
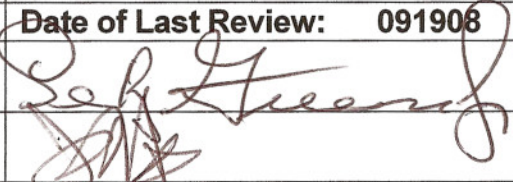


<b>Wyandotte County Sheriff's Office Detention Center Standard Operating Procedures</b>			<b>Number: F-176</b>
<b>Subject: Copies and Requests for Paper</b>			
<b>Section: Detainee Rights, Privileges, Services, and Programs</b>			
<b>Effective Date: 091908</b>		<b>Date of Last Review: 091908</b>	
<b>Approved By:</b>	<b>Sheriff of Wyandotte County</b>		
<b>Approved By:</b>	<b>Detention Administrator</b>		

**I. POLICY**

The Detention Center shall provide plain white paper and copying services to all detainees.

**II. PROCEDURE**

- A. Inmates requesting copies and/or plain white paper will be charged a \$0.25 cent fee per sheet and per copy to their account. No inmate will be refused copying services because of account status.
1. Inmates requesting copies must submit an Inmate Communication Form (ICF) to the Programs Department.
  2. The Programs Department will then have the inmate complete the "Request for Copies, Envelopes, Notary Stamp and/or Case Citations" form.
  3. The Programs Department will make the copies and return them to the inmate within 48 hours of request excluding weekends and holidays.
  4. The original "Request for Copies, Envelopes, Notary Stamp and/or Case Citations" form will be returned to the inmate. A copy will be retained in Programs and distributed to Commissary.