

# **FMC DEVENS**

## **INMATE ADMISSION & ORIENTATION HANDBOOK**



**OCTOBER 2017**

## PROLOGUE

The Admissions and Orientation (A&O) Handbook provides you with general information about the Federal Bureau of Prisons (BOP) and the Federal Medical Center-Devens (FMC, Devens). This handbook has been prepared with the thought, good communication between staff and inmates is essential in the development of a positive atmosphere within a correctional setting.

It is the policy of the Bureau of Prisons to treat inmates fairly, humanely, and responsibly and afford them the opportunity for self-improvement. As an inmate in the BOP, you can expect:

- Accessibility to staff,
- Consistent and fair treatment,
- Responsiveness to your needs,
- A safe, secure and sanitary environment, and
- Clear and accurate information about decisions affecting you

Your confinement at this institution involves a number of obligations on the part of staff and inmates alike. As staff members, our primary responsibility is to ensure that the mandate of the court is carried out. We also believe it is very important to provide work, education, recreation, and other self-improvement programs to help you prepare for your eventual return to the community. Your personal safety is our utmost concern; one of the most critical obligations of an inmate is to report any appearance of depression, suicide, or hopelessness in another inmate. It is not unusual to experience these feelings while incarcerated in jail or prison. If you notice another inmate struggling with these feelings, it is your obligation to notify **any** staff member immediately. It is that staff members duty to make the necessary emergency contacts to ensure that the afflicted inmate receive immediate medical/psychological attention to ensure that his personal safety is primary.

It is your responsibility to contribute to a positive institution atmosphere by adhering to the rules and regulations of the institution.

Richard Russell  
Acting Warden

## INTRODUCTION

**Your inmate handbook was prepared by the staff of the Federal Medical Center, Devens, Massachusetts, to serve as a reference guide and to provide an overview of procedures and programs at this facility. Additional information can be found in Program Statements and Institution Supplements located in the Law Library. The information, although current at the time of printing, is subject to change. You are responsible for keeping your handbook up to date.**

## GENERAL INFORMATION

**Admission & Orientation:** Inmates will reside in their assigned unit and shall participate in the Admission & Orientation (A&O) Program for approximately 4 weeks. During orientation, inmates will meet staff and become familiar with the physical setting of the institution.. The A&O Program consists of lectures and group meetings to learn about regulations, programs, and activities. Inmates will receive a thorough physical examination and complete educational, vocational, and psychological tests during the orientation period. Although inmates will not be given a work assignment until cleared by Health Services, they are expected to complete their in-house assignments under the direction of the Unit Team and the Unit Officer.

**Accountability Checks:** Inmates must be accounted for at all times. An accountability check is commonly referred to as "Count Time." Official counts will be conducted at 12:05 AM, 3:00 AM, 5:00 AM, 4:00 PM and 10:00 PM. (4:00 PM and 10:00 PM will be a standing Count.) On holidays and weekends, there is an additional "stand up" count held at 10:00 AM.

There is **NO** talking or playing of radios during a count. Each inmate must be standing during the "stand up" count (with the exception of those who have medical restrictions). There will be no movement until the count has been cleared. Inmates may not open/close lockers, etc., during counts. During evening and early morning counts, Correctional Officers may use flashlights for counts. If an inmate is completely covered, the Correctional Officers may call the inmate in an attempt to get his attention. If unsuccessful, the Correctional Officer will lightly tap on the bed to make certain the inmate is accounted for. The Correctional Officers must see living, breathing human flesh. Some Units may have a blue count light. There is to be no movement when this light is on.

**Census Counts/Special Counts:** Census or Special Counts may be announced at any time. During census counts, no inmate movement is allowed. Inmates are to remain where they are when the special count is called. All inmate movement must cease.

**Emergency Counts:** Emergency Counts may be announced at any time. In the event of an emergency count, inmates are to report immediately to their assigned living quarters. All emergency counts will be "stand up" counts.

**Controlled Movement:** A controlled movement system is in effect from 7:30 AM to 8:30 PM each day. Open movement will commence at 7:30 AM and will last for 15 minutes in duration. Following the completion of the open movement, all inmates must remain in their assigned area until the next scheduled movement. Under normal conditions, open movement will take place every hour on the half hour with the exception of scheduled movements for medical and meal times. The only exception will be inmates who possess authorized staff passes. Running or jogging is not permitted. The Recreation Yard is the designated area for running or jogging.

**Pass System:** At this institution, a fifteen minute period has been determined to be an adequate amount of time to move to any area in this facility. Inmates traveling from one destination to another during any time other than open movement (work call, meals and recall) require a pass. There are four types of passes here:

1. Institution Pass - issued when an inmate goes from one point to another.
2. Recreation / Library Pass - issued when an inmate must go to the recreation yard, inmate activity center, legal and leisure libraries.
3. Facilities Pass - issued to inmates working in the Facilities Department who are on required job sites throughout the institution.
4. Medical Pass - issued to inmates during a sick-call appointment allowing the inmate to report back to Medical Staff at a designated time.

Passes will be issued by the sending staff member and will be retained by the inmate until the movement is completed. Inmates should have the pass visible when traveling from one area to another. All inmates are required to be in possession of a pass when not traveling during open movement and must present the pass to any staff member when instructed to do so. Once the inmate's scheduled travel is completed, the pass must be returned to the issuing staff member.

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

**Out-of-Boundary-Areas:** Certain areas are "Out of Bounds" unless inmates are assigned to work there or have been called by staff. If an inmate is called to one of these areas, he is to report immediately to the staff on duty. Inmates should not linger following completion of their business. These areas include but are not limited to:

1. Administration Building (except to go to Correctional Systems and to R&D).
2. Any housing unit, other than the one in which the inmate is assigned.
3. Grass areas (except where authorized on the Recreation Yard).
4. Rear gate area.

**Inmate Request to Staff Member (Cop-Out):** The Inmate Request to Staff Member form (commonly referred to as a "Cop-Out") is used to request appointments or to address concerns with staff. Various types of requests can be made with this form. Completed forms should include a brief account of the inmate's problem and/or request(s) and his comments concerning what he would like to have done. Staff will respond to the inmates request within a "reasonable" period of time.

**Contraband/Searches (“Shakedown”):** Contraband is defined as anything not authorized for retention, not issued by the institution, not received through approved channels, or not purchased through the Commissary. Staff are alert to the subject of contraband and make an effort to locate, confiscate and report contraband found in the facility. Anything not in its original container is considered nuisance contraband. Any item in the inmate’s personal possession must be authorized and a record of the receipt of the items should be kept in his possession. Inmates cannot purchase or loan radios or any other items from another inmate, nor can an inmate store property in another inmate’s locker. Items purchased or obtained in this manner are considered contraband and will be confiscated. Items from an inmate's work site is considered contraband if found in the housing unit. Any item which is altered, even if originally approved or issued, is considered contraband. Altering or damaging U.S. Government property is a violation of institution rules and the cost of the damage may be levied against the violator. All inmates are subject to pat searches, visual searches and searches of their assigned cell, cubicle or other assigned living space. While staff are conducting searches, inmates are not allowed in the cell, cubicle or assigned living space. Staff are required to search inmate cells to locate contraband or stolen property. An inmate’s property and living area will be left in the same general condition as it was found. Inspections are unannounced and conducted at random.

**Urine/Alcohol Surveillance:** Inmates may be asked to give a urine or Breathalyzer sample at any time. When an inmate is called to give a urine sample, he has two (2) hours to provide the sample or an Incident Report will be written. Inmates must remain under direct staff observation during those two (2) hours. Failure to submit to a urine sample or Breathalyzer will be treated as a refusal and will result in disciplinary action. Water or other fluid may be taken only upon permission of the Operations Lieutenant or the Captain. A Breathalyzer test must be completed when called for testing. There is no allowed delay.

**Barber Shop**

Haircuts and hair care services are authorized in the barber shop only. Hours of operation will be posted in each of the housing units and the barber shop.

**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. Regular fire inspections are made by qualified professionals.

**Inmate Identification Cards:** Inmates are required to wear their identification cards at all times upon departing their assigned cell. The inmate identification card will be easily accessible. You will be issued an identification card upon arrival at the institution and you are responsible for the care of the card. If your card is misplaced or lost you must seek the assistance of your assigned Correctional Counselor for a replacement card. This is your responsibility.

## **INMATE DRESS REGULATIONS**

### **1. Authorized Uniform:**

- A. The authorized uniform consists of khaki trousers and shirt at the FMC and green trousers and shirt at the FPC. The uniform will be worn on all work assignments, except Food Service workers who wear the white trousers and shirt.
- B. The authorized uniform will be worn during all visits and during normal working hours defined as 6:15 a.m. to 4:00 p.m., Monday through Friday, excluding Federal holidays. The shirt will be tucked neatly into the trousers and buttoned, except the top button may be unbuttoned. The sleeves may be rolled neatly to the elbow, or worn all the way down and buttoned. Trousers will not be rolled up, sagging, or bloused inside the inmate's socks or shoes.
- C. Shower shoes are not to be worn outside the housing units.
- D. Sweatshirts may be worn, but will be worn under the authorized shirt.
- E. Underwear, including thermal underwear, will not be worn as outer garments except in the individual's room. Thermal underwear will not be worn with shorts, T-shirts, or tank tops.
- F. All sleeves, trouser, and shorts will be hemmed; cutoffs and other altered clothing are not permitted.
- G. The regular authorized dress uniform is required for educational classes and during normal working hours at religious services. Food Service workers are permitted to wear the white shirt and pants to Education classes. After hours and on weekends, leisure wear is permitted in religious services.
- H. Inmates must wear clothing at all times, except when bathing, including leisure activities and in the living areas.

### **2. Work Details:**

- A. Institution issued white T-shirts with the ID tag attached may be worn on outside details in lieu of the khaki or green shirt during the summer (e.g., June - August). The T-shirt must be clean, neatly tucked in, and in good condition.
- B. Safety (steel-toed) shoes are to be worn on all work details.

### **3. After Hours:**

- A. For evenings, weekends, and holidays, inmates must be properly dressed to include shirt (with sleeves), pants or shorts, and socks. If wearing the khaki uniform, shirts must be tucked in.

### **4. Recreation:**

- A. Approved athletic shorts, pants, and sweatshirts may be worn while participating in indoor and outdoor recreational activities. Shirts are to be worn at all times by inmates participating in recreational activities and must be tucked in while on the compound. Tank tops may be worn during recreational activities in the outdoor or inside recreation areas. Tank tops may not be worn on the compound or in the Food Service area. Sunglasses will not be worn inside buildings unless prescribed by medical staff.
- B. When participating in inside athletics, all participants will be required to wear athletic shoes. On the track, any authorized shoe with the exception of shower shoes is permissible.

### **5. Food Service:**

- A. Inmates are required to wear their authorized uniforms for the breakfast and lunch meals on weekdays.
- B. Inmates may wear athletic wear as described above, after hours, during weekends, and on Federal holidays in Food Service.
- C. Inmates will not be allowed in the dining room with torn, soiled, odorous, or wet apparel.

### **6. Head Wear:**

- A. No caps will be worn inside any building except for Food Service workers, who are working in Food Service.
- B. Religious head wear is allowed in the dining room and must be approved by the Chaplain.
- C. Doo rags will not be worn outside the living areas.

### **7. Visiting Room:**

- A. Inmates are required to wear the authorized uniform in the visiting room.
- B. Foot wear is limited to the black boot and boots purchased from Commissary unless the inmate has a medical slip indicating they are required to wear one of the medical shoes issued by the Medical Department.

## MAINTAINING 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. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

### **Incoming Correspondence**

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

### **Incoming Publications**

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

### **Special Mail**

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

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

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

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

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

### **Correspondence between Confined Inmates**

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family (mother, father, sister, child, or spouse), or party in a **current** legal action (or a witness) in which both parties are involved. The responsibility is the inmates to provide sufficient documentation. The Unit Manager at each institution must approve the correspondence if both inmates are housed in Federal institutions.

**Certified/Registered Mail:** Return Receipt Requested Cards (green), Certified Mail slips (green/white) and legal-size envelopes are available in the Law Library. Mail should be weighed and may be sent registered, certified, or insured at the inmate's expense. All postage fees are set by the U.S. Postal Service. Services such as Express Mail, private carrier services, Cash on Delivery (COD), or stamp collecting are not permitted.

**Correspondence - Incoming:** Incoming mail is distributed by the Unit Correctional Officer Monday through Friday immediately following the 4:00 p.m., Official Count. Incoming mail will be opened and inspected for contraband unless it is properly marked as legal mail. (see section on "Special Mail") Incoming mail should be clearly addressed as follows:

Inmate's Committed Name  
Register # \_\_\_\_\_ Unit: \_\_\_\_  
Federal Medical Center, Devens  
P. O. Box 879  
Ayer, MA 01432

Legal Mail is opened and inspected for contraband in the inmate's presence. Receipt of this mail is verified by the inmate's signature in a log. Certified Mail, unless it meets Legal Mail criteria, is opened in the Mail Room before the inmate receives it.

During Intake Screening, inmates will have completed a form concerning their incoming correspondence. If they choose to receive mail, they agree that institution staff may open and read it. Inmates may elect to have all mail, with the exception of Legal Mail, returned to the U.S. Postal Service.

Mail received for an inmate after their release date will be forwarded for thirty (30) days to the release address provided.

The institutional mail room does not accept funds received from outside the institution. Any funds received will be returned to the sender with specific directions on how to send the funds to the National Lock Box. All funds being sent to inmates at FMC Devens should be sent to the National Lock Box location at the following address:

FEDERAL BUREAU OF PRISON  
INSERT NAME  
REG. NUMBER  
P.O. BOX 474701  
DES MOINE, IOWA 50947-0001

**Correspondence - Outgoing:** FMC Devens is an Administrative Facility and, as such, all outgoing mail, except for Special/Legal Mail, may not be sealed and will be subject to inspection/screening. Inmates may present sealed Special/Legal Mail to Unit Team staff during normal duty hours. The inmate shall be required to produce their ID card at this time. Only properly addressed Legal/Special Mail shall be given to Unit Team staff for Special/Legal mail processing. In addition, the Outgoing Special Mail Receipt will be prepared by the inmate and delivered to Unit Team staff along with the Special/Legal mail. Unit Team staff will sign and date the receipt and deposit both the receipt and the Special/Legal mail in the outgoing mailbox located in front of the Records Office. The following information must be handwritten in the left-hand corner of all inmate envelopes:

Inmate's Committed Name  
Register # \_\_\_\_\_ Unit: \_\_\_\_  
Federal Medical Center, Devens  
P. O. Box 879  
Ayer, MA 01432

### **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.

### **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 Correctional Counselor to arrange an unmonitored attorney call.

While policy specifically allows inmates to make one call every three months, there is no specific limit on the number of phone calls that an inmate may make. It is expected that each inmate will handle his calls in such a manner that will allow the equal use of the phones by all inmates. Calls are limited to fifteen (15) minutes in duration. Each inmate is allowed 300 minutes of calling time per month, unless on telephone restriction. Telephones will not be used to conduct a business.

Inmates are allowed to have thirty (30) approved numbers on their phone list. In order to use the system, you will have to transfer funds from your

account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers.

Inmates will be given their SECRET PAC (nine digits) number by your Correctional Counselor. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. Giving or selling your PAC number will result in disciplinary action. All calls are automatically terminated after fifteen (15) minutes. A waiting period may be established between calls.

It is each inmates responsibility to maintain their PAC in a way to ensure no other inmate has access to it. Inmates found to be sharing their telephone account with other inmates will result in disciplinary action taken with all inmates involved. Third 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 that he/she is an attorney and the front of the envelope must be marked as "Special Mail - open only in the presence of the inmate" or with similar language clearly indicating the particular correspondence qualifies as legal mail and the attorney is requesting the correspondence be opened only in the inmate's presence. It is the responsibility of the inmate to advise his/her attorney of these requirements. If legal mail is not adequately marked, it may be opened as general correspondence.

#### **Attorney Visits**

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

**Legal Material**

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

**Attorney Phone Calls**

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

**Law Library**

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

**Notary Public**

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

**Copies of Legal Material**

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

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

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

**Executive Clemency**

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

**Commutation of Sentence**

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

**Pardon**

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



## **PROBLEM RESOLUTION**

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

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

### **Administrative Remedy Program**

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

If the issue cannot be informally resolved, a formal complaint may be filed with a Request for Administrative Remedy (formerly BP-229), commonly referred to as a BP-9. The inmate may place a single complaint or related issues on the form. If the form contains multiple unrelated issues, the submission will be rejected. The inmate will return the completed BP-9 to the Correctional Counselor, who will deliver it to the Administrative Remedy Coordinator (BP-9 will be rejected unless processed through staff). The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time which should be documented in the complaint. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. The inmate will be notified of the extension.

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

If the inmate is not satisfied with the Regional Director's response, he may appeal to the General Counsel in the Central Office. The national appeal must be made on the Central Office Administrative Remedy Appeal (form BP-231), commonly referred to as a BP-11, and must have the appropriate number of copies of the BP-9, BP-10, both responses, and any exhibits. The national appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension.

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

- Statement of Facts
- Grounds for Relief
- Relief Requested

### **Sensitive Complaints**

If an inmate believes a complaint is of a sensitive nature and he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, the inmate will be advised in writing of that determination and the complaint will be returned. The inmate may then pursue the matter by filing a BP-9 at the institution.

### **General Information**

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

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

## **DIRECTIONS TO THE INSTITUTION**

The Federal Medical Center, Devens, is located 40 miles northwest of the city of Boston, Massachusetts. Route 2 runs through the area and is the main artery for east/west travel in the north central, Massachusetts area. Visitors should take Exit 37 if traveling on Route 2 and proceed straight onto Jackson Road. After entering the main gate, take your first right off Jackson Road onto Patton Road. The Devens Federal Medical Center is approximately ½ mile down on the right. The Devens Federal Medical Center is located on the grounds of the former Fort Devens Military Base and is adjacent to the towns of Ayer, Harvard and Shirley. Air transportation in the immediate area includes Boston, Worcester, Manchester, New Hampshire, and Providence, Rhode Island. From any of these airports in the area, limousine, bus, rail and taxi service to Devens is available. The city is serviced by bus and local taxi services.

## VISITING

**Procedures / Policy:** It is the policy of the BOP and FMC Devens that visiting privileges should be an integral part of an inmate's institutional program; however, the number of visitors must be kept within reasonable limits due to space limitations. There is a limit of five visitors per person (including children) at one time unless prior approval is received from unit staff. When the established capacity has been reached, termination of visits will be determined by frequency of visits and distance traveled. In order to allow all inmates to receive visits in a fair and equitable manner, a point system has been established. Inmates will be given 12 points for each month in the calendar year. Inmates will not be charged any points for visiting on Fridays. Two (2) points will be charged for each visit occurring on a weekend or holiday. Once an inmate exhausts his points for the month, he may not receive a visit for the remainder of that month without prior staff approval.

**Approval of Visitors:** Inmates are given a Visiting List form to complete and return to unit staff. Verified immediate family members will usually be approved promptly. Immediate family members include father, mother, step-parents, sisters, brothers, wife, children, and grandparents who raised you. Children under the age of sixteen do not have to be on an approved list but must be accompanied by an approved adult. Visiting Lists may include up to ten (10) other family members and friends. Inmates may make changes to their Visiting List at team meetings. Questionnaires are mailed out and must be completed, returned, and reviewed before these persons can be added to an inmate's approved Visiting List. This process takes approximately three (3) weeks. Inmates are notified of each visitor's approval by their Unit Counselor. **It is the inmate's responsibility to ensure that all visitors are notified of visiting approval. Visitors not on approved list will be denied entrance.** Inmates should see their Unit Counselor for any updates needed to their Visiting List.

**Attorney Visits:** Inmates are required to arrange for legal visits during visiting days, only for exigent circumstances will non-visiting legal visits be arranged. It should also be noted that attorneys should contact the unit team 72 hours prior to a legal appointment. This action will allow for unit team to secure the necessary identifications and paperwork. Attorney visits generally take place in the Visiting Room during regular visiting hours. If the Visiting Room is filled to capacity, the unit team may make arrangements for an attorney visit on other non-visiting days. Inmates arrange with the unit team to have a reasonable amount of legal materials taken to or from the Visiting Room. All inmates are reminded that attorneys are not permitted to bring any recording devices into the facility without prior written authorization by the Warden.

**General Visiting Information:** The visiting room is open on Friday, Saturday, Sunday and Federal holidays, between the hours of 8:30 am and 3:00 pm. Kissing, embracing and hand-shaking/holding are allowed only upon arrival or departure. Displays of affection must be within the bounds of good taste. Excessive physical contact during the visit is prohibited. All visitors will be dressed appropriately, including footwear and clothing appropriate for a correctional setting. Visitors are not permitted to wear revealing or provocative clothing, which includes, but is not limited to miniskirts, spandex, sleeveless shirts, tube tops, tight fitting, see through or khaki clothing. Both inmates and their visitor(s) must be appropriately dressed. All inmates will be dressed in their issued uniform and visitors should not be dressed in clothing of a suggestive or revealing nature. Inmates are responsible for the conduct of the children visiting them. Inmate visitors will not be allowed to sit on inmate's laps, this includes children and infants.

You may take the following items to the Visiting Room:

- Commissary Card (required for identification);
- Wedding band. This item will be inventoried when you enter the Visiting Room and again when you leave;
- Comb, prescription eyeglasses, religious medal and medication.

Visitors are permitted to bring money, tissues, diapers, and a baby bottle into the Visiting Room. Visitors will be checked with a metal detector and may be asked to submit to further search. Purses, briefcases, etc. will be checked. Visitors may not leave packages, gifts, or money for an inmate, nor may visitors receive items from any inmate. All monies must be mailed in to the inmates. No items may be exchanged with visitors. An inmate's visiting privileges may be denied or restricted for violation of Visiting Room regulations. All visitors will be subject to screening through a metal detector, x-ray, Ion scanner and will be regularly pat searched.

Visitors must pass the Ion scanner to be allowed entry to the facility. If you fail the test you will be allowed one more opportunity to pass the test, if you fail the test a second time you will not be allowed entry. You will be allowed to be re-tested 48 hours later. If you fail the Ion scanner test a second visit, you will not be allowed to visit for 30 days. A third failure will result in a 90 day visiting suspension. Failure to pass a 4<sup>th</sup> Ion scanner test will result in a 180 day suspension. All other failures will require a 1 year suspension of visiting privileges. Federal law authorizes imprisonment of up to ten (10) years for any person who introduces contraband into a federal facility or who takes, sends, or attempts to take or send anything not specifically authorized from a federal facility.

**Emergency visits:** An inmate may request a special emergency visit based upon extenuating family circumstances. He shall explain the nature of the emergency to unit team, and will put the request in writing via a Request to a Staff Member. The unit team will assess the legitimacy of the emergency and make a recommendation to the Warden.

**Identification of Visitors:** A valid form of photo identification is required by all visitors. Visitors possessing a valid driver's license (with photo), a valid state identification card or passport will be sufficient for entry to the facility. The visitors identification should match the identifying information (i.e., name, date of birth, etc.) contained on the inmate's approved Visiting List.

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

**Visits to Inmates in Restricted Observation Areas:** Situations may arise during the inmates' imprisonment that may preclude normal visitation. Inmates may require specialized medical or mental health care which prohibits visitation in the visiting room. The Unit Team will collaborate with medical and/or mental health professionals to determine if an inmate requires special visiting accommodations. In the interest of infection control, cases requiring medical isolation to prevent the spread of a contagion will result in a visitor being denied. Visitation may also be denied in certain mental health cases where an inmate is suffering from a psychotic or emotional episode in which mental health professionals determine visitation is inadvisable or may jeopardize the safety and security of the institution. Visits can be afforded to inmates hospitalized in the local community, who have been placed on the "Critical Illness" list and with the Warden's approval. Individuals approved must also comply with the visiting policy of that hospital.

**Special Information Pertaining to Children:** Children will not be added to the visiting list without authorization of a parent or legal guardian. Children under the age of sixteen do not have to be on an approved list but must be accompanied by an approved adult or they may not visit. Children shall be kept under supervision of a responsible adult or a children's program. Exceptions in unusual circumstances must be made in advance by submitting a cop-out to your assigned team and only with special approval of the Warden. The signature of a parent or legal guardian on the Visitor Information Form is necessary to process a request for an applicant under 18 years of age. Visitors will not be allowed to bring games or toys into the visiting area. Video cassettes will be available in the institution for children viewing. A children's room is available for use and no food or drink is permitted in this area.

## INSTITUTION PROGRAMS

### PSYCHOLOGY DEPARTMENT

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 abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. A psychologist may make recommendations to support your successful adjustment to prison and prepare you for your eventual release. We encourage you to participate actively in this process. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

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

- **Submit an Inmate Request to a Staff Member (a “Cop-out”) to Psychology Services.**
- **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:** It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems, are having problems getting along with other inmates, and/or receive bad news. Sometimes, inmates consider committing suicide due to all the pressure they are under. Staff are trained to monitor inmates for signs of suicidality, and are trained to refer all concerns to the Psychology Department. However, staff does not always see what inmates see. If you are personally experiencing any of the problems noted above, or you observe another inmate showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that “there is nothing to live for”), please alert a staff member right away. Your input can save a life.

**Sex Offender Treatment Program:** Inmates interested in sex offender treatment are assessed for referral to either the BOP's residential Sex Offender Treatment Programs (SOTP-R) available at FMC Devens, or the Non-Residential SOTP (SOTP-NR) available at other BOP sites. The SOTP-R is currently available only at FMC Devens, and is an intensive program for male inmates who volunteer for treatment, evidence a number of static and dynamic risk factors for re-offense, and who are committed to permanent behavior change. In addition, inmates who have successfully completed the SOTP-R are provided with maintenance sex offender treatment at FMC Devens.

**Sex Offender Management Program:** The Psychology Department coordinates a Sex Offender Management Program (SOMP). The SOMP is a mandatory program designed to help sex offenders manage their sexual behavior and reduce sexual recidivism. An important goal of this program is to help sex offenders change their criminal lifestyle and become honest, responsible, law abiding citizens with effective self control skills. SOMP participants have the same rights and responsibilities as other inmates at FMC Devens, including the right to personal safety, and to being treated respectfully, impartially, and fairly. Thus, disciplinary action will be taken against any inmate who harasses, threatens, or otherwise harms a sex offender, or any other inmate. As is the case with all inmates at FMC Devens, SOMP participants are expected to comply with all the rules and regulations governing inmate conduct as defined by the Federal Bureau of Prisons. Any inmate who engages in sexual misconduct at FMC Devens will be subject to disciplinary action.

**Drug Treatment Programs:** The Psychology Department offers the Non-Residential Drug Treatment, 40 Hour Drug Education program. The program is supplemented with various ongoing self help programs (i.e., Narcotics Anonymous, Alcoholics Anonymous). Those inmates who fail to attend required drug education classes will be restricted to a Pay Grade 4 and are not eligible for placement in a Residential Re-entry Center (Halfway House). The general goal of these programs is to provide the inmate with alternative ways to resolve problems.

**Counseling:** The Psychology Department offers self-development programs in both group and individual counseling. Group counseling gives you an opportunity to interact with others, to share concerns and to draw upon their experiences and suggestions in finding alternative ways to solve problems. Group and individual counseling utilize a variety of methods, depending on the problem under consideration. Counseling can help inmates gain greater self-awareness, more effectively manage symptoms of depression, anxiety, and other mental disorders and develop more responsible decision making. Inmates interested in Self-Development Programs should see a member of their assigned Unit Team, or see a staff member in the Education Department, Psychology Department or Health Services Department for details and/ or appropriate referral.

#### **Sexually Abusive Behavior Prevention and Intervention:**

Please review the attached booklet for information pertaining to: definitions of sexually abusive behavior, prevention strategies you can take to minimize risk of sexual victimization while in BOP custody, methods of reporting an incident of sexually abusive behavior against yourself or involving other inmates (including reporting procedures directly to Regional staff), treatment options and programs available to inmate victims of sexually abusive behavior, and monitoring, discipline, or prosecution of sexual perpetrators. Also, if you are the victim of a sexual assault at this facility and wish to access treatment/emotional support services from a community agency, please contact the institution's PREA Coordinator (Chief of Psychology) or the Operations Lieutenant.

## **EDUCATION DEPARTMENT**

### **PHILOSOPHY STATEMENT**

The Education Department at FMC Devens provides inmates with a wide range of programs and activities that serve multiple purposes, from keeping inmates constructively occupied during their incarceration, to assisting them in acquiring the skills necessary to make a successful transition back into society.

Within the federal correctional setting, we have established programs that incorporate quality academic, social, and career education based upon individual needs and desires. Each of these programs is developed with the knowledge that many inmates derive from very diverse cultural and ethnic backgrounds. All education programs conform to the guidelines established by the Federal Bureau of Prisons written program statements which are created and monitored by the Bureau's Regional and Central Offices. These guidelines mandate that all inmates must attempt to achieve a literacy standard equivalent to a high school diploma. Inmates with limited proficiency in English must participate in the English as a Second Language program. The continued focus is on helping inmates meet their re-entry needs through our employment resource center and vocational training. As a Federal Medical Center, we strive to meet the needs of all of our inmates.

#### **Academic Programs: GED, Pre-GED, Literacy**

All VCCLEA or PLRA sentenced inmates confined in a federal institution who do not have a certified General Educational Development (GED) or verifiable high school diploma are required to attend an adult literacy program for a minimum of 240 instructional hours, or until a GED is achieved, whichever occurs first. This is governed under the Literacy Program Statement 5350.28, dated December 1, 2003.

Inmates successfully acquiring a diploma will be eligible to receive/vest their allowable Good Conduct Time. Inmates who do not acquire a GED Diploma and drop the literacy classes after the 240 hour mandatory period of participation will receive a GED unsatisfactory progress assignment and will not be eligible to receive the full amount of their allowable good conduct time.

District of Columbia education good time is available to those inmates who qualify as established under Program Statement 5884.02, entitled, Educational Good Time Sentence Credit for D.C. Code Offenders.

#### **General Educational Development (GED)**

This program is offered to students seeking a high school equivalency diploma and who have achieved a 9.0 grade level as measured by the TABE or SABE/2 tests, or a 70% on teacher generated exams. These classes are offered in English and Spanish. GED classes are scheduled Monday—Friday in the Education Building. They are offered from 7:45 AM to 9:30 AM, 9:30 AM to 11:30 AM, and 12:30 PM to 2:30 PM. Required time in the course is mandated in Literacy Standard Program Statement 5350.28, dated December 1, 2003. Areas of study include: writing skills, math, social studies, language arts/reading and science. **The GED test will be computer based in Jan. 2014. If you need a GED, you are strongly encouraged to see Education staff asap.** Both the Pre-GED and GED Literacy programs focus on the development of math, spelling, vocabulary, language arts, and reading skills. Literacy classes are offered each morning and afternoon for those who have not completed a high school diploma or achieved a GED diploma. A passing score of 70% in all subject area tests indicates the student is able to progress to the next level of the literacy program.

Inmates who enter the federal system with no verifiable GED or high school diploma are required to attend literacy classes for a minimum of 240 classroom hours (approx. six months). Inmates may choose to drop classes following this period; however, those who choose to do so will have a pay grade restriction, until such time as they complete literacy program requirements. Certain inmates that enter the federal prison system, whose native language is that other than English, are required to attend the ESL program until they can demonstrate English proficiency as determined by scoring at or above the eighth grade level on the CASAS English Examination. Inmates may not opt out of this program; therefore no pay grade restrictions are imposed.

#### **English-As-A-Second Language (ESL)**

The Crime Control Act of 1990 requires that all non-English speaking federal prisoners participate in the ESL Program. In accordance with Program Statement 5350.24 ESL Program, ESL class is mandatory for all federal prisoners who have limited English proficiency skills. Pre-trial inmates, all study and observation cases, excusable aliens, and sentenced aliens with INS deportation detainers are exempt from mandatory enrollment. Classes are offered each afternoon Monday through Friday. Inmates are taught how to speak, comprehend, read, and write English. Beginning, intermediate, and advanced level of study are offered.

Students are required to pass standardized multiple-choice tests in reading and listening comprehension, and demonstrate proficiency in English equivalent to the eighth grade level. Certificates are awarded for successful completion. Students who have passed the eighth grade certification tests may volunteer to continue ESL under the Adult Continuing Education (ACE) Program. Inmates may volunteer for instruction even if they are in the exempt category. Interested inmates should submit an "Inmate Request to Staff (Cop-out) to the ESL Teacher.

#### **Recognition & Incentives**

Upon successful completion of the GED and ESL Programs, students will receive a GED Certificate and \$25.00 credited to their commissary accounts. Students participating in the Literacy Pre-GED Programs will also receive a certificate upon completion. Certificates are given after 240 instructional hours have been completed. All other course completions (VT, ACE, and Post-Secondary Education (College Correspondence) will receive certificates of completion. An annual graduation ceremony is held recognizing student achievements.

#### **Vocational Training Programs**

##### **VT Computer Applications**

VT Computer Applications is a comprehensive program that begins with an introduction to computers and basic typing/keyboarding skills, and ultimately affords students an opportunity to attain an in-depth understanding of the applications contained in the Microsoft Office 2003 Suite, and their uses in the public business sector. Through classroom exercises and live-work projects, students will be encouraged to develop their skills in Word, Excel and Power Point with the overall goal to explore avenues of post-release employment.

The course offers three separate classes totaling approximately 110 hours each over a three-month period. Classes are held Monday thru Friday, between 7:30 am and 3:30 pm.

Inmates must have a verified high school diploma, GED, be enrolled in the GED Program, as well as complete suitability screening prior to participating in the class. Inmates who have a high degree of computer sophistication, or who have demonstrated a history of computer abuse, may be prohibited from participating in the program. All participants are required to follow classroom rules. Any violation of these rules or abuse of the computers can lead to immediate and permanent expulsion from the program. Inmates must demonstrate full competency in each of the core areas identified in the curriculum. If you are interested in this program, submit an "Inmate Request to Staff" (Cop-Out) to A. Laver, Education Department.

### **VT Culinary Arts**

The VT Culinary Arts program is an intensive program that covers five U.S. Department of Labor jobs: Waiter, Food and Beverage Server, Cook, Head Cook and Chef. Culinary Arts students are required to complete a total of approximately 870 hours (8 months) and 29 chapters in the classroom. In addition to the classroom studies, the students participate in hands-on, practical lessons designed to simulate daily work experience in the food-service industry. Students must maintain at least a 75% grade average and maintain clear conduct throughout the course. Some of the lessons taught in the program include history of the food-service industry, sanitation and safety, tools and equipment, guest service as well as extensive cooking and baking techniques. A ServSafe certificate, which is nationally recognized, will be awarded to all participants who pass the examination. An apprenticeship is also included in addition to the 870 hours culinary program. The apprenticeship requires 288 class hours and 4,000 hours of live work experience in various areas such as cooking, baking, sanitation/safety, knife skills, etc. Apprentices who satisfactorily complete the program are awarded a certificate from the U.S. Department of Labor. If you are interested in this program, submit an "Inmate Request to Staff" (Cop-Out) to C. Baker, Education Department.

## **Library Services**

### **Electronic Law Library (ELL)**

Inmates are provided with access to a Law Library in the Education Department. This library contains all of the materials specified by FBOP policy. Inmate clerks are available to provide inmates with basic assistance in researching their cases and formatting their legal documents. Electronic **typewriters are available** in the library **for legal use only**, inmates must purchase their typewriter and correction ribbons from the commissary. A state of the art electronic law library has been added as part of the TRULINCS system, where inmates can do legal research from a database that contains the latest updates on case law from every federal district and circuit court in the United States, federal criminal/civil rules and procedures, sentencing guidelines, Federal Bureau of Prisons Policy Statements and much more. The law library is available Monday through Saturday. A copy machine is located in the Main Law Library, and inmates must purchase copier cards from the commissary for use of this machine. A basic law library and single ELL system station is available for inmates confined to the Special Housing Units (K-unit and N-1). Inmates in these areas who may need additional legal materials from the Main Law Library may request copies of specific cases by submitting an "Inmate Request to Staff" to the Education Supervisor.

### **Leisure Library**

The leisure library offers a variety of resources for inmates to occupy their time in a positive and constructive manner. As far as the book and periodicals collection, there are currently about 3,500 books cataloged and available in the main library, with 368 in the reference collection, and 500+ in the reserve Spanish collection. All of these items must be signed out to be borrowed. In addition, there are numerous paperback copies that are in circulation but are not cataloged, and therefore are not subject to the same rules. New additions arrive year round. There is a book repair section to maintain the library books. The leisure library currently maintains subscriptions to popular magazines and two daily newspapers. Items from the periodicals collection may only be read in the library.

### **Inter-Library Loan Program**

The inter-library loan program is made possible through a partnership with the Concord Free Public Library, in Concord, Massachusetts. Participation in this program allows inmates to request books from an outside library for a two-week period.

### **Hospital, SHU & Satellite Libraries**

FMC Devens is somewhat unique among FBOP institutions, in that the hospital is also a housing unit. Since many of the inmates housed there are unable to leave the units easily, due to health conditions, small libraries are maintained on the three separate floors of the hospital units. The SHU, and N-1 maintain a book collection that is arranged on a library book cart, which can be moved from cell to cell so the inmates can view the selection of books.

**Important Notice!** New programs and course announcements are periodically posted on the bulletin boards and also on the TRULINCS Bulletin Board. If an inmate is interested in volunteering to teach a course, he may visit the Education Department Staff during operations hours, or submit an "Inmate request to Staff" (Cop Out) to the Education Department.

**Note:** Education Department Staff will provide guidance to all inmates seeking assistance. Inmates are encouraged to enroll in a course of study appropriate to their needs. Please remember to use your time wisely and never hesitate. Educational opportunities are made available for your benefit and improvement.

## **RECREATION DEPARTMENT**

### **MISSION STATEMENT**

The primary objective of the FMC Devens Recreation Department is to actively support the Bureau of Prisons' mission of providing a safe, secure, and humane environment for incarcerated individuals. Recreation Department staff strive to provide a variety of programs and activities for the inmate population. Constructive use of leisure time has consistently been demonstrated to help people achieve healthier and more balanced lives. The department further serves these individuals and the community by providing a variety of educational and recreational programs, designed to maximize opportunities for intellectual, physical, and personal growth. Recreation staff are committed to developing and implementing programs, which provide inmates every opportunity to develop the skills, values, and abilities, which will enable them to reintegrate successfully upon release and become contributing members of society. Each inmate is therefore encouraged to participate in some form of health and fitness training while at FMC Devens, and continue upon release. Regardless of your interest and physical abilities, the recreation department has an activity just for you. There is no excuse not to make the best use of your time here!

### **General Rules**

The Recreation Department may from time to time post rules and regulations or other memos designed to regulate participation in any activity conducted in, on, or upon any recreation area. The failure of any inmate to conform with the rules, regulations, or memos may result in exclusion from the activity and/ or other disciplinary action. Do not abuse equipment. Abuse only decreases the amount of time equipment is available. Use common sense. Anyone who is unsure how to use equipment properly should seek assistance. Failure to do so could lead to personal injury as well as damaged equipment.

- The hobby craft and music areas are for authorized participants only. See Recreation Staff to obtain authorization.
- No food or drink (other than water) is permitted in the passive recreation area or in the gymnasium.
- Inmates who work in food service may not wear the white uniform in recreation areas.

Inmates are not permitted to remove their shirts at any time in any areas of the Recreation yard. Shirts must be worn at all times in all other areas. Sunbathing is not allowed in any area of the institution.

### **Communication**

The primary source of communication for events and classes is posted by way schedules and announcements on bulletin boards in Education, Recreation, and the housing units. Flyers are distributed for special events and holidays.

### **Equipment**

Equipment and supplies are provided from the issue room. Nothing may be taken to the housing unit without staff authorization. Playing cards are only offered for sponsored tournaments and can be bought by an inmate in commissary.

### **Location**

The Recreation Department consists of the recreation yard, gymnasium, multi-purpose center, hobby craft / classroom and music room. Recreation is open seven days a week.

### **Wellness Classes**

Wellness classes may include, but are not limited to: Anatomy, Diabetes Awareness, Disease Prevention, National Federation of Professional Trainers, Nutrition, Sports Injury, Weight Management, and Basic Yoga instruction. To enroll in a Wellness Class, submit a "Inmate Request to Staff" form to recreation for each class you would like to attend. A class roster will be posted after staff receives 10 "Request to Staff" forms per class. All classes are offered on a year-round basis.

### **Leisure Classes**

Leisure classes may include, but are not limited to: Beading, Painting, Drawing and Card Making.

To enroll in a hobby craft class, submit a "Inmate Request to Staff" form for each class you would like to attend. A class roster will be posted after staff receives 10 "Inmate Request to Staff" forms. All classes are offered on a year-round basis. If no space is available, you will be placed on the waiting list. Hobby Craft mail-out will be conducted every two weeks. You will be required to present both your I.D. card and a copy of your approved visitors list. There are no exceptions! The Hobby Craft area is to be used for teaching leisure classes or working on permitted hobby craft projects. You may not enter the Hobby Craft area unless you are currently enrolled in a hobby craft, all others will be considered out-of-bounds. Numerous passive activities and board games are offered through the recreation multi-purpose room.

### **Recognition & Incentives**

Upon completion of Structured Exercise, the Presidential Fitness Program, health education and all leisure and wellness classes, participants will receive a certificate of completion. All those receiving NFPT certification will also receive a certificate and may be recognized at the annual graduation ceremony that is held to recognize student achievements.

### **Music Program**

There are acoustic and bass guitars, pianos, violins, as well as an assortment of conga and bongo drums for check out in the indoor recreation area. No items may be taken to the units. You must have a registered band to utilize the music room.

### **Holiday Events**

For federal holidays and special occasions, the Recreation Department will sponsor activities for the entertainment of the population. All events will be posted on the Recreation, Unit, and Education bulletin boards. First place winners in each event will be compensated with a prize bag.

### **Organized Team Sports**

In addition to open recreation, there will be organized leagues, tournaments, and special events in the following sports: Softball, Basketball, Soccer, Volleyball, Handball, Flag Football, Floor Hockey and Bocce.

There are bulletin boards with Team information located in the recreation multi-purpose area, housing units and Education. A monthly calendar and informational flyers announcing upcoming programs are posted in these areas.

### **Movies**

On the weekends, and holidays, Recreation Staff schedules the showing of current popular movies. A schedule is published weekly, advising the inmate population of which movies are showing and at what times. NO R-rated or X- Rated movies are shown.

### **Photography Program**

**Photo Hours are as follows:**

#### **Visiting Room:**

On visiting days Friday through Sunday  
11:30 PM – 2:30 PM

#### **Recreation Department:**

Saturdays, Sundays, and Holidays  
12:30 PM – 2:30 PM

### **Important Notice!**

New programs and course announcements are periodically posted on the bulletin boards. If an inmate is interested in volunteering to teach a course, he may visit the Recreation Department Staff during operations hours, or submit an "Inmate request to Staff" (Cop Out) to the Recreation Department.

**Note:** Recreation Department Staff will provide guidance to all inmates seeking assistance. Inmates are encouraged to enroll in a course of study appropriate to their needs. Please remember to use your time wisely and never hesitate. Recreational opportunities are made available for your benefit.

## **RELIGIOUS SERVICES**

**The Chapel:** The Chapel comprises facilities for worship services, prayer and religious study areas, and a religious library. The Religious Services Department is located in offices in the Chapel. Religious programming includes worship, prayer and study of various religious expressions, as well as counseling and spiritual guidance. Schedules of religious services are available in the Chapel. Attendance at religious activities is open to all. Periodically, the department arranges for community volunteers of various religious faiths. The Chaplain will assist inmates in having religious books, publications, or other materials sent to them; however, inmates must comply fully with institution rules regarding receiving and storing of personal property.

**Religious Diet Program:** A Religious Diet Program is offered through the Religious Services Department in conjunction with the Food Service Department. A religious diet is a meal designed to be the most equitable for all religious groups. An inmate may request to participate in the Religious Diet Program by submitting an application to the Chaplain. Special religious meals for holiday observances and any special worship activities are coordinated through Religious Services. Additional information regarding these programs is available in the Religious Services Department.

**Prisoner Visitation & Support Services (PVS):** The Prisoner Visitation & Support Services (PVS) is a community based program which sends volunteers into the institution to visit inmates who would not ordinarily receive visits. All visits take place in the Visiting Room during regular visiting hours. PVS volunteers do not have to be on the visiting list of inmates they wish to visit. Any inmate interested in receiving a PVS volunteer visit should contact the Religious Services Department.

**Religious Counseling:** Counseling services are available regularly to promote inmate spiritual growth and to discuss a wide range of special religious needs. A Chaplain may be called in times of crisis, such as the death or illness of an inmate's family member.

**Marriage:** Inmates wishing to get married while incarcerated must first discuss their wish to get married with members of his assigned Unit Team and/or the Chaplain. All expenses of the marriage will be paid by the inmate. U.S. Government funds may not be used for marriage expenses. Marriage procedures at this facility are outlined in the Institution Supplement regarding "Marriage of Inmates."

## **FOOD SERVICE**

The Food Service operation affects every inmate in the institution. Preparing Nutritional adequate and appealing meals in a sanitary and safe environment are the focus and goal of the Food Service department. The "Mainline" menu, which the majority of the inmate population eats from, consists of a variety of food including a Heart Healthy and No flesh Option. We also provide a renal menu for those on dialysis as well as specialized diets when approved by our Dieticians.

**If you are placed in one of the housing units that is satellite feed, you will be served the same meals in a dining room setting when consistent with the security and orderly operation of the institution. Rules and regulations that inmates are required to adhere to at all times while in the Food Service Department:**

1. No food is to be taken from the Dining Room.
2. Trays, utensils, salt and pepper, sugar substitute packets and any other condiments are not to be taken from the Dining Room. Inmates in possession of such items may be subject to disciplinary action.
3. Form a single line upon entering Food Service and at no time cut ahead of another inmate.
4. Inmates are not to trade or pass items on the serving line.
5. Inmates may not save a table, chair or a place in the Food Service line.
6. Inmates must be appropriately dressed with their shirts tucked in, jackets unzipped and their hats off. Shower shoes, and sunglasses are not allowed.
7. Radios, laundry, books etc. are not allowed in Food Service. Additionally, no personal bowls, cups etc. can be brought into Food Service.
8. Monday through Friday, uniforms must be worn during the lunch meal. After 4:00 pm and on weekends and holidays, personal clothing which is neat in appearance may be worn.
9. The only item you are allowed to bring to the dining room is hot sauce that was purchased from the institution's commissary.
10. Loitering in the Dining Room is prohibited. Inmates are afforded approximately 22 minutes to complete a meal.
11. **Identification Cards must be presented and scanned prior to receiving a meal. If you do not have an ID then you will be required to wait until "last call" to eat. Any inmate caught attempting to acquire a second meal from mainline service will be written an incident report for stealing from Food Service.**
12. The "A" side serving line serves Mainline, Heart Healthy, No Flesh AND is utilized for all specialized diets to include: medical diets, Renal diet, religious diets, and diabetic snacks. YOU MUST USE "A" SIDE IF YOU REQUIRE ANY SPECIAL DIETS. The "B" side serves only Mainline, Heart Healthy and No flesh meals only.

**Meals are served in the dining room at the following times:**

### **Monday-Friday**

**Breakfast: 6:15 am to 7:15 am**

**Lunch: 11:15 am housing units are called**

**Dinner: After the 4:00 pm count clears, units are called**

### **Weekends/Holidays**

**Coffee Hour: 7:00 am to 8:00 am**

**Brunch: After the 10:00 am count clears, units are called**

**Dinner: After the 4:00 pm count clears, units are called**



## TRUST FUND/ INMATE SERVICES

All inmate services listed below are privileges provided by the F.B.O.P. and not rights. Any disciplinary actions taken against you for violations may lead to the suspension and/or restriction of any or all of these services provided to you.

**Inmate Phone System:** Inmates are given the opportunity to contact family members and acquaintances through the institutional inmate phone system. All inmates are allowed a maximum of 300 minutes of telephone use in a revalidation cycle, which is established as the same day every month. The inmate phone system is set up to place direct and/or collect calls both nationally and internationally. Calling rates apply and vary depending where you are calling. Each inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. A replacement fee will be charged if a PAC is misplaced or compromised. In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS.

The hours of telephone operation begin at 6:00 am and end no later than 10:00 pm. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

7:30 am until 10:30 am; and,  
12:30 pm until after 4:00 pm count.

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."

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.

**Inmate Computer System (TRULINCS):** The inmate computer system is the TRULINCS computer work stations provided in all housing units and in Education. These computers allow inmates to do a wide range of transactions to their own accounts, review their own data, create email and phone contacts lists, email family and acquaintances, transfer money, read institutional bulletins, purchase music for their MP-3 Player, create a savings account for a future release date, refill prescription medications and several other personal account related functions. All TRULINCS work stations located in Education are strictly for the purpose of reviewing and researching the Electronic Law Library. No inmate account information or options are available with these specific work stations.

**Commissary:** The institutional Commissary is available to the inmate population to provide the means for inmates to make purchases of items not issued or provided by the F.B.O.P. The Commissary is not designed to replace the institutional food service program but to supplement and add a variety of choice with items and foods not generally provided. Inmates are allowed to spend up to \$320 in a revalidation cycle, which is established as the same day every month (30 days). Inmates are allowed to shop one day a week based on their registration number.

All inmates may shop every Friday on Open House but this is a very restricted sale. Typically only OTC meds, electronics and sneakers are sold during Open House Sales. The Commissary conducts daytime sales and is open in conjunction with every open movement the Compound announces. This is typically every hour on the half hour (7:30, 8:30, 9:30 etc). The Commissary remains open during the morning and the noon mainline hours of operation and closes for the day after the 1:30 move has ended.

### Spending Limitations

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

### Commissary Fund Withdrawals

Requests for Withdrawal of Inmate Personal Funds, BP-199 forms, will be processed weekly by Trust Fund, Inmate Accounts. Withdrawals are initiated in TRULINCS, Send Funds (BP-199) by the inmate. When the BP-199 is printed it must be signed by the inmate in staff presence and hand delivered. The Supervisor of Education approves withdrawal requests for correspondence courses and materials for approved education programs. Unit Managers will approve all other withdrawal requests. Only an Associate Warden can approve inmate withdrawals exceeding \$500.00.

**Laundry:** The institutional Laundry is available to the inmate population to provide a means to receive your initial Government Issue of clothing, boots, uniforms and bed linens. The Laundry also provides a laundering and clothing exchange program. Its hours mirror the Commissary however the Laundry is closed to the inmate population on every Friday with exception of SHU or N-1 releases. Laundry drop off is done Mon-Thurs every morning during the morning meal and is picked up the same day during the noon meal. Exchange requests are accepted every Tuesday morning during the meal and picked up the following Thursday.

### TRULINCS

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

Inmate'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), and the fingerprint process or Commissary Personal Identification Number (PIN). Inmate access to these workstations varies depending on the institution.

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

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

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

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

Law Library – This service allows inmates to perform legal research

Manage Funds – This service allows inmates to manage their personal funds by creating/canceling Requests for Withdrawal of Inmate Personal Funds (BP-199) and their Pre-Release Account.

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

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

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

Public Messaging – Inmates may correspond with friends and family using public messaging. This is a restricted version of email that will only allow text messages and no attachments. There is a cost per minute fee for using this service. Messages are limited to 13,000 characters. Request to Staff – This service allows inmates to correspond with staff electronically. The list of available departments varies by institution; however, there is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmate with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

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

### **Deposit 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 that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit.

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

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

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

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

1) At an agent location with cash: The inmate's family or friends must complete a Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com).

2) By phone using a credit/debit card: The inmate's family or friends may simply 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](http://www.westernunion.com) and select "Quick Collect".

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

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

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

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

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

### **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 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 7:00 a.m. 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](http://www.moneygram.com).

For each MoneyGram ExpressPayment 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) Company Name: Federal Bureau of Prisons
- 3) City & State: Washington, DC
- 4) Receive Code: Must always be 7932
- 5) Committed Inmate Full Name entered on Beneficiary Line

Please note that 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 and 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](http://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.

Any questions or concerns regarding MoneyGram ExpressPayment transfers should be directed to MoneyGram by the sender (general public). Questions or concerns should not be directed to the BOP.

### **UNIT MANAGEMENT**

Unit team staff are available to assist in many areas, including parole matters, custody classification, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while incarcerated.

A Unit Team member is usually available daily from 7:30 AM to 9:00 PM, during regular work days and 7:30 AM to 4:00 PM, during weekends and holidays. Each unit is staffed by a unit team directly responsible for those inmates living in that area.

**Town Hall Meetings:** Town Hall Meetings are used as a conduit to relay and disseminate information to the inmate population. These meetings provide an opportunity to discuss upcoming events, regulations, problems within the unit as well as changes in current operations. Attendance is mandatory and inmates are expected to conduct themselves in a quiet and respectful manner.

### **UNIT STAFF RESPONSIBILITIES**

1. **Unit Manager:** The Unit Manager has the overall responsibility for internal security, safety, sanitation, planning, implementing and evaluating unit programs. He/She works with other departments and reports directly to the Associate Warden of Programs and the Warden.
2. **Case Manager:** A Case Manager is responsible for all casework services and prepares classification materials, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. The Case Manager is responsible for schedule all initial and subsequent program review meetings based on projected release date and annotate the circumstances for your request. If you would like to be considered for an unscheduled program review meeting, please submit an inmate request to staff member.

He/she reports to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Disciplinary Committee (UDC).

3. **Counselor:** The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. He plays a leading role in all segments of unit programs and is a member of the unit team. The Counselor will visit inmate work assignments regularly and is ordinarily the individual to approach for daily problems. The Counselor is a frequent member of the UDC. He reports to the Unit Manager. The Correctional Counselor conducts structured group counseling.
4. **Unit Secretary:** The Unit Secretary is responsible for clerical functions in the Unit. This includes maintaining Inmate Central Files, typing various reports, correspondence and paperwork necessary for inmate releases.
5. **Unit Officer:** The Unit Officers have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers control movement in and out of the unit and conduct regular searches for contraband.

#### **Communications**

Normally, a unit staff member is available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit team members will utilize either open house hours or an open door policy to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing.

#### **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 each inmate and work with them to develop an individual plan which will address skill deficits that may deter successful reentry into the community.

#### **Town Hall Meetings**

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

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

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

#### **Foreign Consular**

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

#### **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, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. He/She will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will 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 that can be imposed as a result of being in refuse status.

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

#### **Escorted Trips**

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

#### **Furloughs**

A furlough is an authorized absence from an institution by an inmate who is not under the escort of a staff member, a U.S. Marshal, other Federal or State agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval.

## **Marriages**

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

- Have a letter from the intended spouse which verifies their intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.
- The marriage must not present a security risk to the institution.

Marriage procedures are detailed in local Institution Supplement's.

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

The Adam Walsh Child Protection and Safety Act (Pub.L. 109-248) was signed into law on July 27, 2006. The legislation organizes sex offenders into 3 tiers, and mandates that Tier 3 offenders update their whereabouts every 3 months. It makes failure to register and update information a felony. It also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the Internet (i.e., offender's name, address, date of birth, place of employment, photograph, etc.).

## **DAILY INMATE LIFE**

### **Sanitation**

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

Each inmate is responsible for making his bed in accordance with posted regulations before work call (including weekends and holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping his 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.

Toothpaste, toothbrushes, combs, razors, and soap for personal hygiene are issued by the institution. Inmates may purchase name brand items through the Commissary.

### **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. Each institution is required to establish an Institution Supplement regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain.

### **Storage Space**

Staff shall set aside space within each housing area for use by an inmate. The designated area shall include a locker or other securable area in which the inmate is to store authorized personal property. The inmate shall be allowed to purchase an approved locking device for personal property storage in regular living units. Limited space may also be available under the bed for approved items. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

### **Clothing**

Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area 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, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. 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**

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

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

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface 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 is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

### **Legal Materials**

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

### **Hobbycraft Materials**

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

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

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

### **Jewelry**

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

### **Smoking**

Inmate smoking is prohibited in all BOP facilities.

### **Quarters Rules**

In order to minimize maintenance costs, permit uniform inspection, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers and Counselors inspect cells daily and publish individual ratings of appearance.

The rules include items such as:

All beds are to be made daily in the prescribed manner. If a cell or room is not acceptable, disciplinary action will be taken. In order to minimize maintenance costs, permit uniform inspection, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers and Counselors inspect cells daily and publish individual ratings of appearance.

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.

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

Everyone is responsible for cleaning up after themselves.

Sexually suggestive photographs are **NOT** authorized for display outside of the individual locker or cabinet. 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.

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

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

### **Wake Up**

A general wake-up for all inmates is 6:00 a.m. 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.

## **DISCIPLINARY PROCEDURES**

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

### **Discipline**

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

### **Inmate Discipline Information**

When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing. An informal resolution of the incident may be attempted at any stage of the discipline process. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended. Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

### **Initial Hearing**

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

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

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

### **Appeals of Disciplinary Actions**

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

- \*Whether the UDC or DHO substantially complied with regulations on inmate discipline
- \*Whether the UDC or DHO based its decision on facts. If there is conflicting evidence, whether the decision was based on the greater weight of the evidence.
- \*Whether an appropriate sanction was imposed for the severity level of the prohibited act, and other relevant circumstances.

### SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.  
ordinarily maximum of 24 hours
2. Staff gives inmate notice of charges by delivering Incident Report.  
maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays).
3. Initial review (UDC)  
minimum of 24 hours (unless waived)
4. Discipline Hearing Officer (DHO) Hearing

NOTE: Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended

### INMATE RIGHTS AND RESPONSIBILITIES

#### **RIGHTS**

1. You have the right to expect that you will be treated in a respectful, impartial, and 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 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 opportunity to visit

#### **RESPONSIBILITIES**

1. You are responsible for treating inmates and staff 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



and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.

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 your correspondence.

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.)

6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

7. It is your responsibility to use the services of an attorney honestly and fairly.

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.

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. 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.

9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.

10. You have the responsibility to take advantage of activities which will aid you to 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 participation in such activities.

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.

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 that you may have.

**Table 1. PROHIBITED ACTS AND AVAILABLE SANCTIONS  
GREATEST SEVERITY LEVEL PROHIBITED ACTS**

100	Killing.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive,

- ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

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

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

**HIGH SEVERITY LEVEL PROHIBITED ACTS**

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.

- 209 Adulteration of any food or drink.  
 210 (Not to be used).  
 211 Possessing any officer's or staff clothing.  
 212 Engaging in or encouraging a group demonstration.  
 213 Encouraging others to refuse to work, or to participate in a work stoppage.  
 214 (Not to be used).  
 215 (Not to be used).  
 216 Giving or offering an official or staff member a bribe, or anything of value.  
 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.  
 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).  
 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).  
 221 Being in an unauthorized area with a person of the opposite sex without staff permission.  
 222 (Not to be used).  
 223 (Not to be used).  
 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).  
 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.  
 226 Possession of stolen property.  
 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).  
 228 Tattooing or self-mutilation.  
 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).  
 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.  
 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.  
 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

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

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

- L. Restrict to quarters.
- M. Extra duty.

#### **MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non hazardous tool, equipment, supplies, or other non hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

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

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

- suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**LOW SEVERITY LEVEL PROHIBITED ACTS**

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

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

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- 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.

**ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL**

<b>Prohibited Act Severity Level</b>	<b>Time Period for Prior Offense (same code)</b>	<b>Frequency of Repeated Offense</b>	<b>Additional Available Sanctions</b>
<b>Low Severity (400 level)</b>	<b>6 months</b>	<b>2<sup>nd</sup> offense</b>	<ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 1 month).</li> <li>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).</li> </ol> <p>Any available Moderate severity level sanction (300 series).</p>
		<b>3<sup>rd</sup> or more offense</b>	
<b>Moderate Severity (300 level)</b>	<b>12 months</b>	<b>2<sup>nd</sup> offense</b>	<ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 6 months).</li> <li>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).</li> </ol> <p>Any available High severity level sanction (200 series).</p>
		<b>3<sup>rd</sup> or more offense</b>	
<b>High Severity (200 level)</b>	<b>18 months</b>	<b>2<sup>nd</sup> offense</b>	<ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 12 months).</li> <li>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).</li> </ol> <p>Any available Greatest severity level sanction (100 series).</p>
		<b>3<sup>rd</sup> or more offense</b>	
<b>Greatest Severity (100 level)</b>	<b>24 months</b>	<b>2<sup>nd</sup> or more offense</b>	<b>Disciplinary Segregation (up to 18 months).</b>

**RELEASE**

**Sentence Computation**

The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of inmate sentences. Once Staff at the DSCC have certified the sentence computation as being accurate, staff will provide the inmate with a copy of his or her sentence computation data.

Any questions concerning good time, jail time credit, parole eligibility dates, full term dates, or release dates are resolved by staff upon inmate request for clarification

**Fines and Costs**

In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean that the inmate will remain in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Discharge of indigent prisoner). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

## **Detainers**

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances. The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states. The United States of America, the District of Columbia, and any U.S. state or territory that has codified the IADA into its statutes have been identified as party states. The states of Mississippi and Louisiana, the Commonwealth of Puerto Rico, and the territories have not joined the IADA to date.

## **Good Conduct Good Time**

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

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

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

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

## **Parole**

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

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

## **HEALTH CARE SERVICES**

**The Health Services Department has outpatient and inpatient services. The overall health care delivery system includes local medical facilities and medical referral centers. On-site medical care is available 7 days a week. Identification cards must be presented prior to receiving services, medications and having blood drawn.**

## **SICK CALL APPOINTMENTS**

Medical and Dental sick call triage will be conducted on Monday, Tuesday, Thursday and Friday. Inmates who wish medical, dental, or mental health care must report to the Health Services lobby area when sick-call is announced and should arrive by the close of 0730 move the inmate will present their ID cards to the escorting nursing or dental staff member. The inmate will be assessed by a clinician to determine each case-specific or chronicity of the complaint, a determination will be made as to the urgency of the medical or dental need. The inmate will be scheduled and placed on the call-out. There are guidelines that merit an urgent same day visit, or conditions that merit the inmate being seen within 24-48 hours, 72 hours, one week and up to two weeks. It is the inmates' responsibility to watch out for the daily call-outs. If the inmate appointment is canceled by the medical staff, the inmate will be re-scheduled as soon as possible. Medical emergencies will be evaluated immediately.

Inmates housed in the Special Housing Unit (SHU) and the Inpatient Unit (N1, N3) will have the opportunity to speak with medical staff during their daily rounds. Inmates housed on the Mental Health Units (N-4, and N-5) shall follow the instructions above. Any medical concerns should be brought to the attention of health services staff at that time.

## **EMERGENCY MEDICAL TREATMENT**

Inmates who become ill after hours, weekends or holidays must report to their detail supervisor or unit officer for initial assistance. Emergencies or injuries will be handled as they occur, by detail supervisors or unit officers contacting medical staff. All medical emergencies will be given priority treatment. Outside emergency medical care is available for those cases that extend beyond the scope of medical services offered at FMC & FPC Devens.

## **EVENING, WEEKEND, HOLIDAY SCHEDULE**

During evenings, weekends and holidays, treatment of acute medical problems takes priority. There is always medical staff on duty and a medical officer is on call at all times.

## **CONFLICT RESOLUTION**

It is the policy of Federal Medical Center, Devens, to provide for systematic approach to resolve conflicts that may arise in the care of a patient. Any patient that identifies an issue that presents a conflict in the care that the patient is receiving shall be encouraged to address that issue with the following classes of staff in order of the priority listed:

- Direct Patient Care Provider
- Immediate Department Supervisor
- Administrative Representative

In the event that the conflict cannot be resolved within the above classes, the patient or family shall be directed to the Administrative Remedy Program to allow for a multi-disciplinary approach towards resolution of the conflict.

The Performance Improvement Department will be notified of patient or family concerns/conflicts to allow for interactions through this department as necessary.

### CO-PAYMENT

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L.106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons has in effect the Inmate Copayment Program for health care, effective October 3, 2005

1. **Application:** The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). At FMC Devens, only inmates housed in N1, N3 and PA units meet this criteria. All remaining inmates are outpatient. All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copay fees.
2. **Health Care Visits with a Fee:**
  - a. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section 3, below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section 3, below, you will be charged a \$2.00 copay fee for that visit.

- b. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.
3. **Health Care Visits with no Fee (We will not charge a fee for):**
    - Health care services based on health care staff referrals;
    - Health Care staff-approved follow-up treatment for a chronic condition;
    - Preventive health care services;
    - Emergency services;
    - Prenatal care;
    - Diagnosis or treatment of chronic infectious diseases;
    - Mental health care;
    - Substance abuse treatment.

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care;
- Patient education

Your health care provider will determine if the type of appointment scheduled is subject to a copay fee:

4. **Indigency:** An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account. If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.
5. **Complaints:** You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

### PHARMACY

The pharmacists' role is to provide the inmate information and medication to treat his medical concerns. New prescriptions are only written by Medical Staff. Refill slips should be completed and placed in the "Refill box" located in the lobby of the Health Services Department, next to the Officer's Station. Refill slips dropped off into the Refill Mailbox before 5:00a.m., will be ready for pick up from 11:00 a.m. - 12:15p.m. the same day." If there are no refills remaining, it is the inmate's responsibility to sign up for sick call to have the prescription renewed in adequate time. After-hours access to the pharmacy for refills will not be available. Inmates should consult the institution supplement or unit bulletin board for sick call, pill-line and prescription pick-up times.

The Pharmacist will provide the inmate with written and/or oral consultation on all new prescriptions. A private consultation regarding an individual's medications, both prescription and over-the-counter (Commissary), is available during medication pick-up time between 11:00 a.m. - 12:15p.m. Medication found in an inmate's possession which are expired or otherwise deteriorated; medications which belong to another inmate and/or medications not issued through a BOP pharmacy or Commissary will be confiscated. The inmate may also be subject to disciplinary action.

If an inmate's use of a medication is infrequent, and the inmate notices that it will soon expire, he should return the medication to the pharmacy for a refill. Failure to follow these steps means the inmate will have to sign-up for sick call to have medications reinstated. Medications issued to an inmate are for his medical benefit ONLY. Inmates are **NOT TO SHARE MEDICATIONS** with other inmates. Only medical staff can determine if a prescription medication is appropriate for another inmate's problems.

### PILL LINE TIMES (DAILY)

- 6:00a.m.-general population with N-Unit being called with the opening of mainline and insulin.
- 10:45a.m.-insulin only
- 11:00a.m.-general population and N-unit
- 7:00p.m.-general population and insulin
- 7:00p.m.-N-Unit

No medication can be issued to inmates on "pill-line" without them presenting their institution identification cards.



## OVER THE COUNTER MEDICATIONS

Over-the-counter Medications, Program Statement 6541.02, gives approval for the sale of certain over the counter medications in the commissary. An inmate considered indigent may request Over-the-Counter (OTC) Medications from the pharmacy via the OTC Medications Request form (BP-S788). Inmates will be allowed one request per week with a limit of 2 items per request, and are limited to the monthly allowance of each medication. Inmates who submit an indigent OTC request form by Tuesday may pick up medications at the pharmacy medication pick-up line on Thursday.

## DENTAL EXAMINATIONS

All newly committed inmates will be examined during the A&O process, generally within 30 days of arrival. During this examination, the inmate will be instructed on how to access the Dental Department for oral health care. Those inmates arriving from other institutions having documentation of a dental examination will not be routinely seen. Access to dental care may be obtained by the following means:

- a. Sick Call: This is reserved for individuals with acute or emergency dental needs such as pain, swelling, infection, or trauma. Follow the Sick Call sign-up procedures.
- b. Inmate Request to a Staff Member (Cop-Out): Individuals requesting routine dental care (i.e., cleaning, fillings, comprehensive examinations), are to submit a Cop-Out directly to the Dental Department (Note-all Cop-Outs will be responded within a reasonable amount of time, they should contact the Dental Department and check to see if it was received).
- c. Emergencies: Inmates that experience a dental emergency (pain, swelling, infection or trauma) are to sign-up for the next dental sick call. If an emergency occurs outside of the normal hours, inmates are instructed to notify staff for appropriate evaluation and /or referral.

## PHYSICALS

An examination will be performed with fourteen (14) days of admission, unless previously completed at another BOP facility. This examination is mandatory and cannot be refused. After an inmate's initial examination, he may request a preventive visit to review needed preventive health services, every three (3) years (if you are under age 50) or every year (if you are 50 and over).

## PCPT Teams:

With the exception of mental health inmates and inpatient status inmates, all general population inmates are assigned as follows:

00-49 TEAM A  
50-99 TEAM B

\*The numbers are indicated by the last two of the first five of your Register Number\*

Example: 12345-567

**Dialysis:** As an inmate receiving the specialized medical treatment known as Dialysis, you are responsible for fluids, treatment policies, treatment refusals, treatment schedules, movement within the unit, television usage, food and general operational responsibilities. You will be provided a FMC Devens, Dialysis Unit Patient Handbook dictating in specific terms your responsibilities when it is determined you require the treatment of Dialysis.

## PATIENT'S 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.

**RIGHT:** You have the right to access health care services, in accordance with the procedures of this facility. Health Services include: medical sick call, dental sick call, and all support services. Request for sick call appointments are submitted at this facility on Monday, Tuesday, Thursday, and Friday. You will be given an appointment to return to the clinic at an assigned date and time. Emergency health care services are available 24 hours each day, and are accessed by contacting the correctional worker responsible for you. Scheduled and emergency care will be provided at no personal expense. Health Services cannot be denied due to lack of personal funds to pay for your care.

**RESPONSIBILITY:** You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.

**RIGHT:** You have the right to be offered the chance to appoint a Health Care Proxy to designate another person to make medical decisions should you be unable to do so.

**RESPONSIBILITY:** You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

**RIGHT:** You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.

**RESPONSIBILITY:** You have the responsibility to maintain your health and not to endanger yourself or others by participating in activity that could result in the spreading of or catching an infectious disease.

**RIGHT:** You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.

**RESPONSIBILITY:** You have the responsibility to respect these providers as professionals, and follow their instructions to maintain and improve your overall health.

**RIGHT:** You have the right to be provided with information regarding your diagnosis, treatment, and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.

**RESPONSIBILITY:** You have the responsibility to keep this information confidential.

**RIGHT:** You have the right to be examined in privacy.

**RESPONSIBILITY:** You have the responsibility to comply with security procedures should security be required during your examination.

**RIGHT:** You have the right to obtain copies of certain releasable portions of your health records.

**RESPONSIBILITY:** You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

**RIGHT:** You have the right to address any concern regarding your health care to any member of the institution's staff including: physicians, Health Services Administrator, the members of your Unit Team, the Associate Warden and the Warden.

**RESPONSIBILITY:** You have the responsibility to address your concerns in the accepted format such as: Inmate Request to Staff Member form, open house/Mainline, or the accepted Inmate Grievance Procedures.

**RIGHT:** You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

**RESPONSIBILITY:** You have the responsibility to be honest with your health care provider(s), to comply with the prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person, or accept from any other person, medications or other prescribed items.

**RIGHT:** You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

**RESPONSIBILITY:** You have the responsibility to eat healthy and not abuse or waste food or drink.

**RIGHT:** You have the right to request a preventive visit to review needed preventive health services every three year (if you are under age 50) or every year (if you are age 50 and over).

**RESPONSIBILITY:** You have the responsibility to notify medical staff that you wish to have a preventive health care screening.

**RIGHT:** You have the right to dental care as defined in the Bureau of Prisons' policy to include preventative services, emergency care, and routine care.

**RESPONSIBILITY:** You have the responsibility to maintain your oral hygiene and health.

**RIGHT:** You have the right to a safe, clean and healthy environment, including smoke-free living areas.

**RESPONSIBILITY:** You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.

**RIGHT:** You have the right to refuse medical treatment in accordance with the Bureau of Prisons' policies. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

**RESPONSIBILITY:** You have the responsibility to notify Health Services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

**RIGHT:** You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.

**RESPONSIBILITY:** You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.

FMC Devens is accredited by the Joint Commission under Long Term Care, Ambulatory Care and Behavioral Health Care standards. Joint Commission standards deal with organization quality of care issues and the safety of the environment in which care is provided. If a concern regarding such matters cannot be resolved through the established processes, you may send correspondence to the following address:

The Joint Commission  
Division of Accreditation Operations  
Office of Quality Monitoring  
One Renaissance Boulevard  
Oakbrook Terrace, IL 60181

### **INMATE REQUEST FOR COMPASSIONATE RELEASE CONSIDERATION**

Information regarding “compassionate release” will be provided to each inmate, upon request, by the Medical Social Worker. The Social Worker will meet with the inmate to explain the process of requesting Compassionate Release consideration, and provide form Dev 079 (Inmate Request for Compassionate Release) if needed. If the inmate is unable to complete the form independently, the Social Worker will provide assistance

- A. An inmate may initiate compassionate release consideration by submitting a written request to the Medical Social Worker on form Dev 079 to include the following:
  1. The extraordinary or compelling circumstances the inmate believes warrant consideration.
  2. Proposed release plans including where the inmate will live, how he will be supported, where continuing health treatment will be received, and how such treatment will be financed.
  
- B. If the Warden determines that the request warrants approval, the Warden will prepare a written letter to the Regional Director and include the following attachments:
  1. Psycho Social Assessment
  2. Copy of Form Dev 079
  3. All Pertinent Medical Records and a copy of the Medical Summary.If the Warden determines that the inmate’s request does not meet the minimum for consideration, a written response from the Warden will be presented to the inmate by the Social Worker within 10 days.

Should an inmate disagree with the Warden's decision to deny a Compassionate Release request, the inmate must appeal the decision via the Administrative Remedy Process. The inmate must exhaust the Administrative Remedy Process before he is able to re-submit another Compassionate Release Request.

- C. If the Regional Director determines that the request warrants approval, the Regional Director will prepare a written recommendation and refer the matter to the Office of General Counsel.
  
  - D. If the General Counsel determines that the request warrants approval, the General Counsel will solicit the opinion of either the Medical Director or the Assistant Director, Correctional Programs Division, depending upon the nature of the basis for the request. With this opinion, the General Counsel will forward the entire packet to the Director of the Bureau of Prisons, for final decision.
  
  - E. If the request is approved by the Director of the Bureau of Prisons, the request will be forwarded to the Assistant United States Attorney’s Office for presentation to the court (new law) or to the Parole Commission (old law) for final determination.
  
  - F. The written response to the inmate’s request will be returned to the Warden’s office.
- If the inmate’s request has been approved, the Social Worker, in consultation with Medical and Unit Team, will finalize arrangements for the inmate’s release to the community
  
  - If the inmate’s request has been denied, the Social Worker will meet with and inform the inmate of the decision. General Counsel or Director, Bureau of Prisons denial constitutes a final administrative decision. The inmate may use the Administrative Remedy Process only if the request is denied by the Warden or the Regional Director.

## Director's Message to Inmates

As Director of the Federal Bureau of Prisons, it is my responsibility to ensure the safety, security and good order of all 117 prisons, 38,000 staff, and 217,000 inmates. It is also my responsibility to provide you opportunities for self-improvement. In this message, I will explain some of the ways I intend to carry out my duties and also explain my expectations for how you carry out your responsibilities.

Over the past few weeks, I have reminded all staff of the BOP's core values: respect, integrity and correctional excellence. This means that everyone is to be treated with dignity and respect: staff, inmates, visitors, and members of the public. You are expected to demonstrate respect as well, to staff, to your fellow inmates and to the rules in place at the prison. You may want to reread the inmate rights and responsibilities information to be sure you are familiar with the expectations we have for you. Inmates who disrespect the rules by engaging in prohibited activities (especially the most serious prohibited acts including possession of intoxicants, weapons, or other contraband) pose a serious threat to the safety and security of the institution and will be subjected to disciplinary action. Participation in any type of gang activity will not be tolerated. In an attempt to ensure the environment is safe for all, inmates who participate in behavior which disrupts the orderly running of the institution may be considered for institutions with greater controls, such as higher security facilities or special management units. You are expected to behave responsibly and to live peacefully with other inmates, regardless of their background or culture.

Nearly all of you will release from prison one day and return to the community. We want you to be prepared to be a productive, law-abiding member of society. Accordingly, we will help you make the best possible use of your time in prison to learn skills, get treatment, build a resume, etc. Regardless of how many days, months, or years you may have time to serve, it is critical that you begin your preparation for reentry today! Ideally, preparation for reentry begins on the first day of incarceration. The Bureau of Prisons has developed tools to identify your needs and programs to address these needs, in the areas of education, work, recreation, health services, psychology, religious services, and more. The career resource centers at every institution can help you in many ways, and the full-time Mentor Coordinators can connect you with mentors while incarcerated who can continue to assist you after release. Staff can and will assist you to get on the path to a successful community reentry, but you must accept responsibility for your own future; you must work hard at the programs recommended for you and make every effort to prepare for release.

The staff of the BOP understand that incarceration can be a difficult experience and that some inmates are overwhelmed by feelings of hopelessness. If you or someone you know is feeling or talking about a sense of hopelessness or suicide, please bring this to the attention of a staff member as soon as possible; the staff are there to help you. Seeking help is a sign of your strength and determination to prevail. Helping yourself or a fellow inmate in a time of crisis is the right thing to do.

Another area of concern to me is sexual assault. If you are being threatened or pressured to engage in sexual behaviors, or are fearful about being sexually assaulted, please discuss your concerns with staff as soon as possible. We take all allegations of sexual abuse or sexual assault very seriously, and are committed to providing assistance to any victims. Please help us prevent this type of incident from occurring by identifying problematic circumstances or perpetrators so we can take appropriate action. It is my hope that you use your term of incarceration to acquire the skills needed to live successfully in the community. We are here to help you prepare to successfully release from prison and become a productive citizen. Take advantage of the many programs that are available; get help in overcoming problems you have faced; improve skills you have acquired previously; strengthen your spiritual or religious connection. I challenge each of you to use each day to make a positive difference, whether it be for one another, the staff who work with you, your families, or communities.