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# Change Notice

DIRECTIVE AFFECTED: 1310.03  
CHANGE NOTICE NUMBER: 1310.03  
DATE: 8/28/98

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1. PURPOSE AND SCOPE. To revise the Program Statement on Legal Assistance to Bureau of Prisons staff.
  2. SUMMARY OF CHANGES. The only substantive change to this Program Statement is a clarification that ethics-related issues should be directed to the Ethics Officer in the Office of General Counsel, Central Office. American Correctional Association standards were revised.
  3. ACTION. File this Change Notice in front of the Program Statement on Legal Assistance to Bureau of Prisons Staff.

/s/  
Kathleen Hawk Sawyer  
Director



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# Program Statement

OPI: OGC  
NUMBER: 1310.03  
DATE: 8/28/98  
SUBJECT: Legal Assistance to  
Bureau of Prisons  
Staff

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1. PURPOSE AND SCOPE. The Bureau of Prisons provides staff with legal assistance necessary to ensure that correctional policies and procedures are consistent with court decisions concerning correctional processes, offenders' rights, and other such matters.

Bureau of Prisons attorneys are responsible for providing legal, technical, and advisory services to Bureau and Federal Prison Industries staff, including the Director, Assistant Directors, Regional Directors, Chief Executive Officers, Department Heads, Regional Administrators, and other staff as appropriate.

For the purposes of this Program Statement, both Public Health Service employees who are assigned to the Bureau of Prisons and employees of the National Institute of Corrections are considered Bureau of Prisons staff.

2. PROGRAM OBJECTIVE. The expected result of this program is:

Staff will receive needed assistance from Bureau attorneys concerning statutory and court requirements, policy formulation, operational matters, and individual cases relating to the performance of their duties.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 1310.02      Legal Assistance to Bureau of Prisons Staff (9/29/94)

b. Directives Referenced

PS 1400.05      Mandatory Confidential Financial Disclosure (7/21/97)  
PS 3420.08      Standards of Employee Conduct (4/23/97)

4. STANDARDS REFERENCED

a. American Correctional Association 3<sup>rd</sup> Edition Standards for Adult Correctional Institutions: 3-4023

b. American Correctional Association 3<sup>rd</sup> Edition Standards for Adult Local Detention Facilities: 3-ALDF-1A-20

c. American Correctional Association Standards for Adult Correctional Boot Camp Programs: 1-ABC-1A-21

d. American Correctional Association 2<sup>nd</sup> Edition Standards for Administration of Correctional Agencies: 2-CO-1A-28

5. COURT REPRESENTATION. Representation in court actions is ordinarily provided by the U.S. Attorney in the district where the action is filed, with the assistance of Bureau counsel when needed. Requests for representation are made through Regional or General Counsel; appearances on behalf of individuals as well as the Government are ordinarily made by the U.S. Attorney's Office.

6. REQUESTS FOR ASSISTANCE. Bureau of Prisons staff who believe they require legal assistance in the performance of their duties, in administrative matters or in other legal areas may contact the attorneys within their region or the Office of General Counsel, Central Office. Ethics-related questions should be directed to the Ethics Officer, Office of General Counsel, Central Office.

/s/

Kathleen Hawk Sawyer  
Director