

**ST. CHARLES PARISH
CORRECTIONAL CENTER
GREG CHAMPAGNE, SHERIFF**

SUBJECT: INMATE RIGHTS
M-100
D.O.C.G-III-009; III-010; V-003
PAGE 1 OF 3

POLICY: It is the policy of the Sheriff's Office to have written policy and procedure that ensures and facilitates the rights of inmates to have access to Attorneys, the court, legal materials and to address communications.

PURPOSE: To ensure the rights of inmates to legal access.

PROCEDURE:

A. The Sheriff's Office shall provide access to courts. 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 permit new inmates the opportunity to phone or contact his Attorney at or shortly after the time of admission.

C. VISITATION (LEGAL COUNSEL)

The Shift Supervisor shall permit inmate visitation by his legal counsel of record at times not disruptive to the jail's normal procedures or security interests.

D. ACCESS TO LEGAL MATERIALS

Inmates shall have access to a Law Library under the following conditions:

1. Inmates who are represented by counsel in criminal or civil matter may not use the Law Library for research in the matter for which their counsel represents them. Violation of this procedure by an inmate shall be cause for disciplinary action;

**ST. CHARLES PARISH
CORRECTIONAL CENTER
GREG CHAMPAGNE, SHERIFF**

SUBJECT: INMATE RIGHTS

M-100

D.O.C.G-III-009; III-010; V-003

PAGE 2 OF 3

2. Although inmates may have counsel representing them in one or more areas, they may make use of the Law Library for researching a matter for which they are not represented by counsel; and
3. The Sheriff's Office shall maintain security supervision of the Law Library at all times.
4. Correctional Officers or Inmates shall not utilize any copy machines located in the facility for the purpose of reproducing their legal material without paying for such service at a rate of five cents per copy.

E. INMATE REQUESTS

All requests to use the Law Library shall be submitted to the Shift Supervisor. The Shift Supervisor shall notify the inmate when he/she can use the Law Library or shall notify the inmate, of any reason why the request was denied. If the inmate disagrees with the denial of the request, he/she shall have the right to appeal the decision to the Warden or his designee.

- F. Officers cannot conduct legal research, provide legal interpretations, nor analyze legal problems for inmates. Inmates may assist illiterate inmates by reading or helping to write for that inmate or researching of legal issues.
- G. Officers use of the Law Library is prohibited except with approval by the Warden.

H. LIBRARY

1. Reading material shall be provided through the Religious Programs

**ST. CHARLES PARISH
CORRECTIONAL CENTER
GREG CHAMPAGNE, SHERIFF**

SUBJECT: INMATE RIGHTS

M-100

D.O.C.G-III-009; III-010; V-003

PAGE 3 OF 3

Coordinator. Inmates shall be allowed to check out one book per inmate.

- I. D.O.C. inmates who have complex or special needs that the Warden or his designee feels cannot be properly met, then this inmate may be transferred to D.O.C. custody.
 1. Illiteracy requiring constant assistance.