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	CHAPTER: Inmate Rights	UPDATED: 03/31/2005	
	SUBJECT: Inmate Access to Attorneys, Courts, Legal Material; Inmate Grievance Procedure		

**POLICY:**

It is the policy of the Orleans Parish Criminal Sheriff's Office to have written policy and procedure that ensures the rights of inmates to have access to attorneys, the courts, authorized representatives, legal materials, and to address uncensored communications to government authorities.

**PURPOSE:**

To ensure the rights of inmates to communicate freely with their legal representatives, the courts, and to gain access to legal materials.

**PROCEDURE:**

**A.** The Orleans Parish Criminal Sheriff's Office shall provide inmates with unrestricted access to courts and allow inmates unlimited and uncensored communications to and from governmental authorities. Inmates seeking judicial or administrative redress shall not be subjected to reprisals or penalties as a consequence of seeking judicial or administrative redress.

**B. RETAINING AN ATTORNEY (OPPORTUNITIES)**

The Intake/Booking Officer shall give new inmates the opportunity to make a telephone call.

**C. VISITATION (LEGAL COUNSEL)**

The Watch Commander shall permit inmate visitation with his legal counsel of record during normal business hours. The Warden may make exceptions under special circumstances.


**D. ACCESS TO LEGAL MATERIALS**

All inmates shall have access to the Inmate Legal Services under the following conditions:

- a. inmates who are represented by counsel in criminal or civil matters may not use Inmate Legal Services for assistance in a matter for which their counsel represents them;
- b. although inmates may have counsel representing them in one or more areas, they may make use of Inmate Legal Services for researching a matter for which they are not represented by counsel;

**E. INMATE REQUESTS**

1. All requests to use the services of Inmate Legal Services shall be submitted in writing to the Warden by use of the Inmate Grievance Form (form ARP-1). These requests shall be forwarded to Inmate Legal Services by the normal Administrative Remedy Procedure system (see ARP standard 1301.7 )

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2. All requests to borrow books from the Inmate Law Library shall be in writing on an Inmate Library Application form which can be obtained each weekday from the Grievance Clerk. These requests shall be forwarded by the Grievance Clerk to the Support Services Department. After the requests are logged in, the requested books are delivered to inmates by Sheriff's Office personnel.
3. In addition to the Inmate Law Library, certain reference books will be maintained in the tier area and may be requested from the deputy on duty.