
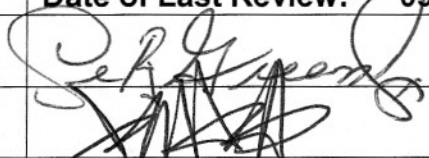


Wyandotte County Sheriff's Office Detention Center Standard Operating Procedures			Number: F-179
Subject: Case Citations			
Section: Detainee Rights, Privileges, Services, and Programs			
Effective Date: 091908		Date of Last Review: 091908	
Approved By:	Sheriff of Wyandotte County		
Approved By:	Detention Administrator		

I. POLICY

The Detention Center shall provide case citations to all detainees. Requests for citations will be limited to three per month, and must be relevant to the requesting detainee's current charges/convictions/sentence OR condition of confinement.

II. PROCEDURE

A. Inmate requesting case citation services will be charged a .25 cent fee per each page generated from the requested citation to their account. A \$5.00 fee will be assessed for staff research. The \$5.00 staff research fee will be assessed on all requests. Should the citation requested not be relevant to the requesting detainee's charges/convictions/sentence OR condition of confinement, the staff research fee WILL apply, however copies will not be made and no fee for copies applied. No inmate will be refused case citation services because of a negative or zero account balance status. Fees will be incurred once the inmate account shows a positive balance.

1. Inmates requesting case citation services must submit an Inmate Case Citation Request Form to the Programs Department.

2. The Programs Department will then have the inmate complete the "Request for Copies, Notary Stamp and/or Case Citations" form.
3. Upon completion, the original "Request for Copies, Notary Stamp and/or Case Citations" form will be returned to the inmate. A copy will be retained in Programs and distributed to Commissary.