
**PRETRIAL INMATE HANDBOOK
ENGLISH**

**FEDERAL CORRECTIONAL INSTITUTION
8901 SOUTH WILMOT ROAD
TUCSON, ARIZONA 85756**



**ADMISSION AND ORIENTATION
HANDBOOK**

2012

PRETRIAL INMATE HANDBOOK

INTRODUCTION

It is the policy of the Federal Bureau of Prisons to provide a safe and orderly environment for all inmates. With this in mind, this handbook serves to provide you with important and pertinent information regarding your rights and responsibilities, rules, local regulations and procedures, expectations, and can be used as a guide for day to day institutional activities. While this Pretrial Inmate Handbook may not cover every detail of incarceration at FCI Tucson, it is encouraged that you retain this booklet as it may serve as a ready reference when needed.

Yucca Unit Inmate Assignment Definitions

Pretrial: Inmates awaiting arraignment, trial or sentencing.

Holdover: Inmates who are sentenced and are awaiting designation to a Federal Institution and/or transportation to the facility to which they have been designated.

Yucca Unit Rules

Inmates are required to make up their beds each morning and to clean and maintain their rooms in a neat and orderly manner. Beds will be made and rooms will be thoroughly cleaned each morning by 8:00 a.m. or before work call. **Inmates in rooms that fail the 8:00 a.m. inspection will not be allowed to go to the recreation yard.** At 8:00 a.m. the showers will be closed for cleaning and will re-open for use after 2:30 p.m. daily.

Rooms

All rooms and dorms will be ready for inspection each morning by 8:00 a.m., Monday through Friday (inmates on day off, medical convalescence, may lay on top of the made bed). The rooms and dorm areas will be inspected on a regular basis by the unit officer.

Call-outs

Call-out sheets detailing inmate appointments are posted on the unit bulletin boards each afternoon. All inmates are required to check these sheets on a daily basis. Inmates who do not appear at their appointments are subject to disciplinary action.

Telephones

All inmates are to use the telephones in a responsible and mature manner. FCI Tucson utilizes the "Inmate Telephone System-II" or ITS-II which is a nationwide telephone system for the Federal Bureau of Prisons. The ITS-II limits each inmate to 300 minutes telephone use. There are four telephones in each wing of the housing units. Any evidence of telephone privilege abuse will result in disciplinary action. In unusual circumstances, the Shift Lieutenant may discontinue telephone privileges until circumstances warrant return of the phone privileges. Third party calls are not permitted. This includes electronically transferred call or automated call forwarding. Calls to toll free numbers (ie. area codes 800 or 888) or credit card access numbers (i.e. area codes 900 or 976) are prohibited.

Telephones will be available from 6:00 a.m. until 9:45 p.m. Monday thru Sunday. If an inmate is assigned to a work detail And a need arises for legal calls during working hours, he must first obtain permission from his detail supervisor to leave the detail.

All telephone calls will be limited to fifteen (15) minutes. The ITS-II will give a warning tone one minute before the call is automatically disconnected after 15 minute. Once the call is placed, inmates must wait 30 minute before they can make another call. Inmates must submit a list of telephone numbers they wish to call (direct or collect) on a "Telephone Number Request Form" obtained from the unit team. Each inmate is allowed up to 30 numbers they wish to call. A member of your unit team will review the completed telephone request form and forward it to be processed into the ITS-II within 5 work days. You are allowed to make changes (additions or deletions) to your list up to three times per month.

Each inmate is issued a PAC number and a Phone Access Code" in which to utilize the ITS system. You will receive your PAC number through regular institution mail distributed by the unit officer within several days of your arrival. If you are transferring from another Federal institution that had ITS-I or II, your PAC number remains the same and your approved

telephone list will already be in the system. Allow a few days for your account to transfer here and become re-activated. Your PAC number is confidential. Do not give this number to any other inmate or share your PAC number. Inmates are not allowed to use another inmate's ITS account. If you feel your PAC number has been compromised (lost or stolen), report it immediately to a member of the unit staff. A fee of \$5.00 will be charged to replace PAC number.

In order to utilize the phone system, you must transfer funds from your fund account to your ITS account. As long as sufficient amount is in your ITS account for a minimum of a one minute phone call, a call may be placed. Follow the instructions on your PAC printout as well as on the phone to transfer money. Once funds are transferred from your trust fund account to your ITS account, they cannot be transferred back until you are released or transferred from the Federal Bureau of Prisons. Transfers to your ITS account can only be made after 4:30 p.m. Monday thru Friday, and on Saturdays and Sundays during regular phone hours. ITS phone-credit are excluded from the monthly Commissary spending limitation.

All inmates (excluding those on phone restriction) may elect to make collect calls on ITS system, regardless of their account balance. However, the number they wish to call must already be on their approved telephone list. Each inmate is allowed up to 120 minute collect calls on the ITS-II per calendar month. The maximum time per each collect call is also 15 minutes.

ALL INMATE TELEPHONE CALLS ARE SUBJECT TO MONITORING--ALL INMATE TELEPHONES HAVE A PRINTED NOTICE OF THIS POSTED. A properly placed call to an attorney through your Counselor will not be monitored. You are responsible for making written contact with your Counselor (via cop-out) regarding the need for an unmonitored phone call.

Messages will only be taken on personal calls for inmates coming thru the switchboard of the institution if it is a family emergency (serious illness or death in the family) only. This information will be verified before the message is relayed.

Counts

Counts are conducted five times per day. Inmates are required to be in their rooms during the count. Daily counts are held at 12:00 a.m., 2:30 a.m., 4:30 a.m., 4:00 p.m. and 10:00 p.m. In addition, there is a 10:00a.m. count on weekends and federal holidays. Census counts are at approximately 9:30 a.m., 1:00 p.m. and 6:00 p.m. The daily 4:00 p.m. and 10:00a.m. weekend/holiday counts are a "stand-up" count; (a count where inmates must report to their rooms and remain standing until they have been counted by the unit officer). Special counts will be called at various times, and regular counts are subject to change during special events or holiday programs. Whenever an officer announces "count", inmates are required to return to their room or work detail and remain there quietly until the count is cleared. Delaying or interfering with a count is a serious offense that will be dealt with accordingly.

Unit Sanitation

Each inmate will clean his assigned room, dorm or area. He will be held responsible for all bedding, furnishings, and items issued to him. The Unit Officer and the Correctional Counselor make inspections and post a sanitation evaluation for each room. Each inmate must check this list to ascertain if he has passed or failed the sanitation inspection. If an inmate fails the sanitation inspection, a memorandum will be issued placing the room on recreation and leisure area restriction. Also, you will not be allowed to go to the Yucca Recreation yard during Day Watch. Evening hours will not be effected. The second failure within a month will result in an incident report being filed. A poor rating is considered a failed inspection. At no time will you block/cover completely either the window in the cell door or the window in the outside wall.

Metal ladders are welded to each bunk frame to access the upper bunk. This is the only authorized way to access this area. Inmates will not utilize chairs or lockers to climb to the upper bunk. Lockers are to be stacked directly on top of each other to ensure a neat and orderly appearance.

Unit Recreation

The viewing of television programs will be allowed Monday-Friday after the 2:30 p.m. census count has cleared. The T.V.'s will be turned off every day at 10:00 p.m. to include Saturday, Sunday and Holidays. Weekend T.V. viewing will begin at 7:30 a.m. Game tables may be used for playing cards, checkers and dominoes.

Inmates will be allowed outside for recreation Tuesday - Wednesday - Friday 6:50 a.m. - 7:50 a.m.; no less than one (1) hour after the morning (a.m.) Census. In the afternoons, usually from 1:30 p.m. to 3:15 p.m. After the evening count, usually 6:30 p.m. to 8:30 p.m. (weather permitting). Saturday and Sunday outside recreation is scheduled from 8:00 a.m. to 9:10 a.m., 11:00 a.m. to 3:15 p.m., and 6:30 p.m. to 8:30 p.m. (weather permitting). **INMATES WHO DO NOT WORK, SHALL REMAIN IN THEIR CELLS EXCEPT DURING VISITS, CALL-OUTS, MEALS AND LEISURE OR RECREATION TIMES.**

Inmates should check the unit bulletin boards for detailed information on outdoor activities and special events.

Smoking

Smoking is not permitted at FCC Tucson.

Uniform for Inmates

Every inmate assigned to Yucca Unit shall wear the complete uniform that was provided to him when departing the unit for any activity. **You may not leave the unit** if you are improperly dressed. The complete uniform consists of the following: green shirt, brown t-shirt, green pants, pair of socks and institution issued tennis shoes. Personal tennis shoes may be worn; you must possess a form 40 proving purchase and ownership of them.

Accountability

Inmates must report directly to their destination when in route to meals or any other specific site. No loitering in other areas is allowed. This regulation will be strictly enforced. Otherwise, an incident report will be submitted and disciplinary action will be taken.

In Case Of Fire

Fire drills are conducted quarterly to acquaint you with fire exit routes and procedures. Information regarding fire evacuation is posted in the unit. Each inmate should become familiar with all fire exits and evacuation routes.

Law Library

Yucca Unit has a basic Law Library available for pre-trial inmate's use. It contains basic law material, leisure reading books and a typewriter. Yucca inmate(s) are permitted daily access to the law library and all its contents. If an inmate requires information or materials that are not available in the Yucca Unit he must submit a "Request To Staff Member" form. The request must be submitted to the Education Department.

Visiting Regulations/Information

Submit your visiting list for approval to your Unit Counselors. Only immediate family members are allowed to visit. Immediate family is defined as mother, father, sister, brother, children and legal spouse. Only three persons are allowed to visit at a time. This includes children. Upon verification by a staff member, **Special Visits may be approved in the event of a family emergency** (i.e., hospitalization of a family member, death in the family). **The Counselor must approve your visiting list before you are permitted any visits.**

All inmates entering or departing the Visiting Room will be searched. The only authorized items an inmate is permitted to bring into the Visiting Room are one comb, one handkerchief, a religious medal, wedding band, and prescription glasses. No other items, including non-prescription sunglasses and watches, are permitted in the Visiting Room.

Your conduct with your visitor should be proper, otherwise your visit can be canceled or denied. No inmate or visitor will be permitted to engage in such actions or conduct which will disturb or otherwise disrupt the good order of the Visiting Room. Inmates and visitors may embrace and kiss (within the bounds of good taste as determined by the Visiting Room Officer) at the beginning and end of each visit. The Visiting Room Officer will issue a warning for violations of this rule. Repeat offenses will result in visit termination and possible disciplinary action.

Children are the responsibility of their parents, and must remain with their parents at all times. Children may not wander around the Visiting Room or be left unattended to cause disruptions to others. If parents cannot or will not supervise their children, the visit will be terminated. Inmates and visitors are to remain at their assigned seating and are not to wander or visit with other inmates or their families.

Visiting days are Saturday and Sunday from 8:00 a.m. to 3:00 p.m., including Federal Holidays, and Monday and Tuesday from 5:00 p.m. to 8:30 p.m. Holdover and pre-trial inmates (Yucca South/Yucca North and Cholla units) may visit for one hour on Saturday, Sunday and Holidays. In addition, Yucca Pre-trial/Holdover inmates may visit on Monday, but not on Tuesday. There are no time limits for Monday visiting. Cholla Unit inmates may visit on Tuesdays 5:00 p.m. until 8:30 p.m. with no time limits. On Saturdays, Sundays and federal holidays, visitors will not be permitted in the institution parking lot before 8:00 a.m. on Monday and Tuesday, arrival at the parking lot before 5:00 p.m. is not permitted.

Federal Holidays are as follows: New Years' Day, Martin Luther Kings' Birthday, Presidents' day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

Visitor processing will normally begin promptly at 8:00 a.m. and 5:00 p.m. on appropriate visiting days.

The Visiting Room will be open for Attorney visits on weekdays. 8:00 a.m. to 10:00 a.m. / 11:00 a.m. to 3:30 p.m. / 5:00 p.m. to 8:30 p.m.

The following additional information is provided for you to communicate to your family visitors. Each inmate must inform his visitor(s) on how they are expected to dress and conduct themselves during their visit to the institution. We trust these instructions and regulations will be informative and of benefit for your visitors to adhere to our visiting policies:

GENERAL DIRECTIONS TO FCI TUCSON - Take I-10 exit # 269 South. FCI Tucson is located approximately 1 ½ miles south of intersection of I-10 and Wilmot Road on the left side of the Road. The address is 8901 S. Wilmot Rd, Tucson, AZ 85706 - Phone # (520) 574-7100.

TRANSPORTATION ASSISTANCE - Tucson International Airport is located approximately seven miles west of FCI Tucson. Air carriers such as United, Southwest, American, Aeromexico, American West, Arizona Airways, Continental, Northwest, and Reno Air have flights out of this airport. For further information contact the air carrier direct or Tucson International Airport Information Services - (520) 573-8000. Rental car information can be obtained through the information services number provided.

There are numerous taxicabs which serve the community, Allstate Cab Company - (520) 798-1111, Yellow Cab - (520) 624-6611, Airport Shuttle - (520) 889-1000. A complete listing is available in the yellow pages.

VISITORS PERSONAL PROPERTY

The following items are allowed to be brought in by the inmate's visitor:

- 1 - Wallet or transparent change purse no larger than 5"x8"x4" thick containing only money and identification
- 4 - Diapers
- 2 - Containers of processed baby food stored in clear plastic containers, unopened
- 3 - Baby bottles, clear, half full of formula or juice
- 1 - Baby blanket
- 1 - Transparent bag for baby items
- 2 - Female sanitary Napkins or Tampons
- 1 - Wedding Band, one necklace, and small earrings

It is suggested all items not allowed into the institution be secured in the visitor's automobile. Neither the Bureau of Prisons nor FCI Tucson assumes any responsibility for items claimed lost in the front lobby.

Visitors are not allowed to bring in more than twenty dollars in currency or change per visitor (currency larger than five dollar denominations will not be allowed). The above will be the only items allowed into the Visiting Room. Any other item(s) will not be allowed. No car seats or strollers are allowed. Visitors are **not permitted to give to or leave anything** at the institution for the inmate. No written messages, or pictures may be exchanged during a visit. Vending machines have been placed in the visiting room to be used by the inmate's visitor only. While inmates are allowed to consume items purchased from the machines, they are not allowed to operate or approach the machines. Consequently, the inmate's visitor will have to do all the purchasing from the machines. The Visiting Room Officer is in no way responsible for monies lost in these machines or the quality of contents of vended items. All food items purchased from vending machines must be consumed prior to leaving.

APPROVED DRESS CODE FOR VISITING

The following items WILL NOT be allowed: transparent (sheer) clothing, bib overalls (due to clearing security devices), sleeveless blouses, shorts, mini-skirts, culottes, spandex, dresses/blouses/other apparel of a suggestive or revealing nature (i.e., low-cut V-Neck, tank tops, or any garment that reveals the mid-section). Because inmates wear similar clothing in the institution, plain brown/white/orange T-shirts will not be permitted to enter the institution. Any other clothing that resembles the style and color of inmate clothing (i.e., khaki and green colored clothing) will be subject to non-admittance at the discretion of the Operations Lieutenant or the Institution Duty Officer.

IDENTIFICATION OF VISITORS

All visitors to this institution shall be required to show proper photograph identification. Visitors unable to identify themselves properly will not be permitted to visit.

All visitors will be subjected to screening by the metal detector in the front lobby. Any visitor who cannot pass the metal detector and random *Itemiser® Contraband Detection System For Explosives and Narcotics* will not be allowed to enter the institution.

Any visitor who appears to be intoxicated or who becomes abusive towards staff or other visitors will be escorted from the institution property.

TITLE 18 U.S.C. 1791 AND 3571

Provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles) and packages. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyser test, or other comparable test. The visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted to enter the institution.

Correspondence

Correspondence with inmates incarcerated in other penal institutions will not be permitted unless those inmates are either family members or codefendants corresponding about their current case. **In all such cases, prior approval must be obtained from the Wardens of both institutions.** This includes correspondence with inmates confined in state, county, city and halfway house facilities.

All incoming correspondence with the exception of "special mail" will be opened by the Inmate Systems Staff and inspected for contraband before forwarding to the Unit Officer for distribution. Books, magazines, etc., will be screened by the mail clerk, and when approved, dispensed with the unit mail. Note: books and magazines must come directly from the publisher.

All outgoing mail must remain unsealed by pretrial and holdover inmates as it is subject to inspection by staff.

Contraband/Searches

Contraband is any item inside the institution that was not issued by the institution, purchased at the institution commissary, other approved suppliers, or otherwise approved for possession in the institution by the administration. Approved items may be considered contraband when found to be in excess or when altered from its original status. Inmates are forbidden from selling, trading, receiving or giving items to any other inmate. Disposition of contraband will be in accordance with established institutional procedures. In an effort to control contraband, any staff member is authorized to perform a pat search or search an inmate's cell on a routine or random basis. Further, staff do not need to notify, obtain approval, nor have the inmate present when searching inmate housing, inmate personal effects or an inmate's work area.

Inmate Discipline

In order for inmates to live in a safe and orderly environment, it is necessary for institution authorities to impose discipline on those inmates whose behavior is not in compliance with Federal Bureau of Prisons rules. The provisions of this rule apply to all persons committed to the care, custody and control of the Bureau of Prison. For more information on Inmate Discipline, refer to pages 10 - 26 of this handbook.

Administrative Remedy Procedures

The administrative remedy procedure is a formal method for inmates to seek solutions to their problems or complaints after all efforts at informal resolution have failed to render a satisfactory outcome. If you have a complaint or request, you should first approach a member of your Unit Team with your request or complaint. Your unit staff will attempt to resolve the situation informally. Should informal resolution not be reached, and you wish to formally pursue your request or complaint through the Administrative Remedy Program, you must see your counselor for the proper forms and instruction on procedure.

Pretrial Inmate Clothing

Clothing issue:

Institution clothing will be issued in accordance with P.S 5580.05. No personal clothing will be allowed for retention. The quantity of permitted issued clothing may change due to availability.

Clothing exchange for the Yucca Unit is held in Monday & Thursday mornings from 6:00 a.m. to 7:45 a.m. in the Yucca North dorm. (On a one for one basis). When an inmate arrives at the institution he will receive his full institutional clothing issue on the scheduled exchange day.

Open House Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00 am		YUCCA SOUTH LAUNDRY EXCHANGE		YUCCA NORTH LAUNDRY EXCHANGE	COMMISSARY SALES
7:30 am					
8:00 am					
8:30 am					
9:00 am					
9:30 am			TRUST FUND		
10:00 am	MAINLINE	MAINLINE	MAINLINE	MAINLINE	MAINLINE
10:30 am					
11:00 am	EDUCATION	INMATE SYSTEMS MANAGER			RELIGIOUS SERVICES
11:30 am					
12:00 pm					
12:30 pm					
1:00 pm					
1:30 pm					
2:00 pm					MEDICAL SERVICES
2:30 pm				PSYCHOLOGY	
3:00 pm					
3:30 pm					
4:00 pm					

NOTE: YOU ARE NOT ALLOWED TO WASH ANY CLOTHES AND HANG THEM IN YOUR CELL OR OUTSIDE

Commissary

Sales are conducted on Fridays beginning at the completion of the 8:30 a.m. move. Inmates who attended court on Friday will be allowed to shop on the following Tuesday after the 4:00 p.m. count.

Deposits to Accounts

The Federal Bureau of Prisons has established a centralized location for the processing of incoming inmate funds known as the National Lockbox Program. Therefore, the FCI Tucson Mail Room does not process nor accept funds received for inmates.

All funds being sent to inmates at FCI Tucson must be mailed to the National Lockbox location at the following address:

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

It is your responsibility to notify persons who send you funds that they must mail all funds to the National Lockbox mailing address (above) and adhere to the following instructions:

1. Instruct them NOT to enclose personal checks, letters, pictures, or any other items in the envelope. Enclose ONLY the allowable negotiable instrument. The National Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.
2. Instruct them that they must have all the inmate's committed name (no nicknames) and register number printed on all U.S. Postal money orders, domestic money orders (except Western Union money orders); U.S. Treasury, state and local government

checks; any foreign negotiable instruments payable in U.S. currency; as well as on the outside of the envelope.

3. Instruct them that *their name and return address* must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event they cannot be posted to the inmate's account.

4. Money will be picked up Monday-Friday, except Federal Holidays, and processed within 24 hours. Funds will be available by 2:00 p.m. local time the following day.

Facilities

Inmates are responsible for care of their living quarters. Any items that become damaged or broken in your room should be reported immediately to the unit officer or to a member of the Unit Team. This will enable the officer to submit a "work request" to have the item replaced or repaired. You will be responsible for maintaining your room at all times. If it is discovered that you have caused any malicious damage, you will be subject to disciplinary action and repair costs may be ordered as a sanction by the DHO.

Psychology Services

FCI Tucson offers Psychology services to all pretrial/holdover federal inmates. All inmates have access to the Chief Psychologist through a routine Inmate Request Form (cop-out) or through request from a staff member. Any inmate can be seen for emergency/crisis intervention problems immediately. Individual counseling/therapy is provided.

Health Services Department

The following sections are the responsibilities of the Health Services Department. If you need further clarification of any information in this section, contact a member of the Health Services Department.

Your Rights and Responsibilities:

While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health Care Services include medical sick call, dental sick call and all support services. Sick call at this institution is conducted as posted.
2. You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions **if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.**
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have a right to request a routine physical examination, as defined by B.O.P. policy. If you are under the age of 50, once every two years; over the age of 50, once a year.
13. You have the right to dental care as defined in B.O.P. policy to include preventative services, emergency care and routine care.
14. You have the right to a safe, clean, and healthy environment, include smoke free living areas.
15. You have the right to refuse medical treatment in accordance with B.O.P. policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.
17. You have the right as an offender to health care and will not be denied due to lack of funds.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of

medications, proper diet, and following all health related instructions with which you are provided.

2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professional and follow their instructions to maintain and improve your overall health.
5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses, or the accepted Inmate Grievance Procedures.
10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment.
17. You have the responsibility for co-pay if you are not indigent when seeking medical/dental care.

TRIAGE FOR YUCCA UNIT

Inmates will be required to report to Health Services Monday, Tuesday, Thursday, or Friday, between the hours of 5:30am and 6:00am. A triage of your complaint will be conducted and an appointment made with your provider. You will be scheduled that day or on the callout for a future appointment.

TRIAGE FOR CHOLLA UNIT

Inmates in Cholla unit will notify the medical staff during morning medication rounds of their medical/dental problem. Your complaint will be triaged and an appointment made with your provider. You will be scheduled that day or on the callout for a future appointment.

DENTAL EXAMINATION

As a Pre-trial inmate, you will receive an intake dental examination and emergency care while in Pre-trial. Routine dental care will not be available until you have been sentenced and designated.

CO-PAYMENT

All inmates will have access to medical/dental care. FCI Tucson will charge an inmate a \$2.00 co-pay for requested visits. An inmate will not be denied access to necessary health care because of an inmate's inability to pay the copay fee. (You can refer to Program Statement 6031.02) Failure to show for your appointment when given, CAN result in a \$2.00 copay. Visits for follow-up care, emergencies and chronic care appointments will not result in a \$2.00 co-pay fee (please refer to PS 6031.02, section 7 which discusses no co-pay fee).

OVER-THE-COUNTER MEDICATIONS

Inmates who are considered indigent (An inmate without funds is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days) can submit a request (located in Health Services) for no more than 2 Over-The-Counter medications on Wednesdays through the pharmacy. Health Service staff will verify that you are indigent and if so issue you your request. Otherwise, if you are not indigent, you can be referred to the commissary to purchase the item(s) on your own.

ROUTINE MEDICAL APPOINTMENTS

Inmates may request a routine medical appointment with their Primary Care Provider. If you have requested a routine medical appointment, you must review the call-out sheets posted in the units daily to note the date and time of your appointment. If you have a medical appointment listed on the call-out, you must report to the Health Services Unit at the scheduled time. Failure to report for a scheduled medical appointment will result in your receiving an incident report. By doing this, a co-pay of \$2.00 will occur if you are not indigent.

EYEGASSES

If you experience vision problems, submit a Request to Staff Member form stating you need an eye examination (which will require a \$2.00 co-pay). You will be evaluated to determine if an urgent referral to the Optometrist is indicated or if your situation can wait until you are designated. If you prefer to have prescription lenses sent from home, obtain a Property Form from your Unit team and submit the completed form to the AHSA for authorization.

Contact lenses are not authorized unless an inmate has a documented eye disease that requires use of contact lenses. The Clinical Director will determine if an inmate meets the criteria for authorized use of contact lenses.

PHYSICAL EXAMINATIONS

Inmates admitted to a Federal correctional facility for the first time are given a physical examination within 14 days of admission. Inmates under 50 years old may request a physical examination every two years. Inmates over 50 years old may request a physical examination once a year. Submit a Request to Staff Member form to schedule your routine physical examination. Inmates assigned to the Food Services work detail must have an initial Food Handlers' Physical Examination to work in Food Services. Once you have been designated by the Federal Bureau of Prisons and you are being released from the system, you may request a medical evaluation if, he/she has not had one within 1 year prior to the expected date of release. This examination should be conducted within 2 months prior to release. The Federal Bureau of Prisons is not responsible for the cost of physical exams performed by non-Bureau health care staff prior to release from a CCC.

ACTIVITY OR DUTY RESTRICTION

Health Services clinical staff may determine that an inmate needs activity or duty restrictions based on the findings of a physical evaluation. Official activity or duty restrictions will be recorded on a Medical Duty Status form and entered in the SENTRY database. Copies of the Medical Duty Status form will be distributed to the inmate, the Work Detail Supervisor, Housing Unit Officer, the Recreation Department, and the inmate's Medical Record as appropriate.

COMMUNITY MEDICAL CONSULTANTS

The Clinical Director will determine when inmates need referrals to community Medical Specialists. When a community Medical Specialist recommends diagnostic tests or treatment that cannot be performed by institution staff, the Clinical Director will determine what services will be performed and that information will be communicated to the US Marshal Service for scheduling.

MEDICAL EMERGENCIES

Health Services staff will immediately evaluate inmates who have sudden serious Medical problems or injuries. Inmates who become ill after triage sign-up, must report to their Housing Unit Officer, or Recreation Specialist. The respective supervisory staff will contact the Health Services Department to arrange evaluation. If it is not an emergency, a \$2.00 co-pay fee will be assessed.

MEDICATION / PHARMACY SERVICES FOR YUCCA UNIT

Inmates may pick-up prescribed medications at the Pharmacy window located in the Health Services Unit. Clinical staff will instruct inmates on how to use medication properly at the time of their appointment. Inmates may request additional information on medication use from the Chief Pharmacist or clinical staff at the Pharmacy window. Medication pick-up is conducted at three scheduled Pill Lines:

5:30 a.m. - 6:00 a.m.	Monday through Friday
10:00a.m. - 10:30 a.m.	Monday through Friday
4:15 p.m. - 4:45 p.m.	Monday through Friday
6:30 a.m. - 7:00 a.m.	Weekends and holidays
10:30am - 10:45am	Weekend and holidays
4:15pm - 4:45pm	Weekend and holidays

Inmates with prescribed medication must pick-up their medication at the assigned times.

MEDICATION/PHARMACY SERVICES FOR CHOLLA UNIT

Medications will be delivered to the Cholla housing unit for both prescribed medication and pill line medication.

GRIEVANCE SYSTEM:

If you feel you are not receiving appropriate care or attention, you can submit an Inmate to Staff Member Request (copout) form to the Health Services Administrator or see your unit team for an Administrative Remedy request. If at all possible, please discuss your issues with the Health Services Administrator in an attempt to resolve your issues.

LIVING WILL

If you would like to have a Living Will, please submit an Inmate Request to Staff Member, to medical records. You will be placed on callout so that they can sit down with you and go over the requirements for completing the process.

Religious Services

Check unit bulletin board for religious services and times. The Chaplain may conduct other small faith group gatherings in the Yucca South dorm if the dorm is unoccupied. Also, religious information will be distributed in the unit, and religious services staff will be available for the inmates in the unit on a regular basis. The Compound Officer and the Yucca South Officer will monitor the inmate movement during this time.

Uniform Basic Safety Regulations

Every effort will be made to provide a safe working environment. As a new commitment you are being provided with a copy of the safety regulations as reflected below, and a copy of the Inmate Accident Compensation Procedures. You are required to sign and date this form at the bottom to indicate you have received this information.

1. Each inmate worker is required to exercise care, cooperation, and common sense in the performance of his work assignment. Horseplay on the job will not be tolerated.
2. An inmate worker will perform only that work to which he is assigned. Unauthorized use of machines or equipment, or performance of work in an area not specifically assigned, is forbidden and subject to disciplinary action. Machines or equipment in the work area shall not be used to fabricate or repair personal items.
3. Operating machinery without the use of safety guard(s) as provided is forbidden and subject to disciplinary action.
4. Do not adjust, oil, clean, repair, or perform any other maintenance to any machinery while it is in motion. Stop the machinery first and use lock-out devices when provided.
5. To protect against physical injury and/or health hazard, each inmate worker is required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner.
6. Safety goggles must be worn when performing any grinding, chiseling, filing or sanding operation. Landscape operations involving the operation of weed eaters or edgers also require the use of safety goggles.
7. Vehicle drivers must obey all institutional driving rules.
8. Do not ride on tractors, forklifts, or any other tow vehicle. The operator is the only person authorized in the use of such machinery.
9. Do not stand up in a moving vehicle or attempt to dismount before the vehicle has come to a complete stop. Sit on seats provided and keep safety chains in place on open back vehicles.
10. Smoking is not permitted in any area of the institution.
11. Safety hazards are to be reported to your work supervisor immediately. If the work supervisor does not agree that an unsafe condition exists, you are to report the unsafe condition to the institution's Safety Manager for further consideration.
12. If you are injured while performing your work assignment, no matter how minor it may seem, report the injury to your work supervisor. Failure to report a work injury within a maximum of 48 hours may result in the forfeiture of lost time wages and/or inmate accident compensation.
13. If you suffer a work injury, and feel your injury has resulted in some degree of physical impairment, you may file a claim for Inmate Accident Compensation. To do so, you should contact the institution's Safety Manager approximately 30 days prior to your release or transfer to a Community Treatment Center. The Safety Manager will assist you in completing your claim and will arrange a medical evaluation which must be performed with regard to your claimed injury.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
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 keeping 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 on 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 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.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, 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, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your 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 RIGHTS.
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, 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 that you may have.

Disciplinary Procedures

DISCIPLINE: It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and for more serious violations, the Discipline Hearing Officer (DHO).

Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

INMATE DISCIPLINE INFORMATION: If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an Incident Report. This is a written copy of the charges against the inmate. The Incident Report shall ordinarily be delivered to the inmate within 24 hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor.

If an informal resolution is accomplished, the Incident Report will be removed from the inmate's central file. Informal resolution is not allowed for greatest and high severity category infractions. If an informal resolution is not accomplished, the Incident Report is forwarded to the UDC for an initial hearing.

INITIAL HEARING: Inmates must ordinarily be given an initial hearing within three working days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff becomes aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

Discipline Hearing Officer (DHO)

The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations or for repetitive minor violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of inmates in disciplinary segregation.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him, if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness. An inmate may submit a list of questions for the witness or witnesses to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The 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 could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delays must be documented in the record of the hearing. Final disposition is made by the DHO.

APPEALS OF DISCIPLINARY ACTIONS: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decision on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

SPECIAL HOUSING UNIT (SHU) STATUS: There are two categories; administrative detention (AD) and disciplinary segregation (DS). Inmates in both administrative detention and disciplinary segregation are provided with regular reviews of their housing status. They shall be seen by a member of the medical staff daily, including weekends and holidays.

Administrative detention separates an inmate from the general population. To the extent practical, inmates in administrative detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in administrative detention pending initial classification/review for placement in general population, pending investigation, pending a hearing for a violation of Bureau's Prohibited Acts, pending investigation or trial for a criminal act, pending transfer for protection, or pending further action following disciplinary segregation.

Disciplinary segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in disciplinary segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in DS are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates in this status may possess legal and religious materials. Also, staff shall provide a reasonable amount of non-legal reading material.

The following pages pertain to the inmate disciplinary system. Please consider this as a notice of the Bureau of Prison's rules. Inmates are required to verify by signature that they have received the following:

- a) The types of disciplinary action which may be taken by institution staff
- b) The disciplinary system and the time limits for enforcement, hearing, and sanction imposition
- c) The inmate's rights and responsibilities
- d) Prohibited acts and disciplinary severity scale
- e) Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time

Additional information pertaining to the inmate disciplinary system may be found in the Bureau of Prison's Program Statement 5270.7 (Inmate Discipline and Special Housing Units).

Sexual Abusive Behavior Prevention and Intervention Program **Admission and Orientation Lesson Plan**

I. Introduction

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 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.

II. What is sexually abusive behavior?

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

- Rape
- Sexual Assault with an Object
- Sexual Fondling
- Sexual Misconduct by staff

Additionally, according to Bureau policy, the following behaviors are acts prohibited by the inmate code of conduct:

- Code 101/(A): Sexual Assault
- 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 300/(A): Indecent Exposure
- Code 404/(A): Using Abusive or Obscene Language

An incident is considered Inmate-on-Inmate Abuse/Assault when any sexually abusive behavior occurs between two or more inmates.

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

It is important to understand that sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts and/or 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 who knowingly file false reports will face disciplinary measures.

III. Protecting Yourself and Others from Sexually Abusive Behavior

There are strategies you can use to protect yourself and others from sexually abusive behavior. These strategies include:

Carry yourself in a confident manner at all times. Other inmates may target you if they believe you to be fearful.

Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.

Do not accept an offer from another inmate to be your protector.

Find a staff member with whom you feel comfortable discussing your fears and concerns.

Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.

Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.

Stay in well-lit areas of the institution. Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself. Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

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, were specially trained to help you deal with problems in this area.

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

IV. What Should You Do if You Are Sexually Assaulted?

If you become a victim of sexually abusive behavior, immediately report the incident to a staff member. Staff will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault it is important to see medical staff **BEFORE** you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, [pregnancy, if appropriate], and gather any physical evidence of assault. Individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

V. Understanding the Investigative Process

Once the sexually abusive behavior is reported, the Bureau 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.

VI. Supportive Services

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.

VII. Consequences for Assailants

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

VIII. How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member you trust.

Bureau staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis. Any discussions with appropriate officials are directly related to the victim's welfare or law enforcement and investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff. You can:

Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member 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 management staff.

Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. 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, P. O. Box 27606, Washington, D.C. 20530

CODE PROHIBITED ACTS		SANCTIONS	
100	Killing	A.	Recommend parole date rescission or retardation
101	Assaulting any person (includes sexual assault) 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 carried out by an inmate)	B.	Forfeit 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 sanction may not be suspended)
102	Escape from escort; escape from a secure institution (low, medium, high and administrative type institutions); or escape from a minimum security level institution <u>with</u> violence *	B1.	Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year(a good time sanction may not be suspended)
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 prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C.	Disciplinary Transfer (recommend)
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition At USP Lompoc a razor blade is considered a weapon.	D.	Disciplinary segregation (up to 60 days)
105	Rioting	E.	Make monetary of a restitution
106	Encouraging others to riot	F.	Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed)
107	Taking hostage(s)	G.	Loss of privileges (Note - can be in addition to A though E - cannot be the only sanction executed)
108	Possession, manufacture, or introduction 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., hack-saw blade)	Note: Inmates found in possession of an electric communication device or related equipment (cell phone) will be charged with a violation of Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Code 199 most like Code 108, and will be subject to available sanctions if found to have committed the prohibited act.	
109	Not to be used		
110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; or to take part in other drug-abuse testing.		
111	Introduction of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the		

<p>individual by the medical staff.</p> <p>112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants or related paraphernalia not prescribed for the individual by the medical staff.</p> <p>113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.</p> <p>114 Sexual assault of any person, involving non-consensual touching by force or threat of force.</p> <p>115 Destroying and/or disposing of any item during a search or attempt to search.</p> <p>196 Use of the mail for an illegal purpose or to commit or further a greatest category prohibited code act.</p> <p>197 Use of telephone to further criminal activity.</p> <p>198 Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.</p> <p>199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.</p>	
<u>CODE</u> <u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
<p>200 Escape from 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.</p> <p>201 Fighting with another person</p> <p>202 (Not to be used)</p> <p>203 Threatening another with bodily harm or any other offense</p> <p>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</p>	<p>A. Recommend parole date rescission or retardation</p> <p>B. Forfeit 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 sanction may not be suspended)</p> <p>B1. 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 Transfer (recommend)</p> <p>D. Disciplinary segregation (up to 30 days)</p> <p>E. Make monetary restitution</p> <p>F. Withhold statutory good time</p> <p>G. Loss of privileges: commissary, movies, recreation, etc.</p>

<p>205 Engaging in sexual acts</p> <p>206 Making sexual proposals or threats to another</p> <p>207 Wearing a disguise or a mask</p> <p>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</p> <p>209 Adulteration of any food or drink</p> <p>210 (Not to be used)</p> <p>211 Possessing any officer's or staff clothing</p> <p>212 Engaging in, or encouraging a group demonstration</p> <p>213 Encouraging others to refuse to work, or to participate in a work stoppage</p> <p>214 (Not to be used)</p> <p>215 Introduction of alcohol into BOP facility</p> <p>216 Giving or offering an official or staff member a bribe, or anything of value</p> <p>217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes</p> <p>218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value</p> <p>219 Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.</p> <p>220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercise or drill.</p> <p>221 Being in an unauthorized area with a person of the opposite sex without staff permission</p> <p>222 Making, possessing, or using intoxicants</p>	<p>H. Change housing (quarters)</p> <p>I. Remove from program and/or group activity</p> <p>J. Loss of job</p> <p>K. Impound inmate's personal property</p> <p>L. Confiscate contraband</p> <p>M. Restrict to quarters</p> <p style="text-align: center;"><u>SANCTIONS</u></p>
---	--

CODE	PROHIBITED ACTS	
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol.	Sanctions A-M
224	Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate)	
225	Stalking another person through repeated behavior which harasses, alarms, or annoys the person after 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 telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number, third-party billing, using credit card to place telephone calls, conference calling, talking in code).	
298	Interfering with a staff member in the performance of duties. (<u>Conduct must</u>	

<p>299 <u>be of the High Severity nature.)</u> This charge is to be used only when another charge of high severity is not applicable.</p> <p>Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of high severity is not applicable.</p>	
<p>300 Indecent exposure</p> <p>301 (Not to be used)</p> <p>302 Misuse of authorized medication</p> <p>303 Possession of money or currency, unless specifically authorized, amount or in excess of the amount authorized.</p> <p>304 Loaning of property or anything of value for profit or increased return</p> <p>305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels</p> <p>306 Refusing to work, or to accept a program assignment</p> <p>307 Refusing to obey an order of any 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 would be charged as Code 110)</p> <p>308 Violating a condition of a furlough</p> <p>309 Violating a condition of a community program</p> <p>310 Unexcused absence from work or any assignment</p> <p>311 Failing to perform work as instructed by the supervisor</p> <p>312 Insolence towards a staff member</p>	<p>A. Recommend parole date rescission or retardation.</p> <p>B. Forfeit 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 sanction may not be suspended)</p> <p>B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit is available for (a good conduct time sanction may not be suspended)*</p> <p>C. Disciplinary transfer (recommend)</p> <p>D. Disciplinary segregation (up to 15 days)</p> <p>E. Make monetary restitution</p> <p>F. Withhold statutory good time</p> <p>G. Loss of privileges: commissary, movies, recreation, etc.</p> <p>H. Change housing (quarters)</p> <p>I. Remove from program and/or group activity</p> <p>J. Loss of job</p> <p>K. Impound inmate's personal property</p> <p>L. Confiscate contraband</p> <p>M. Restrict to quarters</p> <p>N. Extra duty</p> <p style="text-align: center;"><u>SANCTIONS</u></p>

CODE	PROHIBITED ACTS	
313	Lying or providing a false statement to a staff member	Sanctions A-N
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 or Code 200)	
315	Participating in an unauthorized meeting or gathering	
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable	

<p>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 or cosmetics)</p> <p>332 Smoking where prohibited.</p> <p>333 Fraudulent or deceptive completion of a skills test (e.g. cheating on a GED or other educational or vocational skills test).</p> <p>334 Conducting a business; conducting or directing an investment transaction without staff authorization.</p> <p>335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.</p> <p>336 Circulating a petition.</p> <p>396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use the mail to commit or further a moderate category prohibited act.</p> <p>397 Use of telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).</p> <p style="text-align: center;">CODE PROHIBITED ACTS</p>	<p><u>SANCTIONS</u></p>
<p>398 Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Moderate Severity nature.)</u> This charge is to be used only when another charge of moderate severity is not applicable.</p> <p>399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Moderate Severity nature)</u>. This charge is to be used only when another charge of moderate severity is not applicable.</p>	<p>Sanctions A-N</p>
<p>400 Possession of property belonging to</p>	<p>B.1 Disallow ordinarily up to 12.5% (1-7 days) of good</p>

<p>another Person</p> <p>401 Possessing unauthorized amounts of otherwise authorized clothing</p> <p>402 Malingering, feigning illness</p> <p>404 Using abusive or obscene language</p> <p>405 Tattooing or self-mutilation</p> <p>406 Not to be used</p> <p>407 Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)</p> <p>408 Conducting a business</p> <p>409 Unauthorized physical contact (e.g., kissing, embracing)(e.g., kissing, embracing)</p> <p>410 Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)</p> <p>497 Use of telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls, using the telephone in an unauthorized area, placing of an unauthorized individual on the telephone list).</p> <p>498 Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Mode-rate Severity nature.</u> This charge is to be used only when another charge of low moderate severity if not applicable.</p> <p>499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons.(<u>Conduct must be of the Low Moderate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.</p>	<p>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)</p> <p>E. Make monetary restitution</p> <p>F. Withhold statutory good time</p> <p>G. Loss of privileges: commissary, movies, recreation, etc.</p> <p>H. Change housing (quarters)</p> <p>I. Remove from program and/or group activity</p> <p>J. Loss of job</p> <p>K. Impound inmate's personal property</p> <p>L. Confiscate contraband</p> <p>M. Restrict to quarters</p> <p>N. Extra duty</p> <p>O. Reprimand</p> <p>P. Warning</p> <p>*Sanction B.1 may be imposed on the Low Moderate category <u>only</u> where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.</p> <p><u>*Aiding</u> another person to commit any of these offenses, <u>attempting</u> to commit any of these offenses, <u>and making plans</u> to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]</p> <p>*When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, "We find the act of _____ to be of High severity, most comparable to prohibited act Engaging in a Group Demonstration."</p>
--	---