



U.S. Department of Justice

Federal Prisons System

Metropolitan Detention Center

Brooklyn, NY 11232

NUMBER : BRO 1315.07E

DATE : January 1, 2009

**SUBJECT: Legal Activities,
Inmate**

OPI: EDUCATION

Institution Supplement

1. **PURPOSE:** To provide inmates with access to legal material, and reasonable opportunity to prepare legal documents. This supplement also outlines the procedures for utilizing the inmate law library at MDC Brooklyn.

2. **DIRECTIVES AFFECTED:**

A. Directive Reference: Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999.

B. Directive Rescinded: BRO-1315.07D, Legal Activities, Inmate, dated September 28, 2006.

3. **CORRECTIONAL STANDARDS REFERENCED:** 4-ALDF-6A-03

4. **LAW LIBRARIES:**

The law library is maintained by the Supervisor of Education (SOE). Inmates who work in the law library may provide available materials, but may not give legal advice or provide legal assistance.

East building: The main law library is located in the Education department, fifth floor.

The hours of operation are:

Monday through Friday: 7:45 A.M. - 10:40 A.M.
12:30 P.M. - 3:45 P.M.

Saturdays and Holidays: Closed

Sundays: 7:45 A.M. - 12:00 P.M.

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West building: The main law library is located in the Education department, third floor. A basic law library is located in the Special Housing Unit. Law libraries hours are:

Monday through Friday:	7:45 A.M. - 10:40 A.M. 12:30 P.M. - 3:45 P.M.
Monday thru Thursday Evenings	5:30 P.M. - 8:15 P.M. (Cadre only)
Saturday and Holidays:	Closed
Sundays:	12:30 P.M. - 3:45 P.M.

5. Inmate access to Law Libraries:

All housing units have been assigned a time for utilizing the law/leisure library. Inmates should check the unit bulletin boards for days and times scheduled. The SOE may give extra and special time allowance for research and preparation of documents to inmates who demonstrate an imminent court deadline (within 45 days or less) with documentation that supports the special need for such access. Application for this consideration must be made by the inmate to the SOE via an "Inmate Request to Staff Member Form" (cop out). Approved Pro Se inmates will receive an additional law library day. All inmates are expected to use the law library during their leisure time. Inmates who do not sign-up for the time allotted to their housing unit will not receive additional law library time. Inmates entering the main law library between the hours of 7:45 A.M. and 3:45 P.M., Sunday through Friday, will need to be dressed in appropriate institution issued clothing. SHU inmates should direct request to utilize the SHU library to the SHU Lieutenant.

6. **Material:** Electric typewriters and typing paper will be available in the main law library. Typewriters are for the preparation of legal documents only. Inmates must purchase typewriter ribbons and correction tape from the Commissary in order to use a typewriter. Legal books are provided, however, they may not be checked out of the law library.

Each individual housing unit activities room has been designated as the area where inmates may work on their legal work outside of the Law Library. All materials must be stored within their personal locker located by their assigned bunk. Additional locker space is limited to one additional locker and must be approved by the Unit Manager pending fire, safety, space, security and sanitation concerns.

Discovery Material: All audio and video discovery material from outside sources will be coordinated by the SOE and placed in the law library for access by the defendant(s). Discovery material in audio/video format will be stored in the lockers located in the law library for inmate access. Combinations to the locks may be obtained through the SOE. All CD-ROM format discovery material will be placed in the law library and/or

visiting rooms for access by the defendant(s). When requested by defendant(s), the CD-ROM(s) will be issued by staff. Inmates who have a large amount of discovery on CD-ROM, may have access to their discovery material between the hours of 8:00 A.M. and 11:00 A.M., Monday through Friday in the Visiting Rooms. Two sets of discovery material provided by an attorney will be required to ensure inmate access in either location (Law Library and Visiting Room). Discovery material placed in the law libraries or the visiting rooms are not to be removed unless approved by the SOE.

7. **Photocopies:**

Debit card copy machines are available in the Education Department. Debit copy cards may be purchased from the commissary. In the event the debit card machine is incapacitated, photocopies generated by the staff copier are .15 cents. Staff may waive the cost of copies if the inmate meets the conditions set forth in Program Statement 1315.07, *Inmate Legal Activities* and Program Statement 5264.07, *Telephone Regulations for Inmates*. Education staff will verify the inmate's indigent status. If an inmate is verified to be indigent, staff will make arrangements to have a maximum of twenty copies per day available through the use of the department's copy machine. Each request is limited to a maximum of 50 pages either 1 or 2 sided or a combination of both.

Special Housing Unit: Inmates in SHU must submit a cop out to Education staff for photocopies of legal materials. A request of five cases per copout is the maximum as inmates will have 3 days to review the material. All borrowed items in pink color must be returned undamaged to the Education staff or the inmate will be charged .15 cents per page. Only legal documents not available in the SHU Library will be photocopied in pink. Each request is limited to a maximum of 50 pages either 1 or 2 sided or a combination of both.

8. **EFFECTIVE DATE:** This institution supplement will be effective upon issuance.

9. **OPI:** Education Department

Approved by:

Cameron Lindsay, Warden