



U.S. Department of Justice  
Federal Bureau of Prisons  
United States Penitentiary  
Canaan, Pennsylvania

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# Institution Supplement

DEPARTMENT: Executive Assistant  
Supervisor of Education  
NUMBER: CAA-1315.07E  
DATE: March 9, 2017  
SUBJECT: Access to Legal, Inmate

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1. **PURPOSE AND SCOPE:** To set forth local guidelines and procedures governing inmate access to legal at the United States Penitentiary (USP), and Federal Prison Camp (FPC), Canaan, Pennsylvania.
2. **DIRECTIVES AFFECTED:**
  - A. **Directives Rescinded**

CAA-1315.07C Access to Legal, Inmate (09-22-10)  
CAA-1315.07D Access to Legal, Inmate (06-01-15)
  - B. **Directives Referenced**

PS 1315.07 Legal Activities, Inmate (11-05-99)  
PS 5270.09 Inmate Discipline and Special Housing Units (07-08-11)  
PS 5266.11 Incoming Publications (11-09-11)
3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4268, 4-4269, 4-4273, 4-4274, and 4-4276.
4. **PROVISIONS FOR LEGAL RESEARCH MATERIAL.**
  - A. **Library Locations.**
    1. The Main Law Library is located in the Education Department. The Supervisor of Education (SOE) is the designated authority for the maintenance and operation of the Main Law Library. Accountability of all legal reference material is the responsibility of the Education Department. Education Department staff are directly responsible for the operation

of the Main Law Library.

2. The FPC Law Library is located in the Programs Building at the FPC. The SOE is the designated authority for the maintenance and operation of the FPC Law Library. Accountability of all legal reference material is the responsibility of the Education Department.
3. The SHU Law Library is located in the Special Housing Unit. It contains the required materials to help this isolated segment of the inmate population prepare legal documentation. The SOE is the designated authority for the maintenance and operation of the SHU Law Library. Accountability of all legal reference material is the responsibility of the Education Department.
4. The USP Hold-Over Units contain TRULINCS ELL work stations which provide this isolated segment of the inmate population with access to legal research materials necessary to prepare legal documentation. The Supervisor of Education (SOE) is the designated authority for the content of the TRULINCS ELL work stations located in the USP Hold-Over Units. Accountability of all legal reference material is the responsibility of the Education Department.

**B. Hours of Operation.**

1. The hours of operation for the Main Law Library will provide an inmate with reasonable access to legal materials but will not interfere with the orderly operations of the Institution.

The hours of operation for the Main Law Library will be as follows:

Monday - Thursday	8:10AM to 10:10AM 12:45PM to 3:00PM 4:45PM to 8:10PM
Friday	8:10AM to 10:10AM 12:45PM to 3:00PM
Saturday	(10:00AM Out-Count) 8:00AM to 3:15PM

\*Closed on Sunday and Federal Holidays

2. The hours of operation for the FPC Law Library will provide



supervisor.

4. The SOE will maintain a file of all memoranda approving inmate's additional access time in the law library. An inmate's failure to use the additional access time, for the preparation of personal legal work, could result in the cancellation of the additional access authorization.

**D. Trulincs Electronic Law Library (ELL) System.**

1. USP Canaan's Law Library System utilizes the Trulincs Electronic Law Library(ELL) database. Most legal materials can be located by performing a search on the ELL database; however, some materials are maintained in hard copy format.
2. Any inmate wishing to gain access to the ELL must submit an Inmate Request to Staff, addressed to their Unit staff, requesting an ELL Password. Upon receipt of such a request, a Unit staff member will provide the inmate with the necessary consent forms required to register for the Trulincs System. Once the inmate has filled out the necessary consent forms, the Unit staff will then route the completed paperwork to Trust Fund staff for final processing. Once Trust Fund Staff have processed the request, the inmate will utilize their Trust Fund PIN number, Telephone PAC number, and their Federal Registration number to gain access to the ELL at any Trulincs workstation throughout the institution.
3. Any inmate who has already filled out and submitted the necessary consent forms, either at USP Canaan or another facility in the Bureau of Prisons, need not do so again. Trulincs access will follow an inmate from one Federal Institution to another Federal Institution.
4. The USP has eight (8) Trulincs ELL work stations available for inmate access in the Main Law Library during posted hours of operation. There is one (1) ELL work station available in each unit. There is one (1) ELL work station available in the Special Housing Unit. The Satellite Camp has one Trulincs ELL workstation.
5. There are three (3) Trulincs print stations available for inmate access throughout the USP. There is one (1) Trulincs print station available in the Main Law Library during posted hours of operation. There is one (1) Trulincs print station located in commissary. There is one (1) Trulincs print station in the Special Housing Unit. The Satellite Camp has one (1) Trulincs print station. There are no Trulincs print stations provided in either of the Hold-Over Units.

6. There are four (4) Trulincs ELL work stations available in each of the Hold-Over Units. These Trulincs work stations provide inmates housed in either of the Hold-Over Units read only access to legal research materials.

**E. Rules.**

1. Rules governing the use of the Law Library will be posted in the Education Department and in each Law Library. It is the responsibility of each user to become familiar with and adhere to these rules. Any single or multiple violation of the Law Library rules may result in disciplinary action.
2. Any legal materials maintained as part of the Main Law Library must be signed out properly and are not to be removed from the Law Library at any time. Any such legal materials which are found in an inmate's possession outside the Law Library will be considered as theft and/or destruction of government property and may result in disciplinary action.
3. Inmates are not allowed behind the counter in the Law Library unless specifically authorized by Education staff.
4. Although inmates are authorized to assist each other in the preparation of legal documents, inmates are not to be in possession of another inmate's legal documents outside of the Main Law Library.

**F. Access to Materials while in the SHU.**

1. A Law Library is available for inmates housed in SHU. An inmate may use the Law Library in SHU through the following procedures.
  - a. Submit an Inmate Request to a Staff (cop-out) to the officer in charge of the SHU.
  - b. A reasonable time frame will be scheduled for the inmate to use the SHU Law Library, in the order the requests are received.
  - c. Access to the SHU Law Library will generally be provided as to not interfere with the normal operations of SHU.
2. An inmate housed in SHU may use the legal reference materials maintained in the institution Main Law Library through the following procedures:
  - a. The requested materials must not be available in the

SHU Law Library.

- b. Submit a written request to Education staff, specifying the material requested.
- c. Education staff will determine if the requested legal material is required to be provided by national policy. Education staff reserve the right to deny any inmate request for materials not required by national policy to be made available to the inmate population. All requests for legal materials, that have been determined to be in compliance with national policy, will be delivered to the SHU in a reasonable amount of time. Education staff will then retrieve and return the checked-out material to the Main Law Library after the next regularly scheduled visit to SHU. There will not be more than three (3) items checked out to any inmate at any one (1) time. Reference materials on loan from the Main Law Library may only be viewed in the SHU Law Library.

**G. Access to Materials while at the FPC.**

1. A Law Library is available for inmates housed at the FPC.
2. An inmate housed at the FPC may use the legal reference materials maintained in the institution Main Law Library through the following procedures:
  - a. The requested materials must not be available in the FPC Law Library.
  - b. Submit a written request to FPC Education staff or the USP Law Library Coordinator.
  - c. Education staff will determine if the requested legal material is required to be provided by national policy. Education staff reserve the right to deny any inmate request for materials not required, by national policy, to be made available to the inmate population. All requests for legal materials, that have been determined to be in compliance with national policy, will be delivered to FPC Education staff for delivery. There will not be more than three (3) items checked out to any inmate at any one (1) time. All materials must be returned to FPC Education staff within three (3) working days. Education staff will then return the checked-out material to the Main Law Library. Reference materials on loan from the Main Law Library may only be viewed in the FPC Law Library.

**H. Access to Materials while in the Hold-Over Unit.**

1. The TRULINCS ELL is available for inmates housed in the Hold-Over Unit.
2. An inmate housed in the Hold-Over Unit may use the legal reference materials maintained in the institution main law library through the following procedures:
  - a. The requested materials must not be available in the Hold-Over Unit.
  - b. Submit a written request to Education staff, specifying the material requested.
  - c. Education staff will determine if the requested legal material is required to be provided by national policy. Education staff reserve the right to deny any inmate request for materials not required, by national policy, to be made available to the inmate population. All requests for legal materials, that have been determined to be in compliance with national policy, will be delivered to the Hold-Over Unit in a reasonable amount of time. Education staff will then retrieve and return the checked-out material to the Main Law Library after the next regularly scheduled visit to the Hold-Over Unit . There will not be more than three (3) items checked out to any inmate at any one (1) time.

**I. Reproduction of Inmate Legal Materials.**

1. If an inmate needs legal documents to be reproduced, the following options are available to him:
  - a. Typewriters are available in the institution Main Law Library, the SHU Law Library, and the FPC Law Library. Typewriters are also available for use in each unit of the housing units. These machines are for inmate use toward publication of legal materials only. Print wheels, correction tapes, and typewriter ribbons are sold in the commissary. Inmates must provide their own print wheels, correction tapes, and typewriter ribbons. If an inmate is verified indigent by the SOE, these supplies will be provided for use in the Main Law Library only via check out from the Education front office with an institution issued commissary ID card.
  - b. Inmates can choose to send their materials to interested parties in the community to have them reproduced at the inmate's expense. Interested parties are defined as public stenographers, secretaries, etc.
  - c. Photocopiers have been provided as a privilege to the

inmate general population, for the reproduction of legal materials only, by a public vending company. The machines are located in the institution's Main Law Library and the FPC's Law Library. These machines are debit card operated. Inmates can purchase debit cards in the Commissary, for legal copies only. Use of the inmate photocopy machine for purposes outside of the reproduction of legal materials is a prohibited act and may result in disciplinary action. The institution is not responsible for the quality and quantity of service provided by the vendor. This machine is provided at the discretion of the vending company and may be removed at any time the company deems necessary.

- d. In the event the copy machine in either the Main Law Library or the FPC Law Library is not working or has been removed, an inmate must demonstrate to Unit staff that reproduction of legal materials is essential to his imminent court processes and that duplication cannot be accomplished by the use of typewriters. The inmate will bear the cost, and duplication will be done so as to not interfere with the normal operations of the institution.
- e. When an inmate has an imminent deadline and needs additional commissary credits for copies but cannot get to commissary to purchase the credits in time, he is to notify his Unit Manager. The cost of additional credits will be handled by a Form BP-199. Prior to the execution of a Form BP-199, the Satellite Operations Administrator/Unit Manager must verify via TruFacs that the inmate has enough money to cover the cost of reproduction.
- f. Inmates who do not have the financial ability to afford reproduction of legal materials will need to speak with either their Satellite Operations Administrator, Unit Manager, or the SOE. If an inmate is verified indigent by the inmate's Satellite Operations Administrator, Unit Manager, or the SOE, the Satellite Operations Administrator, Unit Manager, or SOE may waive the cost of duplication only if the inmate is without funds and the material to be duplicated is minimal and the inmate's request for duplication is not large or excessive. All other requests filled are processed as a debit on the inmate's account by the Trust Fund Department.
- g. Inmates confined in SHU who wish to make copies of their personal legal materials are to send an Inmate Request to a Staff Member to their Satellite Operations Administrator, Unit Manager, or SOE which specifies the number of copies they wish to have made. Either the Satellite Operations Administrator, Unit Manager, or SOE will receive the materials from the inmate and have the



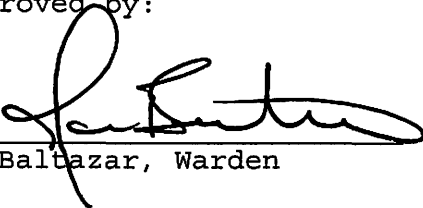
inmate sign a BP-199. Inmates housed in SHU who wish to acquire copies of case law or other legal copies used for the purpose of performing legal research may utilize the SHU Law Library according to procedures outlined in subsection F.

**J. PURCHASE AND DISPOSAL OF LAW BOOKS AND OTHER LEGAL MATERIALS BY INMATES.**

1. An inmate may purchase law books and/or materials in accordance with the program statements governing inmate legal activities and incoming publications. When an inmate is finished with a law book which he has purchased, the book will be sent home at the inmate's expense or destroyed, whichever the inmate prefers.

5. **EFFECTIVE DATE:** This supplement is effective upon issuance.

Approved by:



J. Baltazar, Warden

Distribution: Master File  
NERO  
Union  
E-File  
Inmate Law Library