



**U.S. Department of Justice
Federal Bureau of Prisons**

Washington, D.C. 20534

November 3, 2020

MEMORANDUM FOR ALL CHIEF EXECUTIVE OFFICERS

HUGH HURWITZ

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Date: 2020.11.03 14:43:16 -05'00'

FROM: Hugh J. Hurwitz
Assistant Director
for Administration

SUBJECT: Phone Minutes and Preventative Maintenance during
COVID-19

This memorandum is a follow up to the October 8, 2020 memorandum waiving certain Administration Division policies during COVID-19.

PREVENTIVE MAINTENANCE

All BOP institutions must ensure that preventive maintenance on equipment continues to be conducted in accordance with policy and the equipment's warranties and instructions. While the equipment may be operating properly at this time, failure to conduct the required maintenance can result in increased costs or worse, catastrophic failures.

PHONE MINUTES

The Coronavirus Aid, Relief, and Economic Security (CARES) Act required that, among other things, the Bureau provide phone calls free of charge to inmates if the Attorney General determines that emergency conditions materially affect the functioning of the Bureau. Such a declaration was made by the Attorney General and the Bureau began providing phone calls free of charge. Simultaneously, in order to make up for the loss of in-person visitation, the Bureau increased the phone minute cap from 300 to 500. While it remains unknown when the emergency conditions will be declared to be over, it should be anticipated that this increased allowance will not change until at least January 2021. Additionally, since the Bureau has already raised the phone minute cap from 300 to 500 during these conditions, Wardens should *not* make additional cap increases during the holiday period.

If you have any questions, please feel free to contact me or have your staff contact [REDACTED] Executive Assistant at

[REDACTED]
(b)(6); (b)(7)(C)