

## 07-175/45 Miscellaneous Inmate Services

<b>CUSTODY SERVICES DIVISION</b>	<b>Unit Order: #07-175/45</b>
<b>GENERAL POPULATION</b>	<b>Effective Date: 01-01-1999</b>
<b>NORTH COUNTY CORRECTIONAL FACILITY</b>	<b>Reviewed Date: 03-20-2023</b>
<b>Subject: Miscellaneous Inmate Services</b>	
<b>Reference: 4027 and 5009 PC; CCR Title 15, Sections 1065 and 1072; CDM 3-05/030.00, 5-13/100.00, 5-13/140.00-160.05</b>	
<b>Unit Commander Signature:</b>	<b>Date:</b>

**PURPOSE OF ORDER:** The purpose of this unit order is to establish procedures for inmate services which are not described in other unit orders.

**SCOPE OF ORDER:** This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

### ORDER:

The Inmate Services offices shall be staffed Monday through Friday from 0600 to 2200 hours.

Inmates from Building [REDACTED TEXT] have restricted access to these services.

Inmates from buildings [REDACTED TEXT] may go to the Inmate Services office, located in Building [REDACTED TEXT], for services. The following services are available:

### **Court and Legal Information**

Inmates may contact Inmate Services personnel to obtain specific legal forms and instructions on how to complete them by submitting a written request.

### **Library**

Library services shall be provided by the Inmate Services Unit. Inmates shall be allowed to exchange and check out books during scheduled periods as determined by the Inmate Services Unit. The books will be stored on rolling shelves, located inside the Inmate Services office. The library schedule may be adjusted in the event of unforeseen circumstances (e.g. facility emergencies, lockdowns, short staffing, etc.).

### **Voting**

Inmates may obtain voting information for each election by submitting a written request to Inmate Services personnel. Voting is conducted by absentee ballot.

### **Religious Services**

Religious services for inmates housed in buildings [REDACTED TEXT] are conducted in the indoor recreation rooms within each building. Inmates housed in Building [REDACTED TEXT] have scheduled services and individual chaplain visits within their respective housing areas.

### **Counseling**

Inmates may submit a written request for religious or substance abuse counseling to Inmate Services. Inmates in buildings [REDACTED TEXT] may receive counseling in the Inmate Services office. Inmates housed in Building [REDACTED TEXT] shall receive counseling in their respective cells.

