

**INMATE TELEPHONE MONITORING
TAPE ACCESS LOG**

**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**

Name of Person Reviewing Tape		Signature Of Person Reviewing Tape	
Title		Agency	
Office/Division			
Date/time in		Date/time Out	
Reason For Reviewing Tape (If subpoena, list agency and number(s) subpoenaed and inmate(s) involved.)			

I understand that the review of Inmate Telephone Monitoring Tapes must be conducted in strict compliance with the requirements set forth on the reverse side of this form.

The following is a list of tapes which I have reviewed and/or duplicated on the above referenced date:

<u>TAPE DATE</u>	<u>TIME OF CONVERSATION</u>	<u>DUPLICATE(S) TAPED (YES/NO)</u>	<u>EVIDENCE CONTROL NUMBER(S)</u>

Staff Escort Signature (If Required)

Date

THIS FORM IS LAW ENFORCEMENT SENSITIVE WHEN COMPLETED

REQUIREMENTS OF TELEPHONE MONITORING ACCESS

Law enforcement authorities outside the Bureau of Prisons are allowed access only within the scope of their legally authorized request. Random or general access to monitored telephone conversations is not permitted. The Warden shall ensure that requests from outside law enforcement authorities are processed according to the following guidelines.

Except where authorized by the Warden, all outside law enforcement authorities shall remain under escort while in the telephone monitoring library. The Warden may require the requesting agency to bear those additional expenses (e.g., overtime) necessitated solely by complying with this request. The Warden may make an exception to the escort requirement upon determining that the outside law enforcement official is sufficiently trained in equipment operation, and agrees to follow the required procedural controls.

Because large volume requests require an extensive expenditure of time and manpower beyond the limited resources of the Bureau's investigative staff, the Warden shall require, as a condition for responding to such a request, that the law enforcement officials assist in the processing of their own request.

The Warden is to ensure that clear controls are present to limit access to the scope of the request. Any law enforcement official who provides assistance in the processing of his or her request shall be required to acknowledge, in writing, that access is limited to the scope of the legal authorization.

On occasion, law enforcement authorities may request, on their own initiative, that Bureau of Prisons officials disclose information regarding telephone calls made from a particular institution or by a particular inmate(s) in connection with criminal investigation outside the confines of the prison on subjects unrelated to prison concerns. Requests made for past activity without proper legal authorization will have the limited effect of prison officials advising the requesting agency whether the requested phone activity is present. However, the actual contents of the call(s) may not be disclosed without proper legal authorization (e.g., proper search warrant).

In no case may prison officials honor requests for monitoring of future (yet to be completed) calls without a wiretap or communications intercept or similarly imposed court order, except in instances directly related to an ongoing BOP investigation related to prison security. The approval of the Regional Counsel shall be obtained in this situation.

To ensure that proper legal authorization has been obtained, the Warden is to ensure that all such requests and the legal supporting documentation are referred to the Regional Counsel or designee for clearance. This authority ordinarily is not to be designated below the Regional Office level.

In the event that the proper legal requirements have been satisfied, the master tape involved shall be properly marked by SIS staff as evidence, and a duplicate cassette copy of the requested conversation should be placed on its own cassette tape. This procedure allows for proper evidence control by the Bureau of Prisons. The requesting agency is responsible for providing blank cassette tapes for this purpose.

Once the master tape is marked as evidence, it must be permanently stored and not erased, unless released in writing from the requesting agency. Obviously, it will be necessary to make arrangements with the requesting agency to replace the tapes that are "frozen" as evidence so as not to deplete the available tapes in the telephone monitoring library. Every effort shall be made to maintain the integrity of this library, and original master tapes may not be removed from the library. Exceptions to this policy prohibiting the release of master reels must receive prior written approval from the Intelligence Section, Correctional Services Branch, Central Office. Where a federal court orders the immediate production of a master tape, and prior Central Office approval is not possible, the tape should be produced, followed by immediate notification to the Intelligence Section. Legal review should occur prior to release of a master tape.

I have read the above instructions and understand and agree to the conditions set forth:

Signature of Law Enforcement Agency

Date