



U.S. Department of Justice

Federal Bureau of Prisons  
Federal Correctional Institution  
Otisville, New York 10963

Number: OTV 1315.071  
Date: April 26, 2013  
Title: LEGAL ACTIVITIES,  
INMATE

# Institution Supplement

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1. PURPOSE AND SCOPE: To supplement Program Statement 1315.07, Legal Activities, Inmate. The purpose of this institution supplement is to establish local procedures regarding use of legal reference material, preparation of legal documents, and access to legal counsel. This institution supplement must be read in conjunction with Program Statement 1315.07.

2. DIRECTIVES AFFECTED:

a. Directives Rescinded:

I.S. 1315.07k                      Legal Activities, Inmates

b. Directives Referenced:

P.S. 1315.07                      Legal Activities, Inmate  
I.S. 5267.08d                      Visiting Regulations

3. CORRECTIONAL STANDARDS REFERENCED: ACA Standards 4-4268, 4-4269, 4-4273, 4-4274, 4-4275, 4-4276, 4-4500 and 4-4505 are referenced.

4. RESPONSIBILITIES: The Supervisor of Education is responsible for the maintenance and operation of the inmate law libraries. Unit Managers are responsible for providing legal copies to inmates who lack sufficient funds, as outlined in Section 5 of this supplement.

5. PROCEDURES:

a. The general population law library hours are ordinarily Monday through Friday from 7:30 a.m. until 10:30 a.m., 11:30 a.m. until 3:30 p.m., and 4:45 p.m. until 8:30 p.m.. The library will be closed on Wednesdays from 2:30 p.m. until afternoon recall for the Education/Recreation Department staff meeting. The library will normally be open on Saturdays from 7:30 a.m. until 3:30 p.m., excluding count periods. Inmates will have the option of remaining in the leisure library, on an outcount, during the 10:00 a.m. Saturday count; inmates who choose this option will not be released from Education for the midday meal.

b. The Satellite Camp and Unit J law libraries are open seven days a week, from 7:30 a.m., until evening recall (excluding count times).

c. The following procedures have been established for inmates who do not have sufficient funds to purchase copy cards for legal copies:

- (1) The inmate who alleges he is without sufficient funds to purchase copy cards will be required to complete a BP-199.045 (green bubble form) obtained from their unit team.
- (2) This form, once completed, is to be submitted to the Unit Manager.
- (3) The Unit Manager will verify the monies received and spent in the inmate's account for the last six months.
- (4) The unit team will make the final determination regarding the inmate's request for legal copies.
- (5) If the inmate is approved for legal copies, unit staff will make arrangements to have copies made on the unit copy machine.

d. All signed BP-199.045's are considered "just debts," and, as such, the inmate is responsible for paying these debts when money is received. An inmate, who is without sufficient funds to pay for legal copies and who doesn't want to request assistance from the institution, has the option of utilizing carbon paper or sending the documents to his attorney to have copies made.

e. The unit team will ensure that an inmate, who doesn't have sufficient funds to pay for legal copies and has requested assistance through the institution, receives a job assignment to financially assist him in his needs.

f. Bond and carbon paper will be issued in reasonable amounts by the inmate librarian upon request. Additionally, a copy card operated machine is available for duplication of legal material.

When the commissary law library copier is inoperable, the Unit Manager shall make arrangements for legal copying to be done in the unit at the cost of 15 cents per page. Payment procedures are outlined in Section 5(c).

g. The Warden may grant additional time in the law library to those inmates who demonstrate a need for additional time. Application for this consideration is to be made by submitting to the unit team an "Inmate Request to Staff Member" form addressed to the Warden. The inmate will be required to show there is an imminent court (or other legal) deadline, that he has utilized the law library during all of his available leisure time and the reasons why his attorney cannot provide assistance to him. (Pro-se inmates are reminded that the Judge has assigned a court appointed attorney to assist them.) This information will be verified through the U.S. Attorney's Office before the request is submitted to the Warden.

h. Attorney visits will be conducted as outlined in Institution Supplement 5267.08d. Attorney visits will be processed as quickly as possible. Co-defendant meetings must be arranged in advance and the attorney must be present for the meeting.

i. Inmates in the Special Housing Unit who wish to use the law library shall submit an "Inmate Request to Staff Member" form to the Unit Officer to schedule times.

j. Inmates with sufficient funds for printing who don't have access to a TRULINCS printer (e.g., inmates in the Special Housing Unit), may request that documents from the electronic law library be printed at regular cost. Inmates must electronically select documents to be printed then submit a cop-out with the date and number of papers selected for printing to the Trust Fund department. Cop-outs must be received by the Trust Fund department within 45 days of documents being selected and printed by the inmate. Ghost printed documents are purged and can't be reprinted after 45 days. The Trust Fund department will reprint documents requested and forward the documents to staff in the Special Housing Unit for distribution to the inmate.

k. Indigent inmates may also request printouts of documents from the electronic law library. An indigent inmate is defined as one who hasn't had a trust fund account balance of \$6.00 for the previous 30 days. Indigent inmates must submit Attachment A with a BP-199.045 form for the cost of copies to their Unit Manager. The BP-199.045 form will be processed as a debt. The Unit Manager will verify the need for the documents and the inmate's indigent status, then forward the form to the Supervisor of Education who will make the copies.

l. Typewriters are available in the main law library during normal hours of operation.

m. The following procedures will be used for inmate access to computer-based media reading software for the purpose of viewing legal discovery material related to federal appeals. The content of this memorandum will be incorporated in to I.S. OTV1315.07k; Legal Activities, Inmate; as section 6.

#### ELECTRONIC DISCOVERY

Legal data on electronic storage media (CD's or DVD's) may be accepted by the institution only if it is mailed from the inmate's legal representative. Once received, the Unit Manager will ensure the media is examined in order to verify it contains only legitimate legal documentation. Inmates are not permitted to maintain or transport the electronic removable storage media. A tracking log (Attachment C) will track all material given to and returned by the inmate. Inmates must return all media to the issuing staff member prior to leaving the computer room. Computer Services will maintain the inmate legal discovery computer systems located in Education's computer room and at the Camp. Each inmate needing access to the computer system must have a PC Help ticket created by his unit team using the subject of Inmate Legal Discovery Account. The ticket will include the inmate's name, number, and housing unit. Unit team will have the inmate read and sign the Rules Governing Use of Electronic Storage Media to View Legal Materials (Attachment B). This form will be submitted to Computer Services. Computer Services staff will setup and provide computer access for the inmate. Any inmates with computer access or account issues shall report the issue to the assigned staff member. The staff member shall submit a work ticket to computer services for assistance.

MAIN INSTITUTION: All inmate electronic storage media will be maintained in the Education Department. Education staff will determine the hours when an inmate can review the legal material using the computer.

CAMP: The unit team shall maintain all electronic storage media. The Camp Administrator shall determine the hours when an inmate can review his electronic legal material.

6. OPI: Executive Assistant/Camp Administrator

\_\_\_\_\_  
/s/  
H. L. Hufford, Warden

**INMATE REQUEST FOR PRINTED PAGES FROM THE  
ELECTRONIC LAW LIBRARY**

Inmates who don't have the financial ability to pay for printing or copying of documents from the electronic law library may request these materials be provided at no cost. An inmate without funds is defined as an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. Inmates who meet this definition and have a verified need for limited reproduction of legal materials will also have to demonstrate to staff that these materials are essential to meeting an imminent court deadline or time-sensitive legal issue.

Inmates will complete a BP-199 form for the amount of legal copies received at government expense. Deposit Fund staff will process the BP-199 as a debt on the inmate commissary account. This debt shall be automatically deducted when the inmate receives funds into his commissary account.

Normally, inmates may receive up to 50 pages of legal material per request. Documents will be provided within a reasonable time from the date of the request, at a time so as not to interfere with the normal operations of the institution.

Reg. No. \_\_\_\_\_ Inmate  
Name \_\_\_\_\_

\*\*\*COMPLETE THE BELOW TABLE USING THE TRULINKS PRINT SERVICE  
SCREEN\*\*\*

| Date/Time Marked for Print                | Number of Pages |
|---|-----------------|
|   |                 |
|   |                 |
|   |                 |
|   |                 |
|   |                 |
| Total requested Pages<br>Marked for Print |                 |

Inmate Signature \_\_\_\_\_  
Date \_\_\_\_\_

Inmate \_\_\_\_\_ has been  
verified as being indigent and has met the aforementioned  
criteria to have legal documents or copies provided.

Unit Manager  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Rules Governing Use of Electronic Storage Media to View Legal  
Materials**

Inmate Name: \_\_\_\_\_  
Inmate Number \_\_\_\_\_  
Housing Unit: \_\_\_\_\_

I, inmate, \_\_\_\_\_ agree to abide by the following rules of use. I understand that any violation of these rules will result in my suspension from the program and disciplinary action.

1. A staff member will issue all legal media to me.
2. I am not permitted to leave the computer room without returning all media issued.
3. Media will be logged out when given to me and when I return it.
4. I will login to the computer system using the User ID given to me by the Computer Services department.
5. I will use the Quick View Plus software specifically designed to let me view various file types such as Word docs, Word Perfect, and PDF.
6. I understand other inmates are not permitted to gather around the computer to view my legal material.
7. I will not attempt to save, modify, or in any way, alter the data on the removable media.
8. I will not share my login credentials with anyone else.
9. I will only read my legal discovery material and make no attempt to alter the computer system from the purpose for which it was intended.
10. I understand that if I don't abide by these rules, I may lose my access to the computer system to view my legal materials using the computer system setup for such purposes.

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Witness Signature

\_\_\_\_\_  
Date

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Reviewed by Computer Services:

Date Inmate account created and issued to inmate: \_\_\_\_\_

\_\_\_\_\_  
Computer Services Staff

**Legal Discovery Disk Tracking Log**

Inmate Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

**This sheet is to remain with the Legal Discovery Disks**

| Department | Date Received | Staff Signature | Quantity | Date Reviewed | I/M Signature |
|------------|---------------|-----------------|----------|---------------|---------------|
| Mail Room  |               |                 |          |               |               |
| Unit Team  |               |                 |          |               |               |
| Education  |               |                 |          |               |               |

| Date Reviewed | Staff issuing | How Many disks | Inmate Signature | Time Out | Time Returned | How Many disks |
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