed Law Library material log sheets to Inmate Records sta# for placement in the inmate's #le. The Programs Deputy will assist assigned Programs staff with accessing the Inmate Records area as needed.

2010.2 LIBRARY SERVICES

- (a) Inmates may subscribe to books, newspapers or periodicals, accepted for distribution by the United States Postal Services. Subject to the following restrictions and provisions:
 1. Obscene publications or writings, and mail containing information concerning where, how or from whom such material may be obtained; anything that may incite murder, assault, violence; and any material concerning unlawful gambling or an unlawful lottery, shall be excluded.
 2. Up to five (5) books may be received when sent directly from the publisher. However, if an inmate can show special circumstances (e.g., book is no longer in publication, etc.), they can petition the Division Commander for permission to receive the book from other sources.
 3. No inmate may possess more than a combination of five (5) books and/or five (5) magazines at one time. Excess items must be discarded or mailed out of the facility at the inmate's expense.
- (b) Books
 1. A floating library of paperback books is circulated by the Correctional Programs staff throughout the facility housing units for use by the inmates. Books are purchased by use of the Inmate Welfare Fund and from private donations.
 2. Books that are donated cannot be specified for a particular inmate or facility.
 3. On a weekly basis, a member of the Correctional Programs staff will visit each housing unit and sector to exchange books.
 4. Books will be exchanged on a one for one basis.
 5. Inmates will be allowed to retain the book(s) in their cell until completed.
- (c) Games
 1. Once a month, a member of the Correctional Programs Staff will visit each housing unit and sector with a game cart. Inmates may check out games to be used in the sector dayrooms. Games may include:
 - i. Chess
 - ii. Checkers
 - iii. Dominos
 - iv. Uno Cards
 2. Games will not be removed from the dayrooms and will be shared by the inmates. When not in use, games will be stored on the tables in the dayroom.

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Games are exchanged on a one for one basis and purchased with Inmate Welfare Funds.