

<b>DATE:</b>	JUNE 17, 2016
<b>NUMBER:</b>	T.7
<b>SUBJECT:</b>	LEGAL ASSISTANCE TO INMATES
<b>RELATED SECTIONS:</b>	<a href="#">N.3</a> , <a href="#">N.5</a> , <a href="#">N.7</a> , <a href="#">P.15</a>

**PURPOSE**

To outline what a Sheriff's Department employee, working within a detention facility, may and may not do to assist an inmate with legal matters.

**POLICY**

All requests for legal assistance shall be referred to those organizations established and properly equipped to handle such matters. No legal advice is to be given to an inmate by any staff member. No encouragement is to be given to an inmate pursuing a legal claim against any branch of government or its' employees. No attorney or group of attorneys is to be recommended by a staff member to any inmate.

**PROCEDURE**

- I. When a request is received from an inmate for legal assistance, the request should be given to the facility correctional counselor. The counselor may:
  - A. Explain to the inmate the availability, rules and protocol for accessing the off-site legal research service.
  - B. Ensure the appropriate and timely use of the off-site legal research service, include documentation and delivery of responses.
  - C. Refer the inmate to the San Diego County Bar Association Lawyer Referral and Information Service.
  - D. Refer the inmate to any other appropriate legal service that does not violate this policy.