

To: "████████">>

Subject: Correctional Services Manual Receipt ((SENSITIVE BUT UNCLASSIFIED: STAFF ACCESS ONLY))

Date: Fri, 02 Aug 2019 18:33:38 +0000

Importance: High

Good afternoon,

Upon receiving your Correctional Services Manual, confirm via this emailing by clicking the completion box. This email details your responsibilities with the manual and is also outline in your book.

The **Correctional Services Manual** provides information concerning institution security procedures and is intended primarily for law enforcement purposes.

Copies may not be provided to non-Bureau requesters without the prior written approval of the Correctional Services Administrator, Correctional Programs Division, Central Office. Under no circumstances may any portion of this Manual be shown or given to an inmate.

a. Distribution. This Manual is to be distributed to Bureau components as specified by the Correctional Services Administrator. Care must be exercised to maintain the Manual's Sensitive But Unclassified status. Staff who receive a Correctional Services Manual must ensure it is maintained in a secure location at all times.

If a Manual is lost, the Warden or designee must immediately send a memorandum detailing the circumstances to the Regional Correctional Services Administrator and the Central Office Correctional Services Administrator.

10 of 10

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