



**Sheriff Bill Prummell**

7474 Utilities Road

Punta Gorda, FL 33982

(941) 639-2101

# **Charlotte County Sheriff's Office**

**Integrity, Professionalism, Trust**

**2023**

# **Prison Rape Elimination Act**

## **Prison and Jail Standards**

January 17, 2024

PREA Coordinator

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## Introduction

The Prison Rape Elimination Act (PREA) was established in 2003 by then President George W. Bush. The Act mandated the Department of Justice establish standards to eliminate prison rape which includes all correctional settings. The goal of PREA is to eliminate sexual assault/abuse and sexual harassment of those incarcerated.

It is the responsibility of Charlotte County Sheriff's Office (CCSO) personnel to be familiar with all the information readily available to prevent, detect, report, and respond, to incidents of sexual abuse and sexual harassment.

In accordance with PREA, CCSO has a zero-tolerance policy towards inmate sexual assault, sexual abuse, and sexual harassment. CCSO will investigate all reported incidents of sexual assault, abuse, or harassment, and will discipline and/or prosecute those who sexually assault, abuse, or harass inmates.

Any employee, volunteer, contractor, vendor, or official visitor can and will accept any information from an inmate regarding sexual abuse, sexual assault, or sexual harassment, and will immediately forward the information to a supervisor. An inmate may feel more comfortable reporting sexual assault, sexual abuse, or sexual harassment to someone other than a corrections deputy, and all individuals are legally bound to immediately report the information for further actions. Further action may include, but not be limited to medical and mental treatment, segregation from the suspect, collection of evidence, criminal investigation, and other necessary procedures. Time is of the essence in reporting sexual abuse and sexual assault.

For the purposes of this report, sexual assault is defined as, "nonconsensual oral, anal, or vaginal penetration by, or union with, the sexual organ of another or by any other object; or the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, buttocks, or mouth) for the purpose of sexual gratification."

Several aspects of the CCSO operations, standards, procedures, data and findings were analyzed for this assessment.

## Generally Accepted Detention and Correctional Practices

Jail standards have been adopted in approximately 32 states. Jails in states with proactive standards and inspection programs have generally experienced reduced liability exposure, improved conditions, greater professionalism, and greater consistency in operations. Florida is one of the 32 states that have adopted state jail standards.

Florida and professional associations have provided many changes by monitoring and overseeing jails through established jail standards and inspection programs. Although most jails are locally operated, many states have determined that there is an overriding state interest in providing oversight and support to local jails to maintain the health and well-being of citizens, both offenders and the general public.

The Charlotte County Jail is governed by the Florida Model Jail Standards (FMJS) and the Florida Corrections Accreditation Commission, Inc. (FCAC) and is considered a Direct Supervision Jail which is defined as "a management style of jail construction that ensures continuing direct contact between officers and inmates by the posting of officers inside housing units. Security, evaluation, and classification of inmates are ongoing and continuous functions of a direct supervision jail and are based on close staff contact and interaction with inmates in a housing unit."

### Judicial Findings of Inadequacy

There were no reports or findings of inadequacy during this reporting period.

### Findings of Inadequacy from Federal Investigative Agencies

There were no reports or findings of inadequacy during this reporting period.

### Findings of Inadequacy from Internal and External Oversight Bodies

There were no reports or findings of inadequacy during this reporting period.

### Components of the Jail's Physical Plant

Every three years federal regulations require our facility to have an auditor perform a PREA (Prison Rape Elimination Act) Audit. During July 10-12, 2023, a PREA Auditor corroborated that there were no violations and multiple standards were exceeded.

The Charlotte County Jail opened in February 2001 and provides direct supervision for a maximum of 1,074 inmates - local, state and federal. This concept encourages direct interaction between staff and inmates to prevent negative behavior, and it groups inmates into living units that can house up to 64 inmates that can be efficiently managed.

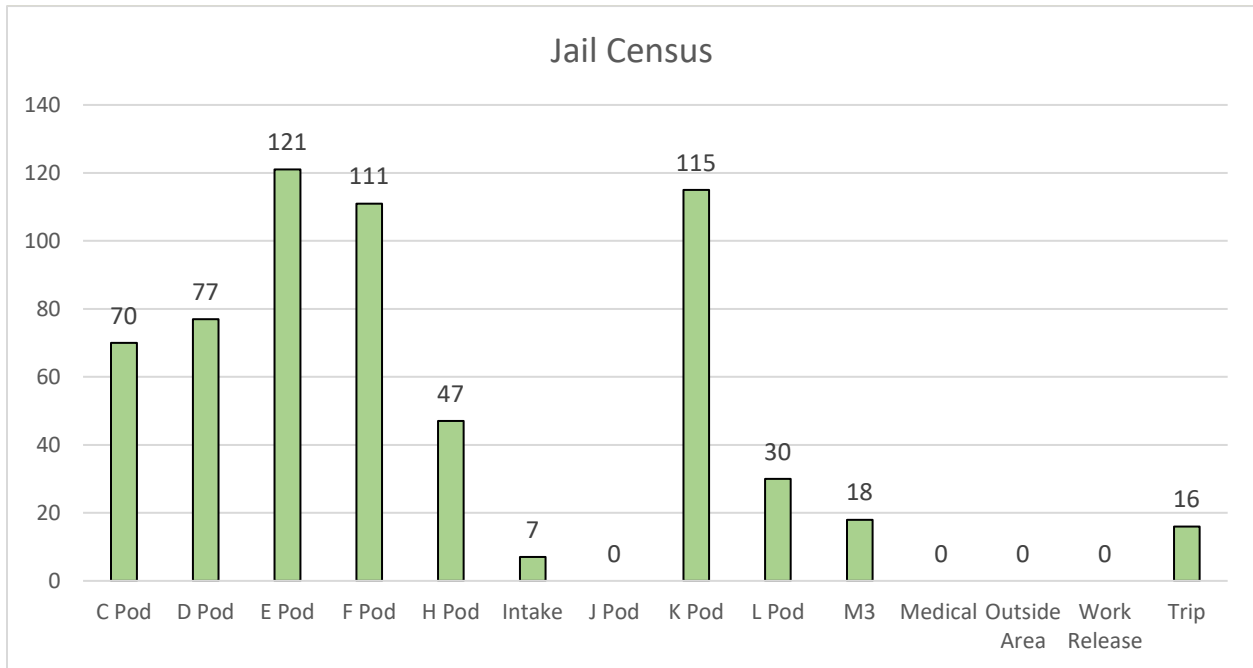
The jail is a full-service facility with kitchen, laundry, medical, mental health, and dental services. The facility is equipped with a video courtroom for first appearances, arraignments, and bond hearings. The average length of stay for 2023 was 37.00 days, with total numbers of all bookings at 5,862 yearly, and total number of all releases, 5,885.

The Charlotte County Jail's 203 members are supported by numerous civilian staff, contractors, and volunteers in fulfilling the agency's mission. The professionalism of the staff and facility is recognized through successful Florida Model Jail Standards inspections as well as accreditation through the Florida Corrections Accreditation Commission and the National Commission for Correctional Health Care.

## Composition of Inmate Population

A census of the Charlotte County Jail was taken on December 31, 2023, at 8:00:00 AM hours. The total jail count at the time the report ran was 556 inmates. The census was broken down by pod as shown in Chart 1 below.

Chart 1: Jail Census



According to the Training Bulletin TB 05-01 (01/04/2023) "Detention Procedure P-08-042 (12/2/2022) Transgender/Intersex Inmates". inmates are to be classified within 72 hours of arrival at the facility.

These are the definitions of sexual orientation.

- a) Gender Expression: A gender-related expression, appearance, identity, or behavior of an individual, regardless of the individual, gender at birth.
- b) Inter-sex: A person whose sexual or reproductive anatomy or chromosomal patterns does not seem to fit typical definitions of male or female.
- c) Sexual Orientation: Includes male or female homosexuality, heterosexuality, and bisexuality, by preference or practice.
- d) Transgender: A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.
- e) Transsexual: A person whose personal sense of his or her gender conflicts with their anatomical sex. Some, but not all, transsexuals undergo medical treatments to change their physical sex so that it is in harmony with their gender expression.

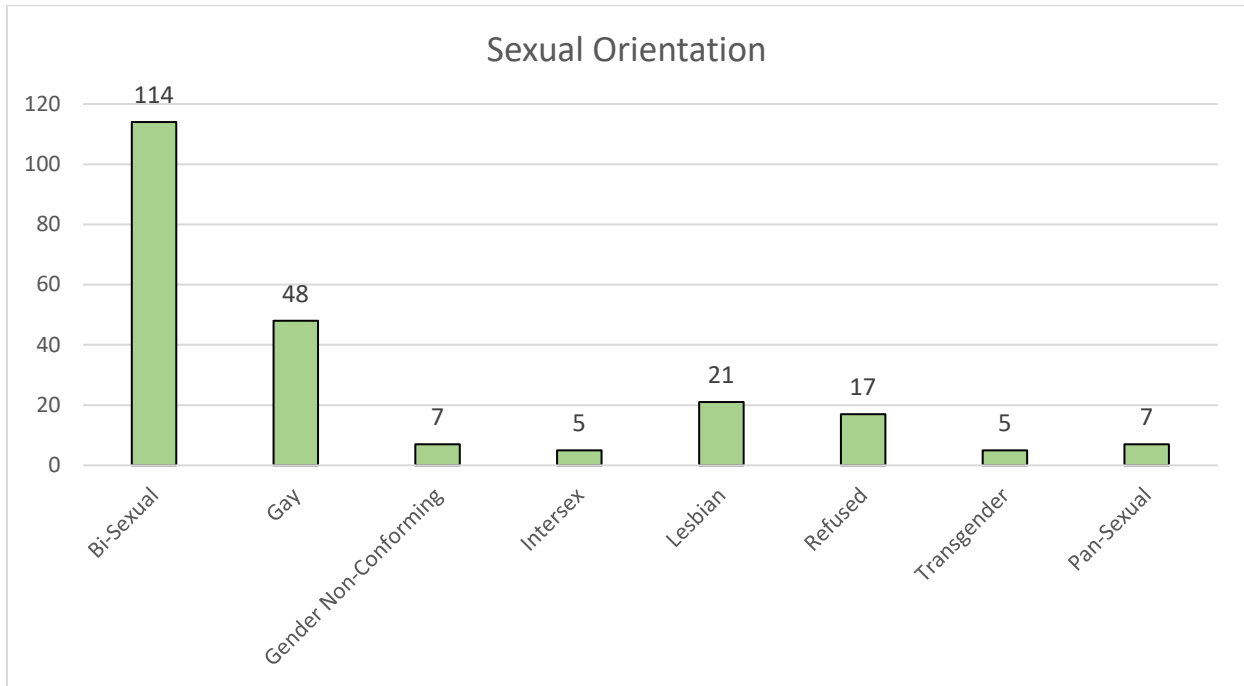
- f) Gender Non-conforming: A person whose appearance or manner does not conform to traditional societal gender expectations.

Inmate Classification Staff will under all circumstances, staff shall only ask questions related to sexual identity, gender identity, or gender expression for the purposes of making Intake and Housing assignments, Classification, Programming, providing health care, and health assessments, or where information is necessary to ensure safety, security, and order of inmates, staff, visitors, the facility, and the community. Questions related to sexual identity, gender identity, or gender expression shall be asked in a respectful manner to preserve the confidentiality as well as human dignity and avoid subjecting the inmate to abuse, humiliation, or ridicule.

The inmates are assigned a Housing Assignment based on their safety/security needs, housing availability, gender identity and genitalia. Classification will interview the inmate and ask their opinion on vulnerability in general population male or female units. This information, along with previous Housing Assignments, will be taken into consideration by Classification. The Operations Commander or Administrative Commander, and Medical Department will review the proposed assignment before it is implemented. A transgender or intersex inmate will be placed in protective custody when there is a reason to believe the inmate presents a heightened risk to him/her or to others or where the inmate fears he or she will be vulnerable to victimization in any other Housing Assignments. The inmate may choose to grieve the Housing Assignment and will follow normal procedure. Inmates under hormone therapy with secondary sexual characteristics such as breasts will be provided appropriate undergarments such as a bra when clinically approved by Medical Staff. This will be listed on a Special Needs form and placed in the inmates electronic Housing Folder.

A report was run from the jail management system, for inmates who listed their sexual orientation as either Bi-Sexual, Gay, Gender Non-Conforming, Intersex, Lesbian, Refused, Transgender or Pan-Sexual. The dates of bookings were between 01/01/2023 and 12/31/23. Of the individuals, their sexual orientation was broken down as illustrated in Chart 2.

Chart 2: Sexual Orientation



### Number and Placement of Staff

The CCSO Operations Manual General Order 17.06 states the agency will have a PREA Coordinator. The CCSO Detention Bureau has designated Support Services Manager as the PREA Coordinator who is responsible to develop, implement and oversee agency efforts to comply with the PREA standards. The PREA Coordinator will report directly to the Bureau Detention Commander on all PREA related matters.

The CCSO PREA Coordinator is Bureau of Detention Support Services Manager Giovanni Ramirez. According to the CCSO organizational chart, the PREA Coordinator reports directly to the Bureau of Detention Commander.

Chart 3: Corrections Organizational Chart

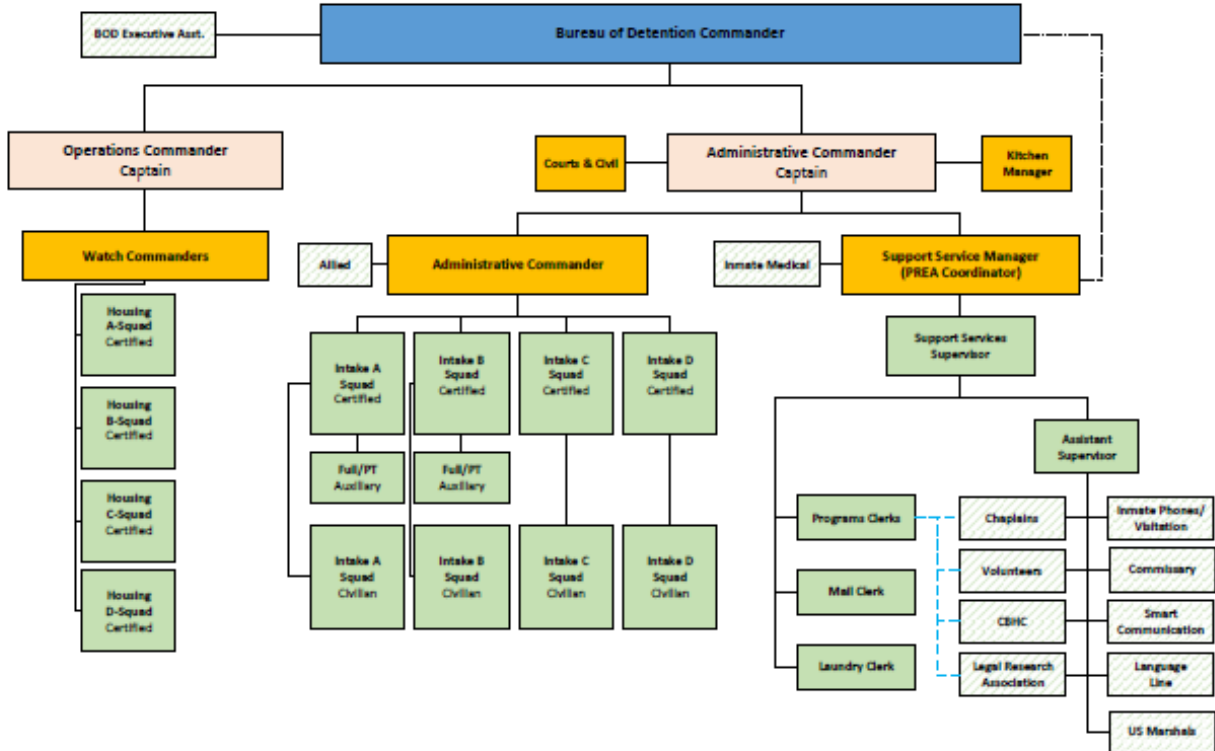


Table 1: Jail Staffing

Title/Area	Hours	Quantity	Staff Required <sup>1</sup>	Total Post Coverage
Executive Director of Detention	8	1	1	1
Captain	8	2	2	2
Watch Commander	24	4	4	4
Administrative Services Commander	8	1	1	1
Housing Sergeant	24	4	4	4
Intake Sergeant	24	4	4	4
Intake Corporal	24	4	4	4
Training Sergeant	8	1	1	1
Training Corporal	8	1	1	1
Housing Corporal	24	8	8	8
Intake Officer	24	4	20	20
Intake Officer (days)	12	2	2	2
Jail Intelligence Officer	8	1	1	1
Kitchen Officer	1	0	4	4
Transportation/Medical Officer	8	2	2	2
C-1 Pod (Sex Offenders)	24	2	10	10
C-2 Pod (Undesignated Pod)	N/A	1	0	0



D-1 Pod (Female - Min/Med Custody, Federal)	24	1	5	5
D-2 Pod (Minimum / Medium Custody Inmates, Federal Inmates)	24	1	5	5
E-1 Pod (Undesignated Pod)	N/A	1	0	0
E-2 Pod (Male Medium Only, Federal Inmates)	24	1	5	5
F-1 Pod (Undesignated Pod)	N/A	1	0	0
F-2 Pod (Male Med/High, Larger Charge/Violent)	24	1	5	5
H-Pod (Male Max Segregation/DR/AC/PC)	24	2	10	10
J-1 Pod (Juvenile)	24	1	5	5
J-2 Pod (Juvenile)	N/A	0	0	0
K-1 Pod (Minimum / Medium Custody; Orange Workers)	24	1	5	5
K-2 Pod (Undesignated Pod)	N/A	1	0	0
L-1 Pod (Undesignated Pod)	24	1	5	5
L-2 Pod (Undesignated Pod)	N/A	1	0	0
Infirmery 3rd floor	24	2	10	10
Infirmery 2nd floor	24	1	5	5
Escort Officer	24	3	15	15
Escort Officer (days)	12	2	2	2
Work Release (Male/Female Min and Medium custody)	24	1	5	5
<b>Total</b>	-----	-----	<b>150</b>	<b>150</b>

1 – Based on inmate population on 12/14/2021

“Net Annual Work Hours” (NAWH) which “represents the number of hours staff are actually available to work, based on the contracted number of hours per year.” This calculation is a reinterpretation of the relief factor (RF) statistic the Sheriff’s Office utilizes, which also describes the number of fulltime equivalent positions, presented as a ratio, required to fill a single post which for relief, i.e. a position that must be continuously covered for 24 hours per day, 365 days per year (Shane, 2007).

To calculate NAWH, similar benefit time needs to be calculated as it did with the RF calculation. From the 2,236 hours discussed above, the amount of benefit time must be factored in and subtracted from the total scheduled work hours. This will yield the NAWH for non-supervisory sworn members assigned to the Jail Operations Division. Such benefit time includes vacation time, sick time, holiday time, personal time, along with associated training time, holiday time, and compensatory time.

Table 2: Relief Factor

<b>Benefit Time</b>	<b>Hours Given</b>
Vacation	163.79
Sick	96.20
Holiday	88.00
Personal	24.00
State Certification-Related Training	40.00
Other Trainings	40.00
Compensatory	6.48
<b>Total hours off per employee per year</b>	<b>458.47</b>
<b>Net Annual Work Hours</b>	<b>1,777.53</b>
<b>Relief Factor</b>	<b>1.26</b>

If one subtracts the 458.47 hours from the 2,236 scheduled work hours, the result would be 1,777.53 hours available to work. The ratio of scheduled hours to available hours is  $2,236/1,777.53$  or a relief factor of 1.26; meaning for every 10 Corrections Officers needed to effectively manage jail operations, the Bureau of Detention would require 12.6 or 13 Corrections Officers on hand to provide the care, custody, and control for the Charlotte County Jail.

Table 1 shows each pod or work area where personnel are required along with the shifts which need to be covered. This table shows the staffing of Correctional Officers based upon the current jail inmate population. Once the number of hours are calculated per position, the total number of coverage hours is computed by multiplying the hours per payroll by the 26 pay cycles. When each of the positions have been calculated and rounded to the nearest decimal place and totaled, the NAWH worksheet yields 120 non-supervisory sworn members are necessary to provide safety for staff, the public, and inmates in the Charlotte County Jail.

The ratio of management and supervisory staff should be based on how effective an organization’s administration feels each supervisor can adequately manage and supervise their personnel; this concept is known as “span of control.” According to Lane (Lane, 2006) the average span of control for the 140 agencies taking part in his survey was one supervisor per seven subordinates (1:7). The Jail Operations Division staffs these supervisory positions without a NAWH estimate because internal procedures require at least two supervisors (a combination of one lieutenant and at least one sergeant or at least two sergeants) be working every shift. In addition, 3 supervisory/administrative positions are located outside of the jail facility and should not be considered when discussing span of control. Internal procedures also require at least two corporals, whether from housing or intake, to also be scheduled to work. Because supervisory positions are within the span of control, 31 supervisor and administrative positions are sufficient for the Charlotte County Jail, with 3 members working in the Training Unit or Law Enforcement Detective capacities. Current jail staffing is 128 deputies, and the total authorized positions is 150 deputies.

Although this staffing table shows the minimum number of jail officers and administrative personnel based upon current inmate population, one must take into account that the jail inmate population is ever fluctuating. As a result of this fluctuation, the jail must staff for anticipated maximum inmate count as it must have adequate staffing at all times to accommodate those inmates. Based upon an analysis of total staff coverage, showing the number of officers required to run at maximum capacity, jail staffing requires a minimum of 145 housing officers to safely monitor the inmate population. With this number of 145 housing officers, administrative positions can remain within the span of control (1:7), meaning that there is not a need to increase the number of administrative personnel. The total number of personnel required to adequately staff the facility at a maximum capacity of 1,000 inmates is 175 deputies. Based upon the current authorized positions for the jail, 25 additional housing deputy positions will need to be added to the workforce if it reaches maximum capacity.

## Institution Programs

There are at least a dozen different programs offered at the Charlotte County Jail. AA/NA Classes, Anger Management, Anger Management, Batters Intervention, Aqua Culture/ Fish Program, Celebrate Recovery Class, Chaplain Services, Charlotte Behavioral Health Substance Abuse Class, Corner Stone, Discharge Planning, Faith Based Class, GED, Hydroponics, Parenting Class, and a Sewing Program.

## Applicable State or Local Laws, Regulations, or Standards

Sexual abuse is any act or crime as described by Florida State Statute Chapters 784 and 794. A summary of sexual abuse is:

- a) Sexual abuse of an inmate, detainee or resident by another inmate, detainee, or resident and
- b) Sexual abuse of an inmate, detainee or resident by a staff member, contractor, or volunteer.

Sexual abuse of an inmate, detainee or resident by another inmate, detainee or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

- a) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- b) Contact between the mouth and the penis, vulva, or anus;
- c) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- d) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of an inmate, detainee or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

- a) Contact between the penis and the vulva or the penis and the anus, including penetration however slight;
- b) Contact between the mouth and the penis, vulva or anus;
- c) Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire;
- d) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire;
- e) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or buttocks that is unrelated to official duties or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire;
- f) Any attempt, threat or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs 1-5 of this section;
- g) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident and
- h) Voyeurism by a staff member, contractor, or volunteer. Voyeurism by a staff member, contractor or volunteer means an invasion of privacy of an inmate, detainee or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

According to FMJS, staff and inmates are trained in recognizing signs of sexual abuse. "The Officer in Charge shall establish a zero-tolerance policy in order for the detection, prevention, elimination and responding to sexual abuse/harassment, sexual activity and staff sexual misconduct of inmates, to address the safety and treatment needs of inmates who have been a victim of a sexual act, and to discipline and seeks to prosecute those who perpetrate these acts upon inmates. The standard shall include the following:

- a) Staff Training – required as part of the new employee orientation and annual refresher training. All staff shall be trained to:
  - (1) Recognize the physical, behavioral, and emotional signs of a victim of sexual abuse;
  - (2) Understand the identification and referral process when an alleged abuse occurs; and
  - (3) Have a basic understanding of sexual abuse prevention and response techniques.
- b) Inmate Education – required as part of inmate orientation. All inmates will be provided the following information:

- (1) Methods inmates can use to protect themselves from becoming victims, while incarcerated;
- (2) Treatment options available to victims of sexual abuse, and
- (3) Methods of reporting incidents of sexual abuse,
- (4) A written copy of information summarizing this topic, i.e., pamphlet, inmate handbook, etc."

When a member of CCSO is advised by an inmate that they have been a victim of a sexual battery/assault that occurred in the detention facility, the staff should take all statements seriously and follow the following steps. Staff should provide immediate protection for the inmate from the alleged assailant. Staff should notify their immediate supervisor of the situation. The inmate should immediately be referred to medical for a medical evaluation and necessary treatment by a qualified healthcare professional. The inmate should be limited from washing, showering, eating, drinking, using the restroom, or changing clothes. The location of the crime scene should be determined, and every effort should be made to immediately secure it for law enforcement processing. If the alleged assailant is located in the same location (cell), the assailant should be removed to another secure area, and detained for law enforcement personnel. The on-duty Watch Commander then will ensure the Inmate has been protected from the assailant and receiving medical attention. Then notify the Jail Investigator or law enforcement personnel for appropriate investigation and response. If the alleged perpetrator is a staff member, the Detention Commander shall be immediately notified. The incident will be referred directly to Internal Affairs for further administrative investigation.

**§ 115.86 Sexual abuse incident reviews / § 115.88 Data review for corrective action.**

**Corrective Action**

- (1) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;

The PREA standard 115.86 requires an incident review of each alleged sexual assault/abuse unless the incident was unfounded. This review must consist of the following individuals; line supervision, upper- management, medical/mental healthcare and an investigator. There were no corrective actions taken during the 2023 Calendar year.

- (2) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;

A review was completed of each of the reports. It was determined that the inmates typically victimize other inmates. There were no sustained Staff on Inmate allegations for either abuse or harassment.

(3) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;

In reviewing all the reports, most allegations continue to be made against other inmates primarily in the housing unit areas. The Charlotte County Sheriff's Office conducts numerous rounds throughout the housing units each hour to increase staff visibility and reduce opportunities for PREA incidents to occur.

(4) Assess the adequacy of staffing levels in that area during different shifts;

Addressed on page seven under jail staffing.

(5) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

The Charlotte County Jail has also not only increased its camera monitoring, increased installation of security mirrors, but also upgraded our cameras to an enhanced digital video surveillance of all housing units to assist in limiting blind spots. In accordance with PREA and its standards, we mandate zero-tolerance and commit to maintain a secure, safe and humane environment for inmates and staff.

Prevalence of Substantiated and Unsubstantiated Incidents of Sexual Abuse and Harassment.

Chart 4: Yearly Comparison Allegations

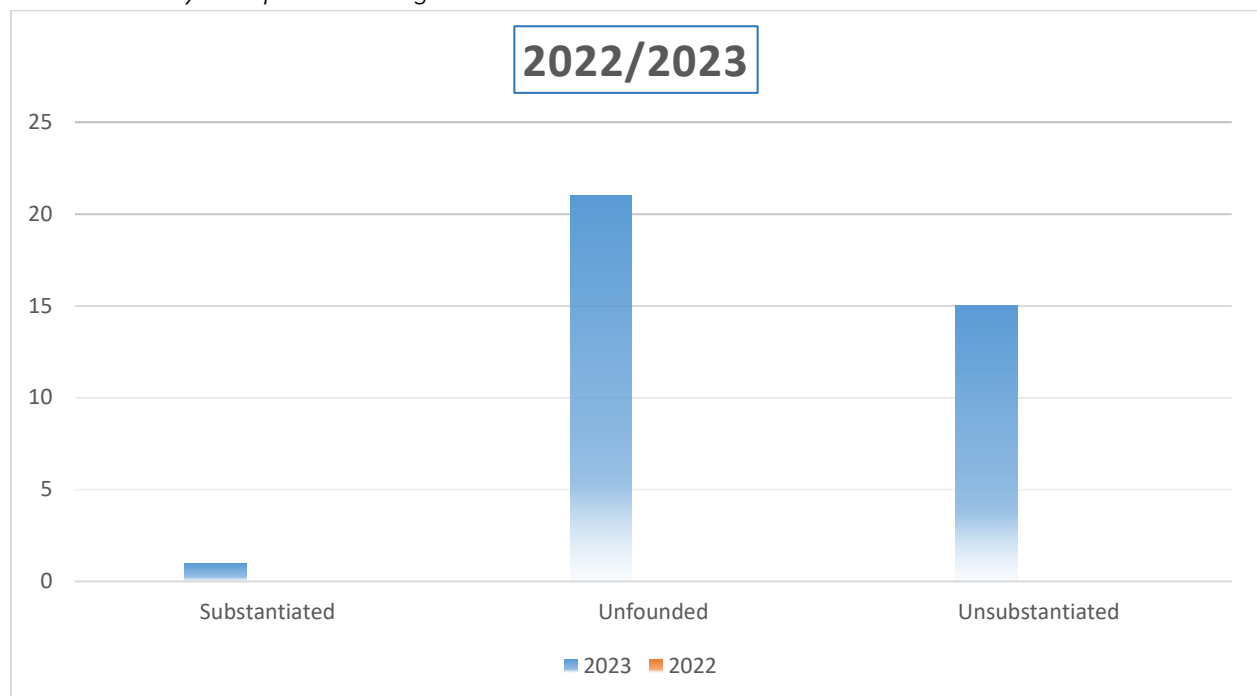
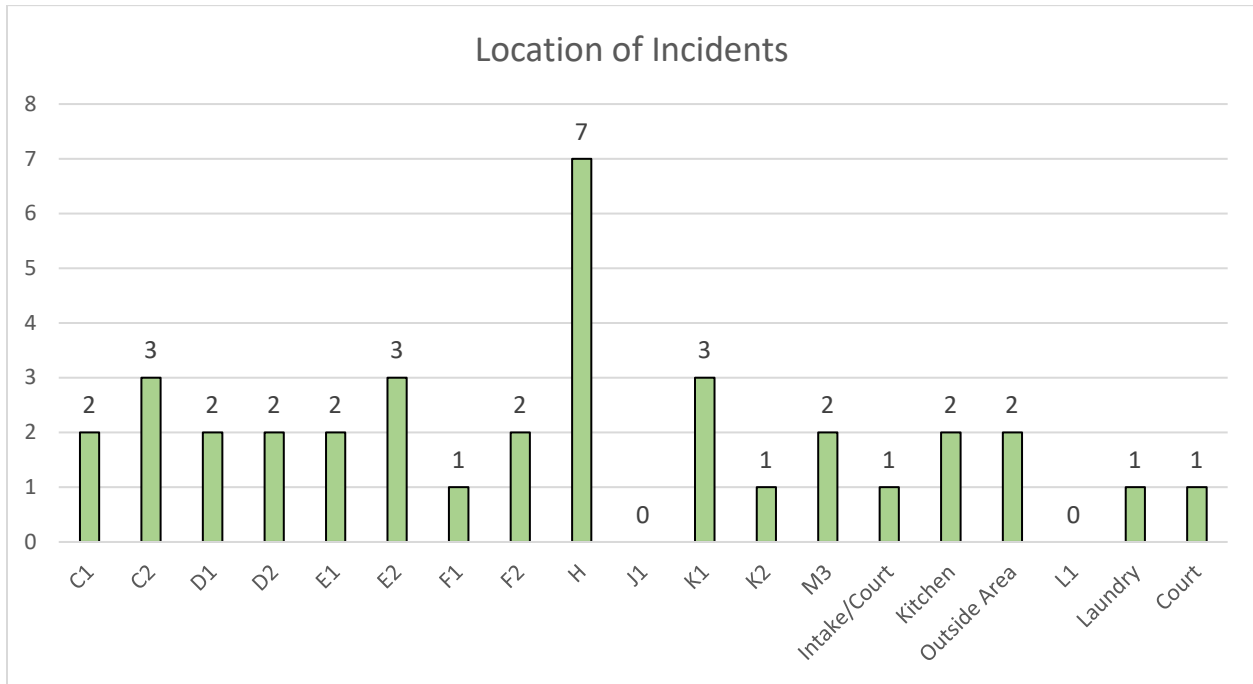


Chart 5: Locations of Incidents



§ 115.87 Data collection.

Total Number of PREA incidents reported and investigated. – **37 (From 01/01/23 thru 12/31/23)**

**Reporting**

		<b>Total</b>
<b>Security Staff</b>	<b>31</b>	<b>31</b>
<b>Rape Crisis Hotline</b>	<b>6</b>	<b>6</b>

**Sexual Abuse/ Assault**

	<b>Inmate- On Inmate</b>	<b>Staff- On Inmate</b>	<b>Total</b>
<b>Substantiated</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Unsubstantiated</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unfounded</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Open</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Sexual Harassment

	Inmate -On Inmate	Staff – On Inmate	Total
<b>Substantiated</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unsubstantiated</b>	<b>11</b>	<b>4</b>	<b>15</b>
<b>Unfounded</b>	<b>10</b>	<b>11</b>	<b>21</b>
<b>Open</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>21</b>	<b>15</b>	<b>36</b>

### Referrals to Law Enforcement

	Abuse/ Assault	Harassment
<b>Inmate-on-Inmate</b>	<b>1</b>	<b>0</b>
<b>Staff-on-Inmate</b>	<b>1</b>	<b>0</b>

### Other Relevant Factors

At this time, there are no other relevant factors to be included in this report.



## References

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