

ATTACHMENT

Scope of Service

1. The provider will not provide for the actual legal representation of inmates.
2. The provider will provide requested legal assistance to all inmates.
3. The provider will provide those services in a manner that meets all established standards, court decisions, legal mandates, etc.
4. The provider will provide these services in a manner that meets the needs of the inmates.
5. The provider will develop and utilize standardized legal material to be sent to inmates in need including, but not limited to, criminal and civil, pre-trial motion, writ, suppression motion, divorce, bankruptcy, child custody packages, etc.
6. The provider will provide to the Sheriff's Office monthly, quarterly, and annual statistical reports identifying the scope of services and costs associated.
7. The provider will monitor books, materials, and equipment in the Law Library ensuring that all are appropriately up-to-date and well maintained.
8. The provider will cooperate with County Counsel, and/or legal representatives for the County, including testimony, should it be necessary for any legal issue presently in existence or one which develops during the term of the contract.
9. The provider shall work under the direct supervision of the Manager of Inmate Services with corollary responsibility, including consultation, to the jail Commanding Officer, Detention and Corrections Division Commander, and the Sheriff of Alameda County.
10. The provider shall make both a bi-annual and annual report to the Inmate Welfare Committee identifying service levels, costs/expenses, budget needs, etc.
11. The provider shall plan to provide services under the plan outlined in this section of the Policy and Procedure.
12. The provider will cooperate with jail staff to provide legal assistance to any and all inmates within proper safety and security measures. Any items coming to the attention of the provider, which could jeopardize same, are to be brought to the immediate attention of the jail Watch Commander, in the absence of the Inmate Services Manager.