

TANGIPAHOA PARISH JAIL POLICY AND PROCEDURE			
State of Louisiana		Parish of Tangipahoa	
PART III - INSTITUTIONAL OPERATIONS		III-009	
Guideline description: Offender access to courts.			
REVISED DATE: 10/30/2009	REVIEWED DATE: 11/5/09	IMPLEMENTATION DATE: 1/1/2010	NEXT REVIEW: 11/5/2010
Sheriff Signature:		Date of Signature:	
Administrator Signature:		Date of Signature:	

III-009 OFFENDER ACCESS TO COURTS POLICY:

Offenders of the Tangipahoa Parish Jail have the right to present issues to the court when they feel that their constitutional or statutory rights are being denied or infringed upon.

The staff of the Tangipahoa Parish Jail shall not deny nor hinder in anyway the right of an offender to have access to the court(s), nor shall any offender seeking such access be punished or penalized expressly for having done so.

Definition:

Access to Court (s): The delivery of, or arrangements for, any written or verbal communications between an offender and the court by the Tangipahoa Parish Jail.

III-009(a.1) PROCEDURE 1 - OFFENDER ACCESS TO COURT(S) – GENERAL

- A. Offenders shall be transported to any scheduled court appearance by the Tangipahoa Parish Jail Staff.
- B. Paralegals, legal secretaries, etc. may be permitted to visit with offender clients of their employed Attorney, but shall be required to show proper

identification and evidence of their employment as/with the offender's attorney prior to being admitted for such visit.

III-009(a.2) PROCEDURE 2 - WRITTEN COMMUNICATIONS WITH THE COURT(S)

- A. Jail staff shall ensure that all written communications from offenders to the court(s) are mailed or, in emergency situations, hand delivered to the court(s).
- B. If the offender does not have enough money in his/her offender account to pay for the postage, the Tangipahoa Parish Jail shall provide postage upon receiving written request from the offender in the form of an offender request form and upon verification of the offender(s) indigence.
- C. In the case of a verifiable emergency, jail staff, at the request of the offender, shall hand deliver the communication(s) to the court (s).
- D. Whenever jail staff must hand deliver offender communications to the court, he/she shall file the same with the clerk of court and provide the offender with a copy of the receipt issued by the Clerk of Court as proof of delivery.
- E. Jail staff members who hand deliver written offender communication(s) to the court(s) shall make an entry into the Jail Daily Operations Log (termed the "Supervisor's Log") that shall include:
 - 1. Offender's name and the name of the court to which delivered;
 - 2. Date and time of the delivery;
 - 3. Reason for hand delivery.

III-009(a.3) PROCEDURE 3 - VERBAL COMMUNICATION(S) WITH THE COURT (S)

- A. Jail staff shall encourage offenders to use the services of their attorney before making contact with the court (s) to ensure a clear understanding of what they are trying to accomplish.
- B. Jail staff shall allow offenders to use regular telephone privileges to contact the court (s). Telephone calls with attorneys and/or court officials shall not be monitored by jail personnel.
- C. Jail staff shall record all personal appearances of the offender before the court (s) in the jail Daily Operations Log ("Supervisor's Log") and on the

offender's admission form to ensure accurate and complete documentation of all court appearances by offenders.

III-009(a.4) PROCEDURE 4 - ACCESS TO LEGAL REFERENCE MATERIALS

- A. Offenders shall be provided reasonable access to legal reference materials or access to legal or paralegal assistance upon their request. Those offenders who are illiterate shall be provided the assistance of a fellow offender or be furnished adequate assistance from the facility staff or other persons who have a legitimate connection with the legal issues being pursued.
- B. In the case an offender's requirements in this area are significant and complex, exceeding the capability of the local facility to meaningfully provide assistance, then the offender shall be transferred to the DPS&C.