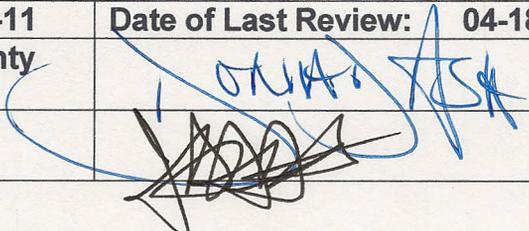


Wyandotte County Sheriff's Office Detention Center Standard Operating Procedures			Number: F-176
Subject: Copies and Requests for Paper			
Section: Detainee Rights, Privileges, Services, and Programs			
Effective Date: 11-03-05 Revised: 04-18-11		Date of Last Review: 04-18-11	
Approved By:	Sheriff of Wyandotte County		
Approved By:	Jail Administrator		

**I. POLICY**

The Detention Center shall provide plain white paper and copying services to all detainees.

**II. PROCEDURE**

A. Inmate requesting copies and/or plain white paper will be charged a .25 cent fee per sheet and per copy to their account. No inmate will be refused copying services because of account status.

1. Inmates requesting copies must submit an Inmate Communication Form (ICF) to the Programs Department.
2. The Programs Department will then have the inmate complete the "Request for Copies, Envelopes, Notary Stamp and/or Case Citations" form.
3. The Programs Department will make the copies and return them to the inmate within 48 hours of request excluding weekends and holidays.
4. A copy of the "Request for Copies, Envelopes, Notary Stamp and/or Case Citations" form will be distributed to the Inmate, Commissary and Programs.