

INMATE  
ADMISSION & ORIENTATION  
HANDBOOK



UPDATED: August 20, 2019

**TABLE OF CONTENTS**

PROLOGUE . . . . . 3

INTRODUCTION . . . . . 4

INTAKE/CLASSIFICATION INFORMATION . . . . . 4

GENERAL INFORMATION . . . . . 5

COMMUNICATIONS (TRULINCS) . . . . . 6

SANITATION . . . . . 8

QUARTER RULES . . . . . 10

COMMISSARY . . . . . 12

INMATE TELEPHONE (TRUFONE) . . . . . 16

PROGRAMS AND SERVICES . . . . . 21

VISITING . . . . . 22

DIRECTIONS TO THE INSTITUTION . . . . . 25

PSYCHOLOGY SERVICES . . . . . 32

HEALTH SERVICES . . . . . 41

LEGAL SERVICES . . . . . 54

DISCIPLINARY . . . . . 60

RELEASE . . . . . 64

RIGHTS AND RESPONSIBILITIES . . . . . 70

SEXUALLY ABUSIVE BEHAVIOR . . . . . 84

CONTACT OFFICES . . . . . 88

## PROLOGUE

The Federal Correctional Institution Danbury is comprised of three facilities: FCI (Low Security-Male), FSL (Federal Satellite Low-Female), and FPC (Federal Prison Camp-Female). The A&O Handbook is designed to assist you with becoming familiar with the operating procedures of your designated facility. The institution provides programming, job assignments, and specialty programs that are unique to the area and the facility.

The Federal Bureau of Prisons protects society by confining offenders in the controlled environments of prisons and community-based facilities that are safe, humane, cost-efficient, and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

We are hopeful that your transition at FCI Danbury will be smooth. We encourage you take full advantage of all of the educational and recreational activities that are available daily.

If a problem should arise, please attempt to resolve your issues at the lowest level possible within the institution's chain of command which includes: Warden is the Chief Executive Officer for your assigned facility and has overall responsibility of all staff and inmates and daily operations of the institution. Associate Warden (Operations) has direct supervision and support of the following departments: Facilities, Trust Fund, Food Service, Health Services, Safety, and Education/Recreation. Associate Warden (Programs) has direct supervision and support of the following departments: Unit Management, Correctional Services, Correctional Systems (Mail Room and Receiving and Discharge), Case Management Coordinator, Psychology Services, Re-Entry Affairs, and Religious Services. Executive Assistant/Camp Administrator works closely with the Warden and other members of the executive staff and provide administrative support and supervision of operating procedures at the FPC and FSL. Captain has overall responsibility of security procedures and supervision of all staff assigned to correctional services. Manager's and Supervisor's which are commonly referred to as department heads, provides direct oversight and supervision to a specific department and all staff within their respective department.

## **Introduction**

The purpose of this handbook is to provide arriving inmates with information regarding the Bureau of Prisons (BOP), its programs, and the rules and regulations. It is not a specific guide to the detailed policies of the BOP. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to incarceration.

## **INTAKE, CLASSIFICATION AND THE UNIT TEAM**

### **Orientation**

Inmates are given a social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse.

Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility. **Inmates with literacy issues or disabilities will be assigned an inmate companion during A&O and can be further assisted by the A&O Counselor.**

### **Classification Teams (Unit Teams)**

Each inmate is assigned to a housing unit. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for the inmates living in the unit. The unit offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 6:00 a.m. to 7:00 p.m., and during the day on weekends and holidays.

## GENERAL FUNCTIONS OF UNIT STAFF

**Unit Manager:** The Unit Manager is responsible for providing oversight for members assigned to the team. A Unit Team consists of Case Managers, Counselors, and Unit Secretary. The Unit Manager provides guidance regarding unit-based activities, management of inmates, and overall operational functions of assigned units. The Unit Manager reviews team decisions and may serve as Chairperson of the Unit Discipline Committee (UDC), which hears disciplinary infractions. The Unit Manager is ordinarily present during initial classifications and subsequent program review(s) in which RRC placement is discussed.

**Case Manager:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. The Case Manager serves as a liaison between the inmate, the administration, and the community.

**Correctional Counselor:** The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. He/She plays a leading role in segments of unit programs relating to inmate activities. The Unit Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population.

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties, to include the preparation of release paperwork.

**Unit Officer:** The Unit Officers have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers control movement in and out of the unit and conduct regular searches for contraband. A general announcement will be made at the beginning of each of the three primary shifts, verbally announcing to the inmates in each housing unit, including segregated housing areas, that "opposite gender staff will be in housing units during each shift." This announcement will be made using the general public address system (e.g., from Control or Lieutenants' Office). If the public address system does not cover these areas, an individual announcement in each housing area, including segregated housing areas, will be made.

## **Communications**

Normally, a unit staff member is available each day of the week and most evenings until 7:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize Town Hall meetings to dispense information and foster improved communications. Unit team members will utilize either open house hours or an open door policy to address inmate concerns. Unit Managers are ordinarily at mainline Monday through Friday. Inmates are also encouraged to use Inmate Requests to Staff or TRULINCS messaging to make requests in writing.

## **Initial Classification/Program Reviews**

Inmates initially designated to the institution will receive initial classification within 28 days of arrival. The Unit Team may request input from Psychology, Medical, and Education staff to assist with the development of program recommendations which will address skill deficits that may deter successful reentry into the community.

Subsequent program reviews will be held every 90 to 180 days, depending upon release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security level, institutional adjustment, etc. The inmate may not waive appearance with the Unit Team.

## **Unscheduled Program Reviews**

Inmates may request an unscheduled program review from their unit team by submitting an Inmate Request to Staff (Cop-Out) to their assigned case manager. An unscheduled program review or "special team" will be considered for inmates with unusual personal circumstances or changes to their case.

## **Reentry Pre-Release Programming**

The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to improve inmates' chances of a successful reentry upon release. The Institutional Reentry Affairs Coordinator (RAC) is available to assist inmates with a variety of resources to aid a successful community transition. The RAC can be contacted via electronic cop-out or during the morning meal at mainline.

It is imperative at initial classification (Team) that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve

inmates' chances of a successful reentry. Each time an inmate goes to team, he or she will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of program recommendations.

Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, Medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application process if applicable prior to release. Lastly, the Career Resource Center, located in the Education Department, can also provide you with pre and post release programming and educational resources, potential employment and housing information, as well as potential benefits information.

### **Town Hall Meetings**

Town Hall meetings are conducted to make announcements and to discuss changes in the policy and procedures of the unit or institution. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal issues will be resolved by unit staff during the regular working hours which are posted in each unit.

### **Treaty Transfer for Non-U.S. Inmates**

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmate's home country has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmate's eligibility for participation in the program.

### **Foreign Consular**

The most recent publication of the Consular Notification and Access directory will be located in the Law Library and on TRULINCS.

## **DAILY INMATE LIFE**

### **Personal Property**

Inmates will maintain their personal property inside of their assigned lockers or foot locker. One pressed uniform may be hung on a hanger, on Visitation days. The uniforms will be hung at the foot of the bed posts. At all other times, uniforms will be secured in lockers or foot lockers.

### **Sanitation**

It is the inmate's responsibility to check their cell immediately after being assigned there and report all damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making their bed in accordance with posted regulations before work call (including weekends and holidays when you leave the area). Each inmate is also responsible for sweeping and mopping their area, removing trash, and ensuring it is clean and sanitary. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged and have nothing on top of them from 7:30 am to 4:00 pm, Monday thru Friday. Chairs are assigned to each bed assignment, and will not be defaced or marked in any manner by the inmate.

Showers will be off limits from 10:30 pm to 5:30 am and 7:30 am to 10:30 am. One shower will be available for inmates returning from recreation and food service workers.

### **Indigent Inmates**

Inmates who are determined to be indigent can request hygiene packages from their assigned unit counselor. Indigent inmates who are in need of stamps should submit a cop-out to their assigned unit manager who will be responsible for issuing stamps.

### **Clothing**

Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females.

The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the

inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates.

Authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. - black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed.

### **Commissary/Special Purchase Items**

These items are authorized to the point they can be contained in the storage area provided for personal property.

### **Letters, Books, Photographs, Newspapers, and Magazines**

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface outside of the locker. Items that have suggestive, graffiti or gang paraphernalia may not be displayed in or on an inmate's locker or other personal belonging such as a mug, book, etc. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy.

These materials will be returned to the sender upon receipt at the institution.

### **Legal Materials**

Staff may allow an inmate to possess legal materials in accordance with the provisions on inmate legal activities.

Legal lockers are available in each unit based on approval of the Unit Manager.

### **Hobby craft Materials**

Staff shall limit an inmate's hobby craft projects within the cell or living area to those projects which the inmate may store in designated personal property containers. Recreation staff will provide lockers for inmates interested in signing up for the hobby craft program. Staff may make an exception for an item (for example, a painting) where size would prohibit placing the item in a locker. This exception is made with the understanding that the placement of the item is at the inmate's own risk. Staff shall require that hobby craft items be removed from the living area when completed.

### **Radios, MP3 Players, and Watches**

An inmate may possess only one approved radio or MP3 player, and watch at a time. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, MP3 player, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio, MP3 player, or watch at the new institution, the inmate shall be permitted to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. Where the inmate refuses to provide a mailing address, the radio, MP3 player, and/or watch may be disposed of through approved methods, including destruction of the property. The MP3 player can be managed through TRULINCS. This service allows inmates to manage the player and to purchase non-explicit music.

### **Jewelry**

Inmates may have a plain wedding band and an appropriate religious medallion and chain without stones.

### **Smoking**

Inmate smoking and all tobacco products are prohibited in all BOP facilities.

### **Quarters Rules**

In order to minimize maintenance costs, permit uniform inspection, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units.

All beds are to be made daily in the prescribed manner by 7:30 am Monday through Friday and by 10:00 am on Saturday, Sunday, and Holidays. If a cell or room is not acceptable, disciplinary action may be taken.

Unit meal rotation is based on weekly sanitation ratings of each unit.

The unit with the highest sanitation is called first, and the unit with the lowest rating is called last.

Room or cell doors are closed when inmates are not in them.

Each inmate is responsible for the cleaning and sanitation of his or her room or cell.

Everyone is responsible for cleaning up after themselves.

All Pictures should be placed in your locker. You may place pictures inside your locker door. No pictures are to be posted on the walls, doors, or outside of lockers. One coat, and one laundry bag of dirty laundry may be hung on the post at the foot or head of the bed. No towels, sheets, and/or blankets will be used as mats or rugs on the floor. You may not hang towels or bed sheets from bed posts or top bunk to make curtains or impede the view of the beds. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed anywhere in the facility.

Showers are available every day, but inmates may not be in the shower during an official count.

Safety shoes must be worn to work as designated in policy.

Inmates will be appropriately clothed in all common areas of the institution. Inmates should only shower, perform bodily functions, and change clothing in designated areas (e.g. cell, shower rooms, bathrooms). Housing unit officers of the opposite gender, or any other cross-gender staff, may view breasts, buttocks, or genitalia only in an exigent circumstances, or when incidental to security checks of these designated areas of the housing unit.

Unit televisions may be viewed between the hours of 6:00 am and 11:45 pm Sunday through Thursday and 6:00 am to 2:00 am on Friday, Saturday, and Sunday's prior to a holiday. Unit televisions are designated with special programming such as sports, cultural, news and movies. Inmates are reminded that TV viewing is a privilege and can be taken away.

### **Wake-up**

A general wake-up for all inmates is conducted Monday- Friday at 6:00 a.m. It is the inmate's responsibility to leave the unit for meal and work. Late sleepers who are unable to maintain rooms or arrive to at work on time are subject to disciplinary action.

## **Unit Moves**

Unit assignments are done by the inmate's assigned Unit Team. The Unit Manager has discretion to move inmates within their assigned housing units or to other units within their supervision. Unit moves can be made to address medical needs and safety concerns, balance the unit population, and to provide increase supervision of problematic inmates.

## **Clothing Exchange & Laundry**

Institutions issue clothing to the inmate population that is properly fitted, climatically suitable, and presentable. FCI Danbury will furnish each inmate with sufficient clothing to allow five changes of clothes weekly.

Institutions establish local procedures to account for the initial issue of Government-furnished items to inmates and for their return before release. Government-issued clothing will not be altered or disfigured in any manner. Examples include, but not limited to, the following: converting pants to shorts, pleats, cutting off shirt sleeves, defacing clothing, etc. An inmate found to have destroyed government property may receive disciplinary action to include the imposition of a monetary fine. Each institution has established local procedures for replacing lost, damaged, or clothing that does not properly fit. Additionally, you may contact the Trust Fund Department for guidance or questions related to the Laundry/Clothing operation. Local procedures for proper wearing of clothing, is located on the TRULINCS bulletin board.

## **Commissary**

The BOP maintains inmates' monies (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the privilege of obtaining merchandise and services either not provided by the BOP or a different quality than that provided by the BOP. An inmate may use funds in their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, withdraw funds by creating a BP-199 or send funds through TRUGRAM. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card.

Commissary shopping schedules are posted yearly on the Inmate TRULINCS Bulletin Board and monthly on commissary shopping list. Funds are withdrawn after positive identification by commissary card or fingerprint identification. It is the inmate's

responsibility to know the amount of money available in his account. Inmates may verify their account balances by utilizing TRULINCS or the inmate telephone (118+PAC). Inmates must have their commissary card in their possession at all times for identification purposes.

### **Spending Limitations**

The National Spending Limit is 360.00 but may be further restricted at the local level.

Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle. FCI Danbury has a Bi-Weekly spending limit OF \$180.00 on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

### **Inmate Pre-Release Savings Account**

The FCI, FSL, and FPC have established a Pre-Release Savings Account thru the Trust Fund Inmate Account Program. See your assigned unit counselor to initiate or receive information in regards to establishing an Inmate Pre-Release Savings Account.

### **Excess Stamps**

Inmates can be in possession of one book of stamps or the equivalent of 20 stamps. Inmates who are in need of more than 20 stamps for shipping reasons will need to submit a cop-out to their assigned Unit Manager and provide their justification for excess stamps. Once the Unit Manager signs the cop-out, the inmate will take the cop-out to commissary.

### **Deposits to Accounts**

*U.S. Postal Service*

**Inmates' families and friends should not send funds to the institution, as they will be returned to sender. All funds should be sent to the National Lockbox in Iowa:**

Federal Bureau of Prisons  
Insert Valid Committed Inmate Name  
Insert Inmate Eight-Digit Register Number  
Post Office Box 474701  
Des Moines, Iowa 50947-0001

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. All non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The BOP will return to the sender funds that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit. The sender's

name and return address must appear on the upper left-hand corner of the envelope to ensure the funds can be returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The BOP shall dispose of all items included with the funds.

In the event funds have been mailed but have not been received in the inmate's account and adequate time has passed for mail service to Des Moines, Iowa, the sender must initiate a tracer with the entity who sold them the money order to resolve any issues.

### **Western Union Quick Collect Program**

Inmates' families and friends may also send inmates funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 pm EST will be posted by 7:00 am EST the following morning. Funds sent to an inmate through the Quick Collect Program may be sent via one of the following ways:

- 1) At an agent location with cash: The inmate's family or friends must complete a Quick Collect Form.
- 2) To find the nearest agent, they may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com).
- 3) By phone using a credit/debit card: The inmate's family or friends may simply call 1-800-634-3422 and press option 2.
- 4) ONLINE using a credit/debit card: The inmate's family and friends may go to [www.westernunion.com](http://www.westernunion.com) and select "Quick Collect".

For each Western Union Quick Collect transaction, the following information must be provided:

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes) followed immediately by Inmate's Last Name
- 2) Committed Inmate Full Name entered on Attention Line
- 3) Code City: FBOP, DC

Please note the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The Code City is always FBOP, DC.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the

correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public).

Questions or concerns should not be directed to the BOP.

### **Commissary Fund Withdrawals**

Requests for Withdrawal of Inmate Personal Funds, BP-199 forms, will be processed weekly by Trust Fund, Inmate Accounts. Withdrawals are initiated in TRULINCS, Send Funds (BP-199) by the inmate. When the BP-199 is printed it must be signed by the inmate in staff presence and hand delivered. The Supervisor of Education approves withdrawal requests for correspondence courses and materials for approved education programs. Unit Managers will approve all other withdrawal requests. Only an Associate Warden can approve inmate withdrawals exceeding \$501.00.

### **TRULINCS**

The Trust Fund Limited Inmate Computer System (TRULINCS) is the inmate computer network that provides inmates access to multiple services. At no time do the inmates have any access to the Internet.

Inmate access, dedicated TRULINCS workstations are located in all units and the auditorium area. To perform various functions of the system, inmates use their register number, Phone Access Code (PAC), and Commissary Personal Identification Number (PIN). Inmate access to these workstations varies depending on the institution.

Account Transactions - This service allows inmates to search and view their Commissary, telephone, and TRULINCS account transactions, as well as, view their Media List.

Bulletin Board- This service is used to supplement the use of inmate bulletin boards within the institution for disseminating information to the inmate population.

Contact List- This service is used by inmates to manage their email address list, telephone list, and postal mailing list. Inmates also mark for print postal mailing labels within this service.

If an email address is entered for a contact, TRULINCS sends a

system generated message with a password to the contact directing them to [www.corrlinks.com](http://www.corrlinks.com) to accept or reject email contact with the inmate prior to receiving any messages from the inmate. If a positive response is received, the inmate may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address.

Law Library- This service allows inmates to perform legal research. Congregating in this area will not be tolerated.  
Manage Funds- This service allows inmates to manage their personal funds by creating/canceling Requests for Withdrawal of Inmate Personal Funds (BP-199) and their Pre-Release Account.

Manage TRU-Units- This service allows inmates to purchase TRU- Units using available Commissary funds or transfer TRU-Units back to their Commissary account.

Prescription Refill- This service allows inmates to request prescription refills via TRULINCS of self-carry medications that are ready for refill directly to the Pharmacy. Pharmacy staff will receive the prescription refill request and process the request accordingly. Inmates will follow established local procedures for picking up requested prescriptions.

Print- This service allows inmates the opportunity to print various documents marked for print within TRULINCS. Mailing labels and BP-199 forms may be printed for free. All other documents can be printed at a cost.

Public Messaging- Inmates may correspond with friends and family using public messaging. This is a restricted version of email that will only allow text messages and no attachments. There is a cost per minute fee for using this service. Messages are limited to 13,000 characters.

Request to Staff- This service allows inmates to correspond with staff electronically. The list of available departments varies by institution; however, there is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmate with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

Survey- This service allows inmates to take Bureau surveys (i.e., Institution Character Profile).

#### **Inmate Telephone System -TRUFONE**

Each inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates.

A replacement fee will be charged if a PAC is misplaced or compromised. In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS.

The hours of telephone operation begin at 6:00 am and end no later than 11:30 pm. Inmate access to telephones will normally be limited during the following times, Sunday through Saturday, including holidays: 6:00 am thru 4:00 pm 4:30 pm thru 8:30 pm 9:30 pm thru 11:30 pm. Inmates are expected to be at their work assignments and must not use the telephone during their work hours.

Inmates are expected to be at their work assignments and must not use the telephone during their work hours. For inmates who work varied work shifts, one telephone in the auditorium and one in the recreation leisure area will be available for inmates on "days off," or "evening shift."

Directions for use of TRUFONE are posted near the telephones. All calls are limited to 15 minutes. Telephone calls are subject to monitoring and recording by institution staff. Inmates are limited to 300 minutes per month and may be used for collect or direct dial calls, both are used to count down the 300 monthly limit. Ordinarily, inmates will be allowed an extra 100 minutes per month in November and December. Telephone rates are posted throughout the institution.

TRUFONE credits are transferred using the TRUFONE system and must be done in whole dollar amounts.

An inmate's commissary account must have a \$1.00 balance or more to transfer funds and the minimum of \$1.00 on their phone account to place a call. Funds may be transferred to phone accounts twice per day. The TRUFONE credits are deducted from an inmate's commissary account and transferred to the TRUFONE account immediately. Transfers may be made from any telephone during operational hours. It is each inmate's responsibility to verify the correctness of the amount transferred.

### **SECURITY PROCEDURES**

Attire

FCI/FSL/FPC

Inmates will be in the proper uniform, FCI (khaki pants, khaki shirts, and Brown T-Shirts), FSL (Khaki pants and khaki shirts), FPC (Green pants and green shirts) Monday thru Friday, between 7:30 a.m. and 3:30 p.m. The uniform will be maintained in a neat and professional manner, with shirt tucked in and pants around the waist line. **Inmates housed at the FSL and FPC are required to have**

their institutional shirts and t-shirts tucked. T-shirts will be tucked in at all times.

Other than approved religious headwear, hats, and scarves will not be worn while indoors. Wave Caps can be worn in the unit.

For more information regarding approved religious head wear, please review Program Statement 5360.09, Religious Beliefs and Practices. Inmates should wear their work boots at all times with the exception of recreation. Soft shoes can only be worn in food service or work assignments with medical authorization. Additional information on inmate dress expectations is located on the TRULINCS bulletin board.

### **Inmate Identification Cards**

Inmates are required to have their identification cards on their person at all times upon departing their assigned cell. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards. Lost, stolen or damaged cards must be replaced.

### **Counts**

Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period as follows 12:00 am, 2:30 am, 5:00 am, 4:00 pm, and 9:00 pm. On weekends and holidays, an additional count will be conducted at 10:00 a.m.

The inmate is expected to be standing at bedside during official counts held at 4:00 p.m. and 9:00 p.m., on weekdays and 10:00 a.m., 4:00 p.m., and 9:00 p.m. on weekends and holidays, and during any emergency count. Institutions with secure cell space are required to lock the inmates in their cells for all official counts, unless the inmates are on out-counts in areas such as Food Service, Health Services, Visiting, etc. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is clear. The inmate must actually be seen at all counts, even if the inmate must be awakened.

### **Call-Outs**

Call-outs are a scheduling system for appointments (which include medical, dental, educational, team meetings and other activities) and are posted each day on TRULINCS and on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis.

### **Work Pass**

During the regular work day, 7:30 a.m. to 3:30 p.m., inmates must have a pass to move from one area of the institution to another except for movement to assigned details. Each move will be announced by staff. CMS Detail Supervisors issue work passes whenever it's necessary to leave to go to a work area around the institution. Inmates are permitted a limited amount of time to travel to and from each area. It's the inmate's responsibility to make sure the staff member notes the correct time on the pass. If more than ten minutes is used to travel from one area to another, or in an unauthorized area, the inmate is subject to disciplinary action.

When returning to the area from which the pass was originally issued, the staff member who issued the pass will write on the pass the time of return.

**Controlled Movement (FCI and FSL):** A controlled movement is in effect from 7:30AM to 4:00PM Monday thru Friday. Open movement will commence at 7:30 AM and will last for 10 minutes in duration. Following the completion of the open movement, all inmates must remain in their assigned area until the next scheduled movement. Under normal conditions, open movement will take place every hour on the half hour with the exception of scheduled movements for medical and meal times. The only exception will be inmates who possess Facilities (CMS) work passes. Normally, these moves are a one way move; meaning, "In bound" or "out bound" move.

Running or jogging is not permitted. The Recreation Yard is the designated area for running or jogging. Inmates who are housed at the FPC are not subjected to controlled movement but must ensure compliance with remaining within the confines of the facility.

**Change Sheet/Call-Out:** The Change Sheet reflects changes in educational status and changes in work assignment. The Call- Out is used to schedule medical, dental, educational and other appointments for the inmate with staff. It is the inmate's responsibility to review the Change Sheet/Call-Out daily for scheduled appointments which must be kept, as missed appointments may result in disciplinary action.

The start and end of each movement period will be announced by staff.

During the evening hours, the first controlled movement period normally begins at the conclusion of a clear official 4:00 p.m. count. During the feeding of the evening meal, inmates can normally move to recreation yard, gymnasium, or chapel; however, they remain secured inside those areas until the next controlled movement is announced.

At the conclusion of the evening meal, the Compound will be secured and a ten minute, controlled movement will commence.

On Saturdays, Sundays, and holidays, normally the first controlled movement will begin at the conclusion of the morning meal.

The Compound will be secured at 9:30 a.m., in preparation of the 10:00 a.m. count. During the feeding of the brunch meal, inmates can normally move to the recreation yard, gymnasium, or chapel; however, you must remain secured inside those areas until the next controlled movement is announced. The movement periods will resume after the brunch meal.

### **Contraband**

Items possessed by an inmate ordinarily are not considered to be contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property. Contraband includes material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution.

Staff shall consider as nuisance contraband any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

Staff shall seize any item in the institution which has been identified as contraband whether the item is found in the physical possession of an inmate, in an inmate's living quarters or in common areas of the institution. An inmate may not purchase, give or receive any personal property from another inmate.

Staff shall return to the institution's issuing authority any item of government property seized as contraband. Items of personal property confiscated by staff as contraband are to be inventoried

and stored pending identification of the true owner (if in question) and possible disciplinary action. Staff will then provide you with a copy of the inventory as soon as practicable.

#### **Shakedowns (Area Searches)**

The placement of metal detection devices throughout the institutions may be necessary for the control of contraband. A metal detector search may be done in addition to the pat search. Staff may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief that contraband may be concealed on your person or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing and work area, and personal items contained within those areas, without notice, randomly, and without the inmate's presence. The property and living area will be left as close to the same conditions as found.

#### **Drug Surveillance / Alcohol Detection**

BOP facilities operate drug surveillance and alcohol detection programs which include mandatory random testing, as well as testing of certain other categories of inmates. A positive test, or refusal to submit a test, will result in an incident report.

#### **Fire Prevention and Control**

Fire prevention and safety is everyone's responsibility. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, blocking doors, manipulating life safety devices, or other hazards will not be tolerated. Regular fire inspections are made by qualified professionals.

### **PROGRAMS AND SERVICES**

#### **Job Assignments**

All inmates, who have been medically cleared, will maintain a regular job assignment. Many job assignments are controlled through an Inmate Performance Pay (IPP) system, which provides monetary payment for work. Unit staff assigns work and approve all job changes. They also see that the changes are posted on the Daily Change Sheet.

Institutional maintenance jobs are usually the first assignment an inmate receives. This might include work in Food Service, as a unit

orderly, or in a maintenance shop.

#### **Inmate Financial Responsibility Program**

Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations.

These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal government, and other court-ordered obligations (e.g., child support, alimony, and other judgments).

Institution staff may assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate cannot receive performance pay above the maintenance pay level. He/She will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will be placed on maintenance pay, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score "poor" in responsibility on the custody classification. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

#### **VISITING**

Federal law authorizes imprisonment of up to ten (10) years for any person who introduces contraband into a federal facility or who takes, sends, or attempts to take or send anything not specifically authorized from a federal facility.

**Procedures / Policy:** It is the policy of the BOP and FCI Danbury that visiting privileges should be an integral part of an inmate's institutional program; however, the number of visitors must be kept within reasonable limits due to space limitations. There is a limit of three adult visitors per inmate and up to five children at one time unless prior approval is received from

the Unit Manager. When the established capacity has been reached, termination of visits will be determined by frequency of visits and distance traveled. Visiting is conducted on a Point System. Each inmate will be given 12 points at the beginning of each month. Visits during the week will be 1 point and visits during the weekends and holidays will be 2 points.

**Approval of Visitors:** Inmates are given a Visiting List form to complete and return to the Correctional Counselor. Verified immediate family members identified in your Pre-Sentence Investigation will usually be approved promptly. Immediate family members include father, mother, step-parents, sisters, brothers, spouse, children, and grandparents who raised you. Children under the age of sixteen do not have to be on an approved list but must be accompanied by an approved adult. Visiting Lists may include up to ten (10) other family members and friends. Applications may be obtained from your Counselor. Applications are mailed out at your expense, and must be mailed back to your Counselor. The review process takes approximately three (3) weeks. You will be notified of each visitor's approval by your Counselor. It is your responsibility to ensure that all visitors are notified of visiting approval. Visitors not on an approved list will be denied entrance. You should see your Counselor for any updates needed to your Visiting List.

**Attorney Visits:** Inmates are required to arrange for legal visits during visiting days, and only for exigent circumstances will non-visiting day legal visits be arranged.

Attorney visits take place in the Visiting Room during regular visiting hours in the attorney/client room if available. You must arrange with the unit team to have a reasonable amount of legal materials taken to or from the Visiting Room. All inmates are reminded that attorneys are not permitted to bring any recording devices into the facility without prior written authorization by the Warden.

General Visiting Information: The FCI visiting room is open on Friday, Saturday, Sunday, Monday, and Federal Holidays between the hours of 8:15AM and 3:00PM. Special Housing inmates only get visits on Tuesday's excluding holidays. Processing of visitors will end at 2:00PM. The FSL/FPC visiting room is open Saturday, Sunday and Federal Holidays from 8:15AM and 3:00PM. On Saturday, Sunday and Holidays, visiting processing for visitors and inmates will cease at 9:30 am in preparation of the 10:00 am count and will resume once the count has cleared. Non-Visiting Holidays are Holidays that fall outside of normal visiting days, i.e., Tuesday, Wednesday, Thursday and to include Monday and Friday at the FSL and FPC. Visitors arriving after 2:00 PM will not be processed.

Handshaking, embracing and kissing will be permitted ONLY at the beginning and at the end of the visit. Displays of affection must be within the bounds of good taste.

Physical contact during the visit is prohibited. Both inmates and their visitor(s) must be appropriately dressed.

Inmates at the FCI and FSL are required to wear their institution issued black boots and Khaki clothing in the Visiting Room. Inmates at the FPC are required to wear their institution issued black boots and green clothing in the Visiting Room. Sneaker or athletic shoes are prohibited. Inmates are permitted to wear a white t-shirt or long underwear under their Khaki clothing. Long sleeved undershirts require a long sleeved Khaki shirt. Inmates are required to have their khaki shirts tucked inside their pants.

The following clothing apparel is inappropriate for visitors and they will be denied entrance:

- (1) See through clothing
- (2) No Shorts
- (3) Short mini-skirts or dresses (must be half-way down the thigh)
- (4) Tight stretch pants no spandex type)
- (5) Halter or tube tops
- (6) Midriff clothing exposing the abdomen area
- (7) Tan, Khaki, Orange, or Green clothing cannot be worn by Any visitors;
- (8) White or grey sweat suit
- (9) Any clothing apparel considered to be provocative in nature
- (10) Strapless open toe shoes.

Inmates are responsible for the conduct of the children visiting them. Inmate visitors will not be allowed to sit on inmate's laps, this includes children and infants.

Every visitor to this institution must successfully pass through a metal detector screening and their personal belonging scanned utilizing an X-ray machine. A visitor who fails this screening cannot enter the institution. Additionally, an ION Scanner will be used to detect the presence of narcotics. A positive reading on this test will constitute entry denial.

**Inmates may take the following items to the Visiting Room:**

Commissary Card (required for identification. The only items permitted into the Visiting Room are one comb, one plain wedding band, one religious medallion, (FPC and FSL Only one hairclip), one pair prescription eyeglasses, photo tickets and legal papers. Watches are not permitted. Legal papers will only be permitted with the written approval of a Unit Team member. No makeup will be permitted into the Visiting Room.

Visitors are permitted to bring money, daily necessary hygiene items, diapers, baby bottle and appropriate identification only into the Visiting Room. Ordinarily purses and briefcases will not be authorized into the visiting room. Visitors are not allowed to leave packages, gifts, or money for an inmate, nor may visitors receive items from any inmate. No items may be exchanged with visitors.

An inmate's visiting privileges may be denied or restricted for violation of Visiting Room regulations.

**Emergency Visits:** An inmate may request a special emergency visit based upon extenuating family circumstances. They should explain the nature of the emergency to the Unit Team, and must put the request in writing via a Request to a Staff Member or TRULINCS message to staff.

The Unit Team will assess the legitimacy of the emergency and make a recommendation to the Warden.

**Special Visits:** Special Visits are subject to the approval of the Unit Manager only.

**Identification of Visitors:** A valid form of photo identification is required by all visitors. Visitors possessing a valid driver's license, a valid state identification card or passport will be sufficient for entry to the facility.

The visitors identification should match the identifying information (i.e., name, date of birth, etc.) contained on the inmate's approved visiting list.

**Visits with News Media Representatives:** Requests can be initiated by an inmate or the media representative and must allow a reasonable amount of time before the interview. To request a news media interview, you must send a cop-out to the Executive Assistant through the Unit Team for review. Final approval of all interview requests must come from the Warden. You will be notified of each interview request and must sign a written consent before each interview. You must also authorize staff to respond to comments made in the interview and to release information to the news media relative to your comments.

## **DIRECTIONS TO THE INSTITUTION**

The Federal Correctional Institution, Danbury, is located three (3) miles north of the city of Danbury, Connecticut, on Route 37. Interstate 84 runs through the city and is the main artery for East/West travel. Visitors should take Exit 5 if traveling east and proceed straight onto Route 37 North to the institution. If traveling West on I-84, take Exit 6, turning right on Rt. 37 North, proceeding to the institution. Danbury, Connecticut is approximately 70 miles from mid-town New York City. Transportation from any of

the three major airports in New York City to Danbury is provided by limousine, bus, or train. Danbury is also serviced by bus and taxi service. The telephone number to the Federal Correctional Institution, Danbury, is: (203)743-6471. Should your visitors need information regarding lodging or meals in the local Danbury area, the telephone number to the Greater Danbury Chamber of Commerce is: (203)743-5565.

## **Food Service**

The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy and no-flesh dietary options. At the Warden's discretion items may be added to the National Menu by adding to a salad bar, hot bar, beverage bar (if these are part of the Food Service program) or by adding condiments such as sugar.

Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal unless menu items fail to meet the medical requirement. Menu item replacements may not always be provided as inmates may have to avoid certain foods in the self-selection process; however, if a dietitian determines a Special Diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating.

The religious diet program, called the Alternative Diet Program, consists of two distinct components: one component provides for religious dietary need through self-selection from the main line, which includes a no-flesh option. The other component accommodates dietary needs through nationally recognized, religiously certified processed foods and is available through the approval of Religious Services.

## **Education**

The mission of Education/Recreation Services is to provide mandatory literacy and English-as-a-Second Language programs as required by law, as well as other education/recreation programs that meet the needs and interests of the inmate population. These areas provide options for the positive use of inmate time, and enhance successful reintegration into the community.

Education opportunities provided for Federal inmates include General Equivalency Diploma (GED) and English as a Second Language (ESL) programs, as required by law. Various nationally recognized

tests will be used to place inmates in education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

### **Literacy/GED**

The Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Act (PLRA) require inmates who lack a high school diploma to participate in a GED credential program and make satisfactory progress in the program in order to be eligible to vest the maximum amount of earned good conduct time (VCCLEA sentenced inmates) or earn the maximum amount of good conduct time.

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the Literacy Program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential. For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption. Pay exemptions are extremely rare and may only be authorized by the Warden.

Inmates who are exempt from attending GED class based on a deportation detainer must enroll in GED or ESL in order to receive their good conduct time.

Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled, or re-enroll to vest/earn their good conduct time. Inmates found guilty of an incident report related to their literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS, and will not vest/earn their good conduct time.

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete additional 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

Inmates who are eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating, but not completing GED, ESL and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit. However, DCEDGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

The computer based GED exam is offered at the FCI, FSL and FPC. Paper test scores cannot be combined with computer based test scores. Inmates are strongly encouraged to enroll in a keyboarding or typing course, when offered, to improve their typing skills.

## **ESL**

The Crime Control Act of 1990 mandates non-English speaking Federal prisoners to participate in the ESL Program. An inmates' communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the Education Department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test. If indicated by test scores, participation in ESL will be required regardless of education degree status. Inmates with high school diplomas or college degrees may be required to participate in the ESL Program.

## **Other Programs**

The completion of the literacy program is often the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as advanced occupational training or college are needed in today's world. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills.

## **Occupational Education Programs**

Occupational Education programs prepare inmates for a specific occupation or cluster of occupations. Inmates can earn a Certificate, Associate of Arts Degree, Associate of Science Degree, or an industry accepted certificate upon the completion of occupational training programs. Occupational education programs vary institution-to-institution. Currently, the FCI and FSL offer a Heating, Ventilation and Air-Conditioning (HVAC) AOE program through Lincoln Technical Institute. This program requires a 15 month commitment. Upon completion and release from federal custody, Lincoln Technical Institute will help students who complete the course find HVAC jobs in their local commuting area.

If interested, inmates must sign-up for AOE programming when it is advertised via Trulincs or bulletin boards in the housing units.

The Supervisor of Education will notify an inmates' Unit Team of enrollment consideration for occupational education programs.

## **Vocational Trades**

Anyone interested in taking a vocational training class must have a

high school diploma/GED. The FCI offers Culinary Arts and Horticulture vocational training programs. The FSL offers Culinary Arts, Floral Design and Horticulture vocational training programs. The FPC offers the Floral Design vocational training program. All VT programs require a three-month commitment.

### **Apprenticeship**

Apprenticeships provides inmates the opportunity to participate in training which prepares them for employment in various trades.

Apprenticeship programs in the BOP are registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. These programs are structured to offer on-the-job learning in different industries. Upon completion of a registered trade, inmates can earn a Certificate of Completion from the Department of Labor.

### **Adult Continuing Education (ACE):**

ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. ACE classes are organized differently at each institution. Typical ACE classes include: typing, computer literacy, foreign language, and business skills. These classes are usually offered during evening hours.

### **Post-Secondary Education (Inmate Correspondence Courses)**

Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses. In general, inmates are permitted to enroll in any correspondence course that involves only "paper and pencil." Courses requiring equipment are generally not authorized. The cost for correspondence courses must be paid by the inmate. If an inmate has sufficient funds available in his/her commissary account, a Form 24 may be used for payment. Inmates interested in enrolling in correspondence courses are required to contact the Education Staff Coordinator prior to enrollment. Catalogs are available from the Staff Coordinator. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

### **Parenting**

The Parenting Program provides inmates information and counseling through directed classes on how to enhance their relationship with their children even while incarcerated. All Parenting programs include a classroom and visitation component. In addition, social service outreach contacts are often established to facilitate the provision of services to the inmate parent, visiting custodial parent, and children. Parenting is offered in English and Spanish.

## **Library Services**

Leisure Libraries: Leisure libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction, and reference books. Institutions also participate in an interlibrary loan program with local, state, and college libraries and available book mobile services.

**Electronic Law Libraries (ELL):** Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund.

A **copy** machine is available to reproduce materials needed for research. The price to reproduce materials is established by Trust Fund.

## **Recreation**

The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. At each facility, leisure, wellness, sports, and music programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being.

## **Leisure Programs**

Leisure Programs offer a wide range of activities in which inmates may participate when not performing assigned duties. Leisure activities include Sentry based leisure classes and non-structured non-Sentry based activities. Structured Sentry classes include a wide variety of hobby craft and music programs. Non-structured leisure activities include checking- out puzzles, dominoes, cards, board games, and billiard equipment.

## **Art and Hobby Craft Programs**

Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils and inks). Sentry based hobby craft classes include art, origami, crochet, knitting, etc.

Hobby craft and art programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income.

Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny.

## **Wellness Programs**

A large variety of Sentry-based and non-Sentry based wellness programs are offered, such as circuit training, aerobics, over 50 fitness, nutrition, yoga, etc. The Recreation Department sponsors an annual Health Fair to provide a wide range of services and information to the inmate population.

## **Intramural Sports Leagues**

The Recreation Department offers year round indoor and outdoor intramural leagues. Basketball, softball, volleyball, soccer, handball and racquetball leagues are offered seasonally.

## **Music Programs**

A variety of music programs are offered to provide the inmate population the opportunity to learn musical theory concepts and the ability to learn how to play an instrument. We offer both Sentry and Non Sentry based music classes such as guitar I, guitar II, and piano.

## **Recreation and Zimmer**

The Zimmer Amendment was passed in 1996. The amendment does not allow for the BOP to use appropriated and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform to the guidelines set by the law.

The main sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate or other martial arts or any body building or weightlifting equipment; and (3) electronic or electric instruments.

## **Consequences for Rules Violation in Recreation**

Inmates are strongly encouraged to participate in recreation activities. However, when inmate behavior violates established rules, consequences may include an incident report and/or suspensions from programs.

## **Religious Services**

The Religious Services Department provide pastoral care and religious accommodation to individual and group religious beliefs and practices in accordance with the law, Federal regulations

and BOP policy. The Chaplains offer religious worship, education, counseling, spiritual direction, support and crisis intervention to meet the diverse religious needs of inmates. BOP Chaplains also oversee the religious diet program, ceremonial religious meals and religious holiday observances. All Chaplaincy Services' programming is directed to promote BOP reentry goals. The Life Connections and Threshold programs highlight our faith-based reentry priorities. An additional member of the pastoral staff is the Institutional Mentor Coordinator. The Mentor Coordinator can be of assistance in locating faith-based mentors in the community. The Mentor Coordinator also assists with coordinating programs and activities normally in the Chapel area. If you are interested in communicating with the Mentor Coordinator, please send electronic cop-out or visit during open house hours.

### **Psychology Services**

Psychology Services Departments in all BOP institutions offer basic mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

In addition, Psychology Services staff, along with other programming staff in the institution, collaborates with your Unit Team to develop a comprehensive assessment of your strengths and weaknesses. Based on this assessment, Psychology Services will offer programming recommendations specific to your psychological needs. These recommendations are designed to ensure your successful adjustment to incarceration and prepare you for your eventual release. We encourage you to participate actively in the assessment process. If mental health or drug abuse programming is recommended for you, Psychology Services staff will provide ongoing feedback to you and your unit team regarding your progress toward these programming goals.

If you are new to the BOP, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

There are a number of ways to contact Psychology Services at this institution. You may:

Submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services or by TRULINCS messaging.

Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.

In case of a crisis situation, notify your Unit Officer, Unit Team, or any other BOP staff member of your urgent need to speak with Psychology Services

## **Suicide Prevention**

Incarceration can be a difficult experience. At times, you may feel discouraged, frustrated, and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness.

If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

In addition, if you suspect another inmate is contemplating suicide, please notify a staff member. Staff does not always see everything inmates see. Most suicidal individuals display some warning signs of their intentions. PLEASE alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide take warning signs seriously and know how to respond. The warning signs of suicide may include:

- Threatening to hurt or kill one self or talking about wanting to hurt or kill oneself

- Feeling hopeless

- Feeling rage or uncontrolled anger or seeking revenge

- Increased alcohol or drug use

- Withdrawing from friends, family, associates

- Experiencing dramatic mood changes
- Feeling anxious or agitated, being unable to sleep or sleeping all the time
- Seeing no reason for living or having no sense of purpose

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him/her examples of what you see that worries you.

Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching"; it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in the Inmate Suicide Companion Program. This program is available at both the FCI and the FSL. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past 3 years; (3) may not be in FRP, DRG ED, or GED refusal status. If you would like more information about this program, please submit an electronic request to psychology services.

### **Drug Abuse Programs**

Drug abuse programming is available in all BOP institutions. The BOP offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs.

### **Drug Abuse Education Course**

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment. If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are **required** to take the Drug Abuse Education Course. Failing to take this required course results in your ineligibility for performance pay

above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor.

The Drug Abuse Education Course is available in every BOP institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. If you would like to enroll in the course, but are not required to participate, you may submit an electronic request (Cop-Out) to Psychology Services in order to place your name on the waiting list for the course.

### **Nonresidential Drug Abuse Treatment**

Non-residential Drug Abuse Treatment is also available in every Bureau institution. Nonresidential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for:

Inmates with a relatively minor or low-level drug abuse problem,

Inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),

Inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,

Inmates with a drug use history who chose not participate in the RDAP, but want to prepare for staying sober in the community,

Inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (half-way house).

Program completion awards are only available for those who complete the program. If you are interested, see a psychologist at mainline or submit an electronic request to Psychology Services.

### **Residential Drug Abuse Treatment RDAP**

The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment. To apply for the RDAP you must send an electronic request (Cop-Out) to Psychology

Services to obtain an interview for the program.

First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence in the past 12 months prior to your arrest. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a substance use disorder are qualified for the RDAP and are admitted to the program based on their proximity to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program.

Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available at the FCI. The FSL has components of the RDAP program within the Female Integrated Treatment (FIT) Program, discussed below. FPC Danbury does not have the RDAP program. Camp inmates can submit an electronic request to Psychology Services to be interviewed for the program and then transferred to another facility.

If you are interested in volunteering for the RDAP and would like to know if you are eligible for the program, contact the institution's Drug Abuse Program Coordinator. You may apply for the program at any time during your incarceration, but your interview, like program admittance, will be based on your proximity to release. Ordinarily inmates are interviewed 42-24 months from release depending on the facility's security level and waiting list for the RDAP.

### **Early Release**

The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to 1 year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. § 3621(e)(2)). For more information, talk to an institution Drug Abuse Treatment Specialist or Drug Abuse Program Coordinator.

## **Community Transition Drug Abuse Treatment**

To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. This phase of treatment is a minimum of 120 days. The BOP ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC, is structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The BOP contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

## **Female Integrated Treatment (FIT) Program**

FIT is offered only at FSL Danbury. It is residential treatment program that offers treatment for substance use disorders, mental illness, and trauma related disorders, as well as vocational training, to female inmates. Inmates who would otherwise qualify for RDAP and whose treatment plans address substance use in this residential program may qualify for the early release benefit associated with RDAP.

The entire FSL institution operates as modified therapeutic community, where inmates are expected to model the pro-social behaviors expected in a community. This means FSL inmates serve as positive role models to one another. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the institution. Criminal thinking is addressed through the identification of criminal thinking errors and the promotion of pro-social interactions with staff and peers. FIT is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities.

In addition, there is a special emphasis on peer support; some women are trained as peer companions and have the opportunity to complete an apprenticeship that prepares them for work in the community as a Peer Specialist. If you are interested in becoming a peer companion or completing the apprenticeship to be a Peer Specialist, please submit an electronic request to Psychology Services.

## **The Resolve Program**

FCI Danbury and FPC Danbury offer the Resolve Program. The FSL has components of the Resolve program within the FIT Program, as discussed

above. The Resolve Program is a non-residential program for inmates who have a history of trauma (i.e. physical/sexual abuse, experienced extreme violence). The program consists of three components. They are as follows:

### **The Trauma in Life Workshop**

The Resolve Program begins with a psycho-educational component, the Trauma in Life Workshop. This workshop addresses the challenges individuals face following exposure to traumatic life events and the strategies these individuals may use to enhance their resilience or ability to survive and thrive following these events. Any inmate with a history of abuse or an interest in learning about this topic may participate in the Trauma in Life Workshop.

### **Nonresidential Counseling Groups**

The Resolve Program also includes a treatment component - non-residential counseling groups. Only those inmates with a history of trauma and an associated mental health problem may participate in Resolve Program counseling groups. These groups are designed to improve coping skills, build healthy relationships, and enhance emotional stability. This institution does have a Resolve Program. If you are interested in the Resolve Program, please submit an Inmate Request to a Staff Member (a "Cop-Out") to the Psychology Services Department.

### **The Skills Program**

The Skills Program is a residential treatment program designed to improve the institutional adjustment of inmates who have intellectual and social deficiencies. Appropriate candidates for referral are inmates with lower IQs, neurological deficits from acquired brain damage, fetal alcohol syndrome, and remarkable social skills deficits. You will likely be identified upon intake as a candidate for this program. If you have any questions about this program, please contact Psychology Services.

### **Other Specialized Mental Health Programs:**

#### **The Sex Offender Management Program**

The BOP offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures that treatment volunteers feel safe about participating in programming. The BOP's sex offender treatment programs are divided into two program levels:

### **The Residential Sex Offender Treatment Program (SOTP-R)**

The SOTP-R is a high intensity program designed for high risk sexual offenders; ordinarily inmates with multiple sex offenses, or a history of contact sexual offenders. The SOTP-R is offered at the Federal Medical Center (FMC) in Devens, Massachusetts and the United States Penitentiary (USP) in Marion, Illinois.

### **The Non-residential Sex Offender Treatment Program (SOTP-NR)**

The SOTP-NR is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR. When you volunteer for treatment, BOP staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level. If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

### **Institution Specific Programs**

Groups are offered at the FCI and the FPC on a rotating basis and include topics such as Anger Management, Criminal Thinking, Basic Cognitive Skills, Seeking Strength, and Emotional Self-Regulation. When a group is offered, an announcement will be displayed on Trulincs and inmates must submit an electronic request (cop-Out) to Psychology Services in order to participate. A request can be sent by Trulincs messaging for participation. All groups offered at the FSL are within the context of the FIT Program.

### **Confidentiality**

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security.

Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

In the community, certain situations require mental health providers to violate client confidentiality. For example many states mandate reporting of child or elder abuse. Providers also must notify

authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

If you tell a staff member, including a Psychology Services staff member that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment, I want to assure you that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

### **Escorted Trips**

Escorted trips provide approved inmates with staff escorted trips into the community for such purposes as receiving medical treatment not otherwise available, for visiting a critically ill member of the inmate's immediate family, or for participating in programs or work related functions. Additionally, bedside visits and funeral trips may be authorized for inmates with custody levels below maximum. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

### **Furloughs**

A furlough is an authorized absence from an institution by an inmate who is not under the escort of a staff member, a U.S. Marshal, other Federal or State agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the

furtherance of a legitimate correctional goal. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval.

### **Central Inmate Monitoring System**

The Central Inmate Monitoring System (CIMS) is a method for the agency to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager.

### **Marriages**

If an inmate wishes to be married while incarcerated, the Warden may authorize him/her to do so under certain conditions. All expenses of the marriage will be paid by the inmate. If an inmate requests permission to marry he must:

Have a letter from the intended spouse which verifies their intention to marry.

Demonstrate legal eligibility to marry. Be mentally competent.

The marriage must not present a security risk to the institution. Marriage procedures are detailed in local Institution Supplements.

### **Barber Shop**

Haircuts and hair care services are authorized in the barber shop or hair care area only. Hours of operation will be posted in each of the housing units and the barber shop/hair care area. The Captain is responsible for inmate hair care procedures.

### **FCI/FSL/FPC DANBURY HEALTH SERVICES DEPARTMENT**

**MEDICAL SERVICES:** Routine medical and dental care is offered within the Health Services Department at FCI/FSL/FPC Danbury. Local community medical resources may be utilized when deemed necessary by the institution's medical staff.

Additionally, an inmate may be transferred to another correctional facility or medical referral center, for more extensive medical care when indicated by the institution Physician.

Should inmates have any administrative, dental, or medical concern, they should initially address these concerns to the Health Services Administrator (HSA) or representative during Mainline. If you believe

that your issue was not appropriately addressed you can submit a request to the attention of the Chief Dental Officer, Clinical Director, or Health Service Administrator.

If you continue to believe that your issue was not appropriately addressed, you may submit your grievance through the Administrative Remedy process.

**GENERAL POPULATION APPOINTMENTS:** Sick call and dental sick call will be held on the days and times posted in the Health Service Department. Appointments for routine medical and dental care are issued at the triage area in the Health Services Department. Modified sick call is held on weekends and holidays. If the institution is experiencing a situation where inmate movement is not permitted (i.e. institution lock-down), sick call triage may be provided in the housing units or rescheduled for a later date. If the medical staff determines the inmate's sick call is of an emergent priority, the inmate will be issued a same day appointment slip reflecting the time of the appointment. The inmate must present this appointment slip to the work supervisor so that they can be permitted to move to the Health Service Department during an institution move.

If the medical staff determines the sick call complaint is not of an emergent priority, the inmate will be scheduled for an appointment. Please watch the callout for the date and time of that appointment. Sick call request forms will not be accepted through the institutional mail.

If an inmate becomes ill after the regular sick-call sign-up time, they should ask their work supervisor or unit officer to call the Health Service Department. Health Services staff will determine if, and/or when an appointment will be scheduled.

Appointments for other medical evaluations, tests, and clinics (such as eye exams, blood studies, physician visits, specialty consultations etc.) will be scheduled via the institution call-out roster. It is your responsibility to review the call-out daily and show up on time for all appointments. Inmates may be subject to inmate discipline for failing to meet scheduled callouts.

**DENTAL:** One full-time Dentist, Dental Hygienist, and Dental Assistant are available for treatment within the Dental Department. If your condition is an Urgent or Emergent one, attend Sick Call. Dental sick call times are the same as regular medical sick call. You will be evaluated and appropriate treatment will be provided at that time or scheduled for future date. You are offered a dental cleaning once per year but need to submit a request via Inmate Request to Staff Form or make sick call. Inmates are eligible for routine dental care; accessory care is not approved by the BOP. Routine dental

care would encompass permanent fillings, cleanings and removable partial and full prosthesis. Accessory dental care would include orthodontic (braces), fixed bridges and crowns. All routine appointments will be scheduled on the institution's call-out.

**SPECIAL HOUSING INMATES:** Inmates placed in Special Housing will be seen by clinical staff at least once daily. Inmates with medical and dental care concerns will be addressed daily during rounds. If the medical staff determines the sick call is of an emergent priority, the inmate will be evaluated that day. If the medical staff determines the sick call is not of an emergent priority, the inmate will be advised that their assigned Primary Care Provider will schedule them for an appointment.

**PRIMARY CARE PROVIDER:** All inmates are assigned a Primary Care Provider utilizing the 4th and 5th number of the Registration Number. Inmates will not be permitted to change providers. A list of the Primary Care Providers will be posted in each Health Service Department and on the TRULINCS information board.

**PHYSICAL EXAMINATIONS:** All new commitments to the Federal Bureau of Prisons System will be scheduled for a complete physical examination, which is mandatory, within 14 days of arrival at the institution. This examination may include laboratory studies, hearing and sight screening, medical history, and physical examination. A dental examination will be completed within 30 days of an inmate's arrival. All inmates under the age of 50 are entitled to a routine physical examination every two years. Those inmates, age 50 or over, are entitled to this examination annually. These examinations may include tests as determined by your Primary Care Provider. This optional examination requires an inmate to report to Sick- Call and request an appointment with their Primary Care Provider. You will be placed on the list for a physical and the appointment will be listed on a future call-out list located in the housing units. Because this physical is for your health and well-being, we encourage you to take the opportunity extended to you. During this voluntary examination, you may refuse any part of the process that you do not want performed. All inmates, within 12 months of their release date, are entitled to a pre-release physical examination. Requests for this examination must be made through the Health Services Department, no later than two months prior to release in order for the examination to be scheduled and completed.

**PREVENTATIVE HEALTH (MALE):** Preventative health visits are designed to review the inmate's need for and receipt of preventive health care services are recommended at the following intervals: Every three years, for sentenced inmates under age 50 (with the exception of annual tuberculin skin tests, annual influenza vaccinations for certain inmates, and annual audiograms for inmates at occupational risk) and

annually for inmates 50 years of age and older. The frequency of monitoring inmates should be patient-specific, and adjusted as clinically necessary to monitor significant changes in a parameter such as weight or blood pressure.

These examinations may include an electrocardiogram, cardiovascular risk, abdominal aneurysm, nutrition, body mass index, blood pressure, rectal examination, tonometry, vision testing, blood work testing, and other tests as determined by your Primary Care Provider.

During these examinations, you may refuse any part of the process that you do not want performed.

**PREVENTIVE HEALTH (FEMALE):** FSL/FPC Danbury maintains a FDA approved digital Mammography programs for the Bureau of Prisons. You will be offered, on the year of your 50th birthday or upon transfer (within the first 365 days), baseline mammogram. At the age of 50, you will be offered a mammogram every two years. If clinically indicated and upon consultation from your primary care provider you may also have a mammogram performed outside of the above guidelines. PAP smear tests are offered upon initial exam. PAP smears are offered to those the age of 21-30 every three years and those age of 30-65 will be offered one every five years.

**ON-THE-JOB INJURIES:** If an inmate is injured while performing an assigned duty, they must immediately report this injury to their work supervisor and will need to report to the Health Service Department for completion of an injury assessment.

**ANNUAL IMMUNIZATION/SCREENING:** All inmates will be scheduled for mandatory tuberculosis screening on an annual basis. If you have a BOP documented positive result to the skin test, you will receive a baseline chest x-ray. If you do not have a documented positive result to the skin test, you cannot request a chest x-ray in lieu of the skin test. This screening will be in the form of the PPD skin test. The date of these screenings will be based on the inmate's previous test date.

During the flu season which is typically in early winter, inmates will be offered the influenza vaccination or "flu shot" if their medical condition meets the Center for Disease Control (CDC) guidelines for these immunizations. Since some seasons cause the supply of this vaccination to be short, it will depend on the availability of the vaccine and the inmate's medical priority. Should you not meet the medical guidelines directed by the CDC, you may request this vaccination by submitting a Request to a Staff Member (Cop-Out) form to the Health Services Department requesting the flu shot vaccination. Depending on the availability of the vaccine, you will be scheduled on a call-out.

**VACCINATIONS:** You may also seek vaccinations for influenza,

pneumonia, hepatitis A&B, tetanus and others dependent on medical needs and job assignments. Contact the Health Service Infectious Disease Coordinator for more information.

Moving forward, the BOP has a voluntary HIV detection program. If you wish to be tested for the HIV antibody, you may request this via cop-out to the Infectious Disease Coordinator.

**HEALTH PROMOTION/DISEASE PREVENTION:** The Health Services Department, in conjunction with other departments within the institution, offers numerous programs to enhance inmate health and knowledge of health related issues. Programs and educational material are available for blood pressure and blood sugar screening, drug and alcohol abuse programs, physical fitness and stress and anger management. If you are interested in participating in any of these programs, submit a copout to Health Services.

**INFECTIOUS DISEASES (AIDS) & PRECAUTIONS:** In this section we will talk about infectious diseases and more specifically HIV/AIDS. You need to be aware there are a multitude of infectious diseases in the world, and FCI Danbury is no different. Be knowledgeable of the four elements of infections:

1. Pathogen has to be present.
2. There has to be a sufficient quantity of the pathogen to cause the disease.
3. The receiver is susceptible to the pathogen.
4. There has to be an entry site: direct, indirect, airborne, and vector-borne.

All four of the above must be met to become infected. Since we cannot control the first three, you need to concentrate your efforts on number four. Control your entry sites: don't share personal hygiene items, receive tattoos, body piercing, and cover wounds until sufficiently healed, etc. In addition, avoid casual sexual contact, using nail clippers, needles, etc. Blood to mucosa lining or blood to blood contact can spread the HIV/AIDS virus from an inmate who already has the virus to yourself.

**DNA OFFENSE COVERAGE FOR FEDERAL OFFENSES:** Section 3(d) of the DNA Analysis Backlog Elimination Act, Public Law 106-546, governs the qualifying offenses for purposes of collecting DNA samples from federal offenders. The provision states that the qualifying offenses are as follows:

**Homicide (voluntary only)**

**Sexual Abuse**

**Child Sexual exploitation**

**Interstate sex offenses**

**Slavery and peonage**

**Kidnapping**

**Robbery and Burglary**

**Indian country cases: Murder, Manslaughter, Kidnapping, Maiming, Felony Sexual Abuse, Incest, Arson, Burglary, and Robbery.  
Attempts to commit any of the above offenses  
Conspiracy**

**An inmate convicted of any of the above mentioned offenses will be DNA tested prior to release.**

**EMERGENCY MEDICAL TREATMENT:** All emergencies or injuries will be screened for priority of treatment and then will be examined accordingly. Appropriate medical care will be provided by institutional Health Services staff. Medical treatment on evenings, mornings, weekends, and federal holidays is limited to treatment of emergent problems only. Treatment needs will be determined by the medical staff. Access to emergency medical care is obtained by notifying any staff member. Any emergency or injury must be reported to Bureau of Prisons staff immediately.

**Note:** There is 24 hour medical coverage provided 7 days per week by an on-call Physician Assistant and Medical Doctor.

**PHARMACY:** Inmate prescriptions are dispensed daily within Health Services. The times for pill lines and prescription pick-up are posted in the Health Services Department.

Restricted medications will be issued only on a dose-by-dose basis and must be taken at the Pharmacy window in full view of the person dispensing the medication. You will be required to allow the dispensing individual or pill line officer to inspect your mouth after accepting the medication. If you are placed on pill line, reporting to the assigned times is mandatory. You may choose to refuse the medication, but **you are mandated to report to the pill line, failing to do so may result in inmate discipline.**

Other non-restricted medications will be distributed through the Pharmacy located within the Health Services Department.

In most instances, when you are prescribed medication, you will be able to pick it up during the next work day at the noon pill line. All medications which you are issued will have an expiration date. If your medication has a refill listed on the label, you must request refill via TRULINCS prior to the expiration date. It is your responsibility to request medication refills at least two days prior to a holiday or weekend to ensure you have an adequate supply. Once a medication is expired, it can only be refilled by attending sick-call. Expired medication will be considered an unauthorized item and confiscated.

**\*\*\*ID picture cards are mandatory for any visit to the Health Services Department\*\*\***

## **OTC PROGRAM**

Inmates will purchase OTC items at commissary for their occasional use. Commissary Lists will be provided to the inmates for current stock and pricing information. Inmates are instructed that if they report to the Health Service Department for these same items, they will be referred to Commissary as appropriate by policy. Inmates are required to plan ahead for Commissary closures. Health Services will not issue commissary items due to the Commissary being closed.

**Note:** A Non-Commissary day shopping form will be provided by your medical provider if OTC medication is determined the treatment plan. You will only be able to shop for the identified items on the Non-Commissary day shopping form.

**IDLE, CONVALESCENCE, AND MEDICAL ASSIGNMENTS:** In situations where it is necessary to restrict the inmate's activity due to health concerns, an inmate may be placed on quarters, convalescence, or medically unassigned status. The medical staff will issue you a Medical Duty Status form that identifies your limitations. It is the inmate's responsibility to deliver one copy to their work supervisor and one copy to unit officer. The following is a synopsis of restrictions for each medical limitation status:

**IDLE:** Temporary disability not to exceed three days duration including weekends and holidays. Restricted to your room except for meals, barbering or haircare, religious services, sick-call, visits, call-outs and pill lines. No recreation activity.

**CONVALESCENCE:** Recovery period for an operation, injury, or serious illness. Not less than four days and not to exceed 30 days, subject to renewal. Excused from work and may not participate in recreation activities.

**RESTRICTED DUTY:** Restricted from specific activities because of existing physical or mental handicap for a specific time period or indefinitely.

**MEDICALLY UNASSIGNED/TOTALLY DISABLED:** Totally unemployable and unassigned because of physical or mental handicap for a specific time period or indefinitely.

**CO-PAY PROCEDURE:** Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. §4048), The Federal Bureau of Prisons and FCI/FPC Danbury provide notice of the Inmate Copayment Program for health care, effective October 3, 2005. The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or

convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRC's and inmates assigned to the General Population at these facilities are subject to a \$2.00 copay fee. The bureau will charge a co-pay fee for inmate requested visits to health care providers. Inmate consent is not required for deduction of the co-pay fee. Inmates will be charged a co-pay fee for a medical evaluation requested by non-clinical staff if the condition is not an emergency. The following health care services will not be charged a fee: follow-up treatment, preventive services, emergency services, prenatal care, chronic care clinics, mental health care, and substance abuse treatment. Inmates considered indigent and unable to pay the fee will not be charged. (An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.) The Warden may impose fees to prevent abuse. A general rule of thumb, if Medical requests an appointment you will not pay a co-pay. If you request to see medical you will be charged a co-pay.

**INMATE GRIEVANCE PROCESS OF HEALTH CARE CONCERNS**

Inmates are encouraged to discuss concerns related to their healthcare with their primary care provider. In addition, they can raise concerns through the inmate cop-out systems (paper or electronic e-mail) to be addressed as well.

If these processes are unsatisfactory at resolving your concern, the next step is the inmate Administrative Remedy process which is detailed in this handbook.

**ADVANCED DIRECTIVES "LIVING WILLS"**

Advance directives are any written instructions you prepare that dictates the kind of medical care you want in the event you become unable to make decisions for yourself. Completing an advanced directive can be done upon request to Health Services.

**RIGHTS/RESPONSIBILITY:** While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner that recognizes your basic human rights. You also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care provider.

<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
1. You have the right to access health care services based on the local procedures at this institution. Health services include medical, dental, and all	1. You have the responsibility to comply with the health care policies of this institution and follow recommended treatment plans established for you by the health

support services.	care staff.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.	2. You have the responsibility to treat these providers as professional and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concerns regarding your health care to any member of the institutional staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden	3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, at main line, or the accepted Inmate Grievance Procedures.
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or catching of infectious disease

<p>9. You have the right to report complaints of pain to your health care provider, have your pain assessed, managed in a timely manner, be provided information about pain management as well as information on the limitations and side effects of pain treatments.</p>	<p>9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow-up.</p>
<p>10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.</p>	<p>10. You have the responsibility to be honest with your health care provider(s), to comply with prescription treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication or other prescription item.</p>
<p>11. You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.</p>	<p>11. You have the responsibility to eat healthy and not abuse or waste food or drink.</p>
<p>12. You have the right to request a routine physical examination as defined in the Bureau of Prisons policy. (If you are under the age of 50, once every 2 years, if over the age of 50, once a year and within one year of your release.</p>	<p>12. You have the responsibility to notify medical staff that you wish to have an examination.</p>
<p>13. You have the right to dental care as defined in the Bureau of Prisons policy to include preventative services, emergency care, and routine care.</p>	<p>13. You have the responsibility to maintain your oral hygiene and health.</p>
<p>14. You have the right to a safe, clean, and healthy environment that includes smoke free living areas.</p>	<p>14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.</p>

<p>15. You have the right to refuse medical treatment in accordance with the Bureau of Prisons policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative actions against you. You have the right to be counseled regarding the possible consequences of refusing medical treatment.</p>	<p>15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.</p>
--	---

**CONTACT WITH THE COMMUNITY AND PUBLIC**

**Correspondence**

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail from a sentenced inmate in a minimum or low security institution may be sealed by the inmate and is sent out unopened and uninspected.

Except for "special mail," outgoing mail from a sentenced inmate in a medium or high security institution, or an administrative institution may not be sealed by the inmate and may be read and inspected by staff. The outgoing envelope must have the inmate's committed name, register number, and complete institution return address in the upper left hand corner.

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

**Incoming Correspondence**

First class mail is distributed Monday through Friday (except holidays) by the evening watch Correctional Officer in each living unit. Legal and Special Mail will be distributed by Mail Room or unit staff and opened in the presence of the inmate. Inmates are asked to advise those writing to them to put the inmate's registration number and Housing Unit on the envelope to aid the prompt delivery of mail. All inmate packages must have prior authorization unless otherwise approved under

BOP policy.

### **Incoming Publications**

The BOP permits inmates to subscribe to and receive publications without prior approval. The term publication means a book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, plus such other materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may only receive hard cover publications and newspapers from the publisher, a book club, or a bookstore. At minimum and low security institutions, an inmate may receive softcover publications (other than newspapers) from any source. At medium, high, and administrative institutions, an inmate may receive softcover publications only from the publisher, a book club, or a bookstore.

### **Special Mail**

Special Mail is a category of correspondence sent to the following: President and Vice President of the United States, the U.S. Department of Justice (including the BOP), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement offices, attorneys, and representatives of the news media.

Special mail also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband, funds, and for qualification as Special Mail; the correspondence will not be read or copied if the sender has adequately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail - Open only in the presence of the inmate" or with similar language. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

### **Inmate Correspondence with Representatives of the News Media**

An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in BOP custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to BOP regulations.

### **Correspondence between Confined Inmates**

All outgoing mail must have an address label generated from TRULINCS; otherwise the mail room staff will reject the outgoing correspondence. The only exception to this rule is when an inmate is sending correspondence from SHU. An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family (mother, father, sister, child, or spouse), or party in a current legal action (or a witness) in which both parties are involved. The Unit Manager at each institution must approve the correspondence if both inmates are housed in Federal institutions.

### **Rejection of Correspondence**

The Warden may reject general correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity.

### **Notification of Rejection**

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate may also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

### **Change of Address/Forwarding of Mail**

Mail Room staff will make available to an inmate who is being released or transferred a change of address form. General correspondence (as

opposed to special mail) will be forwarded to the new address for 30 days. After 30 days, general correspondence is returned to sender with the notation "Not at this address - return to sender."

Staff will use all practical means to forward special mail. After 30 days, the SENTRY address will be used to forward special mail.

### **Certified/Registered Mail**

Inmates may use certified, registered, or insured mail services. Other mail services such as stamp collecting, express mail, cash on delivery (COD), and private carriers are not provided.

### **Telephones**

Telephone privileges are a supplemental means of maintaining community and family ties. Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager to arrange an unmonitored attorney call.

While policy specifically allows inmates to make one call every three months, there is no specific limit on the number of phone calls that an inmate may make. It is expected that each inmate will handle his or her calls in such a manner that will allow the equal use of the phones by all inmates.

Calls are limited to fifteen (15) minutes in duration. Each inmate is allowed 300 minutes of calling time per month, unless on telephone restriction. Telephones will not be used to conduct a business.

Inmates are allowed to have thirty (30) approved numbers on their phone list. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers.

Inmates will be given their SECRET PAC (nine digits) number by their Correctional Counselor. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. Giving or selling your PAC number will result in disciplinary action.

All calls are automatically terminated after fifteen (15) minutes. A waiting period may be established between calls.

It is each inmate's responsibility to maintain their PAC in a way to

ensure no other inmate has access to it. Inmates found to be sharing their telephone account with other inmates will result in disciplinary action taken with all inmates involved. Third party telephone contact will also result in disciplinary action. This could include, but is not limited to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact.

## **ACCESS TO LEGAL SERVICES**

### **Legal Correspondence**

Legal correspondence from attorneys will be treated as Special Mail if it is adequately marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney and the front of the envelope must be marked as "Special Mail - open only in the presence of the inmate" or with similar language clearly indicating the particular correspondence qualifies as legal mail and the attorney is requesting the correspondence be opened only in the inmate's presence. It is the responsibility of the inmate to advise his/her attorney of these requirements. If legal mail is not adequately marked, it may be opened as general correspondence.

### **Attorney Visits**

Attorneys are encouraged to visit during regular visiting hours, by advance appointment. However, visits from an attorney can be arranged at other times based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

### **Legal Material**

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area, with prior approval. Legal material may be transferred, but is subject to inspection for contraband. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

### **Attorney Phone Calls**

In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. When possible, it is preferred that inmates place an unmonitored, collect legal call. Phone calls placed through the regular inmate phones are subject to monitoring.

### **Law Library**

Electronic Law Libraries (ELL): Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund.

### **Notary Public**

Under the provisions of 18 USC 4004, Case Managers are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are true and correct under penalty of perjury will suffice in Federal courts and other Federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public.

### **Copies of Legal Material**

In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A copying machine is available in the Education Department for inmate use for a nominal fee. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication through the unit team.

### **Federal Tort Claims**

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form by submitting an Inmate Request to Staff Member or requesting one through your Correctional Counselor.

### **Freedom of Information/Privacy Act of 1974**

The Privacy Act of 1974 forbids the release of information from agency records without a written request, or without the prior written consent of the individual to whom the record pertained, except for specific instances.

All formal requests for access to records about another person and/or agency record other than those pertaining to themselves shall be processed through the Freedom of Information Act (FOIA), 5 USC 552. Requests may be made in writing to the FOIA Branch, Central Office, and 320 First St., N.W., Washington, D.C. 20534.

### **Inmate Access to Central Files and Other Documents**

An inmate may request to view his/her central file (minus the FOIA section) under the supervision of his/her Case Manager by submitting a cop-out to the Unit Team. An inmate does not need to submit a FOIA Act Request to the Director of the BOP unless the information requested is in the FOIA Exempt section. Likewise, an inmate wishing to review his/her medical file should send a request to Health Services.

An inmate can request access to the non-disclosable documents in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a Freedom of Information Act Request to the Director of the BOP, Attention: FOI Request. A request on the behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

### **Executive Clemency**

The BOP advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon restores civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time).

Inmates should contact their assigned Case Manager for additional information regarding this program.

### **Commutation of Sentence**

The BOP also advises inmates on commutation of sentences. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms available from the assigned unit team. The rules governing these petitions are available in the Law Library.

### **Pardon**

A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

### **Compassionate Release/Reduction in Sentence**

The Bureau of Prisons has implemented updated policy procedures of Program Statement 5050.50, Compassionate Release/Reduction in Sentence: Procedures for Implementation of 18 U.S.C. § 3582 and 4205(g). The updated provision of the above program statement includes the guidance required under the First Step Act. A copy of the above program statement has been placed in the Law Library and Trulincs. Inmates who are interested in submitting a request for consideration, should ensure they submit all of the necessary documentation to their assigned case manager for review and processing.

### **PROBLEM RESOLUTION**

#### **Inmate Request to Staff Member**

An Inmate Request to Staff Member (form BP-S148), commonly called a Cop-Out, is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the living units from the Correctional Officer on duty. Staff members will answer the request within a reasonable period of time. TRULINCS messaging may also be used in lieu of the Cop-Out.

#### **Administrative Remedy Process**

The BOP emphasizes and encourages the resolution of complaints. The first step of the Administrative Remedy process is to attempt an **Informal Resolution**, utilizing the appropriate Informal Resolution form. (See the Administrative Remedy Institution Supplement, Attachment A.) When an informal resolution is not successful, an inmate can access the Administrative Remedy Program. All Administrative Remedy forms may be obtained from your assigned Correctional Counselor or Unit Team member.

If the issue cannot be informally resolved, a formal complaint may be filed with a Request for Administrative Remedy (formerly BP-229), commonly referred to as a BP-9. The inmate may place a single complaint or related issues on the form. If the form contains multiple unrelated issues, the submission will be rejected. The inmate will return the completed BP-9 to the Correctional Counselor, who will deliver it to the Administrative Remedy Coordinator (BP-9 will be

rejected unless processed through staff). The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time which should be documented in the complaint. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Warden's response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) Calendar days from the date of the BP-9 response. The regional appeal is filed on a Regional Administrative Remedy Appeal (form BP-230), commonly referred to as a BP-10, and must include the appropriate number of copies of the BP-9 form, the Warden's response, and any exhibits. The regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Regional Director's response, he may appeal to the General Counsel in the Central Office.

The national appeal must be made on the Central Office Administrative Remedy Appeal (form BP-231), commonly referred to as a BP-11, and must have the appropriate number of copies of the BP-9, BP-10, both responses, and any exhibits. The national appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension.

When filing a Request for Administrative Remedy or an Appeal (BP-9, BP-10, or BP-11), the form should contain the following information:

Statement of Facts  
Grounds for Relief  
Relief Requested

### **Sensitive Complaints**

If an inmate believes a complaint is of a sensitive nature and he or she would be adversely affected if the complaint became known to the institution, he or she may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, the inmate will be advised in writing of that determination and the complaint will be returned.

The inmate may then pursue the matter by filing a BP-9 at the institution.

### **General Information**

When a complaint is determined to be of an emergency and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, usually within seventy-two (72) Hours from the receipt of the complaint.

For detailed instructions see Program Statement 1330.16, Administrative Remedy Program.

### **DISCIPLINARY PROCEDURES**

Inappropriate sexual behavior towards staff and other inmates will not be tolerated. Inappropriate sexual behavior is defined as verbal or physical conduct perceived as a sexual proposal, act, or threat. Examples of inappropriate inmate sexual behavior include: displaying sexually explicit materials; making sexually suggestive jokes, comments, proposals, and gestures; and engaging in stalking, indecent exposure, masturbation, or physical contact. Inmates who engage in this type of behavior will be disciplined and sanctioned accordingly, through the inmate discipline process.

#### **Discipline**

The inmate discipline program helps ensure the safety, security, and orderly operation for all inmates. Violations of BOP rules and regulations are handled by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Upon arrival at an institution, inmates are advised of the rules and regulations and are provided with copies of the Prohibited Acts and Available Sanctions, as well as local regulations.

#### **Inmate Discipline Information**

When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing.

An informal resolution of the incident may be attempted at any stage of the discipline process. If an informal resolution is accomplished, the

incident report will be removed from the inmate's central file. Informal resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended.

Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

### **Initial Hearing**

Inmates will ordinarily be given an initial hearing within five (5) work days after the incident report is issued, excluding the day it was issued, weekends, and holidays.

The Warden must approve, in writing, the any extension over five (5) days. The inmate is entitled to be present at the initial hearing and may make statements and present documentary evidence. The UDC must give its decision in writing to the inmate by the close of the next work day. The UDC may make findings on Moderate and Low severity offenses. The UDC will automatically refer Greatest and High severity offenses to the DHO for final disposition.

### **Discipline Hearing Officer (DHO)**

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does

not warrant DHO involvement, or may refer an incident report back for further investigation or review.

The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

### **Appeals of Disciplinary Actions**

Appeals of all disciplinary actions may be made through the Administrative Remedy Program. The initial reviewing official for the UDC is the Warden. The decision of the DHO is final and subject to review only by the Regional Director through the Administrative Remedy program. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the reviewing authority (Warden, Regional Director, or General Counsel) considers:

-Whether the UDC or DHO substantially complied with regulations on inmate discipline.

-Whether the UDC or DHO based its decision on facts. If there is conflicting evidence, whether the decision was based on the greater weight of the evidence.

-Whether an appropriate sanction was imposed for the severity level of the prohibited act, and other relevant circumstances.

### **Special Housing Unit Status**

Special Housing Units (SHUs) are housing units in BOP institutions where inmates are securely separated from the general inmate population, and may be housed either alone or with other inmates. SHU helps ensure the safety, security, and orderly operation of correctional facilities, and protect the public by providing alternative housing assignments for inmates removed from the general population.

When placed in the SHU, you are either in administrative detention (A/D) status or disciplinary segregation (D/S) status.

Administrative detention (A/D) status: A/D is an administrative status which removes you from the general population when necessary to ensure the safety, security, and orderly operation of correctional facilities, or protect the public. Administrative detention status is non-punitive, and can occur for a variety of reasons.

You may be placed in A/D status for the following reasons:

(a) Pending Classification or Reclassification: You are a new

commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.

(b) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.

(c) Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:

(1) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;

(2) Transfer: You are pending transfer to another institution;

(3) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or

(4) Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

When placed in A/D status, you will receive a copy of the administrative detention order, ordinarily within 24 hours, detailing the reason(s) for your placement. However, when placed in A/D status pending classification or while in holdover status, you will not receive an administrative detention order.

In A/D status you are ordinarily allowed a reasonable amount of personal property and reasonable access to the commissary.

Disciplinary segregation (D/S) status: D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing a prohibited act(s).

When you are placed in D/S status, as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing. In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles. Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item.

If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU. Program staff, including unit staff, will arrange to visit inmates in the SHU within a reasonable time after receiving an inmate's request. A Health Services staff member will visit you daily to provide necessary medical care. While in SHU, you may continue taking your prescribed medications. In addition, after every 30 calendar days of continuous placement in either A/D or D/S status, a Mental Health staff will examine and interview you.

## **RELEASE**

### **Sentence Computation**

The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of inmate sentences. Once staff at the DSCC have certified the sentence computation as being accurate, staff will provide the inmate with a copy of his or her sentence computation data. Any questions concerning good time, jail time credit, parole eligibility dates, full term dates, or release dates are resolved by staff upon inmate request for clarification.

### **Fines and Costs**

In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean that the inmate will remain in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Discharge of indigent prisoner). Non-committed fines have no condition of imprisonment based on payment of fines or costs.

Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

### **Detainers**

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will

depend on individual circumstances.

The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states.

The United States of America, the District of Columbia, and any U.S. state or territory that has codified the IADA into its statutes have been identified as party states. The states of Mississippi and Louisiana, the Commonwealth of Puerto Rico, and the territories have not joined the IADA to date.

### **Good Conduct Good Time**

This applies to inmates sentenced for an offense committed on or after November 1, 1987, under the Sentencing Reform Act of 1984 (SRA), the Violent Crime Control Law Enforcement Act (VCCLEA), or Prison Litigation Reform Act (PLRA).

The SRA became law on November 1, 1987. The two most significant changes made to sentencing statutes concern good time and parole issues. There are no provisions for parole under the SRA. The only good time available under the SRA is 54 days of Good Conduct Time (GCT) for each year served on the sentence. No GCT is applied to life terms, or to sentences of 1 year or less. Good time is not awarded under the SRA until the end of each year served on the sentence, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, GCT earned under the SRA is vested, and may not be forfeited at a later time.

For inmates convicted under the VCCLEA, for offenses committed from September 13, 1994, through April 25, 1996, the 54 days of GCT earned for each year served on the sentence will not vest if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED. Unsatisfactory progress is determined by the institution Education Department.

For inmates sentenced under the PLRA, for offenses committed on or after April 26, 1996, the GCT earned for time spent in service of the sentence does not vest. In addition, if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED, only 42 days of GCT will be earned for each year in the service of the sentence. Unsatisfactory progress is determined by the institution Education Department.

The amount of GCT an inmate is eligible to receive is based on the amount of time served on the sentence, not the length of the sentence. This calculation method has been upheld by the U.S. Supreme Court.

**THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.**

### **Good Time**

Good Time awarded by the BOP under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of Good Time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date.

### **Statutory Good Time**

Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

Not greater than one year - 5 days for each month of the not less than six months or more than one year sentence.

More than 1 year, less than 3 years- 6 days for each month of the stated sentence.

-At least 3 years, less than 5 years- 7 days for each month of the stated sentence.

-At least 5 years, less than 10 years- 8 days for each month of the stated sentence.

-10 years or more- 10 days for each month of the stated sentence.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

**The following applies only to inmates sentenced for an offense committed prior to November 1, 1987.**

### **Extra Good Time**

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, performing duties of outstanding importance, or for employment in an Industry or Camp. An inmate may earn only one type of good time award at a time (e.g., an inmate

earning industrial or Camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the DHO may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may disallow or terminate the awarding of any type of Extra Good Time, (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A disallowance means that an inmate does not receive an Extra Good Time award for only one calendar month. A disallowance must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which Extra Good Time has been disallowed or terminated.

#### **Residential Reentry Center Good Time**

Extra good time for an inmate in a Federal or contract Residential Reentry Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

#### **Camp Good Time**

An inmate assigned to a camp is automatically awarded Extra Good Time, beginning on the date of commitment to the camp, and continuing as long as the inmate is assigned to the camp unless the award is disallowed.

#### **Lump Sum Awards**

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than thirty (30) Days. If the recommendation is for more than thirty days, and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

#### **Good Time Procedure**

Extra Good Time is awarded at a rate of three days per month during the first twelve months, and at the rate of five days per month thereafter (i.e., the first twelve months, as stated, means 11 months and 30 days -Day for Day - of earning Extra Good Time before an inmate can start earning five days per month.

#### **Parole**

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

Federal inmates sentenced prior to 1987 are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXEMPTIONS: inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). Inmates sentenced in the District of Columbia Superior Court who are eligible for parole will normally receive a parole hearing 180 days prior to their parole eligibility date. If the inmate chooses not to appear before the Parole Board for the initial hearing, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing.

This waiver will be made part of the Parole Commission file and the inmate's central file.

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months.

Applications, to the Parole Commission for a hearing, are the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiner must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. Federal inmates may appeal a decision made the Parole Commission by obtaining the appropriate forms from the Case Manager. Inmates with a District of Columbia Superior Court case cannot appeal a decision made by the Parole Commission. If granted a presumptive parole date ( a parole date more than six months following the hearing), a parole progress report will be sent to the Parole Board three to six months before the parole date.

Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

#### **Residential Reentry Center Placement**

Inmates who are nearing release, and who need assistance in

obtaining a job, residence or other community resources, may be referred for placement at a Residential Reentry Center (RRC).

The Residential Reentry Management Regional Administrator supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local governments, and the community.

Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator. Community programs have two major emphases: residential community-based programs provided by RRCs and programs that provide intensive nonresidential supervision to offenders in the community.

#### **Community-Based Residential Programs**

The community-based residential programs available include both typical RRCs and work release programs provided by local detention facilities. The RRCs provide a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's gross income.

Most BOP community-based residential programs are provided in RRCs. These facilities contract with the BOP to provide residential correctional programs near the offender's home community. RRCs are used primarily for three types of offenders:

Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties. Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S. Probation. Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is more restrictive. Except for employment and other required activities, the offenders are required to remain at the RRC, where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities.

Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the community corrections component in a RRC, serving to facilitate the transition from the institution to the community.

#### **The Adam Walsh Child Protection and Safety Act**

The Adam Walsh Child Protection and Safety Act (Pub.L. 109-248) was signed into law on July 27, 2006.

The legislation organizes sex offenders into 3 tiers, and mandates that Tier 3 offenders update their whereabouts every 3 months. It makes failure to register and update information a felony. It also creates a National Sex Offender Registry and instructs each state and territory to apply identical criteria for posting offender data on the Internet (i.e., offender's name, address, date of birth, place of employment, photograph, etc.).

#### **RIGHTS AND RESPONSIBILITIES**

The institution discipline system is important to everyone. Inmates are urged to develop and exercise self-discipline at all times. In order to maintain a safe and orderly institution, a formal discipline policy has been developed to deal with those persons who cannot or will not exercise self-discipline. All inmates should become thoroughly familiar with the discipline policy and the procedures found under Program Statement 5270.08. Those who know and follow the policy rarely experience the formal disciplinary procedure first hand. The following will provide guidance in developing self-discipline within the institution:

**RIGHT:** Inmates have the right to expect that, as human beings, they will be treated respectfully, impartially, and fairly by all personnel.

**RESPONSIBILITY:** Inmates have the responsibility to treat others, both employees and inmates, in the same manner.

**RIGHT:** Inmates have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.

**RESPONSIBILITY:** Inmates have the responsibility to know and abide by the rules.

**RIGHT:** Inmates have the right to freedom of religious affiliation and voluntary worship.

**RESPONSIBILITY:** Inmates have the responsibility to recognize and respect the rights of others in this regard.

**RIGHT:** Inmates have the right to health care which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.

**RESPONSIBILITIES:** It is the inmate's responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep her area free of contraband, and to seek medical and dental care as she may need it.

**RIGHT:** Inmates have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.

**RESPONSIBILITY:** It is each inmate's responsibility to conduct herself properly during visits, not to accept or pass contraband, and not to violate the law, Bureau rules, or institution guidelines through her correspondence.

**RIGHT:** Inmates have the right to unrestricted and confidential access to the courts by correspondence on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of their imprisonment.

**RESPONSIBILITY:** Inmates have the responsibility to present honestly and fairly their petitions, questions, and problems to the court.

**RIGHT:** Inmates have the right to legal counsel from an attorney of their choice by interviews and correspondence.

**RESPONSIBILITY:** It is the inmate's responsibility to use the services of an attorney honestly and fairly.

**RIGHT:** Inmates have the right to participate in the use of law library reference materials to assist them in resolving legal problems. Inmates also have the right to receive help when it is available through a legal assistance program.

**RESPONSIBILITY:** It is the inmate's responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates in the use of materials and peer assistance.

**RIGHT:** Inmates have the right to a wide range of reading materials for educational purposes and for their own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

**RESPONSIBILITY:** It is the inmate's responsibility to seek and utilize such material for their personal benefit, without depriving others of their equal rights to the use of this material.

**RIGHT:** Inmates have the right to participate in education, vocational training, and employment programs as far as resources are available and in keeping with their interest, needs, and abilities.

**RESPONSIBILITY:** Inmates have the responsibility to take advantage of activities which may help them live a successful and law-abiding life within the institution and in the community. Inmates will be expected to abide by the regulations governing the use of such activities.

**RIGHT:** Inmates have the right to use their funds for commissary and other purchases, consistent with institution security and good order, for opening bank/and or savings accounts, and for assisting their family in accordance with Bureau rules.

**RESPONSIBILITY:** Inmates have the responsibility to meet their financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution.

They also have the responsibility to make use of their funds in a manner consistent with their release plans, family needs, and for other obligations they may have.

## **PROHIBITED ACTS AND AVAILABLE SANCTIONS**

### **GREATEST SEVERITY LEVEL PROHIBITED ACTS**

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or

further a Greatest category prohibited act.

- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

#### **AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS**

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**HIGH SEVERITY LEVEL PROHIBITED ACTS**

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.

- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or

intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).

- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

**AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS**

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.

- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official

paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).

- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non hazardous tool, equipment, supplies, or other non hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

**AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.

- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like

another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

**AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS**

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- C. Make monetary restitution.
- D. Monetary fine.
- E. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- F. Change housing (quarters).
- G. Remove from program and/or group activity.
- H. Loss of job.
- I. Impound inmate's personal property.
- J. Confiscate contraband
- K. Restrict to quarters.
- L. Extra duty.

Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

Prohibited Act Severity Level	Time period For prior Offense-same code	Frequency of Repeated offense	Additional Available Sanctions
-------------------------------	---	-------------------------------	--------------------------------

Low Severity (400 level)	6 months	2 <sup>nd</sup> Offense  Or  3 <sup>rd</sup> Offense	<b>1. Disciplinary segregation (up to 1 month).</b> <b>2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). Any available Moderate</b>
-----------------------------	----------	--	--

Moderate severity (300 level)	12 months	2 <sup>nd</sup> Offense or 3 <sup>rd</sup> Offense	severity level sanction (300 series). 1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2 <sup>nd</sup> Offense Or 3 <sup>rd</sup> Offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 <sup>nd</sup> or more Offense	Disciplinary Segregation (up to 18 months).

Federal Bureau of Prisons

**Sexually Abusive  
Behavior  
Prevention and  
Intervention**



*An Overview for Offenders*

**You Have the Right to be Safe from Sexually Abusive Behavior.**

The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse and sexual harassment. While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.**

You do not have to tolerate sexually abusive/ harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

**What Can You Do To Prevent Sexually Abusive Behavior?**

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

**What Can You Do if You Are Afraid or Feel Threatened?**

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach **any** staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

**What Can You Do if You Are Sexually Assaulted?**

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the

assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault, **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

**Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

#### **How Do You Report an Incident of Sexually Abusive Behavior?**

It is important that you **tell a staff member if you have been sexually assaulted** or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate

Officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

■**Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

■**File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

■**Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

Inspector General  
Justice  
Division  
Room 4706  
20530

Office of the  
U.S. Department of  
Investigations  
950 Pennsylvania Avenue, N.W.  
Washington, D.C.

■ **E-mail OIG.** You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours, Monday - Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

Note: These e-mails:

- are untraceable at the local institution,
- are forwarded directly to OIG
- will not be saved in your e-mail 'Sent' list
- do not allow for a reply from OIG,
- If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

■ **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically [https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp)

#### **Understanding the Investigative Process**

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

For at least 90 days following a report of sexual abuse, the conduct and treatment of inmates or staff who have reported sexual abuse will be monitored by the SIS Lieutenant to ensure there is no retaliation for reporting by inmate or staff. Following an investigation into an inmate's allegation suffering sexual abuse in an agency facility, the agency shall inform the inmate as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. There will be monitoring, discipline if warranted, and prosecution of sexual perpetrators.

#### **Counseling Programs for Victims of Sexually Abusive Behavior**

Most people need help to recover from the emotional effects of sexually

abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a Psychologist or Chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

Contact your local Rape Crisis Center or Psychology Services: FCI Danbury has a Memo of Understanding (MOU) with the Women's Center of Greater Danbury, Rape Crisis Center, 2 West Street, Danbury, CT 06810 (phone: 203-731-5200). You may also seek services through Psychology Services.

#### **Management Program for Inmate Assailants**

Anyone who sexually abuses/assaults/harasses others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be affected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

#### **Policy Definitions**

**Prohibited Acts:** Inmates who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy:

Code 114/ (A): Sexual Assault by Force  
Code 205/ (A): Engaging in a Sex Act  
Code 206/ (A): Making a Sexual Proposal  
Code 221/ (A): Being in an Unauthorized Area with a Member of the Opposite Sex  
Code 229/ (A): Sexual Assault without Force  
Code 300/ (A): Indecent Exposure  
Code 404/ (A): Using Abusive or Obscene Language

**Staff Misconduct:** The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

**What is sexually abusive behavior?** According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

**Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person  
**FORCIBLY** or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

**Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

**Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

**Sexual Harassment:** repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

**Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior occurs between two or more inmates. An incident is considered **Staff-on-Inmate Abuse/Assault** when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

**NOTE:** Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault.

However, inmates will be penalized for knowingly filing any false report.

**\*\* Please be aware that both male and female staff routinely work and visit inmate housing areas. \*\* Contact Offices:**

**U.S. Department of Justice Office of the Inspector General  
Investigations Division  
950 Pennsylvania Avenue, NW Suite 4706  
Washington, D.C. 20530  
202-514-3435  
800-869-4499**

**Federal Bureau of  
Prisons Central  
Office  
National PREA Coordinator  
320 First Street, NW, Room 554  
Washington, D.C. 20534  
202-307-3198**

**Federal Bureau of  
Prisons Mid-Atlantic  
Regional Office  
Regional PREA  
Coordinator 302  
Sentinel Drive, Suite  
200  
Annapolis Junction,  
Maryland 20701 301-317-  
3100**

**Federal Bureau of Prisons  
North Central Regional  
Office Regional PREA  
Coordinator Gateway Complex  
Tower II, 8th Floor  
400 State Avenue  
Kansas City, KS  
66101-2492 913-621-  
3939**

**Federal Bureau of  
Prisons Northeast  
Regional Office  
Regional PREA  
Coordinator  
U.S. Customs House, 7th**

Floor 2nd and Chestnut  
Streets Philadelphia,  
Pennsylvania 19106 215-  
521-7300

**Federal Bureau of  
Prisons South Central  
Regional Office  
Regional PREA  
Coordinator**

U.S. Armed Forces Reserve  
Complex 344 Marine Forces  
Drive  
Grand Prairie,  
Texas 75051 972-  
730-8600

**Federal Bureau of  
Prisons Southeast  
Regional Office  
Regional PREA  
Coordinator**

3800 North Camp Creek  
Parkway, SW Building 2000  
Atlanta, GA 30331-5099  
678-686-1200

**Federal Bureau of  
Prisons Western Regional  
Office Regional PREA  
Coordinator**

7338 Shoreline Drive  
Stockton, CA 95219  
209-956-9700

Women's Center of Greater  
Danbury Rape Crisis Center  
2 West Street  
Danbury, CT 06810  
(203) 731-5200

**Third-party reporting (outside of institution):**

[https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp)



