

 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #408	EFFECTIVE: 4/22/14 REVISED: 8/7/20
	TITLE: Law Library Services ACA: 6A-03 Title 37-95.236 (1,2)	
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POLICY

It is the policy of the Allegheny County Bureau of to maintain inmate law library kiosks on all housing units with full access of legal materials.

APPLICABLE POPULATIONS

Policy applies to Allegheny County Jail inmates.

PROCEDURAL GUIDELINES

1. Presently, the Allegheny County Bureau of Corrections is contracted with Lexis Nexis for the provision of law materials made available on the Law Library Kiosks. Case law updates are uploaded to each kiosk upon delivery to the institution. Updates are completed by IT personnel.
2. Law Library Kiosks are available on all housing units and are available to all inmates so that they may prepare legal documents and prepare for their legal matters.
3. The functionality of the kiosks are checked on a monthly basis by IT personnel and repairs are made as needed.
4. Inmates in Disciplinary Housing Units (DHU) may request to correctional officers their need to use law library services. Library services for males housed on DHU (8E) are Tuesday, Thursday, and Saturday on the 3X11 shift. Library services for females housed on DHU (4F) are Monday, Wednesday, and Friday during their recreation time.
5. Pods on modified lockdown will be provide law library services. Inmates may sign up for the law library kiosk during normal lockdown hours (headcount, before and after feeds, or any other time approved by the Unit Manager). Sign in sheets are to be turned in at the end of every month and uploaded to Onbase for retention

purposes. Unit Managers will ensure new law library logs are placed on all pods on a lockdown status at the beginning of each month.

6. Legal materials such as pens, pencils paper, envelopes etc. may be purchased through commissary. Indigent inmates are eligible for envelopes and monthly care packages from the chaplain's office (see Policy # 310).
7. Non-English speaking inmates may utilize the interpreter services available in the facility for assistance regarding any legal issues that arise out of their incarceration.