


**U.S. DEPARTMENT OF JUSTICE  
Federal Bureau of Prisons**



**PROGRAM STATEMENT  
Legal Assistance to Staff**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	OGC
Number	1310.04
Date	February 26, 2026

**Summary of Changes**

<i>Program Statement Rescinded:</i> <ul style="list-style-type: none"><li>▪ 1310.03 Legal Assistance to Bureau of Prisons Staff (8/28/1998)</li></ul>
<i>Changes:</i> <ul style="list-style-type: none"><li>▪ Clarifies which Bureau legal staff are the appropriate points of contact.</li><li>▪ Changes the title of the policy from “Legal Assistance to Bureau of Prisons Staff” to “Legal Assistance to Staff.”</li><li>▪ Updates American Correctional Association standards.</li></ul>

**1. PURPOSE AND SCOPE**

The Bureau of Prisons (Bureau) provides staff with legal assistance necessary to ensure correctional policies and procedures are consistent with relevant statutes, regulations, and court decisions concerning corrections, inmate rights, and other such matters.

Bureau attorneys are responsible for providing legal, technical, and advisory services to all staff, including those assigned to the Bureau from outside agencies (i.e., Public Health Service, National Institute of Corrections).

**a. Program Objective.**

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.

**b. Institution Supplement.** None.

## **2. LEGAL REPRESENTATION**

Requests for legal representation in civil litigation and matters before licensing boards (such as nursing, medical, or legal licensing authorities) are made through Consolidated Legal Center supervisory attorneys, Regional Counsels, and Office of General Counsel attorneys.

Representation requests must be approved by the U.S. Department of Justice's Civil Division before legal assistance to individuals may be provided. Legal services on behalf of approved staff are ordinarily provided by the United States Attorney's Office in the district where the action has been filed, with the assistance of Bureau counsel when needed.

## **3. REQUESTS FOR ASSISTANCE**

Bureau staff at institutions or regional offices who believe they require legal assistance in the performance of their duties, including but not limited to administrative matters or other legal areas, may contact attorneys at the Consolidated Legal Center or Regional Counsel's office that provides legal services to their duty station. Central Office staff may contact attorneys at the Office of General Counsel, Central Office. Ethics-related questions should be directed to the Ethics Officer, Office of General Counsel, Central Office.

## REFERENCES

### *Program Statements*

None

### *Forms*

None

### *ACA Standards*

Performance-Based Standards and Expected Practices for Adult Correctional Institutions (5th Edition): 5-ACI-1A-23

Performance-Based Standards and Expected Practices for Adult Local Detention Facilities (5th Edition): 5-ALDF-7A-02

Standards for the Administration of Correctional Agencies (2nd Edition): 2-CO-1A-28

### *Records Retention Requirements*

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.