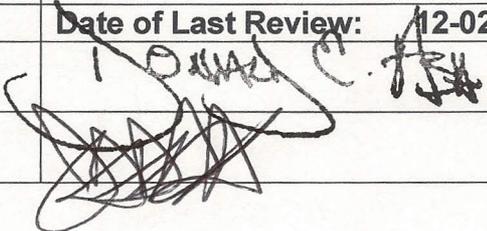


Wyandotte County Sheriff's Office Detention Center Standard Operating Procedures			Number: F-135
Subject: Detainee Access to Library		ACA Standards: 3ALDF; 5E-01, 5E-03	
Section: Detainee Rights, Privileges, Services, and Programs			
Effective Date: 09-19-08 Revised: 12-02-10		Date of Last Review: 12-02-10	
Approved By:	Sheriff of Wyandotte County		
Approved By:	Jail Administrator		

I. POLICY

The Detention Center shall provide library services to all detainees to ensure access to general reading, education, and legal reference materials.

II. PROCEDURE

A. General Library Use:

1. The Programs Director shall provide legal reference, educational and general interest reading materials for detainees through donations from community resources, purchasing and utilizing the cooperation of the educational program.
2. A total of three (3) books and/or magazines are allowed in a detainee's room; however, only two (2) may be reference books. This total includes magazines, reference materials and religious materials.

B. Reference/Law Library Use

1. The Programs Director shall provide detainees with access to reference/legal materials.
 - a. An index containing a complete listing of all available legal and reference materials shall be kept on each Housing Unit Deputy's desk.

- b. Reference and legal materials are to be requested on an Inmate Communication Form.
 - c. These forms are kept at the Housing Unit Deputy's desk to be used by the detainees when requesting materials.
 - d. Access to legal material is available in the inmate law library. Each housing unit has designated 50-minute time slots and legal material is not allowed to be taken out of the law library. Only the legal material(s) requested by an inmate via an inmate communication form (ICF) will be available for use during their time slot.
 - f. All law/reference book requests will be submitted to the Pod Deputy and forwarded to intake for pick up by Programs personnel.
2. Detainees in administrative and/or disciplinary confinement shall be afforded the use of the law/reference library in accordance with the procedures and conditions set forth for such confinement. (See Policy and Procedure, Section F-185 Disciplinary Procedures and Section F-190 Administrative Segregation.)
3. The legal resources available to the detainees will be sufficient to assist offenders in legal activity relating to issues such as fighting a criminal charge, challenging the legality of a conviction or confinement, seeking redress for alleged illegal conditions of confinement and asserting any other rights protected by a Constitutional or statutory provision and/or a common law. (See Policy and Procedure, Section F-135 Detainee Access to Library and Section F-190 Administrative Segregation).
4. The use of the Wyandotte County Courthouse Law Library will be permitted only under court order. Established procedures

for transporting detainees outside the secure confines of the Detention Center will be adhered to.

5. Detainees who deface or destroy any library materials will be charged with 21-3270, Criminal Damage to Property- a Class B Misdemeanor. In addition, access to such legal materials will be limited and detainees will be required to pay the county for any library materials they damage, steal or destroy.