


HOWARD COUNTY DEPARTMENT OF CORRECTIONS
POLICY & PROCEDURE

	SUBJECT:	Services
	P & P #:	J-901
	TITLE:	Resource Center
	EFFECTIVE DATE:	May 13, 2020
	REVIEWED BY:	<i>Andrea King Wessels</i> Andrea King-Wessels, Deputy Director
	AUTHORITY	<i>Jack Kavanagh</i> Jack Kavanagh, Director

POLICY: The Howard County Department of Corrections in cooperation with the Howard County Library is committed to providing a Resource Center, which enhances the inmate's life-long learning experiences, self education and leisure reading needs.

REFERENCE: Maryland Commission on Correctional Standards (MCCS) – Adult Detention Center Standards .05 C, G, H, I, J, L and American Correctional Association (ACA) Section 3 Adult Local Detention Facilities (ALDF) 5E, 01, 02, 03, 04, Performance Based National Detention Standards 2011 (PBNDS) Sections 5.4. V. F., other Programs and Activities.

DEFINITIONS: None

PROCEDURES:

I. Staffing

- A. The Resource Center shall be supervised by a librarian, and assisted by library assistants who may be contingent staff or other correctional staff.
- B. The librarian shall receive training and assistance from the Howard County Library system as available to maintain current and relevant skills and services.
- C. The librarian shall establish and maintain procedures and/or systems for the control and inventory of the Resource Center supplies and materials.
- D. The Librarian shall submit a Weekly Library Attendance Record, HCDC Form J-901a attached as Appendix 2 to the Director/designee at the end of each week.

II. Materials and Services

- A. Materials are received from the County.
- B. Materials also shall be purchased based on needs identified by the librarian as the budget allows.

- C. The Resource Center shall provide a variety of materials including, but not limited to:
1. Legal and other reference books which provide answers or referrals to inmate's/detainee's informational needs;
 2. Educational and self-help materials which shall help prepare inmates/detainees in their life after release;
 3. Fiction and nonfiction publications for recreational reading;
 4. Magazines, newspapers and other periodicals; and
 5. Other equipment and materials, such as computers and related software, which shall further enhance the benefits of the Resource Center.
 6. Inmates/detainees are limited to a maximum of four (4) books/magazines at any one time.

III. Access to Resource Center by HCDC Inmate(s)/Detainee(s)

- A. Inmates (ICE detainee(s) excluded) may choose to use the Resource Center in lieu of going to recreation on the "Resource Center Day" designated for their respective housing unit. Efforts shall be made to coordinate the outside recreation with the library time.
- B. The Resource Center library hours is attached as Appendix 1 to this policy.
- C. Inmate (ICE detainee(s) excluded) who choose to go to the Resource Center, instead of recreation, shall have the option of remaining in the Resource Center for the full hour or returning to their housing unit at fifteen (15) minutes intervals.
1. All inmate/detainee(s) must be supervised by an officer when traveling between their housing unit and the Resource Center.
 2. When an inmate/detainee returns to their unit, their Resource Center time is considered finished for the day.
 3. Inmate/detainee(s) shall not be allowed to return to the Resource Center after they have returned to their unit.
 4. Inmate shall NOT be allowed to go from recreation to the Resource Center or vice versa.
- D. Inmates may research legal documents using the computer programs. The librarian may assist and provide copies or other resources as appropriate.
1. Photocopy Request
A service fee of twenty-five cents (\$.25) per page shall be charged for all copies provided.
 2. The service fee shall be waived for inmate(s) that have been designated as "indigent" in accordance with HCDC Policy H-700 Indigent Inmates/Detainees.

3. This information shall be documented on HCDC Form J-901b Overdue Library Book and Legal Copied Material attached as Appendix 3. Library staff personnel shall forward the completed form to the assigned Money Officer daily for processing. The money officer shall deduct the owed amount from the inmate account in the miscellaneous column. There shall be no charge for indigent inmates or detainees.
- E. The legal reference material on computer disks may be placed on carts and made available in the housing units. ICE detainees shall have computer access to legal material in their housing units.
- F. Inmate/detainee(s) may sign out a maximum combination of four (4) books and magazines.
- G. Inmates shall be responsible for returning their assigned checked-out library book(s) by the due date or may be charged .20¢ (cents) per day for late fee. This information shall be documented on HCDC Form J-901b Overdue Library Books and Legal Copied Material attached as Appendix 3. Library staff personnel shall forward the completed form to the assigned Money Officer daily for processing. The assigned money officer shall deduct the owed amount from the inmate account in the miscellaneous column. There shall be no charge for indigent inmates or detainees.
- H. Inmates on Administrative Segregation may request legal reference material and allowable soft cover books through written request to the librarian.

Note: ICE detainees on Administrative Segregation may access the law library upon request only in writing or via Kiosk or may have legal material delivered to them (referenced in policy D-306).

- I. Inmate/detainee(s) on Disciplinary Segregation status shall not go to the Resource Center. Inmates/detainee(s) may submit requests for referenced material and allowable soft cover books to Resource Center staff for specific information and/or needs in writing or via Kiosk system to have legal material delivered to them (referenced in policy D-304).
- J. Inmates on minimum security work release status and low-level ICE detainees housed in Hendricks Hall may submit requests by kiosk to the librarian for books that are not available.
- K. Inmate/detainee(s) who are found guilty of any rule violations associated with the Resource Center may have their Resource Center privileges partially or completely restricted, suspended or revoked at the discretion of the Director or designee.

IV. Urgent Access to Legal Counsel and the Law Library (ICE Detainee)

Lexus-Nexis, a Web-based research database that provides up-to-date access to legal materials in an electronic format, is available for detainees use here at the Department. Self-help material is provided and made available to all detainees for their use for research or preparation of legal documents. Detainees may assist other detainees in researching and preparing legal documents upon written request to the Director. (The

Director may refuse the request for assistance if there are any security concerns). Detainees may provide legal assistance to others on a voluntary basis only. No detainee shall be allowed to charge a fee or accept anything of value for providing such assistance.

- A. ICE detainees may contact the librarian or designated person by Kiosk or in writing to request time for law library.
- B. Computers are available in the law library for preparation of legal documents ONLY. Computers with Lexis Nexis software are placed in ICE detainee housing units daily for added access to the law library. These computers are not to be used for personal correspondence.
- C. ICE detainees are permitted and upon request only to receive a USB flash drive to maintain for the storage of law/legal materials.
- D. The USB flash drive is considered the property of the Howard County Department of Corrections.
- E. The detainee shall sign acknowledging the rules, regulations and receipt of the USB flash drive. This form shall be placed in the detainee basefile.
- F. At the time of release, the detainee is required to surrender the USB flash drive to the officer processing the release as part of allowable property. The officer shall have the detainee sign the agreement from the ICE detainee's basefile acknowledging the agreement.
- G. Additional time for the law library must be requested through the Kiosk to the Director or designee.
- H. Legal materials not maintained in the law library or on computer database shall be requested through the kiosk to the librarian.

V. Outside Legal Assistance (ICE Detainee)

If there are outside legal assistance entities available, such as the CAIR Coalition, there will be announcements and sign-ups made available for on-site visits or telephone interviews.

VI. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

ATTACHMENTS: Appendix 1, Resource Center, Library Hours.
Appendix 2, Weekly Library Attendance Record, HCDC Form J-901a.
Appendix 3, Overdue Library Books and Legal Material Copy Fees,
HCDC Form J-901b.

RESCISSIONS: HCDC Policy J-901 Resource Center effective May 6, 2019.

Resource Center ***Library Hours***

Monday:

9:30 a.m. – 11:30 a.m.

Back Housing Units

1:10 p.m. – 2:10 p.m.

ICE Detainees

Times may vary.

Tuesday:

9:30 a.m. – 11:30 a.m.

West Side Units (W5, W7, W3 pm Kitchen Workers)

1:00 p.m. - 3:00 p.m.

ICE Detainees

Times may vary.

Wednesday:

9:30 a.m. – 11:30 a.m.

ICE Detainees

1:00 p.m.– 3:00 p.m.

Law Library

Times may vary.

Thursday:

9:30 a.m. – 10:15 a.m.

ICE Detainees

10:45 a.m. - 11:30 a.m.

Female Units (H1 and W1)

1:00 p.m. - 1:45 p.m.

W2 Unit (a.m. Kitchen Workers)

2:10 p.m. - 2:45 p.m.

SMU Inmates

Times may vary.

Friday:

Law Library as approved by Administration

12:30 p.m. - 2:30 p.m.

ICE Detainees

Times may vary.

***Hendricks Hall Unit** - Has a satellite library in the unit.

**Weekly Library Attendance Record
For the Director/Designee**

Beginning Week of: _____

Housing Unit	Date	Refused Yes / No	Time In – Time Out		Number of Inmates/Detainees

HCDC Resource Center Overdue Library Books and Legal Copied Material Inmate Account “Miscellaneous” Fees

Date: _____

Overdue Library Book Fees						
Inmate Name	ID #	Book Title	Date Checked Out	Date Due Back	20¢ Late Fee per day # of Late Days	Amount Charged to Inmate Account
Fees for Legal Mail Copied Per Page						
Inmate Name	ID Number	H/U	Date Copies Made	Legal Material Copies (.25¢ per page)	Amount Charged to Inmate Account	

Note: Library staff shall forward this form to the Money Officer daily for miscellaneous fees to be deducted from inmate account for money owed.