



Change Notice

DIRECTIVE AFFECTED: 5511.07
CHANGE NOTICE NUMBER: 5511.07
DATE: 8/14/98

1. PURPOSE AND SCOPE. To reissue the Program Statement concerning **Inmate Request to Staff**.
2. SUMMARY OF CHANGES. This revision incorporates pretrial/holdover instructions, updates ACA standards, includes Program Objectives, and revises the Inmate Request to Staff form (BP-S148).
3. ACTION. File this Change Notice in front of the Program Statement on **Inmate Request to Staff**.

/s/
Kathleen Hawk Sawyer
Director



Program Statement

OPI: CPD
NUMBER: 5511.07
DATE: 8/14/98
SUBJECT: Request to Staff, Inmate

1. PURPOSE AND SCOPE. To provide procedures which allow an inmate to make a written request to a staff member.

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

All inmates will have the opportunity to address written questions, requests, or concerns to any Bureau employee.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 5511.05 Inmate Request to Staff (3/3/94)

b. Directives Referenced. None.

4. STANDARDS REFERENCED

a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4017

b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: None

c. American Correctional Association Standards for Adult Correctional Boot Camp Programs: 1-ABC-1A-15

d. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: None

5. PRETRIAL/HOLDOVER PROCEDURES. The procedures specified in this program statement apply to all Bureau of Prisons' inmates.

6. PROCEDURES. Inmates shall be permitted to make written requests to staff using the Inmate Request to Staff form (BP-S148). The electronic version of this form is available on BOPDOCS and shall be reproduced locally and made readily available to all inmates.

However, institutions are authorized to continue using pre-existing non-electronic forms until that supply is exhausted.

/s/
Kathleen Hawk Sawyer
Director

PS 5511.07
8/14/98
Attachment A

P-S148.70 **INMATE REQUEST TO STAFF** CDFRM
Oct. 1986

U.S. DEPARTMENT OF JUSTICE

Federal Bureau of Prisons

TO: _____ **DATE:** _____
(Name and Title of Staff Member)

FROM: _____ **REGISTER No.:** _____

WORK ASSIGNMENT: _____ **UNIT:** _____

SUBJECT: (Briefly state your question or concern and the solution you are requesting. Continue on back, if necessary. Your failure to be specific may result in no action being taken. If necessary, you will be interviewed in order to successfully respond to your request.)

[illegible]

(Do not write below this line)

DISPOSITION:

(Staff Member)

(Date)