



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 506.4
Subject: Inmate Programs and Services	Topic: Library Services
Accreditation: 6VAC15-40-290, 6VAC15-40-300	
Enacted: 04/16/2008	Revised: 09/22/2016
Last Review:	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to provide directives for the maintenance and use of recreational library materials as well as legal library materials.

II. POLICY

It shall be the policy of the Corrections/Court Services Division to provide inmates with access to recreational library materials, as well as legal library access to include photocopying of case material. Inmates shall be required to pay a fee for photocopying, which shall be controlled and monitored by the Classification Supervisor. Inmates may request photocopies of any documents that are legal in nature or pertaining to a current case. No personal documents will be copied for any reason. Indigent inmates shall be provided photocopies of case material. Should they receive funds at a later date during their incarceration, indigent inmates shall be required for paying any outstanding copying fees.

Inmates shall be limited to twenty-five (25) copied pages per week from the Loudoun County Law Library.

The Adult Detention Center shall provide a typewriter and/or computer for use by the inmates to aid in the preparation of legal processes. Inmates shall not be permitted to save any information or documents to the hard drive of the computer.

The Adult Detention Center shall maintain subscriptions to magazines and periodicals approved by the Division Commander that are purchased through the inmate canteen fund. No materials that promote violence, criminal acts, are sexually explicit in nature and/or pose a threat to the safety and security of the facility shall be accepted into the library collection.

III. DEFINITIONS:

Indigent Inmate: An inmate is considered indigent if the average balance in his or her inmate account during the previous two-week period prior to application for consideration as indigent is two dollars and ninety cents (\$2.90) or less.

Loudoun County Law Library: The legal library maintained by the Loudoun County Circuit Court, housed in the Court Complex.

Sexually Explicit Material: Graphic material depicting sexual penetration, fellatio, cunnilingus, bestiality, sadomasochism, nude photos, or sexually related photos of children. This includes any pornographic material that portrays acts that would be criminal in nature by federal or state laws.

III. PROCEDURE:

A. Recreational Library Services

1. The Adult Detention Center has book carts containing books, magazines, periodicals, reference books, that will be brought to the housing units on designated days.
2. Books and magazines may be donated from outside civic, religious and private organizations pending the approval of the Classification Supervisor.
3. Current magazines and periodicals will not be more than one (1) year old in date.
4. No outside orders for books, newspapers or magazines may be made by an inmate. The Adult Detention Center supplies periodicals and magazine subscriptions.

B. Law Library Computer Access

1. A log will be maintained in central control listing the names of all inmates using the law library, including the date and time of use.
2. Only one inmate at a time will be allowed to use the law library computer for current case legal research issues.
3. If there is a large demand for the law library computer, time will be scheduled to provide other inmates equal access to the law library.

C. Photocopying Process for Documents in an Inmate's Possession

1. An inmate will submit an Inmate Request Form with any documents needing to be copied.
2. The Classification Section will review the document to verify that it is for legal or professional purposes.
3. The items will be photocopied and returned to the inmate.

4. A copy of the request form with the amount of funds needing to be deducted for the copies made will be forwarded to the Inmate Account Clerk for processing.
5. The Inmate Account Clerk will deduct the amount noted from the inmate's account.

D. Law Library Case Photocopies

1. An inmate needing copies of case law from the Loudoun County Law Library will submit a request form to the Programs Deputy.
2. The Programs Deputy will contact the law library clerk and request copies of the case law outlined in the inmate's request.
3. When the law library clerk calls to notify the copies are ready, the Classification Supervisor will make arrangements to retrieve the copies.
4. The Programs Deputy will total the fee charged to the inmate and forward a copy of the request to the Inmate Account Clerk.
5. The Inmate Account Clerk will deduct the amount noted from the inmate's account.

E. Computer Usage

1. If an inmate wishes to use the computer they will submit a request form to the post deputy outlining the specific reason for the request.
2. The inmate's request will be granted pursuant to Adult Detention Center policy and as time and schedule permits.

IV. DOC STANDARD #

6VAC15-40-290: Provisions of Reading Materials

The facility shall provide reading materials that include current periodicals (not more than one year old).

Compliance Documentation:

- Review listing of available periodicals (2 minimum: This can be newspapers, magazines or a combination of both)
- Observation of library or reading materials

- Review schedule/handbook for access
- Interview staff/inmates

Provisions for reading material allows inmates an opportunity to pursue positive leisure time activities. Donation from libraries or other sources are acceptable, provided the periodicals are not more than one year old.

6VAC15-40-300: Permission of Reading Materials

Reading materials, including newspapers, magazines and books shall be permitted in the jail unless the material poses a threat to security or is not in compliance with other jail restrictions or guidelines.

Compliance Documentation:

- Review reading material
- Review of denials (if applicable)
- Interview staff/inmates

Inmates' access to published materials such as books, newsletters, magazines and newspapers should be permitted unless it poses a threat to the order and security of the facility. The facility may impose restrictions as to obtaining material through such sources as publishers, book clubs, bookstores, etc. The number of materials kept in an inmate's possession may also be restricted based on security considerations.

This General Order becomes effective September 23, 2016, and rescinds all previous rules and regulations pertaining to the subject.