

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES  ADMINISTRATIVE DIRECTIVE	AD NO: 06.04 DATE: February 1, 2023 SUBJECT: Inmate Rights TITLE: Legal Services FOR PUBLIC RELEASE: Yes
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I. Reference: MCCS .01H, .04D, .05A, .05C, .05E, .05G, .05H, .05L, .05N, .08A, .08E; AD 02.03, 02.08, 06.02, 08.02, 08.04; SOD 01.10K, 01.0L, 01.0M, 01.0N, 13.0A; Inmate Orientation Booklets

II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)

III. Purpose: To establish guidelines for delivery and use of legal services to inmates.

IV. Policy:

A. It shall be the policy of the AACDDF to ensure inmates obtain the right to legal services.

B. Inmates shall be authorized to possess law books or legal materials provided such possession does not interfere with space, fire, general safety or security restrictions of the AACDDF.

C. Inmates shall be authorized to possess any legal materials or items ordered by the court to assist in preparing for their trial.

D. Inmates shall be authorized to assist each other in preparing letters or petitions to the courts. AACDDF personnel shall not interfere or in any way impede an inmate's access to the judicial process.

E. Inmates' legal proceedings may be mailed as indigent cases, if the inmate lacks the necessary funds for same.

F. Inmates shall be authorized to contact:

1. Attorneys

2. Office of the Public Defender-this office provides defense representation, assistance concerning direct appeals of criminal convictions, petitions for post conviction relief and petitions for Habeas Corpus relief in the state courts. Representatives of the Public Defender's Office are assigned to the AACDDF and may be contacted via Inmate Request Form.

3. Institutional Librarian by Inmate Request Form to use the law library.

4. Any legal representative by telephone by submitting a request slip to their Case

Manager to make a legal telephone call, in accordance with the Inmate Orientation Booklet.

- G. Inmates shall have uncensored and unlimited mailing privileges to the Governor, Attorney General, County Executive, County Attorney, any court of law or designated attorney. This mail shall be processed through the institutional mail.
- H. All legal mail shall be mailed in sealed envelopes.

V. Procedure:


A. Indigence Funds for Postage

1. An inmate who is indigent may request proper postage for legal mail by submitting an Inmate Request Form to their Unit Counselor.
2. The Case Manager shall request the Office of Inmate Accounting (OIA) to verify indigence and affix sufficient postage to the envelope and mail it.
3. The OIA shall document legal mail postage on the inmate's commissary account sheet and forward a report to the Correctional Support Service Manager-Business Services (CSSM) and maintain for Standards.
4. An inmate receiving legal postage shall be required to reimburse the OIA in accordance with AD 02.08.

B. Special Delivery or Certified Legal Mail

1. An indigent inmate or an inmate who has money and desires to send legal mail via Special Delivery or Certified Mail, shall submit an Inmate Request Form to their assigned Case Manager.
2. Since Special Delivery or Certified Mail must be mailed at a Post Office, the OIA Management Assistant II-Financial Manager (MA-II) shall deduct or credit an inmate with sufficient monies to pay postage charges and mail the letter.
3. The MAII-Financial Manager shall issue the inmate an appropriate Postal Service Receipt upon mailing the letter.
4. The Case Manager shall file the receipt in the inmate's Programs File when received.
5. Inmates receiving postage for Special Delivery or Certified Mail shall reimburse the Commissary in accordance with AD 02.08.

This policy will be reviewed at least annually and revised as necessary.

  
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Christopher Klein  
Superintendent

Rescinds: DCR 250-1 dated August 1, 1994  
AD 06.04 dated December 11, 1998  
AD 06.04 dated April 8, 2020