

## 4-08-300 American Civil Liberties Union Inquiry Log

### **PURPOSE OF ORDER:**

To establish documentation procedures for American Civil Liberties Union (A.C.L.U) Inquiries.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility (TTCF).

### **ORDER:**

All A.C.L.U. inquiries, other than Title 15 or Rutherford issues, shall be directed to the Unit Commander or his designee. Title 15 or Rutherford related issue inquiries shall be directed to the Custody Management Specialist.

The A.C.L.U. may initiate an inquiry by telephone, through an attorney or by submitting a written document. When an A.C.L.U. inquiry is received, a Custody Division A.C.L.U. Log form shall be completed. These forms are available in the Administration Office and Facility Control and shall be completed in ink. When written A.C.L.U. inquiries are received, the person accepting the correspondence shall follow the procedures for the Custody A.C.L.U. Log form distribution.

The Unit Commander shall be notified of all A.C.L.U. inquiries and his notification shall be documented on the form.

The form shall be dated at the top right-hand corner, checked for accuracy and promptly distributed as follows:

- One copy to the Area Commander
- One copy to the Unit Commander
- One to the Custody Management Specialist
- The original copy shall be placed in the Unit file titled "A.C.L.U. Inquiry" in chronological order and retained for two years from the filing date
- Custody Division Headquarters maintains a permanent file of all A.C.L.U. inquiries

The A.C.L.U. may interview inmates that they identify by name and booking number. These interviews shall take place in the attorney visiting station in each module.

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