

INMATE
ADMISSIONS & ORIENTATION
HANDBOOK



UPDATED: 7.16.18

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 assist them in their initial adjustment to incarceration.

INTAKE, CLASSIFICATION AND THE UNIT TEAM

Orientation

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 Admissions and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies, and procedures regarding the facility.

The Unit Team will hold unit Orientation within seven days of the inmate's arrival.

Classification Teams (Unit Teams)

Each inmate is assigned to a housing unit. A unit is a self-contained inmate living area including both housing sections and office space for unit staff. A Unit Team is 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. The Staff Psychologist, Education Advisor, and Unit Officer are considered members of the Unit Team and provide input for classification purposes.

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, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 6:00am to 7:00pm, and during the day on weekends and holidays.

Initial Classification/Program Reviews

Inmates initially designated to the institution will receive initial classification within 28 days of arrival. Unit, Education, and Psychology staff will assess inmates and work with them to develop an individual plan, which will address skill deficits deterring 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.

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager: The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. The Unit Manager is the Chairperson of the team, which comprises the Case Manager, Correctional Counselor, Unit Secretary, and Unit Officer. The Unit Manager reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body who hears disciplinary infractions. The Unit Manager is ordinarily present during initial classification and subsequent program review(s) in which Residential Reentry Center, known as "half-way house" 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 guidance for the inmates of the unit in areas of institutional

adjustment, personal difficulties, and plans for the future. They play a leading role in segments of unit programs relating to inmate activities.

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. Unit Officers control movement in and out of the unit and conduct regular searches for contraband.

Reentry Pre-Release Programming

Release preparation begins on the first day of incarceration. 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 better inmates' chances of a successful reentry upon release.

It is imperative at initial classification (Team) 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, 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 the 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. Lastly, the Reentry Resource Center, located in the Religious Services area, can also provide you with pre and post release programming, and education ideas, potential employment and housing information, as well as potential benefits information.

Communications

Normally, a unit staff member is available each day of the week and most evenings until 7:00pm. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may use Town Hall meetings to share information. Unit Team members will use either open house hours or an open door policy to address inmate concerns. Inmates are also encouraged to use "Inmate Requests to Staff" to make requests in writing or electronically.

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.

DAILY INMATE LIFE

Boundaries

Inmates are not authorized to be in any area, which is less than ten feet from the perimeter fence. The recreation field is out of bounds when a Recreation staff member is not present. Other peripheral areas are identified as out of bounds to inmates with yellow or red lines, except when inmates have been assigned to official details within the

area, or when they must move back and forth within the area to reach their official assignment.

What to do in Emergency Situations

If there is an emergency in the housing unit, you are immediately to return to your cell. If you are on the compound and you see staff responding to the emergency, go inside the closest building, move out of the way, and do not gawk through the windows. Heckling staff while they are responding to the emergency will result in your placement in Special Housing Unit.

Sanitation

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

Each inmate is responsible for making her bed in accordance with posted regulations before work call (including weekends and holidays when she leaves the area). Each inmate is also responsible for sweeping and mopping her cell floor, 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 inside and out, and all shelving must be neat and clean. Chairs are assigned to each cell, and will not be defaced or marked in any manner by the inmate.

Items on the housing units like televisions, ice machines, hair stations, and microwaves (which will be eliminated via attrition) are a privilege and not a right. These items may be removed at any time at the Unit Officer or Unit Teams discretion.

Personal Property Limits

Items, which may be retained by an inmate, are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell. Inmates may have one bag of dirty laundry under their beds and two six packs of sodas. Shoes will be lined up neatly under the bed. Each housing unit has a photo on the bulletin board of how each cell is expected to look. Inmates are not authorized to give, receive, or loan personal or anything of value. Inmates earning incentives from RDAP are only authorized those incentives while housed in the DAP unit (D Unit). Once an inmate moves to another unit or returns to the camp, all RDAP incentives must be sent home. Incentives are not authorized to be worn or removed from the DAP unit.

Storage Space

The inmate shall be allowed to purchase an approved locking device for personal property storage in regular living units. The amount of personal property allowed each inmate is limited to those items, neatly and safely placed in the space designated. Storage space for each inmate is limited to the space inside the locker. In addition, one (1) under-the-bed storage unit may be issued from Unit Team to store excess legal material for on-going cases ONLY. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Clothing

Inmates are to be in full uniform 6am-2pm Monday through Friday, when exiting the housing unit for work, programs, and mainline. Uniforms are required in programming areas until after the 4pm count has cleared. Inmates are not required to be in full uniform while in the housing unit. Shorts are not authorized at any time in the chapel. Monday through Friday, except for holidays, inmates will wear Khaki pants and blouse with a brown t-shirt underneath which is tucked into the pants. Blouses must be buttoned, minus the top button at all times. Green clothing items are not allowed inside the FCI. Inmates wearing a grey pullover sweatshirt or thermals must wear them underneath the blouse, so the nametag is clearly visible. Grey zippered jackets may be worn over the khaki blouse as long as the inmate's nametag is clearly visible. The khaki blouse must have the inmate's name, register number, and proper unit identification. If an inmate's unit changes, it is the inmate's responsibility to go to laundry

and get your nametags updated. The uniform will be maintained in a neat manner, with pants around the waistline. Belts are not authorized for Dublin inmates. Other than approved religious headgear, hats will not be worn while indoors. Grey t-shirts are not part of the authorized uniform and may only be worn after hours, in the housing unit, or at recreation. White t-shirts may only be worn in your assigned cell. Shorts may only be worn in your assigned cell or in recreation only. Khaki shorts are not authorized at any time and must be returned to Laundry. Monday through Friday, except federal holidays, all inmates will abide by the clothing standard even while at work. Altered clothing personal or institution-issued will be confiscated and a fine will be charged or altering institution-issued clothing.

Appropriate footwear must be worn at all times. Boots must be worn while in uniform, unless a medical soft shoe pass has been issued (must be on your person at all times). Pants may not be bloused or tucked inside the boots at any time. If pants are too long, the legs may be neatly cuffed as not to drag on the ground causing a tripping hazard. At no time will shower shoes, “croc” type sandals, or flips flops be worn out of the housing unit or during work hours. The only footwear permitted to be worn out of a housing unit is sneakers and boots.

Inmates requesting religious accommodations for clothing based on modesty reasons may gain approval from Religious Services for a jumper. The jumpers will be below the ankle and worn with a long-sleeved blouse and brown t-shirt. Inmates granted religious accommodations will be issued a signed laminated card from Religious Services which must be on the inmate at all times. Inmates on the approved religious accommodation list found not wearing their prescribed uniform will be removed from the religious accommodation list and will not be allowed to wear a jumper. Pregnant inmates may also be approved by Health Services to wear a jumper during their pregnancy.

In the housing units, inmates will be properly clothed when outside of their assigned cells. Inmates are not permitted to be in the common areas with bathrobes or pajamas. Bathrobes may only be worn to and from the shower if pajamas or underclothing is worn underneath the robe.

Inmates are not authorized civilian clothing (i.e., clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) for retention. Staff in the Receiving and Discharge (R&D) area may retain prerelease civilian clothing for an inmate during the last 30 days of an inmate’s confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: 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. Representative 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

The institution issues toothpaste, toothbrushes, combs, razors, and soap for personal hygiene. Inmates may purchase name brand items through the Commissary. These items are authorized to the point they can be contained in the locker 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, which can be stored in their designated storage space. Nothing is to be tacked, stapled, or scotch taped to any surface except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph 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. Inmates 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 regarding inmate legal activities. Space will be limited to one grey bin kept under the bed.

Hobby Craft Materials

Inmates are authorized one in-unit Hobby Craft project at a time. A Hobby Craft Project Authorization form must be signed by a Recreation staff member and clearly displayed in the locker. The form is valid for 45 days at which time the inmate is required to mail the project out unless an extension is granted, otherwise, the project will be considered contraband. Approved hobby craft projects are cross-stitch, drawing, card making, crochet, origami, scrap booking, and watercolor. For an approved list of hobby craft supplies, please see recreation staff. Mailing out hobby craft items is done through the Recreation department not the mailroom directly.

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 TRU-Units. This service allows inmates to manage the player and to purchase non-explicit music. MP3 players are not authorized or transferrable to contract facilities.

Headphones and/or ear buds can only be worn in approved locations, during non-duty hours. They can never be worn on the job site or while walking on the compound.

Jewelry

Inmates may have one plain wedding band, one pair of stud or small hoop earrings (less than 1" diameter). Homemade bracelets, hair ties, earrings are not permitted and will be confiscated. Gages and other facial piercings are not authorized and must be removed. If it is a subdermal piercing, Health Services will be the final decision-maker as to whether or not the piercing can be removed. One appropriate religious medallion and chain without stones may be worn underneath the brown t-shirt. Religious medallions may only be outside of the t-shirt when in the chapel.

Sun Bathing

Sun bathing is prohibited in all areas.

Sun Decks

The sun deck doors will be secured Monday – Friday until after the 4:00pm count. Weekends and federal holidays, the sun decks will be opened after the morning meal. Inmates using the sun deck are responsible for the sanitation of the area. Bedding and furniture from the rooms, to include chairs, are not authorized on the sun deck at any time. Under adverse weather conditions such as fog line, the corridor doors leading to the sun deck will remain secured, until the compound is opened. Inmates using the sun deck will be appropriately dressed. Proper attire consists of a shirt and shorts, with all normal underwear underneath. The doors to the sun decks on both sides of the housing unit will be secured at 8:30pm and will not reopen until 6:00am.

Smoking

Inmate smoking is prohibited in all BOP facilities.

Quarters Rules

Inmates are not allowed to be in any unit they are not assigned to, unless they have a scheduled meeting with their Unit Team in an adjacent building. There will be no movement between any housing units after 9pm. **EXAMPLE:** Inmates assigned to B Unit, may not be in A Unit after 9pm.

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. Unit Officers and Counselors inspect cells daily. The IDO and Unit Managers conduct unit inspections weekly and publish individual ratings of appearance.

The rules include items such as:

All beds are to be made daily in the prescribed manner by 6:00am. If a cell or room is not acceptable, disciplinary action will be taken. Sleeping/napping is permitted on your day off or sick, as long as you are dressed in the prescribed uniform and are on top of the made bed.

To maintain the efficiency of the air conditioning and heating system, cell windows are to remain closed and secured at all times.

All cell lights must be off when unoccupied.

Cell doors are closed when inmates are not in them. Opened cell doors must be all the way opened.

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

Everyone is responsible for cleaning up after herself.

No items are authorized to hang on the walls, doors, or beds. Nails and hooks are not authorized in any walls.

Nude or sexually suggestive photographs are **NOT** authorized. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.

Showers are available every day, but inmates may not be in the shower during an official count or during sanitation schedules. Lights must remain on in the showers at ALL times. PREA approved shower curtains must be in all showers. Only one inmate is permitted in the shower at a time.

Unit televisions may be viewed during established off-duty hours. During normal working hours, unit televisions may be viewed at the discretion of staff.

Unit meal rotation is ordinarily 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.

Food items prepared in the housing unit may only be consumed in the housing unit. Prepared food items in personal bowls are not authorized on the compound and may not be consumed in Recreation or other areas, like UNICOR.

Quiet hours

Quiet hours are observed 9:00pm until 5:00am Sunday – Thursday, excluding federal holidays. Inmates are not permitted to gather in the common areas or on the stairwells in the housing unit after the 9:00pm count Sunday – Thursday (excluding federal holidays). The Unit Officer will allow inmates to shower, use the phones, email, and do laundry, as long as the unit remains quiet from 9pm until 11:30pm. Friday and Saturday and federal holidays ONLY, inmates are permitted to watch TV after the 9:00pm count clears until 11:30pm. When inmates return to the cells at 11:30pm, they are not permitted out of their cells until the 4:30am count clears the following morning.

Wake-up

A general wake-up for all inmates is 5:00am. It is the inmate's responsibility to leave the unit for meals and work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

Clothing Exchange & Laundry

Institutions issue clothing to the inmate population, which are properly fitted, climatically suitable, and presentable. Institutions will furnish each inmate with sufficient clothing to allow at least three changes of cloths weekly.

Inmates are responsible for the clothing and safety shoes issued by the institution and will be required to return them to the Laundry Department prior to release or transfer. Government-issued clothing will not be altered or disfigured. Examples include, but not limited to, the following: converting pants to shorts, pleats, cutting off shirtsleeves, defacing clothing, etc. An inmate found to have destroyed government property may receive an Incident Report and appropriate disciplinary action will be taken.

Each institution has established local procedures for replacing lost, damaged, or clothing, which does not properly fit. Additionally, you may contact the Trust Fund Department for guidance or questions related to the Laundry/Clothing operation.

Inmates are scheduled by Units each week to go to laundry. The schedules are posted in each Unit. Inmates will only be served once a week for clothing issuance/exchange. Hygiene items will be issued to indigent inmates only. Unauthorized amounts of clothing or linens will be confiscated. Inmates must present their commissary card for service at all times. The hours of operation will be posted on the Laundry 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 otherwise not provided by the BOP or a different quality than 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, or send funds by creating a BP-199. 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.

Inmates may shop Monday-Wednesday during the lunch hour, 11:30am to 12:30pm. Inmates choosing to shop during lunchtime sales must turn a commissary slip into the box in front of the FCI Commissary prior to 10:30am on the designated shopping day. Inmates who did not shop during the lunch hour may shop by Unit, Monday-Wednesday, after the 4:00pm count clears, until 8:30pm or until all numbers have been called.

Inmates may shop only ONCE a week except for over the counter medication, which can be purchased on Thursday is even if you have shopped already. Inmate commissary orders must be placed in the Unit commissary box prior to 6:00am on their assigned shopping day.

Funds are withdrawn after positive identification by inmate identification card or fingerprint identification. Fingerprint exemptions are no longer approved per central office, for the protection of the inmate. It is the inmate's responsibility to know the amount of money available in their account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC). Inmates must have their identification card in their possession at all times for identification purposes.

Special Purchases (SPOs) are sold during the inmate's normally scheduled shopping night. The above days and hour are subject to change. Inmate bulletin boards located in the Housing Units and Commissary will provide any updates to the schedule. Item availability is updated outside the commissary daily. All items need to be checked prior to leaving the sales window, as refund and or exchanges for SPO's are prohibited. Prices are subject to change based on vender invoicing and shipping cost. Inmate shoppers are not allowed to communicate with inmate commissary workers.

The Chaplain must approve SPOs for religious items. During the A&O Program, inmates may have the opportunity to receive their validation schedules and the commissary hours of operation are discussed.

Postage stamps may be purchased only once a week. The cost of stamps does not decrease the inmates' monthly spending limits. The maximum amount of stamps to be purchased is (20) First Class stamps. The Associate Warden must approve additional stamps.

Spending Limitations

The National Spending Limit is 320.00 but may be further restricted at the local level. Each inmate account revalidates on a monthly, bi-weekly, or weekly cycle.

Deposits to Accounts

U.S. Postal Service

Inmates' families and friends choosing to send inmates funds through the mail must send those funds to the following address and in accordance with the directions provided below:

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. Effective December 1, 2007, 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, which 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 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 7:00am and 9:00 pm EST (seven days per week, including holidays). Funds received after 9:00pm EST will be posted by 7:00am 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. To find the nearest agent, they may call 1-800-325-6000 or go to www.westernunion.com.
- 2) By phone using a credit/debit card: The inmate's family or friends may call 1-800-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: The inmate's family and friends may go to 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.

The sender should direct any questions or concerns regarding Western Union transfers to Western Union (general public). Questions or concerns should not be directed to the BOP.

MoneyGram Express Payment Program

Inmates' families and friends may also send inmates funds through MoneyGram's ExpressPayment Program. All funds sent via MoneyGram's ExpressPayment will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00am and 9:00pm EST (seven days per week, including holidays). Funds received after 9:00pm EST will be posted by 7:00am EST the following morning. Funds sent to an inmate through the MoneyGram ExpressPayment 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 MoneyGram ExpressPayment Blue Form. To find the nearest agent, they may call 1-800-926-9400 or go to www.moneygram.com.

For each MoneyGram ExpressPayment transaction, the following information must be provided:

- a) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed immediately by Inmate's Last Name
- b) Company Name: Federal Bureau of Prisons
- c) City & State: Washington, DC
- d) Receive Code: Must always be 7932
- e) Committed Inmate Full Name entered on Beneficiary Line

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.

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, accepted, and posted to that inmate, funds may not be returned.

- 2) ONLINE using a credit, debit, or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending (up to \$300). If you are a first time user, you also must set up a profile and account.

The sender (public) should direct any questions or concerns regarding MoneyGram ExpressPayment transfers to MoneyGram. 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 by staff. 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, through the SIS Department can approve inmate withdrawals exceeding \$500.00.

TRULINCS

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

Inmate's access dedicated TRULINCS workstations installed in various housing units and common areas to perform various functions using their register number, Phone Access Code (PAC), Personal Identification Number (PIN) and the fingerprint process ONLY. FINGER PRINT EXEMPTIONS ARE NO LONGER APPROVED.

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

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

Contact List - Inmates manage their email address list, telephone list, and postal mailing list using the service. 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 to the contact directing them to 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 and education is solely responsible to updating these services.

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, which 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 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 only allowing 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 providing the 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.

Telephones are available for inmate use, Monday thru Friday, from 6:00am to 7:30am, 10:30am to 12:30pm, 2:30pm to 3:30pm, 5:30pm to 8:30pm, and 9:30pm to 11:30pm. On each housing unit, there is one phone available for use from 6:00am until 9:30pm Monday – through Friday. Telephones are available from 6:00am to 11:30pm, Saturday, Sunday, and Federal holidays, excluding count times. For inmates working evening shifts or on an authorized day off, there will be one telephone per Unit available during the day. The use of the telephone is a privilege meant to supplement, not replace, regular mail correspondence and visiting. The INMATE'S TELEPHONE SYSTEM II (ITS II) was established by the Department of Justice to relieve the burden of collect calls on the families. The ITS II gives the inmate the ability to make 300 total minutes of direct and collect calls for the month.

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, at local discretion, institutions may leave one telephone per unit available for inmates on "days off," or "evening shift." Calls must be placed directly to the contact listed on the inmates call list. Call forwarding or conference calls are not authorized.

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 any combination of collect or direct dial calls. Ordinarily, inmates will be allowed an extra 100 minutes per month in November and December. Telephone rates are posted throughout the institution.

TRUFONE funds are transferred using the TRUFONE system and must be done in even dollar amounts. The TRUFONE funds 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 at the time of transfer.

Inmates with Disabilities/Language Line: TTY telephone systems are available for inmates who are hearing impaired. Contact Unit Team for more information. A phone line is available through staff for inmates who do not speak English as their primary language to assist with communicating with other departments and staff members.

VISITING PROCEDURES

Saturday, Sunday, and Federal Holidays 8:00am to 2:00pm

Directions to the Federal Correctional Institution, Dublin, California:

Travel east on Highway 580, from Oakland to the Hacienda exit; turn north and continue approximately a 1/4 mile; Turn left (east on Dublin Boulevard), approximately 1/4 mile and turn left on Arnold Road. Continue approximately 1/4 mile and turn left on 8th Street. Parking for the FCI will be the first entrance to the right. There is a designated parking area in the Southeast corner of the FCI parking lot. Parking for the SCP will be the first left on 8th street. There is a designated parking area adjacent to the track. Overflow parking is located in the Southeast corner of the FCI Parking lot.

Transportation to the institution is available via local taxi service. Additional public transportation is available via BART and bus services originating from the San Francisco Bay Area and surrounding East Bay cities.

Everyone age 16 years and older will submit a Visiting Information form. A background check will be conducted. Once approved, the inmate is responsible for notifying their family they are approved. All visitors must be on the approved visiting list of the inmate and possess valid photo identification prior to entry. Valid forms of

identification include, current state issued driver license or ID, passport, military ID, government issued ID, or Alien Registration Card. Expired IDs, or other IDs not issued by state or federal governmental authorities will not be accepted.

Visitors will not be permitted into the institution wearing clothing which resembles issued uniforms (e.g., khaki or camouflaged-colored clothing), hats other than religious headgear, sweat suits/jogging suits, shorts, see through blouses, halter tops, spandex, or any other type of provocative clothing. Sports attire is not authorized. All visitors must wear covered footwear. Tobacco products are not permitted. Smart watches are not permitted to be worn by visitors.

The inmate cannot receive any items from a visitor. Visitors may bring a maximum of \$35.00 per adult. Money can only be used for the vending machines in the Visiting Room and may not be given to the inmate. Visitors may not leave money with the Visiting Room Officer for deposit to an inmate account. Inmates are prohibited from possessing any form of currency. Tobacco products are not permitted. Visitors with babies may bring three empty baby bottles per child, sealed baby formula in a self-open can, four unopened jars of baby food, one change of clothing, and ten diapers. All items must be carried in a clear plastic bag. No car seats or strollers are permitted in the Visiting Room.

Visitors are encouraged to leave personal belongings in their vehicles. Lockers are available at the FCI for visitors to store limited items. All items are subject to search before entering the Visiting Room and all vehicles are subject to random search. Visitors are not allowed to bring in any type of weapon, ammunition, drugs, or narcotic. Cameras and tape recorders are prohibited. Medications of an emergency nature, such as Asthma inhalants or Nitroglycerine are allowed; however, all medications must be declared to the Front Entrance Officer and the Visiting Room Officer will maintain medication in their possession at all times until the visitor's departure.

Inmates may have a maximum of five visitors at any one time, not taking into account, small children who will sit in the lap of the visitor. Any visitor departing the visiting room to accommodate another visitor, will not be permitted to return to the visiting room the same day.

If an inmate is expecting more than five visitors on a particular day, they may request a special visit through their respective Unit Team. This procedure is designed to facilitate visits for inmates who do not routinely receive visits, and is not intended for regular requests from an inmate. The request for a special visit should be submitted at least two weeks in advance of the requested date, to allow ample time to process the request.

Visitors have the responsibility of providing proper supervision and control of children. Inappropriate behavior of children may result in the termination of the visit.

All visits will begin and end in the Visiting Room. Kissing, embracing, and handholding are allowed on arrival and departure ONLY.

Inmate clothing for visiting: Proper uniforms only are authorized in the Visiting Room (see section on Uniforms). Shorts, halter-tops, shower and tennis shoes and recreation or leisure clothing (except for soft shoe passes) are not permitted. When the Visiting Room Officer deems clothing unsuitable, the inmate will need to change clothing before the visit will be allowed. Inmates will present an acceptable appearance while in the Visiting Room.

Articles which inmates are authorized to maintain in their possession during visits are one religious medallion, one wedding band, prescription glasses and one hair clip, beret or tie.

Inmates will not be permitted to remove any item from the Visiting Room. The exchange of packages, letters, or any article is prohibited. The visitors are responsible for the conduct of the children who accompany them. The inmate is responsible for their visitor's behavior. If the Visiting Room Officer determines a visitor's conduct is inappropriate or not in good taste, the visit may be terminated.

Visiting Room regulations will be sent to approve visitors by the inmate. All visitors and inmates are advised the introduction of contraband or the providing of assistance in an escape attempt carries a penalty of up to ten years imprisonment under Section 1791, Title 18 United States Code.

SHU inmates and Visiting: Inmates housed in SHU will not be permitted in the Visiting Room. SHU inmates will notify their visitors, they will only be allowed to use the video-visiting system. Inmates are authorized two 25-minute video-visiting sessions per visiting day. Inmate visitors will report to the Camp Visiting Room to schedule their video-video time. Visitors may not wait in the parking lot or in the Camp Visiting Room until their scheduled video-visiting session.

SECURITY PROCEDURES

Inmate Identification Cards

Inmates will be issued an identification card upon arrival at the institution. Inmates are required to carry their identification cards at all times. Inmates are responsible for the care of these cards.

Counts

Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period. On weekends and holidays, an additional count will be conducted at 10:00am. The inmate is expected to be standing at bedside during official counts held at 4:00pm and 9:00pm, on weekdays at 10:00am, 4:00pm, and 9:00pm on weekends and holidays, and during any emergency count. During the morning watch counts at 12:00am, 2:00am, and 4:30am, ensure there are no jackets, blankets or other items hanging from the bed, wall, or locker, restricting the Officer's vision of the inmate. 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 the unit bulletin boards after 4:00pm, on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis.

Controlled Movement

During non-working hours, movement throughout the institution will be regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure all inmate movement is orderly when an institution pass system is not in effect. Controlled movement generally begins ten minutes before the hour and ends on the hour. Normally, these moves are a one way moves; meaning, "in bound" or "out bound" move. During the movement period, normally ten minutes, inmates may move from an area of the institution to another without a pass or staff escort. Staff will announce the start and end of each movement period.

During the evening hours, the first controlled movement period normally begins at the conclusion of a clear official 4:00pm count. During the feeding of the evening meal, inmates can normally move to recreation yard, gymnasium, or chapel; however, you 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 9:30am, in preparation of the 10:00am 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.

Inmates going to Recreation and not in uniform will use the walkways by the housing units.

Contraband

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.

Examples of nuisance contraband - personal property no longer permitted in the institution or sold in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines (not stored in the locker); food items (spoiled or no longer safe for consumption); and 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

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 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 are 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, or other hazards will not be tolerated. Qualified professionals make regular fire inspections.

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. Federal Prison Industries has a separate pay scale. Unit staff assigns work and approve all job changes and 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. UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the Federal government. FCI Dublin's UNICOR is a Call Center operation. UNICOR provides an opportunity to the inmates to pay their court ordered financial obligations to society on a faster pace than any other job in the institution. Most institutions give priority for employment in UNICOR to inmates with large court ordered financial obligations. The training and experience

acquired in UNICOR is beneficial for re-entry into society.

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 members 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 her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. 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 not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in responsibility on the progress report. These are a few examples of the sanctions 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.

Food Service

The Food Service Department consists of an Administrator, Assistant Administrator, and Cook Supervisors. They are responsible for the entire Food Service Program, which includes menu planning, budgeting, procurement, preparation, serving, and sanitation. Inmate work assignments are available in the areas of clerical work, cooking, baking, meat cutting, salad preparation, dishwashing, and general cleaning under the supervision of the Supervisors. On-the-job training is conducted in all areas, which could lead to employment in the food service industry upon release.

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.

Serving Schedule:

Weekdays

Breakfast:	5:30am to 6:15am
Lunch:	10:45am to 12:00pm
Dinner:	Units rotated after the 4:00pm Official Count

Weekend/Holidays

Breakfast:	6:30am to 7:15am
Brunch:	11:00am to 12:00pm
Dinner:	Units rotated after the 4:00pm Official Count

On weekdays, a continental breakfast and two full meals are served: lunch and dinner consisting of main line or heart healthy alternative and no flesh. Every effort is put forth to make inmates' visits to the dining room a pleasant experience. On Saturdays, Sundays, and Federal holidays, there is a breakfast at 6:30am. This is followed by a full brunch at midmorning and a full dinner after the 4:00pm Official Count.

Inmates must have their ID cards on them upon entering mainline. Two condiments may be brought into Food Service. These items will be hand carried and not in a holder of any type. No items may be taken out of Food Service, unless medically prescribed.

Clean, neat sweatshirts may be worn at any time underneath the khaki uniform blouse. Complete sweat suits will only be allowed at evening meals and on holidays and weekends. Sleeveless shirts or blouses, halter-tops, shower shoes and slippers may not be worn in Food Service. Only approved Food Service or Religious Headgear may be worn in Food Service. Personal cups, pitchers, books, laundry, radios, etc., are not allowed in Food Service.

Medical short line passes will be issued for those inmates who have a no prolonged standing medical duty status. Inmates needing assistance with ambulation (i.e., wheelchairs, walkers) will be issued a medical card for entry into Food Service when "short line" is called for the lunch meal Monday through Friday. Inmates are required to enter through the front of Food Service and exit through the rear, except for wheelchairs. Inmates not meeting criteria for short line pass will wait in line and are not authorized to proceed to the serving line.

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 and related programs meeting the needs and interests of the inmate population, 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 ESL programs, as required by law. Various nationally recognized tests will be used to place inmates in appropriate education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

FCI Dublin offers the following educational programs:

1. General Education Development (GED)
2. English as a Second Language (ESL)
3. Vocational/Occupational Training
4. Adult Continuing Education (ACE)
5. Post-Secondary Education (PSE)
6. Family Program
7. General Library Services
8. Law Library Services
9. Apprenticeship Program
10. Recreation Program

Literacy/GED

An inmate has 60 days to verify attainment of a high school diploma or an acceptable equivalent (GED). To be considered valid proof, your PSI report must indicate the probation officer has verified the high school diploma or equivalent. It is the inmate's responsibility to provide proof. The literacy coordinator will provide assistance as appropriate.

An inmate who cannot provide proof of a high school diploma or GED certificate within 60 days of arrival will be enrolled in the GED program. **MANDATORY** attendance is required for the first 240 hours or until the inmate has achieved a GED certificate. All job promotions above entry level (pay grade 4) are dependent upon meeting the GED literacy standard.

Inmates who are not required to participate in education testing and enrollment include inmates who provide verification of a high school diploma, or a GED certificate, pre-trial inmates, inmates with an order of deportation, and those inmates specifically exempted by the Warden. Inmates identified as U.S. citizens, U.S. residents, or inmates with immigration detainers are required to participate in GED programming and to comply with good conduct time mandates.

The Violent Crime Control Law Enforcement Act (VCCLEA) mandates an inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, participate in and make satisfactory progress toward attainment of a General Education Development (GED) credential to vest earned Good Conduct Time (GCT). The Prison Litigation Reform Act (PLRA) provides in determining GCT awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1999, has earned or is making satisfactory progress toward attainment of a GED credential.

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.

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. While in this status, 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.

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, which will show up on their sentence computation when they complete or withdraw from the qualifying program.

The GED Test is taken on the computer. Inmates are strongly encouraged to enroll in a keyboarding or typing course, when offered, to acquaint themselves with a computer.

ESL

The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmate's communication skill level in English is evaluated at initial classification and interview. 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.

Incentives

Incentive awards are provided to recognize inmates making satisfactory progress and successfully completing the literacy (i.e., GED and ESL) program. Inmates may also receive incentives for progressing to various levels in the GED or ESL Program. The Graduation ceremony recognizes GED, ESL, and Occupational Education completions.

Vocational Training (VT) Business Program: The objective of Vocational Training Business Programs is to teach students new business skills helping ease their re-integration into society. All programs are designed to give students marketable skills and/or exploratory introduction to a specific field of knowledge, with an emphasis on practical applications. Most programs are divided into three sections - Introductory, Intermediate, and Advanced.

Each section is approximately 13 weeks long. Each week consist of an average eight-hour lesson plan where students learn the applications of the program to everyday life scenarios. Students must complete a minimum of 100 hours per program.

Apprenticeship

Apprenticeship training 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 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 in different institutions. Typical ACE classes include typing, computer literacy, foreign language, and business skills. These classes are usually offered during evening and weekend 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 involving only "paper and pencil." Courses requiring equipment are generally not authorized. The inmate must pay the cost for correspondence courses. If an inmate has sufficient funds available in her commissary account, a Form 24 may be used for payment. Inmates interested in enrolling in correspondence courses are required to contact the Literacy Coordinator prior to enrollment. Catalogs are available from the Literacy Coordinator. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

Family Program

The Children's Center offers inmates and their children a comfortable area to interact under the supervision of an education/ parenting aide. The Children's Center is located in the Visiting Room, and is open on Saturdays, Sundays and Holidays, during normal visiting hours. Special Children's day are offered throughout the year, which focus on inmates building positive bonds with their children.

Inmates who complete a parenting class may be eligible to participate in the Long Distance Story time program. Inmates will be recorded onto a DVD reading a book they have selected. Inmates will be provided the book and DVD to send home to their children. The postage and envelope are the responsibility of the inmate.

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 bookmobile 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 copying machine is available to reproduce materials needed for research. The price to reproduce materials is established by Trust Fund.

Recreation, Leisure, Wellness, and Social Programs

The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. At each facility, physical fitness and leisure 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. 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.

Leisure Programs

Leisure activities and programs are available to assist inmates in developing a positive attitude and behavior towards leisure time and wellness programs. Programs include various hobby craft classes, wellness classes, structured exercise, sports, leisure leagues, holiday, and cultural events. Prizes may be awarded for participation in health education, structured exercise, such as certificates and prize bags or treats. A monthly activity calendar is posted in the unit and on TRULINCS for your convenience as a resource to all the programs offered. Program times and events may change due to the needs of the institution. Failure to obey the rules and regulations or any other bureau policy may result in suspension from the Recreation program and an incident report written.

Art, Hobby Craft, and Unstructured Programs

Inmates are encouraged to participate in housing unit activities such as unit-based hobby craft. The Recreation Supervisor will coordinate housing unit activities with Unit Managers.

Small hobby craft projects such as crochet and knitting may be approved for construction in the Unit. All projects require a Hobby Craft Project Authorization Form to be issued by a Recreation staff member. Each project has an expiration date to complete the project and mail it home. Hobby Craft Mail-outs are conducted weekly; Hobby Craft projects may not be retained. Inmates will be held accountable to the rules posted for all Recreation department programs. The outdoor recreation field hours are from 6:30am to 8:30pm but may change based on institution needs.

Opportunities for outdoor recreation will be provided and may change due to the needs of the institution. Basketball, volleyball, track, softball, and tennis facilities are provided. Shoes and shirts are required in the recreation area at all times. Indoor recreation exercise equipment will be provided along with board and table games.

Special Activities may include inter-unit holiday tournaments, bingo, and ping-pong.

Photo Taking: Photos are available during the weekends in visiting and inside the Recreation facilities. Tickets for photo taking must be purchased through the commissary prior to taking a picture or you forfeit your picture. Inappropriate pictures will not be developed or handed out.

Television programming is provided in the unit along with opportunities to view movies Encore Family on Channel 61. Upcoming Event Calendars are posted monthly and reference monthly scheduled events.

Wellness Programs

Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions, and counseling.

Religious Services

The Religious Services department provides pastoral care and religious accommodation to individuals and faith groups in accordance with the law, Federal regulations, and BOP policy. The Chapel is staffed with two Chaplains, a Religious Services Assistant, a Mentor Coordinator, and a contract Chaplain. The Chaplains offer religious worship, education, counseling, spiritual direction, support and crisis intervention to meet the diverse needs of inmates. Chaplains also oversee the religious diet program, ceremonial religious meals and religious holiday observances. Jumper dresses are provided to inmates whose religion requires them to dress with modesty. Once the jumper dresses are authorized by the Chaplain and issued to the inmate, they must be worn with a long sleeve

blouse each day as the approved uniform. If an inmate is seen outside in another uniform, the inmate will be removed from the list of approved inmates to wear the jumper. Laminated cards will be issued for inmates approved to wear the jumper as their uniform. Religious medallions, headwear, and personal items can be purchased through commissary or through the chapel as a Special Purchase Order. All Religious Services programming provided by staff or volunteers is directed to promote BOP reentry goals. Life Connections, Threshold, Houses of Healing, Celebrate Recovery, Prison Fellowship Academy, and the Grief and Loss class highlight our reentry priorities. The Mentoring program offers many additional classes helping to develop healthy relationships and be successful when you reenter society.

Psychology Services

Psychology Services departments in all BOP institutions offer 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.

If you are new to the BOP, or if you have previously identified mental health or drug treatment 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. A psychologist may make recommendations to support your successful adjustment to prison and prepare you for your eventual release. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

A Chief Psychologist, two Drug Abuse Program Coordinators, a Resolve Program Coordinator, Staff Psychologists, and Drug Treatment Specialists make up the Psychology Services department. The DAP offices are located within Unit D and in the Drug Building between D and E Units. 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.
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- Or in the 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 members do not always see everything inmates see. Moreover, 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 her or her life is to recognize the factors putting 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 oneself 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 worrying 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 is not “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 this institution’s inmate companion program. 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 three years; (3) may not be in FRP, DRG ED, or GED refusal status; (4) and have at least one year left to serve on their sentence. If you would like more information about this program, please submit a cop-out to the Non-Residential DAPC.

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 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 participate in this required course will result 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 Education class 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 Inmate Request to a Staff Member (“Cop-Out”) to place your name on the waiting list for the class.

Nonresidential Drug Abuse Program

Nonresidential 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 to participate in the RDAP, but want to prepare for staying sober in the community, and

- 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, ask the institution's drug abuse treatment staff for more information on these awards.

Residential Drug Abuse Program

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 set apart from the general population. Treatment is provided for a minimum nine months; however, your time in the program depends on your progress in treatment.

To apply for the RDAP you must send an Inmate Request to a Staff Member (a "Cop-Out") to obtain an interview for the program. First, staff will screen your pre-sentence report to determine if there is any documentation indicating you have a pattern of drug abuse or dependence. 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 drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness 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 participate fully 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 in 76 BOP institutions, to include FCI Dublin.

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 DAPC. 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 her 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 Treatment Specialist or Drug Abuse Program Coordinator.

Community Transition Drug Abuse Treatment

To complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The BOP ensures 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 transitional drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

In addition to these drug abuse programs, treatment services may also be provided within the context of other specialized treatment programs with the BOP, such as the Resolve Program and the Challenge Program.

Programs for Female Offenders

The expansion of the female inmate population in recent years has challenged the Bureau to enhance programs and institutional services for women. During the early part of 1988, the Bureau made significant decisions regarding institution mission changes directly affecting the BOP's female inmate population. This decision included the establishment of several camp facilities for female offenders. It is the intent of the Bureau of Prisons and FCI Dublin programs and procedures are in place at female facilities, which are commensurate with those at male institutions. Typical educational and recreational programs are available to all female inmates. In the area of job training, the Bureau's apprenticeship training programs have been accredited by the Women's Bureau of the U.S. Department of Labor, Bureau of Apprenticeship and Training. These programs assist in preparing women for non-traditional jobs such as auto mechanics, electricians, plumbers, forklift operators, propane tank filling, and painters.

The Resolve Program

The Resolve Program is a non-residential program for female inmates who have a history of physical and/or sexual abuse. It begins with a psycho-educational component, the Trauma in Life Workshop, which is open to all inmates. Should the inmate feel they want more experience and if they satisfy criteria to be admitted into the rest of the program, the inmate continues with Seeking Safety groups, followed by Cognitive Processing Therapy (CPT) and/or Dialectical Behavior Therapy (DBT) groups. Inmates must complete each level to proceed to the next. Inmates must have a history of childhood or adult sexual and/or physical abuse to participate in the latter groups.

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 female inmate with a history of abuse or an interest in learning about this topic may participate in the Trauma in Life Workshop.

Specialized Mental Health Programs

The BOP also has several residential mental health programs designed to help inmates with severe emotional, cognitive, and behavioral problems. These programs are indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. They are designed to improve the day to day functioning of inmates with the goal of helping them return to a mainline institution or preventing the need for hospitalization. Psychology Services has additional information about these programs and can make recommendations for participation.

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 (i.e., 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 you are going to harm or kill yourself or someone else, or engage in a behavior jeopardizing 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 not influencing 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, the vast majority of inmates who receive psychological services are comfortable with the decisions staff make regarding 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 the employee is on duty. There are occasions 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.

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. Designations as a CIMS case do not prevent an inmate from participating in community activities. Case Manager will notify all inmates who are designated as CIMS cases.

Marriages

If an inmate wishes to be married while incarcerated, the Warden may authorize her to do so under certain conditions. The inmate will pay all expenses of the marriage. If an inmate requests permission to marry, she 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.

Beauty Shop (Coming Soon)

Haircuts and hair dye are only permitted in the designated Beauty Shop on the compound. Hair dye will not be authorized inside the housing units. Schedule and procedures for the Beauty Shop will be posted on bulletin board in the housing units. Only authorized inmates will be allowed to use barbering equipment as a part of this new work detail. **No hair cutting is allowed in any area other than the Beauty Shop.**

Medical Services

The health care mission of the Federal Bureau of Prisons is to provide essential medical, dental, and psychiatric services to inmates by professional staff consistent with acceptable community standards.

Inmates are eligible for several different health care programs. Services offered include basic health education programs, intake, periodic health examinations, specific preventive health examinations (e.g., cancer screening), routine care, emergency care and specialty care. We also offer classes enhancing health and increasing the sense of well-being. In addition, female inmates are eligible for pregnancy tests, pap smears, pelvic examinations, and breast examinations during intakes and at routine intervals. Most of these tests will be scheduled for inmates as part of intake screening. Release examinations are offered, if the inmate has not had one within one year prior to release date.

There are several ways inmates can access the healthcare system. For routine illnesses, the most common way to access healthcare is through sick call. Sick call is for medical problems of a non-emergency nature. Inmates must report to Health Services Mondays, Tuesdays, Thursdays, or Fridays between 6:15am and 6:30am if they wish to be seen at sick call. Health care staff will see inmates the same day to review inmate's request and will give inmates an

appointment for a full evaluation of an inmate's concern, either the same day or within two weeks, depending upon the nature of the problem. Of course, emergencies are addressed any time, day or night including Wednesdays. Inmates have the right to be assessed for pain during each medical visit.

Health Services Unit is staffed seven days a week. Our staff includes the Health Services Administrator (HSA), and Assistant HSA (AHSA), Physician Assistant, Clinical Director, Medical Officer, Medical Secretary, Dentist, Registered Nurses, Mid-level health care practitioners, Pharmacist and Health Information Technicians, all of whom are full-time employees.

The Health Services Unit facilities include x-ray, mammography equipment, pharmacy, laboratory, dental clinic, and examination rooms. The FCI Dental facility is in a separate building. The services of community hospitals are used only when necessary.

Within 14 days of arrival, all newly committed inmates will receive a complete physical examination. This examination includes a chest x-ray (when clinically indicated), dental examination, and tests for communicable diseases. Tests for communicable disease are mandatory and cannot be refused. Measles, Mumps and Rubella vaccine (MMR) will be offered to all sentenced female inmates of childbearing age. Pap smears, pelvic examinations, and breast examinations are available to all female inmates upon request. A baseline pap smear, pelvic exam, and breast exam will be offered to you at the time of your history and physical (H&P) and again per the preventative healthcare guidelines. A baseline mammogram will be offered to all female inmates, 50 years of age and older and every two years thereafter. If an inmate has been identified as high risk prior to age 50, a baseline mammogram will be offered immediately.

HIV testing will be performed during intake laboratory screening. This is an "opt out" laboratory screening provided to all new inmates to the Bureau of Prisons. Below is information regarding the test:

The following information is to help you understand about the human immunodeficiency virus (HIV), how it is spread, what risks increase the chances of becoming infected and, about the test determining if you are infected.

HIV is found in the blood, semen, vaginal secretions of an infected person. This virus is associated with the development of the disease commonly known as the acquired immunodeficiency syndrome (AIDS), which can weaken the body's ability to fight off infection, resulting in an increased risk of infection that is life threatening. This test determines if you have HIV antibodies in your blood and are infected with HIV. It is not a test for AIDS.

Preventing HIV infection:

The BOP has a ZERO TOLERANCE for any type of sexual activity. Inmates found to be engaging in any form of a sexual act will receive an incident report. Kissing is considered a sexual act. During incarceration abstain from sexual activity with other inmates, do not inject drugs, do not share razors or toothbrushes, or get a tattoo, and avoid all other high-risk behaviors. Abstain from injecting drugs, which is strongly associated with many health risks including infection with hepatitis B virus, hepatitis C, and HIV.

It is important to know you do not get HIV infection/AIDS from

1. Touching, social kissing (as in a kiss on the cheek or forehead), coughing, or sneezing;
2. Facilities or equipment such as telephones, typewriters, computers, pens and pencils, or bathrooms;
3. Eating utensils, water fountains, gym equipment, or public pools;
4. Being close to people, such as in a crowded area; or
5. Donating blood. All the equipment used is sterile and is only used once.

You have the right to refuse this exam; it must be done in writing with the laboratory at the time of your call out.

Any administrative questions or problems will be handled by the HSA or AHSA. Open House is available at the FCI on Monday, Tuesday, Thursday, and Friday from 6:00am – 6:30am. Medical staff can also address inmates'

concerns daily, Monday through Friday at lunchtime mainline. You must write your question/concern for open house on a cop-out and hand carry with you to Open House with your ID card.

Sick Call System

For episodic care, clinical and dental staff will screen the inmate's complaint, give a future appointment based on the nature of the health complaint, and enter the appointment date on the "callout" sheet. Inmates will report to their assigned work details after making the sick call appointment. If the medical or dental sick call appointment is scheduled for the same day, the inmate will receive a sick call appointment slip and give it to the work detail supervisor who will authorize the inmate to go to the clinic at the appointed time. Inmates who become ill after the regular sick call sign-up period will notify their work supervisor or Unit Officer to call the Health Services Unit to arrange an evaluation. Inmates requesting health services will be charged a co-payment fee unless staff determines they are indigent and not subject to a co-payment fee.

Inmates in detention or segregation who are unable to attend the scheduled sick call sign up event will access sick call by submitting a written request for evaluation or by verbally asking for a sick call appointment when the Health Services clinician makes daily rounds in the SHU.

Emergency Medical Treatment

All emergencies or injuries receive priority for treatment. Appropriate medical care will be provided by institution clinical staff, on-call staff if after hours, or by community emergency medical providers. Clinicians covering evenings, weekends, and holidays provide treatment for acute medical problems and directly observed pill lines.

Medication Administration (Pill Line)

Controlled medications are administered at regularly scheduled times of the day and evening in a specific location in the Health Services Unit known as the "pill line." Clinical staff delivers controlled medications to inmates in detention or segregation units during established pill line times.

Pill line hours are as follow:

6:00am to 6:20am	Morning (pill line)
12:00pm to 12:30pm	Medication Pick-up Only, M-F (Except Federal holidays)
4:45pm to (varies)	Evening (pill line, called by Unit in conjunction with main line last call will be conducted at the closure of mainline, inmates will have 15 minutes after last call to report to pill line)

Prescriptions with refills indicated on the prescription label may be refilled until the prescription expiration date. Prescriptions are refilled by filling out the correct form with prescription number(s) listed and turning in at pill line window.

Medication counseling is available from the Pharmacist. Requests for counseling must be made in writing to the Pharmacist.

The following non-prescription medications may be obtained from the Commissary and will NOT be provided to inmates by the Health Services Unit; Ibuprofen, Multi-Vitamins, Claritin (generic), Aspirin, Pepto-Bismol, Allergy Relief, Ben-Gay, Calcium, Milk of Magnesia, Chap Stick, Tylenol, Ranitidine (Zantac), Hydrocortisone cream, Vitamin E, Naproxen, Hemorrhoid Ointment, Vitamin C, Metamucil, Maalox.

On-the-job Injuries

Inmates injured while performing an assigned duty, must immediately report this injury to their work supervisor. The work supervisor reports the injury to the institution Safety Manager who completes mandatory occupational injury documentation. Clinical staff must evaluate the inmate and an injury report completed for inclusion in the inmate's health record under the Occupational Medicine section of BEMR.

Inmates who suffer a work-related injury may be eligible for compensation if the injury prevents the inmate from performing her usual work duties. However, the inmate may be disqualified from eligibility for lost-time wages or compensation if he or she fails to report a work injury promptly to the supervisor.

Medical Records

Program Statement 6090.04, Health Information Management, dated March 2, 2015, section 3 Release of Medical Information, page 6, "Inmate incarcerated may review their records, including laboratory results or other HIV-related information, but may not receive a copy." As such, you are not entitled to your medical records while you are incarcerated. Inmate medical records will be provided to releasing inmates upon request. When you are three weeks to your release, please notify medical records department and they will print the first 240 pages at no cost but additional pages will be at a charge. The records will be sealed and will be placed in R&D for you to pick-up upon your release.

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. The outgoing envelope must have the inmate's committed name, register number, and complete institution return address in the upper left hand corner.

Scales and postal charts are available in the mailroom at the FCI during open house hours 11:00am to 12:00pm, Tuesday & Thursday, excluding holidays. Services available are limited to Registered, Insured, and Certified and Return Receipt mail.

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 because of classification. The inmate is notified of this placement and has the opportunity to respond. A mailbox pick-up is made at approximately 11:30pm Sunday thru Thursday, for delivery on the following day to the U.S. Postal Service. Usually, weekend and holiday mail services are not provided.

*Inmates' outgoing mail must have, as a return address, the following:

Federal Correctional Institution

Inmate Full Name
Inmate Register Number
Housing Unit
5701 8th Street
Dublin, CA 94568

Satellite Camp

Inmate Full Name
Inmate Register
Number 5675 8th Street
Dublin, CA 94568

Using the abbreviation of (FCI or SCP) as the return address will result in mail being returned to inmates.

Incoming Correspondence

The Evening Watch housing unit officer distributes first class mail Monday through Friday (except holidays). 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. Inmate's incoming mail must reflect the inmate's committed name. Correspondents are encouraged to use the register number and unit to ensure proper delivery.

Inmates may not receive packages in the mail. A package includes any box or envelope more than 16 ounces, is padded, reinforced or contains any material other than paper. Unauthorized packages are rejected at the local Post Office and returned to the sender marked "Unauthorized Package." The inmate does not receive a notice the item

was refused.

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, and 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. An inmate may receive softcover publications (other than newspapers) from any source. An inmate may receive hardcover publications only from the publisher or book club. Accumulation of publications will be limited to five magazines (not to be more than three months old) and to the amount, which can be neatly stored in the locker.

The Warden will reject a publication if it is determined to be detrimental to the security, good order, or discipline of the institution, or if it might facilitate criminal activity. Publications, which may be rejected by the Warden, include, but are not limited to, publications, which meet one of the following criteria:

- Depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- Depicts, encourages, describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
- Depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- Depicts, describes, or encourages activities, which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.
- It is sexually explicit material.
- It features nudity.
- It features tattooing.

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 the correspondence is "Special Mail – Open only in the presence of the inmate." 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.

Unit Staff will deliver legal or special mail daily. The inmate is required to present their identification card and sign for the mail.

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

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, brother, 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. Policy specifically allows inmates to make one call every three months; however, there is no specific limit on the number of calls to be made. It is expected each inmate will handle her calls in a manner allowing the equal use of the phones by all inmates. Calls are limited to 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 30 approved numbers on their phone list. 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.

Your Correctional Counselor will give inmates their SECRET PAC (nine digits) number. 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 15 minutes. A waiting period may be established between calls.

It is each inmate's responsibility to maintain her 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 part 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 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" 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 her/his 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

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 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

Notary services are provided monthly for a fee. Please see your Unit Counselor for details. A recent change in the law allows a statement to the effect 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 for a 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 Law Library 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 Claim for Damage, Injury, or Death and Instructions form (SF-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, 320 First St., N.W., Washington, D.C. 20534.

Inmate Access to Central Files and Other Documents

An inmate may request to view her/his central file (minus the FOIA section) under the supervision of her/his 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.

An inmate can request access to the non-disclosable documents in her central file, or other documents concerning herself not in her central 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 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, which 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, which 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 that 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 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 Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney's Office who prosecuted the inmate and will notify any victims of the inmate's current offense. If the RIS is granted, the judge will issue an order for the inmate's release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

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 housing units from the Correctional Officer on duty. Staff members will answer the request within a reasonable period.

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 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 time, which should be documented in the complaint. Institution staff has 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 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 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 30 calendar days, but the time limit may be extended an additional 30 days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Regional Director's response, she 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 40 calendar days, but the time limit may be extended an additional 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 she would be adversely affected if the institution knew of the complaint, 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 the 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 72 hours from the receipt of the complaint.

For detailed instructions, see Program Statement 1330.18, 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 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 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 workday. 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 her 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. 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 in either 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,

(4) Medical reasons; or

(5) 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 in holdover status, you will not receive an administrative detention order.

In A/D status you are not allowed your personal property, except for your headphones, and reasonable access to the commissary.

Disciplinary segregation (D/S) status: D/S is a punitive status imposed only by a 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 commissary privileges may also be limited. The Warden may modify the quantity and type of personal property allowed. Personal property will be withheld for security, fire safety, and housekeeping reasons. 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 the item will not be issued in the SHU.

Program staff, including unit staff, will arrange to visit inmates in a SHU within a reasonable time after receiving the 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 review your mental health status.

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 members at the DSCC have certified the sentence computation as being accurate, staff will provide the inmate with a copy of her or her sentence computation data. Staff members, upon inmate request for clarification or questions, will resolve jail time credit, parole eligibility dates, full term dates, or release dates.

Fines and Costs

In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean the inmate will remain in prison until the fine is paid, arranges for the fine to be paid, 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, which 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, which 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 later.

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. The institution Education department determines unsatisfactory progress.

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. The institution Education Department determines unsatisfactory progress.

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. The U.S. Supreme Court has upheld this calculation method.

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; 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 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 her 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 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 for the award to recommence. A disallowance means 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.

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 not a part of a regularly assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than 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 Procedures

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 her 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 Regional Office of the Parole Board must confirm the recommendations of the hearing examiner. 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 detainee 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 providing 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, 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 three tiers, and mandates 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.).

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect you will be treated in a fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing and 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.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in accordance with Bureau rules and institution guidelines.
6. You 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 your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests needs and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts and for assisting your family, in accordance with Bureau rules.

RESPONSIBILITIES

1. You are responsible for treating inmates and staff respectful, impartial, and in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care, as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities, which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations, you 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).
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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

- 402 Malingering, feigning illness.
- 404 Using abusive or obscene language.
- 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 nd offense 3 rd or more offense	1. Disciplinary segregation (up to 1 month). 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 severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2 nd offense 3 rd or more offense	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 nd offense 3 rd or more 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 nd or more offense	Disciplinary Segregation (up to 18 months).
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**U. S. Department of Justice
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 emotion (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.
- Trust your instincts. If you sense 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 her/his job to ensure your safety. If a staff member is threatening you, report your concerns immediately to another staff member 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) 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 you will never be disciplined or prosecuted for being the victim of a sexual assault.**

How to Report an Incident of Sexually Abusive Behavior?

It is important 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 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:

**Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, D.C. 20530**

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

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.

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 (RCC): FCI Dublin has an MOU with the Tri-Valley Haven. Their mission; **Tri-Valley Haven creates homes safe from abuse, contributes to a more peaceful society one person, one family, one community at a time. Together, we build a world without violence.** The Tri-Valley Haven can be contacted at 3663 Pacific Avenue, Livermore, CA 94550; (925) 449-5845.

Management Program for Inmate Assailants

Those who sexually abuse/assault/harass 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 effected. If you feel 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 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 her/her youth or her/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 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 a staff member toward one or more inmates initiates any sexually abusive behavior. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts, which 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 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 Room 4706 Washington, D.C. 20530	Federal Bureau of Prisons Central Office National PREA Coordinator 400 First Street, NW Room 4027 Washington, D.C. 20534	Federal Bureau of Prisons Western Regional Office 7338 Shoreline Drive Stockton, CA 95219	Local Community Rape Crisis Center Tri-Valley Haven 925-449-5842 800-884-8119
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Third party reporting (outside of institution):

https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp