

## **5-24-020 TTCF Legal Unit**

### **PURPOSE OF ORDER:**

To establish procedures for the Twin Towers Correctional Facility Legal Unit.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### **ORDER:**

Twin Towers Correctional Facility personnel shall refer the issues below to the Legal Unit and cooperate in carrying out the assigned duties. In order to mitigate liability with respect to compliance issues, the Legal Unit shall coordinate the primary aspects of the following:

- Court Orders
- Legal Mail
- Law Library
- Pro Per Inmates
- Subpoena Duces Tecum
- Sexual Violent Predator Inmates

The Legal Unit shall keep a copy of the Los Angeles County Superior Court Pro Per Policy Memorandum on file for reference.

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