
FEDERAL TRANSFER CENTER
OKLAHOMA CITY, OKLAHOMA
INSTITUTION SUPPLEMENT



OPI: Supervisor of Education

NUMBER: OKL-1315.07G

DATE: March 31, 2011

SUBJECT: Legal Activities, Inmate

1. PURPOSE: To provide guidelines and procedures for implementation of Inmate Legal Activities at the Federal Transfer Center (FTC), Oklahoma City, Oklahoma.
2. DIRECTIVES AFFECTED:
 - a. Directives Referenced:

P.S. 1315.07	Legal Activities, Inmate	(11/05/99)
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 - b. Directives Rescinded:

I.S. OKL-1315.07F	Legal Activities, Inmate	(03/31/10).
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3. STANDARDS REFERENCED:
 - a. American Correctional Association, 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-2A-62, 4-ALDF-6A-01, and 4-ALDF-6A-03.
4. PROCEDURES:
 - a. The Federal Transfer Center's main law library is located on the 2nd floor education area. There are three Electronic Law Library (ELL) terminals located in the main law library. Institution supplements, and other required law library materials not available through the ELL are available in the main law library.
 - b. Electronic Law Library terminals and printers are located in each holdover and cadre housing units.

DISTRIBUTION: Warden, AW(O), AW(P), Documents Control, Historical File, All Department Heads, AFGE

- c. Education and Trust Fund staff maintain the electronic inmate law library and conduct law library inventories.
- d. An imminent court deadline is considered 45 days or less.
- e. Work Cadre Inmates: Mandatory law materials not maintained on the ELL, may be requested from the main law library, via an Inmate Request to Staff Member, addressed to the Supervisor of Education. Requests must be specific to ensure accuracy of completed requests.

Main law library hours are 7:30 a.m. to 3:00 p.m., Monday through Friday.

The ELL is available in the cadre unit during non-lock down periods.

Education staff are available to make copies of inmate's legal documents, however, these copies are made at a fee of \$.15 per copy. Prior to making the copies, the inmate must sign a "Request for Withdrawal of Inmate's Personal Funds" to pay for them.

If it is determined a work cadre inmate has an imminent court deadline and requires additional law library research, arrangements may be made for him to utilize the ELL in the main law library. Requests should be made via an Inmate Request to Staff Member, addressed to the Supervisor of Education. Arrangements will be made with the Unit Manager, work detail supervisor, and Supervisor of Education.

Typewriters are available in the cadre unit library for legal document preparation only. Ribbons and print wheels for the typewriters can be checked out from the Unit Officer with the inmate's commissary card. The commissary card will be returned to the inmate when the ribbon or print wheel is received by the officer. Education staff will determine when typewriter ribbons should be replaced. At no time should typewriter ribbons be maintained in an inmate's personal property. Inmates will not be allowed to remove typewriters from the cadre unit library. Ribbons and wheels issued by staff or attached to a typewriter are considered government equipment and are not authorized to be possessed within an inmate's personal/legal property.

If a cadre inmate requires additional legal storage, alternate storage areas may be provided for storing excess legal material upon the Unit Manager's receipt of a written request by the inmate on an Inmate Request to Staff Member form. The inmate will be required to secure the additionally stored items in an area approved by the Unit Manager. Only legal materials may be stored in the container. Any other items stored in the container could be considered contraband and

disciplinary action may be taken. Should a plastic or metal container be approved for storage in the legal room, the inmate will purchase a combination lock and keep the container secured when not in actual use. If the inmate cannot afford a lock, all personal property should be maintained in the inmate's cell.

The cadre unit is the designated location where cadre inmates may assist each other regarding legal matters.

- f. Special Housing: Special Housing Unit inmates may have access to the ELL to obtain legal materials. Institution Supplements and other required law library materials not located on the ELL may be requested from the Education Department via Inmate Request to Staff Member.
 - g. Holdover Inmates: Required law library materials not maintained on the ELL, may be requested from the main law library via an Inmate Request to Staff Member, addressed to the Supervisor of Education. Legal copy requests will be made via Inmate Request to Staff Member. ELL procedures are posted in the units.
5. OFFICE OF PRIMARY RESPONSIBILITY: Supervisor of Education.
6. EFFECTIVE DATE: This supplement is effective upon issuance.

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Paul A. Kastner
Warden