



U.S. Department of Justice  
Federal Bureau of Prisons  
United States Penitentiary  
Canaan, Pennsylvania

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# Institution Supplement

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**DEPARTMENT:** Executive Assistant/  
Supervisor Of Education  
**NUMBER:** CAA-1315.07  
**DATE:** September 30, 2007  
**SUBJECT:** Access to Legal, Inmate

1. **PURPOSE AND SCOPE:** To set forth local guidelines and procedures governing inmate access to legal at the United States Penitentiary (USP), and Federal Prison Camp (FPC), Canaan, Pennsylvania.
2. **DIRECTIVES AFFECTED:**
  - A. **Directives Rescinded**

None
  - B. **Directives Referenced**

PS 1315.07 Legal Activities, Inmate (11-05-99)  
PS 5264.07 Telephone Regulations for Inmates (01-31-02)  
PS 5270.07 Inmate Discipline and Special Housing Units (03-20-06)  
PS 5266.10 Incoming Publications (01-10-03)
3. **STANDARDS REFERENCED:** American Correctional Association 4<sup>th</sup> Edition Standards for Adult Correctional Institutions: 4-4268, 4-4269, 4-4273, 4-4274, and 4-4276.
4. **PROVISIONS FOR LEGAL RESEARCH MATERIAL.**
  - A. **Library Locations.**
    1. The Main Law Library is located in the Education Department. The Supervisor of Education (SOE) is designated authority for the maintenance and operation of the Main Law library. Accountability of all legal reference material is the responsibility of the Education Department. Education Department staff are directly responsible for the operation of the Main Law library.
    2. The FPC Satellite Law Library is located in the Programs Building at the FPC. The SOE is the designated authority

for the maintenance and operation of the FPC Satellite Law library. Accountability of all legal reference material is the responsibility of the Education Department.

3. The Basic Law Library is located in the Special Housing Unit (SHU). It contains the required materials to help this isolated segment of the inmate population prepare legal documentation. The SOE is the designated authority for the maintenance and operation of the SHU Basic Law Library. Accountability of all legal reference material is the responsibility of the Education Department.

**B. Hours of Operation.**

1. The hours of operation for the Main Law Library will be as follows:

Monday - Thursday	8:30AM to 8:30PM
Friday	8:30AM to 3:30PM
Saturdays	7:30AM to 3:30PM

2. The hours of operation for the FPC Satellite Law Library provide an inmate with reasonable access to legal materials but do not interfere with the orderly operation of the FPC.
3. The hours of operation for the SHU Basic Law Library will provide an inmate with reasonable access to legal materials but not interfere with the orderly operation of the SHU.
4. Inmates will not be sent from a work detail to the Main Law Library or the Satellite Law Library unless prior arrangements have been made through the SOE and the inmate's Satellite Operations Administrator/Unit Manager. The Law Libraries are open for those inmates on leisure time or vacation and for those inmates who qualify under Section C.

**C. Additional Access Time.**

1. A verified imminent court deadline is considered to exist when the inmate has less than three weeks remaining before a scheduled court action. In most cases, inmates will be required to present documentary evidence to their Satellite Operations Administrator/Unit Manager in order to demonstrate that a court-imposed deadline exists.

2. The inmate's Satellite Operations Administrator to disapprove/ approve requests by inmates for access time in the law library during daytime hours, when an inmate may be excused from his work detail. These requests will be handled on a case-by-case basis.
3. If the Unit Manager approves the request, he/she will forward a memorandum to the SOE indicating the period and hours for which the inmate is authorized additional access time. The Satellite Operations Manager/Unit Manager will also provide a copy of the memorandum to the inmate's work supervisor.
4. The SOE will maintain a file of all memoranda approving inmates additional access time in the law library. An inmate's failure to use the additional access time could result in the cancellation of the additional access authorization.

**D. Electronic Law Library (ELL) System.**

1. USP Canaan's Law Library System utilizes an electronic law database. Most legal materials can be located by performing a search on the ELL database. However, some materials are maintained in hard copy format (i.e. Criminal Law Reporter).
2. Any inmate wishing to gain access to the ELL must submit an Inmate Request to Staff, addressed to Education Department Staff, requesting an ELL Password. Upon receipt of such a request, an Education Department staff member will create a user specific ELL Password. The inmate making the request will receive notification to pick up his password. Prior to the receipt of their password, all inmates will be required to read, understand, sign, and adhere to USP/FPC Canaan's ELL Rules. Inmates will also be required to present their Commissary Identification Card to receive their password.

**E. Rules.**

1. Rules governing the use of the Law Library will be posted in the Education Department and in each Law Library. It is the responsibility of each user to become familiar with and adhere to these rules. Any single or multiple violation of the Law Library rules may result in disciplinary action, including, but not limited to, user password suspension.
2. Any legal materials must be signed out properly and are not to be removed from the law library at any time. Any legal materials that are found in an inmate's possession outside

the law library will be considered as theft and/or destruction of government property and may result in disciplinary action.

3. Inmates are not allowed behind the counter in the law library unless specifically authorized by Education Staff.
4. Inmates are not to be in possession of another inmate's legal documents outside of the Law Library.

**F. Access to Materials while in the SHU.**

1. A Basic Law Library is available for inmates housed in SHU. An inmate may use the Basic Law Library in SHU through the following procedures.
  - (1) Submit an Inmate Request to a Staff (cop-out) to the officer in charge of the SHU.
  - (2) A reasonable time frame will be scheduled for the inmate to use the SHU Basic Law Library, in the order the requests are received.
  - (3) Access to the SHU Basic Law Library will generally be provided to not interfere with the normal operations of SHU.
2. An inmate housed in SHU may use the legal reference materials maintained in the institution inmate Main Law Library through the following procedures:
  - a. The requested materials must not be available in the SHU Basic Law Library.
  - b. Submit a written request to Education staff, specifying the material requested.
  - c. Education staff will determine if the requested legal material is required to be provided by national policy. Education staff reserve the right to deny any inmate request for materials not required, by national policy, to be made available to the inmate population. All requests for legal materials, that have been determined to be in compliance with national policy, will be delivered to the SHU in a reasonable amount of time. Education staff will then retrieve and return the checked-out material to the Main Law Library after the next regularly scheduled visit to SHU. There will not be more than three items checked out to any inmate

at any one time. Reference Materials on loan from the Main Law Library may only be viewed in the SHU Basic Law Library.

**G. Access to Materials while at the FPC.**

1. A Satellite Law Library is available for inmates housed in the FPC.
2. An inmate housed at the FPC may use the legal reference materials maintained in the institution inmate Main Law Library through the following procedures:
  - a. The requested materials must not be available in the FPC Satellite Law Library.
  - b. Submit a written request to FPC Education Staff or the USP Law Library Coordinator.
  - c. Education staff will determine if the requested legal material is required to be provided by national policy. Education staff reserve the right to deny any inmate request for materials not required, by national policy, to be made available to the inmate population. All requests for legal materials, that have been determined to be in compliance with national policy, will be delivered to FPC Education Staff for delivery. There will not be more than three items checked out to any inmate at any one time. All materials must be returned to FPC Education Staff within three working days. Education staff will then return the checked-out material to the Main Law Library. Reference Materials on loan from the Main Law Library may only be viewed in the FPC Satellite Law Library.

**H. Access to Materials while under ELL Restriction.**

1. Any inmate that commits a prohibited act in the Law Library and subsequently has his ELL password suspended will not be denied access to legal. The following procedures have been established to assure inmate access to legal while under ELL Restrictions:
  - a. Submit a written request to Education Staff, specifying the material requested.
  - b. The requested materials must be available in the Main Law Library.
  - c. Education staff will determine if the requested legal

material is required to be provided by national policy. Education staff reserve the right to deny any inmate request for materials not required, by national policy, to be made available to the inmate population. All requests for legal materials, that have been determined to be in compliance with national policy, will be provided to the inmate in a reasonable amount of time. Inmates in general population on ELL restriction may view any of the Law Libraries hard back materials in the Main Law Library or the FPC Satellite Law Library, if they are designated at the FPC. Inmates housed in SHU may request no more than three items at any one time. Inmates in SHU that are on ELL restriction are also to refer to Section F.

## **I. Reproduction of Inmate Legal Materials.**

1. If an inmate needs legal documents to be reproduced, the following options are available to him:
  - a. Typewriters are available in the institution Main Law library, the SHU Basic Law Library, and the FPC Satellite Law Library. Typewriters are also available for use in all Units. These machines are for inmate use toward publication of legal materials only. Print wheels, correction tapes, and typewriter ribbons are sold in the commissary. Inmates must provide their own print wheels, correction tapes, and typewriter ribbons. If an inmate is verified indigent by Unit Team, supplies will be provided as necessary.
  - b. Inmates can choose to send their materials to interested parties in the community to have them reproduced at the inmate's expense. Interested parties are defined as public stenographers, secretaries, etc.
  - c. Photocopiers have been provided as a privilege to the inmate general population, for the reproduction of legal materials only, by a public vending company. The machines are located in the institution's Main Law Library and the FPC's Satellite Law Library. These machines are Debit Card operated. Inmates can purchase Debit Cards in the Commissary, for legal copies only. The institution is not responsible for the quality and quantity of service provided by the vendor. This machine is provided at the discretion of the vending company and may be removed at any time the company deems necessary.
  - d. In the event the copy machine in either the Main law library or the Satellite Law Library is not working or has been removed, an inmate must demonstrate to Unit Staff that reproduction of legal materials is essential to his court processes and that duplication cannot be

accomplished by use of typewriters and/or carbon paper. The inmate will bear the cost and duplication will be done to not interfere with the normal operation of the institution.

- e. When an inmate has an imminent deadline and needs additional commissary credits for copies but can not get to commissary to purchase the credits in time, he is to notify his Unit Manager. The cost of additional credits will be handled by a Form BP-199. Prior to the execution of a Form BP-199, the Satellite Operations Administrator/Unit Manager must verify via TruFacs that the inmate has enough money to cover the cost of reproduction.
- f. Inmates who do not have the financial ability to afford reproduction of materials will need to speak with their Unit Team. The Satellite Operations Administrator/Unit Manager may waive the cost of duplication if the inmate is without funds or if the material to be duplicated is minimal and the inmate's requests for duplication are not large or excessive.
- g. Inmates confined in SHU who wish to make copies of their personal legal materials are to send an Inmate Request to Staff to their Satellite Operations Administrator/Unit Manager and specify the number of copies they wish to have made. Unit staff will check the inmate's Trust Fund Account to verify if the inmate has sufficient funds to cover the cost of reproducing the number of copies requested. If the inmate has sufficient funds, a member of the inmate's Unit Team will receive the materials from the inmate and have the inmate sign a BP-199. Inmates housed in SHU who wish to acquire copies of case law or other legal copies used for the purpose of performing legal research may place an Inmate Request to Staff addressed to Education Staff, properly citing the materials desired and specifying the exact number of copies desired. At the time of delivery, Education Staff will have the inmate sign a BP-199 for the number of copies requested.

**J. PURCHASE AND DISPOSAL OF LAW BOOKS AND OTHER LEGAL MATERIALS BY INMATES.**

- 1. An inmate may purchase law books and/or materials in accordance with the program statements governing inmate legal activities and incoming publications. When an inmate is finished with a law book which he has purchased, the book will be sent home at the inmate's expense or destroyed, whichever the inmate prefers.

5. **EFFECTIVE DATE:** This supplement is effective upon issuance.

Approved by: \_\_\_\_\_ //s//  
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Warden

Distribution: Master File  
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Inmate Law Library