

b. *From the Board of Parole.*—The U.S. Board of Parole will eventually adopt a similar policy, but until its present procedures for responding can be re-evaluated, some replies will continue to be directed to the Chief Executive Officer of the appropriate institution, in duplicate.

MYRL E. ALEXANDER,
Director, Bureau of Prisons,
Commissioner, Federal Prison Industries, Inc.

(Sample Transmittal Slip)

UNITED STATES PENITENTIARY, ATLANTA, GA. (DATE)

The attached letter was placed in our Prisoners Mail Box for forwarding to you. The letter has been neither opened nor inspected. If the writer raises a problem over which this institution or the Bureau of Prisons has jurisdiction, you may wish to write to me or to the Director, Bureau of Prisons, Department of Justice, Washington, D.C. 20537.

If the writer encloses for forwarding correspondence addressed to another addressee, please return the enclosure to me, or the Director.—WARDEN.

(Sample)

Each institution shall duplicate a supply of these transmittal forms for its own use.

BUREAU OF PRISONS, WASHINGTON, D.C., POLICY MEMORANDUM—SUBJECT:
RELIGIOUS BELIEFS AND PRACTICES OF INMATES

1. POLICY: FREEDOM OF RELIGIOUS BELIEFS AND PRACTICE

a. The objective of the Bureau of Prisons is to extend the greatest amount of freedom and opportunity in this area as is consonant with the total mission of the Bureau. This includes the requirements of maintaining security, safety, and orderly conditions in the institutions and of distributing available resources as wisely as possible among the many kinds of services and activities which contribute to these aims and to the purpose of rehabilitating offenders. To this end we have established these policies.

b. Chaplains employed by the Bureau are available to serve all inmates, assisting them to deepen and expand their knowledge, understanding and commitment to the beliefs and principles of the religion of their choice and to resolve such personal conflicts as they may have relative to religious beliefs.

c. Achieving these purposes may, and at times should, entail utilization of resources beyond those normally available within the institution, including clergymen or other representatives of churches in the community.

d. Staff, including part-time persons or volunteers who may be permitted to have contact with inmates, will never disparage an inmate's religious beliefs nor seek to persuade him to change his religious affiliation.

e. Except as provided below, inmates may attend any religious worship service conducted by an institutional chaplain unless there is some prior requirement on their time or unless his status does not permit him the freedom of the institution.

f. The chaplains should devote a reasonable portion of their funds to the procurement of a wide range of religious literature and should obtain free of cost suitable materials from all church groups of interest to members of the inmate body. Religious material should be made available to inmates who desire it—in both the chaplain and institutional libraries.

g. Where an inmate desires personal copies of certain books or a subscription to a religious periodical, he may arrange for this through the chaplain. Books and periodicals purchased for purposes of religious study or inspiration must meet the test of not being of such a nature as to injure the good order of the institution. Some material in this broad category is of an obviously inflammatory nature. Regardless of its effect on the individual who originally obtains it, its presence in the institution can be disruptive. Where the Warden is in doubt, he may seek the advice of the Bureau concerning particular publications.

h. An inmate will be permitted to retain for his use in the institution scriptural or devotional books appropriate to his faith. Also, books officially presenting the teachings or doctrines of a religious body shall be admitted into the institution. These books will be referred to the appropriate chaplain for review and delivery to the inmate.