



U. S. Department of Justice
Federal Prison System
Federal Correctional Institution
Marianna, Florida 32446

Institution Supplement

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EXECUTIVE STAFF
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LOCAL A.F.G.E.

[Return to Index](#)

1. **PURPOSE AND SCOPE.** To provide inmates with legal reference material, access to legal counsel and opportunities for the preparation and/or review of legal documents. Inmate legal activities will be governed by Program Statement 1315.07 Legal Activities, Inmate.

2. **DIRECTIVES AFFECTED.**

a. **Referenced:**

PS 1315.07 Inmate Legal Activities (11/5/99)
PS 1350.02 Acceptance of Donations (6/29/98)
PS 2100.03 Budget Execution Manual (08/4/95)
PS 4500.04 Trust Fund/Warehouse/Laundry Manual (12/15/95)
PS 5264.07 Telephone Regulations for Inmates (01/31/02)
PS 5265.11 Correspondence (7/9/99)
PS 5266.10 Publications, Incoming (01/10/03)
PS 5270.07 Discipline and Special Housing Units (12/29/87)
PS 5580.06 Inmate Personal Property (7/19/99)

Rules cited in this Program Statement 1315.07 are contained in 28 CFR §543.10 through §543.16.

b. **Cancelled:**

Institution Supplement MNA 1315.07E, Legal Activities, Inmate dated July 14, 2006.

3. **STANDARDS REFERENCED.**

a. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4268, 4-4269, 4-4273, 4-4274, 4-4275, 4-4276, 4-4450, 4-4505.

- b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-3D-18, 3D-23, 3E-01, 3E-02, 3E-03, 5D-12.

4. **DESCRIPTION OF RULES OR PROCEDURES.**

- A. **LEGAL RESEARCH MATERIAL.** The Inmate Law Library materials are accessible through the Electronic Law Library (ELL) which contain a collection of legal materials for inmates who wish to conduct legal research and prepare legal documents. Program Statements required by policy are maintained on the ELL. All required Institution Supplements are maintained in the Law Library.

Inventories are conducted semi-annually by the Supervisor of Education or designee to replace lost or damaged materials and to ensure that the libraries contain materials mandated by BOP Policy. Rules and regulations governing the library are posted in the library.

The current hours of operation for the Inmate Law Libraries are posted in the respective education department areas and living units of each institution. The Law Libraries are closed during Federal holidays. Inmates entering the Law Libraries during the traditional work day, Monday - Friday, between the hours of 7:30 A.M. and 3:30 P.M., must be attired in the regulation uniform or khakis. Food Service uniforms are unauthorized in the Law Library.

The Supervisor of Education (FCI) is designated as the institution's law librarian. There is a designated Law Library Coordinator at each institution. The Coordinator at each site is responsible for maintaining the reference material provided by the law library program. Both the FCI and Shawnee Unit are designated as "Main" law libraries. The Camp is designated as a "Satellite" law library.

Inmates housed in the FCI or Shawnee segregation for Administrative Detention or Disciplinary Segregation have access to the electronic law library, however; may request maintained law materials on a 48 hour check-out basis. Institution Supplements required by policy are also maintained in the Law Library. Any request for legal materials shall be received by a segregation officer on an "Inmate Request to Staff Member" form specifying the exact book needed. This request should be directed to the Law Library Coordinator. The coordinator shall fill the request from the materials available in the Law Library and place them in the designated area of the Special Housing Unit (SHU) within 48 hours of receiving the request. Legal books and/or materials are not to be removed from the designated legal area.

In the event a request cannot be filled within the specified time, the inmate shall be advised and given an approximate date of delivery.

Inmates in SHU may request to have certain cases printed at their expense for their convenience. The money is collected using a Request of Withdrawal of Inmate Personal Funds form.

- B. INMATE LAW LIBRARY CLERKS. Law library clerks are expected to help inmates identify which legal materials best meet their needs. The Clerk directs the inmates in the use of the electronic law library and other materials; shows them how to Shepardize cases; aids them in the use of the ELL within the law library; and helps non-English speaking or illiterate inmates prepare legal documents.
- C. PREPARATION OF LEGAL MATERIALS BY INMATES. Under routine circumstances, typewriters and/or computers may be provided in or near the law library. The institution provides paper, carbon paper, and typewriter ribbons to indigent inmates only. Carbon paper will be utilized for duplication purposes. If the inmate can demonstrate that more than one copy is needed by the court and duplication is not possible with the use of carbon paper, staff will make minimal copies. Staff will schedule a time that does not interfere with regular operations. Request should not be excessive or large. If abuse is present, modifications will be applicable. Envelopes stamped "legal mail" are provided by the Education Department for the sole purpose of sending out legal materials. Personal materials placed in these envelopes for mailing will be rejected by the mail room. Postage is in accordance with established policy. Copying costs are to be borne by the inmate.
- D. TYPEWRITER/COMPUTER/ CHECK OUT PROCEDURES. Inmates requesting typewriters to prepare legal work or the computer to review legal material must follow the procedures listed below.
1. To use the legal typewriters and/or computers, inmates must check out a printwheel or their legal disk from the Main Office of the Education Department. Inmates are also allowed to provide their personal printwheel. Inmates must supply their own ribbon, unless found indigent by the unit team. For indigent inmates, the Education staff will issue a typewriter printwheel and ribbon. Inmates will check the item(s) out with their commissary card. Electric typewriters may be replaced by manual models as they become unserviceable. Inmates will only be able to maintain the legal disk for 30 days. After the 30 day period, the disk must

be returned to the unit team for mailing out.

2. If an inmate leaves the Legal Typing/Computer Room for more than ten (10) minutes, he/she must return the printwheel or disk to staff. The Legal Typing/Computer area is monitored by staff.
3. Inmates must respect the privacy of others.
4. Inmates are responsible for cleaning up around their assigned typewriters/computer, before they leave.
5. Law books cannot be taken from the Education Department for any reason.
6. Inmates are not allowed to maintain/store personal legal work in the library. Legal materials left in the library unsupervised by the inmate for more than ten (10) minutes will be disposed of according to policy. Materials found stored in the library will be confiscated and properly disposed of by staff.

E. MANUSCRIPT TYPING. Inmates requesting to use typewriters in the Legal Typing area to type their manuscripts, must follow these procedures:

1. Before initial typing begins, manuscripts must be viewed and approved by the Supervisor of Education or designee to assure that: it does not interfere with the orderly running of the institution; it would not be threatening to others; it would not facilitate criminal activity; or other restrictions.
2. LEGAL typing takes precedent over the manuscript typing. If an inmate is typing his/her manuscript on the last available typewriter and another inmate requests a typewriter printwheel for legal purposes, the inmate typing the manuscript must relinquish typing privileges to the inmate with legal priority.
3. Inmate manuscripts may not be circulated within the institution.

4. The document (or parts thereof), must be mailed “direct” from the institution by the inmate.

5. OFFICE OF PRIMARY RESPONSIBILITY. Associate Warden (I&E)

Paige A. Augustine, Warden