

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.3.8
SECTION:	3	Rules, Discipline and Rights	EFFECTIVE DATE: 4 / 8 / 20
SUBJECT:	8	Inmate Access to Court and Legal Services	
STANDARDS: ACA – 4 – ALDF: 2A-62, 6A-01, 02, 03			
APPROVED:			REVIEW DATE: 4 / 8 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 24 / 20
Rescinds: 3.3.8 dated 2/8/06 Cancel:			

I. POLICY

The City of St. Louis Division of Corrections will provide inmates with access to the courts, legal resources and materials to the extent that is mandated by local, state and federal law.

II. RESPONSIBILITIES

All Division of Corrections staff members and contracted program service providers are responsible for adhering to the following procedures.

III. DEFINITIONS

1. **Legal Reference Material:** Law books, supplements and material that provide assistance to inmates with criminal and civil legal matters.
2. **Mandatory Legal Assistance:** Extended access to legal resource and reference material, such as law books and supplements, copier, typewriter and/or word processor, telephone contact with courts and other related agencies.
3. **Pro Se:** Status granted to an individual by the court to represent oneself and/or file legal documents in court proceedings.
4. **Indigent Inmate:** Those inmates whose commissary accounts balance are \$10.00 or less for 30 days or more.

IV. PROCEDURES

A. General Information

1. Inmates will have direct access to the courts through their legal representatives and the mail (See 5.7.1 Mail, 5.7.2 Inmate Telephone Use & 5.7.4 Professional Visits).
2. Inmates requesting assistance with legal matters will be encouraged to consult with their legal representative. However, legal reference material will be made available to the extent that local, state and federal law mandates.
3. The Superintendent or designee will arrange for a Volunteer Coordinator or assign a staff member to manage the law library at the Medium Security Institution (MSI) and the City Justice Center (CJC). Legal reference material will be provided by the Division of Corrections for access to the inmate population.
4. Designated areas of the facility will be established at MSI and CJC for the operations of the Law Library. Inmates will be provided with copies of requested legal reference material from the Law Library.
5. The Volunteer Coordinator will supervise and oversee the daily operations of the Law Library.
6. The Volunteer Coordinator or designee will employ the services of inmate workers as law librarians to assist in the operation and providing copies of requested legal reference material from the Law Library (See 5.4.1 Inmate Work Program).
7. The Volunteer Coordinator or designee will develop specific duties and supervise the inmate law librarians work efforts. Custody staff will monitor the inmates for adherence to safety and security procedures (See 5.4.2 Inmate Worker Supervision).
8. Inmate law librarians will not assist other inmates with legal matters, possess or store another inmate's legal documents in their cell or housing area.
9. The Volunteer Coordinator or Division of Corrections staff will not practice law, give legal advice, legally represent an inmate or make referrals. Staff will not actively assist an inmate in legal research, preparation or filing of documents to the courts.
10. Inmates requesting to file pleadings for municipal ordinances and traffic violations may request a Plea, Sentence and Judgment, Disposition of Detainer and Sentence of Time Served and/or Waiver of Counsel form. To receive the

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- appropriate form an Inmate Request Form must be submitted by the inmate to the unit caseworker.
11. All other pleadings, motions and legal documents must be drafted by the inmate.
 12. Inmates will be provided free notary service by submitting an Inmate Request Form to the unit caseworker.
 13. Indigent inmates will be provided pencils; paper, envelopes and postage to mail legal correspondence (See 5.7.1 Mail).
 14. Inmates qualified as Pro se, who are submitting court filings related to civil rights matters or conditions of confinement may request of the Division of Corrections provide mandatory legal assistance in accordance with local, state and federal laws. Authorization for mandatory legal assistance is subject to approval by the Superintendent of Corrections or designee.
 15. Inmates approved for mandatory legal assistance may submit an Inmate Request Form to their assigned unit caseworker if additional services are required. The unit caseworker will coordinate with the Volunteer Coordinator or designee and arrange for the inmate to have access to legal material for research, provide the inmate with copies, and arrange for access to a typewriter and/or word processor to do legal work, access to the names and addresses of local, state and federal courts and telephone contact to related agencies.
 16. At CJC, the hours of operation for the Law Library will be Monday through Fridays 8:30 a.m. – 10:30 a.m. and from 1:00 p.m. – 2:00 p.m. On Fridays, the Law Library service will not be available for inmates in general population. The inmate law librarians will conduct necessary inventory, changes, updates, restocking, make copies, and arrange books for next business day.
 17. The hours of operation will be listed on the Daily Activity Schedule by the Unit Manager, posted in each housing unit and living area for the inmates to view. The Volunteer Coordinator or designee may request to revise the hours of operation with the approval of the Superintendent or designee.
 18. The Volunteer Coordinator or designee with the assistance of Caseworkers if needed will maintain and record all services provided to inmates on a Law Library Service Log. The log will be retained and secured in the Volunteer Coordinator's or designee office.
 19. The Contracted Program Service Provider or designee will consult with the Unit Manager in advance to arrange for assistance from the Caseworkers for operations of the Law Library Services on an as needed basis. The use of Caseworkers shall be employed when the Volunteer Coordinator is absent or not available for normal operations of the law library (i.e. sick, vacation, etc.).

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20. The Volunteer Coordinator or designee will be responsible for cataloging and maintaining an inventory of all legal resource material and equipment provided by the Division of Corrections.
21. The Volunteer Coordinator or designee will ensure that a facility manual containing non-security related policies and procedures is available for inmate access in the law library at MSI and CJC. Inmates may request access to the manual by submitting an Inmate Request Form to the Unit Caseworker.
22. The Volunteer Coordinator or designee will maintain records of services and legal reference material provided for inmates on a Library Service Log.

B. Law Books and Legal Materials – General Housing (CJC)

1. The Law Library at the St. Louis City Justice Center will be located on the 3rd and 4th floor in designated Multipurpose Rooms. The books will be assigned and permanently placed on each floor; however, legal reference material not available in books on one floor will be made available for all inmates. The Volunteer Coordinator will verify the inmates request and arrange for copies to be made from books in the Law Library on the 3rd and 4th floor.
2. Each floor will have two (2) inmate law librarians that will make copies of appropriate and approved legal reference material relating to the inmate's case(s). The inmate law librarians will be approved to work in the Law Library on the floor of their assigned housing unit. The inmate law librarian's must remain in the law library and not permitted

to enter the corridor, housing units or other floors. The Volunteer Coordinator will deliver copies to the inmates on the 3rd and 4th floor.
3. Inmates requesting to receive legal reference material must submit a Request for Law Library Services form to the Housing Officers. The Housing Officer will forward the form to the Law Library mailbox, located on the door of the Law Library on each floor.
4. The Volunteer Coordinator will monitor the mailbox daily, retrieve Request for Law Library Services forms and arrange for the inmate law librarians to find the appropriate reference material. Inmate law librarians will not be permitted to retrieve or handle Request for Law Library Services forms completed by other inmates.
5. If necessary the Volunteer Coordinator will consult with the inmate who has requested copies and ensure that the appropriate reference material was found.
6. Request for Photocopies:

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- a. Inmates will submit a Request for Law Library Services form to the housing officer. The housing officer will forward the form to the law library mail box.
 - b. The Volunteer Coordinator will retrieve the Request for Law Library Services forms from the law library mail box and determine the material to be copied and number of copies requested.
 - c. There will be a charge of 15¢ per copy. Inmates who are indigent will have their commissary accounts debit according to number of copies requested.
 - d. The Volunteer Coordinator will provide the inmate with copies of no more than twenty (20) double-sided pages once every 30 days. Inmates requesting excessive copies will be encouraged to have their family or attorney honor the request.
 - e. Inmates approved to receive mandatory legal assistance will be provided the amount of copies requested and when necessary for compliance with local, state and federal mandates.
 - f. The Volunteer Coordinator will give copies to the inmate within five (5) business days of receiving the written request.
 - g. The Volunteer Coordinator will forward the Request for Law Library Services form to the business office indicating delivery of the copies.
7. Use of the Law Library:
- a. Only inmates qualified as pro se litigants and/or those inmates submitting court filings related to civil rights matters or conditions of confinement and law librarian workers will have access to the Law Library.
 - b. Upon entering the law library, inmates will sign in the Law Library Service Log. The log will note the inmate's name, date, sign in and out times and signature.
 - c. Inmates qualified as pro se litigants and/or those inmates submitting court filings related to civil rights matters or conditions of confinement and have been approved to receive mandatory legal assistance will be permitted access to the Law Library approximately 2 hours, 3 days a week or as mandated by a court order.
 - d. While in the library inmates are permitted to use the typewriter and/or word processor to do legal work.

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C. Legal Reference Materials – Special Management Units (CJC)

1. Inmates assigned in the Special Management Unit and Medical Infirmary will submit a Request for Law Library Services form to the Housing Officers. The Housing Officer will forward the form to the Law Library mail box.
2. The Volunteer Coordinator will meet with the inmate if necessary to determine what legal reference material is requested before copies are provided.
3. Inmates requesting photo copies shall be handled according to section A-6 a thru g above

D. Law Books and Legal Materials – General Housing (MSI)

1. Request for Legal Reference Materials
 - a. Inmates requesting legal reference material must submit a Request for Law Library Services form.
 - b. The Request for Law Library Services form is dropped in the Social Service Request Box located on the 1st Floor of the main building.
 - c. The clerk assigned to Social Services Unit will empty the mailbox daily.
 - d. Requests for Law Library Services forms will be placed in the Volunteer Coordinator's mail slot located in the social services area.
 - e. The Volunteer Coordinator will retrieve Request for Law Library Services forms and arrange for the inmate library workers to find the appropriate reference material.
 - f. Inmate law librarians will not be permitted to retrieve or handle Request for Law Library Services forms completed by other inmates.
 - g. When necessary the Volunteer Coordinator will consult with the inmate who has requested copies to ensure that the appropriate reference material was found. Inmates will receive copies of requested legal reference material as listed below.
2. Receipt of Photocopies:
 - a. Inmates will retrieve a Request for Law Library Services form from the Housing Officer. The inmates will drop the form in the Social Service Request box located on the 1st floor of the main building.

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- b. The Request for Law Library Services forms will be retrieved by the Social Service clerk and placed in the Volunteer Coordinator's mail slot. The Volunteer Coordinator will retrieve the Request for Law Library Services forms and determine the material to be copied and number of copies requested.
 - c. There will be a charge of 15¢ per copy. Inmates who are indigent will have their commissary accounts debit according to the number of copies requested.
 - d. The Volunteer Coordinator will provide the inmate with copies of no more than twenty (20) double-sided pages once every 30 days. Inmates requesting excessive copies will be encouraged to have their family or attorney honor the request.
 - e. Inmates approved to receive mandatory legal assistance will be provided the amount of copies requested and when necessary for compliance with local, state and federal mandates.
 - f. The Volunteer Coordinator will give copies to the inmate within five (5) business days of receiving the written request.
 - g. The Volunteer Coordinator will forward the Request for Law Library Services form to the business office indicating delivery of the copies.
3. Use of the Law Library
- a. Only inmates qualified as pro se litigants and/or those inmates submitting court filings related to civil rights matters or conditions of confinement and law librarian workers will have access to the Law Library.
 - b. Upon entering the law library, inmates will sign in the Law Library Service Log. The log shall note the name, date, sign in and out times and inmate's signatures.
 - c. Inmates qualified as pro se litigants and/or those inmates submitting court filings related to civil rights matters or conditions of confinement and have been approved to receive mandatory legal assistance will be permitted access to the Law Library approximately 2 hours, 3 days a week or as mandated by a court order.
 - d. While in the library inmates are permitted to type legal motions and letters on the word processor.
- E. Legal Reference Materials – Special Management Units (MSI)**
- 1. Inmates assigned in the Special Management Unit will submit a Law Library

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Request Form to the Housing Officers. The Housing Officer will forward the form to the Social Services mailbox. The Clerk assigned to Social Services will retrieve the form from the mailbox and place the request form in the Volunteer Coordinator's mailbox located in Social Services unit.

2. Inmates requesting photo copies shall be handled according to section C-2 a through above.