

## Inmate Handbook Copies

A copy of the inmate handbook is provided to each inmate at their booking.

These are stored on a table in the room where inmate clothing is kept.

You will have to ask a CC to unlock the door for you to see how many there are.

Will need to make copies if low.

- Take mastercopy of handbook to printer in mailroom.
- Login to the jail;s account (98789) and select “**Copy**”
- Click “**1 sided to 1 sided**” and switch to “**2 sided to 2 sided**”
- Select the “**Staple/Punch**” tab and switch to “**1 Staple Top Left**”
- Make 50 copies or so and bring back to jail.