

i. *Records*.—A permanent log will be maintained in the segregation unit. All admissions will be recorded indicating date, reason for admission, and the authorizing official. All releases from the unit will be similarly recorded. Officials required to visit the unit will sign the log giving time and date of visit. Unusual activity or behavior of individual inmates will be recorded in the log with a follow-up memorandum through the head of the institution for the inmate's file.

3. TRANSFERS FOR ADJUSTMENT REASONS

Whenever, in the opinion of the Adjustment Committee and/or Treatment Team, transfers to a more appropriate institution or facility is indicated, a complete progress report shall be prepared and shall describe the inmate's status in all phases of his program. In recommending or effecting such transfers, particular care shall be taken that (a) the inmate is not manipulating his situation by becoming a serious management problem, and (b) the staff has exhausted every reasonable local resource before transfer is considered.

BUREAU OF PRISONS, WASHINGTON, D.C., POLICY STATEMENT—SUBJECT: ACCESS TO LEGAL REFERENCE MATERIALS AND LEGAL COUNSEL AND PREPARATION OF LEGAL DOCUMENTS

1. POLICY

It is the intent of the Bureau to afford inmates reasonable access to legal materials, legal counsel and a reasonable opportunity to prepare their legal documents. The inmates program will continue without undue disruption by legal activities except in those instances where inmates are confronted with imminent deadlines established by the court in which the inmates lawsuits are pending. The purpose of this Policy Statement is to set forth the policies to be applied throughout our system. In certain instances the Policy Statement is purposely general to enable individual institutions, within these guidelines, to promulgate local rules and regulations which are most appropriate to their needs. Manual Bulletin No. 47, dated February 16, 1943, is accordingly rescinded.

All institutions are to submit copies of their regulations which implement this Policy Statement within 60 days from this date.

2. PROVISION FOR LEGAL RESEARCH MATERIALS BY THE INSTITUTION

a. While there appears to be no present legal requirement for the institution to provide law books for inmates, it is appropriate and equitable that we provide some of the basic legal reference materials which are most apt to assist the inmates needs. Lack of uniformity and large accumulations of irrelevant and meaningless materials have resulted from the application of Manual Bulletin No. 47.

b. In order to foster uniformity, as far as practical, provide meaningful resource materials, and avoid stockpiles of material of dubious value, all institutions are to provide copies of each of the following:

(1) The 7 volumes of Title 18, United States Code Annotated (Criminal Code and Criminal Procedure).

(2) Title 28, United States Code Annotated §§ 2241-2280 (Habeas Corpus and Motions to Vacate Sentences).

(3) Title 21, United States Code Annotated (Food and Drug).

(4) Title 26, United States Code Annotated §§ 4001-5600, and 7501 to end (Narcotics Offenses).

(5) A recognized law dictionary, such as Blacks Law Dictionary by West Publishing Company.

Three sets of United States Code Annotated should be sufficient for the major penitentiaries and the Medical Center. Other institutions should have sufficient numbers as are required by their needs. The United States Code Annotated should be kept current by obtaining the pocket parts each year from the West Publishing Company.

3. PURCHASE AND DISPOSAL OF LAW BOOKS AND OTHER LEGAL MATERIALS BY INMATES

a. If the inmate has the financial means to purchase a law book, he shall be allowed to do so unless there is a compelling reason to the contrary. It is inappropriate for an administrator to make the determination that the specific ma-