

DATE:	MAY 20, 2022
NUMBER:	T.5.S
SUBJECT:	JAIL LIBRARY/BOOK DONATION

PROCEDURE:

The Correctional Counselor will conduct a book exchange for all housing units once a month. A brown paper bag of books from the module will be exchanged for a brown paper bag of new books and magazines. If the module does not submit a bag of books for exchange, the module will not receive any new reading material.

The Housing Control Deputy will make an announcement in the module to have the incarcerated individuals collect all books that are not needed and turned back for recycling. The Correctional Counselor Supervisor maintains documentation of book exchange. Documentation consists of the quantity of books delivered, date and counselor affecting the exchange.

All books donated to the facility shall be inspected and approved by the Correctional Counselor.