

## Pro Per Inmate

### 707.1 DEFINITION

**PROPRIA PERSONA INMATE (APRO PER)** - Inmates certified by the court to represent themselves in a criminal proceeding (i.e. prosecution, appeals, writs) or 1 42 USC 1983 civil proceeding.

**LEGAL PAPERWORK** - Paperwork pertaining to the particular case in which the inmate is representing themselves.

### 707.2 PHOTO COPIES FOR PRO PER INMATES

#### 707.2.1 POLICY

It is the policy of the Shasta County Sheriff's Office and the Shasta County Jail to allow reasonable access to copy legal paperwork of Pro Per inmates.

#### 707.2.2 PROCEDURE

Pro per status will be recognized for those inmates that are representing themselves on the Shasta County criminal case(s) they are in custody for. Pro per privileges are granted for criminal cases only. Civil, juvenile and family law cases are not eligible for pro per privileges but may be granted pro per status by the Court. Pro per privileges will terminate upon sentencing or the conclusion of their conditions of confinement case in the trial court.

Inmates may have documentation afforded by the Court showing they are acting in pro per.

However, if the inmate does not have documentation, using the case number, jail staff may verify the inmates pro per status by referring to the Court side of JALAN if the case is of criminal nature.

All inmates which are granted pro per status through court order, shall be given a copy of this policy and procedures. The inmate shall sign an acknowledgment of receipt of these procedures.

#### 707.2.3 SUPPLIES

Inmates shall purchase supplies available from commissary if they have funds available on their inmate account. Indigent pro per inmates may request a pro per kit from the Commissary Officer that includes a legal pad, an inmate pen, three manila envelopes, and 10 standard envelopes that are to be used for legal mail only. Replacement of any of the items listed above shall be accomplished through a written request to the Commissary Officer. The Commissary Officer will determine the validity of the request and furnish the appropriate supplies.

#### 707.2.4 COPIES

The inmate will be required to complete a request form asking for the copying of paperwork. The inmate will state what copies are to be made, a reasonable number of pages, and that they

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are acting in pro per. The photocopies are to pertain to the particular case in which the inmate is representing themselves. The inmate will make note of the associated case number on the request form at the time of submission.

When a request is received, the Correctional Deputy will verify the legitimacy of the request and that the number of copies requested are within reason. A Debt form shall be filled out by the Correctional Deputy and all information submitted to the Watch Commander for approval. The Watch Commander shall review the request and if approved, sign the Debt form. The Correctional Deputy will then make the approved copies. Once the task is complete the Debt form and a copy of the inmate request shall be submitted to the Commissary Officer to debit the inmate's account.

All copies are to be one sided. An administrative fee of ten cents per copy will be charged to the inmates commissary account.

Those inmates assigned Paralegal or Private Investigator assistance from the Court will need to seek photocopies through those individuals.

If an inmate is represented and is requesting copies be made concerning the case under which they are represented, the inmate must seek copies through their legal counsel.

When a denial of copying service is made, staff will forward a copy of the denied request to the Facility Manager.

### **707.3 MAIL**

Refer to the inmate mail policy for information related to PRO PER inmate mail.