

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.3.9
SECTION:	3	Rules, Discipline and Rights	EFFECTIVE DATE: 4 / 8 / 20
SUBJECT:	9	Inmate Access to Policy and Procedures	
STANDARDS: ACA – 4 – ALDF: 7D-08			
APPROVED:			REVIEW DATE: 4 / 8 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 24 / 20
Rescind: 3.3.9 dated 3/29/11 Cancel:			

I. POLICY

It is the policy of the City of St. Louis Division of Corrections to provide inmate access to non-security related policies and procedures deemed appropriate by the Commissioner of Corrections.

II. RESPONSIBILITIES

All Division of Corrections staff having direct contact with the inmate population at the **Medium Security Institution** and the **City Justice Center** are responsible for adhering to the following procedures

III. DEFINITIONS

None

IV. PROCEDURES

- A. At the **Medium Security Institution**, the Unit Manager or designee will ensure that a facility manual containing non-security related policies and procedures is available for inmate access on the legal resource library in the law library. At the **City Justice Center**, the Client Services Coordinator will ensure that a facility manual containing non-related security policies and procedures is available for

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- inmate access on the legal resource library in the law library.
- B. The Shift Supervisor/Unit Head may disseminate information to inmates pertaining to any non-security related policy and procedures deemed appropriate for their consumption prior to implementation of the policy.
 - C. Non-security related policies and procedures placed in the facility manual for access by the inmate population must be approved by the Commissioner of Corrections/designee.
 - D. No additional policies and procedures will be placed in the facility manual for access by the inmate population without approval of the Commissioner/designee.
 - E. The facility manual containing non-security related policies and procedures may be obtained by an inmate according to procedures found in the Divisional policy # 3.3.8: Inmate Access to the Court and Legal Services.
 - F. The facility manual containing non-security related policies and procedures and the inmate population access to the manual will be reviewed annually by the Detention Center Superintendent/designee.