



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

MCC New York

Metropolitan Correctional Center
[REDACTED]
New York, New York 10007

August 12, 2019

MEMORANDUM FOR TOVA NOEL, CORRECTIONAL OFFICER

FROM: [REDACTED], Captain

SUBJECT: Reassignment of Duties & Limited Institution Access – [REDACTED]

This memorandum is written to notify you effective with issuance and/or receipt of this memorandum, and until further notice, you are required to complete duties as assigned by the Operations Lieutenant. You will be assigned to work either Staff Screening, or Front Lobby. If there is no vacancy in either of these two positions, the Operations Lieutenant will assign you to Phone Monitor.

You will continue to work your normal schedule of Wednesday through Thursday 2:00 pm - 10:00 pm and Friday through Sunday 4:00 pm - 12:00 am, with Monday and Tuesday being off days. You will continue to follow normal protocol as it relates to leave requests and procedures. As a reminder, you are not to leave your assigned area without checking with the Supervisor first. Your access within the confines of the institution will be limited. You will be restricted to the first floor.

Should you have any questions or concerns regarding this correspondence, please feel free to contact me.

I have received the original and one copy on the date indicated.

Signature _____ Date _____



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August 12, 2019

MEMORANDUM FOR CONTROL CENTER

FROM: [REDACTED], Captain

SUBJECT: Limited Institution Access – [REDACTED]

Please be advised the above employee is not authorized access beyond the first floor. This restriction will remain in effect until further notice.

Questions or concerns should be directed to me or [REDACTED], AW (P).



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FROM: ██████████, Captain

SUBJECT: Limited Institution Access – ██████████

Please be advised the above employee is not authorized access beyond the first floor. This restriction will remain in effect until further notice.

Questions or concerns should be directed to me or ██████████, AW (P).