

Section 12: Recreation and Programming
Subject: Reading Materials
Minimum Standard: 5120:1-8-11
Revised: 06/2005, 04/2011, 01/2012, 10/2015

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall provide inmate access to reading and printed materials, at the discretion of the jail administrator or designee, but should be in sufficient quantity, variety, and in good conditions.

PROCEDURE

A. Library

1. The Erie County Jail has a large selection of books available for loan within the facility.
2. Inmates will be given the opportunity to visit the jail library once a week using the following schedule:
 - a. B Control
 1. Sundays, 1200 – 1400 hours.
 - b. E Control
 1. Sundays, 1400 – 1600 hours.
 - c. A Control
 1. Sundays, 1600 – 1900 hours.
3. Inmates will be allowed to take 2 books from the library back to their housing area.
4. The Corrections Officer conducting library will log it as a LIBR (Library) Event in the Jail Log of the Jail Record Management System. This record should include:
 - a. Date and time of library.
 - b. Name of inmates going to library.
 - c. Officer conducting library.
5. At the supervisor's discretion, inmates will be allowed access to library books outside of the scheduled time.
6. Inmates must be directly supervised at all times during library.

B. Newspapers

1. A copy of a newspaper will be provided for each housing area.
2. Newspapers will be distributed upon receipt at the Jail.
3. Inmates will not be allowed to accumulate newspapers in their housing areas.
4. The Corrections Officer passing the newspapers library will log it as a NEWS (Newspaper) Event in the Jail Log of the Jail Record Management System, this record should include:
 - i. Date and time of pass.
 - ii. Area of the jail that received the newspaper.
 - iii. Officer passing the newspaper.