



DISTRICT OF COLUMBIA  
DEPARTMENT OF CORRECTIONS

**POLICY AND  
PROCEDURE**

**EFFECTIVE  
DATE:**

July 21, 2017

**Page 1 of 17**

**SUPERSEDES:**

4160.4F  
April 26, 2016

**OPI:**

PROGRAMS

**REVIEW DATE:**

July 21, 2018

**Approving  
Authority**

Quincy L. Booth  
Director

**SUBJECT:**

**LIBRARY SERVICES**

**NUMBER:**

**4160.4G**

**Attachments:**

Attachment A – DCPL Mobile Library Segregated Request Slip  
Attachment B- DCPL Book Receipt  
Attachment C – Inmate Request Slip  
Attachment D – Inmate Legal Request Slip  
Attachment E – CDF Law Library Schedule  
Attachment F – CTF Law Library Schedule  
Attachment G – CTF DCPL Schedule

**SUMMARY OF CHANGES:**

Section	Change
	<i>Minor changes made throughout the policy.</i>

**APPROVED:**

**Quincy L. Booth, Director**

**7/21/2017**  
**Date Signed**

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 2 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
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1. **PURPOSE AND SCOPE.** To establish guidelines for rendering both legal and general library services to inmates confined at the Central Detention Facility (CDF) and the Correctional Treatment Facility (CTF).
2. **POLICY.** It is DOC policy to:
  - a. Provide inmates with access to courts and other legal assistance.
  - b. Provide general library services for educational, cultural and recreational use.
3. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §§ 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Inmates shall have access to courts and other legal services.
  - b. Inmates shall have access to a law librarian and legal reference materials to facilitate the preparation of legal documents.
  - c. Inmates shall have opportunities to access legal information that may assist them in their pursuit to successfully return to the community.
  - d. Inmates shall have access to District of Columbia Public Library (DCPL) materials via mobile library services.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 3 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

## 5. DIRECTIVES AFFECTED

### a. Directives Rescinded

- 1) PP 4160.4E      Library Services (1/22/15)

### b. Directives Referenced.

- 1) PP 4030.1      Inmate Grievance Procedures (IGP)
- 2) PP 4070.4      Inmate Correspondence and Incoming Publications
- 3) PP 4160.3      Access to Legal Counsel

## 6. AUTHORITY

- a. DC Code § 24-211.02. Prowers; Promulgation of Rules
- b. Procurier v. Martinez, 416 U.S. 396 (1974)
- c. Bounds v. Smith, 430 U.S. 817 (1977)
- d. Lewis v. Casey, 518 U.S. 343 (1996)
- e. Memorandum of Understanding (FY 2016) between DC Department of Corrections and DC Public Library regarding the “Mobile Library”

## 7. STANDARDS REFERENCED

- a. American Correctional Association 4th Edition Standards for Adult Detention Facilities: 4-ALDF-2A-62, 4-ALDF-5B-07, 4-ALDF-5C-05, 4-ALDF-6A-01, 4-ALDF-6A-02 and 4-ALDF-6A-03.

## 8. LAW LIBRARY SERVICES ADMINISTRATION AND MANAGEMENT

- a. The Deputy Warden for Programs and Case Management shall delegate to the Law Librarian responsibility for the Law Library. The Law Librarian and library technician or other qualified staff shall coordinate and supervise law library services.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 4 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

- b. Law Library staff shall maintain procedures for:
- 1) Systematically acquiring new legal materials,
  - 2) Promoting the use of libraries,
  - 3) Maintaining an appropriate atmosphere for learning to take place,
  - 4) Organizing and classifying materials,
  - 5) Circulating and retrieving materials,
  - 6) Instituting methods of operation to ensure delivery of library services and legal access in a professional, timely and orderly manner,
  - 7) Directly supervising library operations and enforcing rules,
  - 8) Assisting all inmates in locating materials and knowing what library materials are available, and
  - 9) Taking steps to ensure the library is functional in design and inviting in appearance.
- c. Selection and Maintenance of Law Library Materials
- 1) The law librarian shall maintain necessary reference materials for informational and legal purposes.
  - 2) The law librarian shall actively solicit input from the inmates and staff to determine the needs and desires of the facility population, programs, and activities.
  - 3) In selecting materials for acquisition, the law librarian shall evaluate the existing collection and select new materials based on: requests from inmates and staff, overall purpose of acquisition, quality of the writing/production, popular appeal, and authoritativeness or reputation of the publisher/producer.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 5 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

- 4) Donated books will only be accepted from sources approved by the Warden.

## 9. INMATE LIBRARY CLERKS

- a. Inmate library clerks are regular full or part-time inmate workers, depending on need, and pay for these positions shall be at the regular rate of pay for inmates at the facility.
- b. Each inmate library clerk is to be given space to work in the law library itself and will be available to provide assistance with legal research and to assist with daily cleaning of the library
- c. Inmate library clerks will not be subjected to any form of reprisal for giving legal assistance to other inmates.

## 10. LAW LIBRARY HOURS

- a. Each housing unit is scheduled to visit the Law Library for two (2) hours each week. Schedules are posted in each housing unit.
- b. The law library will be closed on holidays and weekends.
- c. The law library is for the use of inmates as a law library and will not be open for use by staff or inmates for other purposes. An exception can be made for the use of infrequent program uses, e.g., voting, SAT testing, and GED testing.
- d. During emergency situations, notice regarding law library access shall be communicated to inmates by the Unit Officer in Charge (OIC) and case management.

## 11. EXTRA LAW LIBRARY TIME

- a. If an inmate requests additional Law Library time, they can seek assistance from their attorney to arrange for the use of a Laptop with Lexis capabilities in South 1 through the DOC Office of General Counsel consistent with Access

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 6 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

to Legal Counsel PP4160. No additional hours in the law library will be granted. All inmates are accorded adequate weekly law library access by housing units and in accordance with custody level and separations. Inmates on protective custody and disciplinary segregation receive weekly law library services on the unit from the law library staff. Inmates at the D.C. Jail and CTF shall not be accorded additional time in the law library, which is limited as to availability and would infringe on other units' access to those services.

12. If an inmate requires additional law library time, he or she may be allowed to access a laptop loaded with Lexis legal research software upon written request to the Office of the General Counsel by counsel or the Judge. A court order will not be required to make these arrangements. The inmate shall be placed in restrictive housing in order to protect the equipment and maintain the safety, security and order of the facility and upon completion and request, returned to his original housing unit. An inmate cannot check in and out of restrictive housing on a part time or intermittent daily basis, but must instead remain in lockdown until his project is completed. Nor can an inmate who is already in lockdown receive a laptop for an unlimited or open ended period of time, due to the limited availability of laptops and the resources required in providing extra time. Access shall be triaged and provided on an as needed basis, to meet legal deadlines and obligations. If a court order for extra in the law library in addition to the regularly scheduled access is issued, the General Counsel shall be immediately contacted for intervention with the Court and to make alternative arrangements. **RULES FOR LAW LIBRARY AND LAW LIBRARY MATERIAL USE**

- a. There will be no food or drink or other canteen items in the law library.
- b. Inmates must have a movement pass prior to entering the law library.
- c. Talking must be kept to a low voice. Inmates who do not comply may be asked to leave and may be subject to disciplinary action.
- d. Saving documents on the computer or inputting codes to prevent other inmates from using the computer is prohibited and may give rise to disciplinary action.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 7 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

e. When library materials are lost, stolen, damaged, or destroyed the market value for the materials will be reimbursed by the responsible library user (the person to whom the item is checked out). Replacement for books will be estimated by the Law Librarian. Replacement cost for magazines will be based on current subscription prices.

1) In addition to payment of replacement cost, inmates who willfully or maliciously lose, steal, damage, or destroy library materials will have a misconduct report filed charging them accordingly under Policy 5300.1, Inmate Disciplinary and Administrative Housing Procedures with destruction of property or other designated code violations, which may result in having library services suspended. .

2) A debit memo in the amount of the cost of the replacement materials will be submitted to the Finance Office.

3) Inmates who are determined by the Finance Office to be indigent or who do not have the full amount in their account, will be carried with a negative balance until such time sufficient funds are available in the accounts to pay for items to be replaced.

f. The rules and regulations are posted in the law library. Failure to abide by the regulations may result in temporary suspension of library privileges and/or a misconduct report. Temporary suspension of law library privileges may only be imposed with the consent of the Warden. Suspended privileges shall be reinstated upon the recommendation of the Warden.

g. All materials will be returned to the law library upon inmate discharge.

### 13. ACCESS TO LAW LIBRARY

- a. *General Population Inmates.* General population inmates may sign up for visits to the law library on the housing unit. Upon entering the library, each inmate shall sign the library sign-in/out logbook to indicate the time of arrival and time of departure.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 8 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

b. *Restrictive Housing Inmates*

- 1) Restrictive Housing inmates shall submit an inmate request form through the Case Manager. The Case Manager shall forward the request slips to the Law Librarian each day, Monday through Friday (except holidays).
- 2) Inmates who are in restrictive housing may request a face-to-face meeting with the law librarian for assistance but may not request legal advice. They may request a face-to-face meeting with the law librarian by submitting a request through the Case Manager.
- 3) The Law Librarian shall conduct a weekly walk through of the restrictive housing units to address the inmate's needs regarding library or legal reference materials.

c. An inmate may be relieved from an assigned work squad duty or educational program to visit the law library to prepare for a court deadline that is within seventy-two (72) hours, if the inmate is not represented by counsel in the pending matter.

d. For purposes of this directive, a court deadline shall generally mean a time limit imposed by the court, applicable rules of procedure, or statutes. DOC and the Law Librarian shall not calculate or track inmates' court deadlines for any reason. The Law Librarian shall consider reasonable self-imposed deadlines if essential to the proper course of litigation.

#### 14. LIBRARY SUPPLIES

- a. The law library shall have adequate computer terminals available during library hours for the exclusive use of inmates for legal research and preparation.
- b. The Law Librarian shall maintain adequate supplies of copy paper, legal paper, envelopes, staples, and writing utensils for inmates using the law library facilities.



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 9 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

**15. INMATE REVIEW OF RECORDED AUDIO AND VIDEO SURVEILLANCE.** When an inmate has large numbers of hours of audio and video surveillance to review that are recorded, there are a number of options for how an inmate can review them.

**a. Review in Attorney Visitation**

- 1) The inmate's defense attorney (or attorney's staff including investigators, law clerks, law students and interpreters) can enter the Jail and CTF in accordance with DOC rules and procedures with a laptop computer with the surveillance recordings downloaded on cds/dvds and/or the hard drive of the computer and review the surveillance with their client in attorney visitation.
- 2) The visitor shall not give the cds/dvds to the inmates to bring back to their cells. The visitor must account for the cds/dvds at departure from the Jail. cds/dvds are contraband in the Jail and if passed to an inmate by an attorney, the attorney may have their visiting rights suspended or revoked and may be reported to the Bar, Court, and other appropriate authorities.

**b. Review of Audio and Video Surveillance or Unduly Burdensome Voluminous Documents in the Central Detention Facility and Correctional Treatment Facility**

The DOC has implemented an alternative procedure whereby **defense** attorneys may request that inmates be allowed to review their audio/video surveillance or unduly burdensome voluminous printed documentary evidence on cds/dvds on a laptop computer provided by the DOC as a courtesy and accommodation. It does not transfer to the D.C. Department of Corrections defense counsel's responsibility and burden to their client relating to discovery. Pursuant to this courtesy, the inmate identified for surveillance/voluminous document review shall be moved from his or her housing unit and placed in administrative restrictive housing (lockdown). This protects the discs and the laptop, which are contraband, from floating around, in order to protect the safety, security and order of the facility. The inmate will be provided a laptop in his cell and his discs full time. While on lockdown for the surveillance review, the inmate will receive the same out of cell time as other inmates in administrative restrictive housing including

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 10 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

recreation, canteen, social and legal visits and calls absent other security or disciplinary limitations. When the inmate has completed his review, he shall notify the unit officer and shall be returned to his original unit. Most inmates complete their review in one to three days.

Under this procedure, the DOC Office of the General Counsel will accept custody of audio and video surveillance cds/dvds for an inmate only after receiving **from the defense attorney of record:**

- 1) A duly executed Attorney Acknowledgement and Waiver of Liability Form of the D.C. Department of Corrections Recorded Audio and Video Surveillance and Voluminous Documents Review Procedures form which certifies that:
  - A) The cds/dvds provided contain only audio and video surveillance and that the discs contain no contraband,
  - B) The cds/dvds contain documentary evidence that is voluminous and unduly burdensome to print and produce, thereby warranting electronic submission and review, and that the discs contain no contraband,
  - C) The defense attorney has marked each disc with the reviewing inmate's name and DCDC number,
  - D) The defense attorney acknowledges and abides by the terms of participation and waives liability for the use of the accommodation.
  - E) The inmate signs an acknowledgement and liability waiver form provided to him or her at the time of discovery review.
- 2) Imbedded and formatting information contained in the video and audio surveillance supplied by the government shall not be deemed contraband and may remain in the cds/dvds. Only copies of cds/dvds shall be submitted to the

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 11 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

Office of the General Counsel; defense counsel shall maintain the originals. By accepting the disks, the DOC and the General Counsel shall not be responsible for them as bailors in fact or law. Printed discovery material shall not be included on the discs and must be submitted in hard copy unless the attorney certifies that the printed discovery is voluminous and unduly burdensome to print and produce to the inmate. Any other printed material or otherwise unauthorized material concealed in the disks shall be deemed contraband and the attorney introducing it to the DOC may be banned from the facility or face disciplinary action by the Court and Bar.

- 3) The alternative review procedure does not guarantee that an inmate will review any/all cds/dvds provided. The alternative procedure is subject to the availability of DOC staff to facilitate the program, laptop computers and available cells. The alternative procedure is triaged on a first-come, first-served basis and the DOC cannot guarantee that any inmate will review his/her cds/dvds within any allotted period of time. Additionally, the inmate will be required to sign an acknowledgement and waiver of liability when presented with the opportunity for surveillance/voluminous document review. The inmate can refuse to review his/her surveillance when presented with this alternative review procedure. If an inmate refuses to sign the form or refuses the opportunity to review his/her surveillance in accordance with the alternative review procedures, all cds/dvds will be returned to the defense attorney who provided the discs.
  
- 4) An inmate shall be allowed to use this surveillance/voluminous document review program for up to two weeks at a time. If the inmate requires more than two weeks to review discovery and there is a wait list for the program, the review will be ended and s/he will be added to the waitlist to re-enter the program for another 2 week cycle. If there is no waitlist, s/he may continue in the program until such time a waitlist occurs, if any. This is to ensure that inmates are able to access the program on a revolving basis in order of first come, first serve. Inmates are not limited to the number of times they may utilize this program. Inmates shall not check into and out of surveillance review on an intermittent or part time basis for the safety, security, order of the facilities, housing reasons and to maximize the availability of limited resources.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 12 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

- 5) If the alternative surveillance review program is in any way delaying the inmate's ability to review the recorded audio and video surveillance, it is defense counsel's responsibility to review the cds/dvds with their client in attorney visitation. Defense counsel may contact the DOC Office of the General Counsel to have the inmate's cds/dvds returned to them.
- 6) The inmate's defense counsel should advise the inmate of the surveillance review procedure in advance in order to reduce the likelihood that the inmate will refuse the procedure because of a misunderstanding regarding the lockdown procedures.
  - 1) No inmate will be provided extra law library time to review surveillance evidence.

## 16. PHOTOCOPY RULES

### a. Pleadings and Motions

- 1) Inmates shall submit motions and other legal pleadings to the law librarian for photocopying. The library clerks will provide computer assistance navigating through the legal database software when necessary.
- 2) US District Court. The law library will provide four (4) copies of motions and other legal pleadings (the original and one copy for the Court, one copy for opposing counsel in a case with only one attorney or firm as opposing counsel, and one copy for the inmate).
- 3) DC Superior Court. The law library will provide three (3) copies of motions and other legal pleadings (the original for the Court, one copy for opposing counsel in a case with only one attorney or firm as opposing counsel, and one copy for the inmate).
- 4) Published cases shall not be copied as exhibits to motions and newspaper articles shall not be copied unless directly pertinent to the motion.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 13 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

- 5) Copies of motions and other legal pleadings shall be returned to inmates within three (3) business days. Pleadings and motions with court deadlines receive priority copying and will be completed during inmate's scheduled housing unit visit. Inmates assigned to Restrictive Housing Units will also receive priority copying on the day that library staff is scheduled to service their unit.
  - 6) In addition to copies made for court filings, an inmate shall be permitted to have copies of correspondence, pleadings and motions made for potential counsel, and counsel already representing the inmate at the time of their housing units scheduled visit.
  - 7) Where it appears that the copying privilege is being abused, the librarian may require justification for the requested copying.
  - 8) The inmate's counsel shall not use this provision to obtain copies of pleadings or motions that they have prepared.
  - 9) All rules regarding the copying and mailing of legal pleadings shall be the same for those in a specialized unit as for those in the general population.
- b. Cases**
- 1) The Law Librarian shall provide requested copies of cases to the requesting inmate within 48 hours (exclusive of non-business days), subject to a court filing deadline.
  - 2) Inmates without court deadlines may request copies of up to five (5) cases once a week.
  - 3) Copies of the requested legal materials to inmates without a court deadline will be delivered to the inmate within five (5) business days.
  - 4) Copied materials shall become the property of the requesting inmate. The law librarian or library clerk shall indicate on the Inmate Legal Request Slip form (Attachment D) when the requested material was received and when the inmate was given notice of the arrival of the materials.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 14 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

**c. Complaint Procedures**

- 1) Any inmate who encounters difficulties obtaining legal materials from library clerks, or who has concerns regarding compliance with this directive, shall notify the Law Librarian.
- 2) A response shall be provided within the time limits specified by *PP 4030.1, Inmate Grievance Procedures*.

**17. MOBILE LIBRARY SERVICES**

- a. Mobile Library service will be managed by the DCPL.
- b. Mobile Library service shall maintain a full array of educational, informational, and recreational reading materials that meet the security and content requirements of PP 4070.4, Inmate Correspondence and Incoming Publications.
- c. In selecting materials for acquisition, DCPL shall evaluate the existing collection and select new materials based on: requests from inmates, the overall purpose of acquisition, the quality of writing/production, popular appeal, and the authoritativeness or reputation of the publisher/producer.
- d. Mobile Library materials shall be purchased from reputable sources.

**18. MOBILE LIBRARY PROCEDURES**

- a. A mobile book cart will be brought to each housing unit at CDF on a rotating schedule with a robust selection of books. Inmates housed at CTF may visit the walk-in library weekly as scheduled. Inmates may check out two (2) reading materials from the DCPL Librarian.
- b. All inmates attending the DCPL at CTF must also sign in and out in the logbook provided.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 15 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

- c. Inmates housed in restrictive housing units must complete the DCPL Mobile Library Restrictive Housing Unit Request Slip (Attachment A) for mobile library material use.
- d. DCPL Librarians shall issue inmates a book receipt (Attachment B) for each item checked out that will include return dates.
- e. Books from the DCPL may be checked out for one (1) week. Items may be renewed once. All books checked out are logged on the DCPL paper Circulation Log (Attachment C).
- f. Loaned materials must be returned before checking out additional material. Materials on the mobile library will be regularly rotated among the housing units.

## 19. RULES FOR DCPL LIBRARY AT THE CTF

### **All rules stipulated in #11 under RULES FOR LAW LIBRARY AND LAW LIBRARY MATERIAL USE apply for library use at the DCPL at CTF**

- a. There will be no food or drink or other canteen items in the library.
- b. Inmates must have a movement pass prior to entering the library.
- c. Talking must be kept to a low voice. Inmates who do not comply may be asked to leave and may be subject to disciplinary action.
- d. Saving documents on the computer or inputting codes to prevent other inmates from using the computer is prohibited and may be subject to disciplinary action.
- e. When library materials are lost, stolen, damaged, or destroyed the market value for the materials will be reimbursed by the responsible library user (the person to whom the item is checked out). Replacement for books will be estimated by the Librarian. Replacement cost for magazines will be based on current subscription prices.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 16 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
<b>Attachments:</b>	Attachment A – DC PL Mobile Library Segregated Request Slip Attachment B – DCPL Book Receipt Attachment C – DCPL Paper Circulation Log Attachment D – Inmate Legal Request Slip Attachment E – CDF – Law Library Schedule Attachment F – CTF Law Library Schedule Attachment G – CTF DCPL Schedule			

- 1) In addition to payment of replacement cost, inmates who willfully or maliciously lose, steal, damage, or destroy library materials will have a misconduct report filed charging them accordingly under Policy 5300.1, Inmate Disciplinary and Administrative Housing Procedures with destruction of property or other designated code violation, which may result in having library services suspended.
  - 2) A debit memo in the amount of the cost of the replacement materials will be submitted to the Finance Office.
  - 3) Inmates who are determined by the Finance Office to be indigent or who do not have the full amount in their account, will be carried with a negative balance until such time sufficient funds are available in the accounts to pay for items to be replaced.
- f. The rules and regulations are posted in the library. Failure to abide by the regulations may result in temporary suspension of library privileges and/or a misconduct report. Temporary suspension of library privileges may only be imposed with the consent of the Warden. Suspended privileges shall be reinstated upon the recommendation of the Warden.
- g. All materials will be returned to the library upon inmate discharge.

## **20. RULES FOR MOBILE LIBRARY MATERIAL USE**

- a. Inmates who lose, steal, damage, or destroy three (3) books will be suspended from using general libraries for a period of 30 days.
- b. In addition, inmates who willfully or maliciously lose, steal, damage, or destroy library materials will have a disciplinary report filed charging them with Theft, Minor Contraband and/or Damage or destruction of property.
- c. Loan of library materials from one inmate to another is not permitted.



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	July 21, 2017	<b>Page 17 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4160.4F April 26, 2016	
		<b>REVIEW DATE:</b>	July 21, 2018	
<b>SUBJECT:</b>	<b>LIBRARY SERVICES</b>			
<b>NUMBER:</b>	<b>4160.4G</b>			
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- d. All materials will be returned to library services upon inmate release/transfer. A book-return bin is located in the Inmate Reception Center.

#### Attachments

Attachment A – DCPL Mobile Library Segregated unit Request Slip  
Attachment B – DCPL Book Receipt  
Attachment C – DCPL Paper Circulation Log  
Attachment D – Inmate Legal Request Slip  
Attachment E – CDF Law Library Schedule  
Attachment F -- CTF Law Library Schedule  
Attachment G – CTF DCPL Schedule

**DOC/PP4160.4G/7/21/17**



**DCPL Mobile Library Segregated Unit Request Slip**

Inmate Name: \_\_\_\_\_ DCDC#: \_\_\_\_\_

Housing Unit and Cell Number: \_\_\_\_\_ Date: \_\_\_\_\_

Please place a check in the boxes of genres that you are interested in:

Check	Genre (Topic)
	<b>Non-Fiction (Circle):</b> History, Biography, Educational
	<b>Non-Fiction (Circle):</b> Self-help, How-To, Inspirational
	Popular Fiction
	Science Fiction/Fantasy
	Mysteries
	Westerns
	Other (fill-in):

Are there any specific authors who you are interested in reading books by? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Based upon your response, you will be provided with up to two books. Books may be borrowed for 1 month. When books are returned, a new request may be submitted.

\_\_\_\_\_




Staff Signature

\_\_\_\_\_

Date



**DCPL Book Receipt**

<p style="text-align: center;"><b>DCPL Book Receipt</b></p> <p style="text-align: center;"> dc public library</p> <p>Name: _____</p> <p>Return _____ Date: _____</p> <p>Title(s): _____</p> <p>_____</p>	<p style="text-align: center;"><b>DCPL Book Receipt</b></p> <p style="text-align: center;"> dc public library</p> <p>Name: _____</p> <p>Return _____ Date: _____</p> <p>Title(s): _____</p> <p>_____</p>
<p style="text-align: center;"><b>DCPL Book Receipt</b></p> <p style="text-align: center;"> dc public library</p> <p>Name: _____</p> <p>Return _____ Date: _____</p> <p>Title(s): _____</p> <p>_____</p>	<p style="text-align: center;"><b>DCPL Book Receipt</b></p> <p style="text-align: center;"> dc public library</p> <p>Name: _____</p> <p>Return _____ Date: _____</p> <p>Title(s): _____</p> <p>_____</p>
<p style="text-align: center;"><b>DCPL Book Receipt</b></p> <p style="text-align: center;"> dc public library</p> <p>Name: _____</p> <p>Return _____ Date: _____</p> <p>Title(s): _____</p> <p>_____</p>	<p style="text-align: center;"><b>DCPL Book Receipt</b></p> <p style="text-align: center;"> dc public library</p> <p>Name: _____</p> <p>Return _____ Date: _____</p> <p>Title(s): _____</p> <p>_____</p>
<p style="text-align: center;"><b>DCPL Book Receipt</b></p> <p style="text-align: center;"> dc public library</p> <p>Name: _____</p> <p>Return _____ Date: _____</p> <p>Title(s): _____</p> <p>_____</p>	<p style="text-align: center;"><b>DCPL Book Receipt</b></p> <p style="text-align: center;"> dc public library</p> <p>Name: _____</p> <p>Return _____ Date: _____</p> <p>Title(s): _____</p> <p>_____</p>





DISTRICT OF COLUMBIA- DEPARTMENT OF CORRECTIONS  
CENTRAL DETENTION FACILITY  
Inmate Legal Request Slip  
LAW LIBRARY OPERATION

Name \_\_\_\_\_ DATE \_\_\_\_\_  
-----  
-----  
-----  
-----  
-----  
-----

DCDC DCDC----- UNIT \_\_\_\_\_ CELL -----  
-----

PLEASE EXPLAIN THE NATURE OF YOUR REQUEST BELOW.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_

Inmate's Signature

Date \_\_\_\_\_

Your signature constitute receipt of legal material and/or document(s) processed & return.

SUPPLIER'S **NAME-PRINT**:-----

SUPPLIER'S **SIGNATURE**:-----

DATE ITEMS **SUPPLIED**:-----

DC DEPARTMENT OF CORRECTIONS

Central Detention Facility  
Law Library Schedule

PP 4160.4  
Attachment E

<u>Time</u>	<u>Monday</u>
9:00 am – 11:00 am	Southwest Two
11:00 am – 1:00 pm	Southeast Three
1:00 pm - 2:00 pm	North Three

<u>Time</u>	<u>Tuesday</u>
9:00 am – 11:00 am	Northeast Three
11:00 am – 1:00 pm	Southwest Three
1:00 pm - 2:00 pm	Northwest Three

<u>Time</u>	<u>Wednesday</u>
9:00 am – 11:00 am	Southeast One
11:00 am – 1:00 pm	Northeast Two
1:00 pm - 2:00 pm	Administrative

<u>Time</u>	<u>Thursday</u>
9:00 am – 11:00 am	Southeast Two
11:00 am – 1:00 pm	Northwest Two
1:00 pm - 2:00 pm	Southwest One

<u>Time</u>	<u>Friday</u>
9:00 am – 11:00 am	SouthTwo (Intake)
11:00 am – 1:00 pm	Northwest One
1:00 pm - 2:00 pm	North Two

2:30 pm – 7:00 pm	<b>Monday - Friday</b>	GED Preparation ( every 2 months)
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**\*Segregation Visitation Schedule**

<u>Time</u>	<u>Tuesday</u>	<u>Friday</u>
9:00 am – 11:00 am	North One South Three	South One Northeast One Juvenile-CTF (will send request slip(s) to Law Library. Case Manager and Program Manager)

\*Segregation visitation schedule are subject to change due to the nature of the Law Library Schedule. \*NOTE: All status units receive service only through a Library Request Slip, which can be retrieved from the Officer in Charges (OIC) or Case Manager of each unit. OIC/Case Manager in the Intake Unit will take request slips around to all cells and return the request to the Law Library Officer, Law Library staff, and place in department (DOC) mail.



**DC DEPARTMENT OF CORRECTIONS**  
Correctional Treatment Facility  
Law Library Schedule

<b>Time</b>	<b>Monday (Restrictive Housing Walk Through)</b>
7:30 am – 8:30 am	SMU-A/ SMU-B
8:30 am – 9:00 am	E4A
9:00 am - 10:00 am	C4B
10:00 am – 10:30 am	C4A
10:30 am – 11:00 am	Medical 82
11:00 am – 11:30 am	Medical 96
1:00 pm – 3:00 pm	C2B

<b>Time</b>	<b>Tuesday</b>
9:30 am – 11:30 am	E2A
1:00 pm – 3:00 pm	C3A-C3B

<b>Time</b>	<b>Wednesday</b>
9:30 am – 11:30 am	E2B
1:00 pm – 3:00 pm	D Building

<b>Time</b>	<b>Thursday</b>
9:00 am – 11:00 am	E3B
1:00 pm – 3:00 pm	C2A

<b>Time</b>	<b>Friday</b>
9:00 am – 11:00 am	E4B
1:00 pm – 3:00 pm	Medical 96

**\*Restrictive Housing Visitation Schedule**

<b>Time</b>	<b>Tuesday</b>	<b>Wednesday</b>
<b>7:30 am – 9:30 am</b>	SMU-A, SMU-B, E4A	Medical 82, Medical 96 (non-ambulatory), C4B, C4A

\*Restrictive Housing visitation schedule are subject to change due to the nature of the Law Library Schedule.  
\*NOTE: All status units will receive service only through an Inmate Legal Request Slip (Attachment D) which can be retrieved from the Officer or Case Manager of each unit. Law Library will pick up request slips weekly and address. Status Unit Inmates can also request face to face with the law librarian through an inmate request slip from the Officer or Case Manager of each unit. Case Managers will pass that request on to the Law Librarian.

**DC Public Library Schedule  
Correctional Treatment Facility**

<b>Time</b>	<b>Days/Unit</b>
9:00am – 11:30am	<b>Monday</b>
	SMU-A/SMU-B E4A Medical 82
1:00pm – 3:00pm	<b>Monday</b>
	C2B

<b>Time</b>	<b>Days/Unit</b>
9:00am – 11:30am	<b>Tuesday</b>
	E2A
1:00pm – 3:00pm	<b>Tuesday</b>
	C3A-C3B

<b>Time</b>	<b>Days/Unit</b>
9:00am – 11:30am	<b>Wednesday</b>
	E2B
1:00pm – 3:00pm	<b>Wednesday</b>
	D Building

<b>Time</b>	<b>Days/Unit</b>
9:00am – 11:30am	<b>Thursday</b>
	E3B
1:00pm – 3:00pm	<b>Thursday</b>
	C2A

<b>Time</b>	<b>Days/Unit</b>
9:00am – 11:30am	<b>Friday</b>
	E4B
11:15am – 12:15pm	C4B* Mobile Book Cart w/ Librarian
1:00pm – 3:00pm	<b>Friday</b>
	M96
	C4A* Mobile Book Cart w/ Librarian