



U.S. Department of Justice

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

Number: OTV 1315.07j  
Date: April 12, 2010  
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a. Directives Rescinded: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. 1315.07i 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 five of this supplement.

5. PROCEDURES:

a. The general population law library hours are ordinarily Monday through Friday from 7:45 a.m. to 7:45 p.m., (excluding count times). The library hours on Saturday are ordinarily 7:45 a.m. to 7:45 p.m., (excluding count times). On Wednesday the law library is closed from 3:00 p.m. to 3:30 p.m.

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) 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 does not want to request assistance from the institution, has the option of utilizing carbon paper or sending the documents to his attorney for copies to be made.

e. The unit team will ensure that an inmate, who does not 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 five, part 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 who don't have access to a TRULINCS printer (inmates in the Special Housing Unit), may request TRULINCS documents be printed at regular cost. Procedures are outlined on the "Inmate Request for TRULINCS Print Form," Attachment A. Forms processed by Unit Management will be then turned over to Education which will make the copies.

Materials may be retained for four days unless there is another request for the same material in one of the other libraries. Materials can be renewed if demand permits.

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

6. OPI: Executive Assistant/Camp Administrator

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J.M. Killian, Warden

**Inmate Request for TRULINCS Print Form**

Inmates who do not have access to a TRULINCS printer (i.e., inmates in SHU) may request TRULINCS documents be printed at regular cost. Inmates will complete the following steps to request staff printing of documents.

1. Inmate will mark desired documents for printing in TRULINCS.
2. Inmate will complete a paper Inmate Request for Withdrawal of Personal Funds (BP-199) to deduct applicable print fees from his/her Trust Fund account. Inmate will calculate the BP-199 amount by multiplying the number of pages marked for print for the requested job on the TRULINCS Print Service Screen by 15 cents.

A debt will be created if the inmate temporarily does not have sufficient funds at the time the BP-199 is processed. Inmates may be denied print requests if they repeatedly process requests that result in the establishment of debts.

3. I have completed the above steps and hereby request the documents identified below be printed and my Trust Fund account charged in accordance with the attached BP-199.

Inmate Reg No: \_\_\_\_\_ Inmate Name: \_\_\_\_\_

\*\*\*Complete the below table using the TRULINCS Print Service Screen.\*\*\*

Type of Print	Date/Time Marked for Print	Number of Pages
<b>Total Requested Pages Marked for Print</b>		
<b>Price Per Page</b>		<b>X .15</b>
<b>Total Amount to be Charged Matching Attached BP-199</b>		<b>\$</b>

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

4. Inmate will submit this form with a completed BP-199 to his/her Unit Manager for processing.