

# INMATE ADMISSION & ORIENTATION HANDBOOK



**Federal Detention Center Englewood**

January 2024

## WELCOME

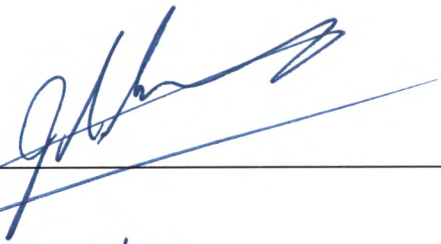
Welcome to the Federal Detention Center, Englewood, Colorado. Adjustment to any new environment takes time and patience. This handbook has been prepared with the thought that good communication between staff and inmates is essential in the development of a positive atmosphere within a correctional setting.

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.

For those who are new commitments, this handbook will help you understand how the institution operates and what is expected of you. For those transferring in from other institutions, this handbook will be of help in adapting to institutional differences. This handbook is a supplement to the information available to you from Bureau of Prisons program statements, institution supplements, and operations memorandums. It is your responsibility to seek clarification of any issues you find unclear.

Your confinement at this institution involves several 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. 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 member's 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.



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J. F. Williams  
Warden

12/4/2023

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Date

## **INTRODUCTION**

The Federal Detention Center (FDC) Englewood, Littleton, Colorado, is located along the foothills of the Rocky Mountains in the southwestern suburbs of Denver. The Federal Detention Center was constructed just west of FCI Englewood in December of 1987. This facility houses approximately 198 pre-trial/pre-sentence adult males awaiting final sentencing and designation to a Bureau facility.

There are 2 assigned general population housing units. Each unit is a self-contained unit designed to feed and provide recreation/education within the unit. Both units are two level (or tier) units. Each housing unit has staff offices located in the unit to address the day-today concerns of the inmates.

**ALL OF THE INFORMATION CONTAINED IN THIS HANDBOOK HAS BEEN TRANSLATED INTO SPANISH AND IS AVAILABLE AS AN AUDIO TRANSLATION FOR THOSE UNABLE TO READ THIS DOCUMENT.**

## **EXECUTIVE STAFF**

### **Warden**

The Warden is responsible for the total operation of the correctional facilities, to include budgets, institution maintenance, and providing final approval on institution transfers, halfway house requests, and other community activities. The Warden is interested in the welfare of all inmates at Englewood. If you have a problem which you feel cannot be solved by anyone else, and have exhausted **all other sources**, you may pursue the matter by submitting an Administrative Remedy Request to the Warden.

### **Associate Warden**

The two Associate Wardens (Programs and Operations) serve in the capacity of advisors to the Warden. They are responsible for the operation of all departments and work to ensure well-planned and coordinated activities take place in the institution while complying with all relevant policies and laws.

### **Executive Assistant / Satellite Operations Administrator (SOA)**

The Executive Assistant/SOA reports directly to the Warden for a variety of specific duties, to include the supervision of the Federal Detention Center and Federal Prison Camp. The Executive Assistant/SOA serves as the institution Public Information Officer and also supervises the assigned legal staff.

## **UNIT PROGRAMS**

During your first few days here, you will meet your Unit Team. The team is normally composed of the following staff members: Unit Manager, Case Manager, Education Representative, Counselor, Unit Officer, and Secretary. The goal of your team is to classify you according to your needs. The Unit Team will aid you in planning a program which will help you to help yourself successfully return to the community. The Unit Team is also responsible for your case management decisions, custody changes, education programs, assignment to work details, and all other program activities. You may submit all cop-outs for Unit Team electronically via the TRULINCS email system (**ENG-InmateToFDCCamp**).

### **Unit Manager**

The Unit Manager is the unit administrator and is responsible for the supervision of the unit programs as well as the coordination of planning, developing, and implementing individual programs designed to meet the particular needs of each inmate in the unit. The Unit Manager supervises all unit staff and is available to you for consultation concerning any problems.

### **Case Management Coordinator**

Although the Case Management Coordinator (CMC) is not a member of the Unit Team, the CMC is regarded as an expert in the area of Correctional Programs. Should you have questions or concerns regarding specific issues relevant to your case; you may contact the CMC for guidance and information, after speaking to your Unit Team members. The CMC does not have office hours, but you may contact the CMC on a daily basis via an email request to CMC's office.

### **Case Manager**

The Case Manager is a professionally trained staff member, who will establish program goals and keeps the Unit Team advised of your progress. They also will assist you in organizing a program and release plan. The Case Manager is responsible for discussing your concerns or problems with the Unit Team.

### **Education Representative**

An Education Representative is assigned part-time to your team. This individual will work with you in planning, enrolling, and participating in any academic courses your program requires based on availability.

### **Correctional Counselor**

Your Correctional Counselor assists you with problems which arise on a day-to-day basis. Talking with your Counselor, either in group or individual counseling sessions may help answer many questions and solve problems you may be having. The Counselor will likely be the staff member with whom you have the most contact.

### **SHIFT LIEUTENANTS**

The Shift Lieutenant is responsible for the supervision of the correctional staff. Lieutenants make decisions concerning security issues, sanitation of the FDC, and movement of inmates.

### **Correctional Officer**

The Correctional Officer is responsible for maintaining the security and custody of the institution and will often be your supervisor. Correctional Officers are interested in your welfare, and you should feel free to discuss problems with them. If they cannot be of assistance, they will direct you to a staff member who may help.

### **Unit Secretary**

The Unit Secretary handles the clerical duties of the unit.

## **INMATE REQUEST TO A STAFF MEMBER FORM**

If you want to see a staff member, Inmate Request Forms or cop-outs are available. The forms are available in the unit officer's station or your Correctional Counselor's office. You are encouraged to speak directly to unit staff first to resolve issues or clarify rules/regulations. In addition, you may email Department Heads and Executive staff members via the TRULINCS email system.

## **DEFINITIONS OF PRETRIAL AND HOLDOVER INMATES**

### **PRETRIAL**

A person who is legally detained, but for whom the Bureau of Prisons has not received notification of conviction. Includes individuals awaiting trial, being tried, or awaiting a verdict.

A pretrial inmate is a person who is legally detained by law enforcement authorities but has not been convicted of an offense, is awaiting trial, is awaiting a verdict, is currently being tried, or is awaiting a sentence after having pleaded or been found guilty and the Bureau of Prisons has not received notification of a conviction. Additionally, an individual committed by a court for civil contempt, as a deportable alien, or as a material witness is considered a pretrial inmate. Also, an inmate committed for mental evaluation under Title 18, United States Code Sections 4241(b) and (d), 4242(a), and 4243(b) is considered a pretrial inmate. However, if an inmate in one of these statuses, and is serving a state or federal sentence at the same time, he is NOT considered a pretrial inmate.

### **HOLDOVER**

An inmate who has been convicted but not yet sentenced, sentenced but not yet designated, or designated but not yet transferred to the initial designated facility.

Holdover inmates are those who are sentenced and are awaiting designation to a federal institution or transportation to the facility to which they have been designated. A holdover inmate is anyone who has been issued a Judgment and Commitment Order by the Court; a Marshal's Order to Remand; is on a Writ produced by a Court; has a Transfer Order prepared by another federal facility; is currently serving a state or federal sentence (to include probation or parole); or is a parole violator awaiting a revocation hearing before the U.S Parole Commission.

## FDC OPERATIONS

### MAIN FLOOR/DAY ROOM ACTIVITIES

Televisions are available for viewing in the day room. In order to hear the television program you will need to use a radio.

Playing cards and games are permitted on a daily basis. The Unit Officer has the authorization to close down an activity at any time for a good cause (i.e. excessive noise, rowdiness, or poor sanitation).

Only chairs or seats attached to tables will be used to sit on. Individual chairs are only authorized for the TRULINCS stations and for those inmates who have been medically authorized. Inmates are not allowed to prop their feet on chairs or seats outside of their rooms. The stairs or tabletops are not to be sat on. The railings are not to be used as footrests, to hang clothes on, or to lean against. Inmates are not allowed to loiter on the tiers.

### CELL ASSIGNMENTS

Due to the continual movement of inmates in and out of the unit, you may not choose your cellmates. Rarely, and only under exceptional circumstances, will inmates-requested cell moves be approved. All cell moves and assignments will be coordinated with the Unit Team. Inmates are only allowed to enter their own assigned cell. Inter-cell visiting is prohibited. **Windows to cell doors are to remain unobstructed at all times.**

### 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 (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.

Inspections will be conducted daily by unit staff between the hours of 7:30 a.m. and 4:00 p.m. Beds will be neatly made with a blanket and a white collar of approximately six inches. Extra blankets will be folded and laid at the foot of the bed. Only one mattress is allowed for each inmate. All individual living areas will be swept and mopped as needed.

Walls will be kept clean with no writing on them; shelves, desktops, and locker tops will be kept clean, free of dust and uncluttered. No items will be placed or stored beneath a mattress. No items may be hung, taped, or attached to the walls, bed, toilets, windows, ceilings, vents, or lockers. The use and collecting of cardboard boxes, wood, paper sacks, etc., is prohibited. No plants or animals will be kept in the housing unit. Light fixtures will not be tampered with, nor will they be covered or altered. Shoes may be neatly stored underneath the bed.

One locker is authorized for each inmate. Items will not be placed in vacant lockers. Any items found in a vacant locker will be considered contraband and confiscated. Inmates are expected to have all items inside their locker. No items will be placed between lockers or left on desks when not in your cell. The only exception is a religious book (i.e. Bible, Koran) on the desk.

No items will be stored on the floor except as authorized above. No blankets, sheets, towels, carpet, or clothing will be permitted for use as a rug, curtain, or cover, etc. These items will not be placed on the floor, walls, windows or locker tops, and will be confiscated when used contrary to their intended purposes.

No items may be placed on the windows or used to cover the windows. This includes when using the toilet. All occupants of a room are equally responsible for the cleaning of their living area, and all the items in the cell. Any unauthorized items are considered contraband and will be confiscated. Additionally, you may be subject to disciplinary action.

Photos may be displayed in photo albums, or inside the locker. No nude photos or sexually suggestive photos or materials are allowed to be displayed. Vents are to be cleaned regularly and are not to be obstructed or you could be subject to disciplinary action.

Radios will be played with headsets only. The borrowing or loaning of personal property, to include radios, is prohibited.

You are permitted to have FIVE (5) paperback books in your cell and they are to be stored in your locker. Magazines must not be more than six months old and limited to five magazines per inmate. Additionally, newspapers are limited to one (the most recent newspaper) and no collection of newspapers will be permitted. Any excess newspapers found in your cell will be confiscated.

Smoking is strictly prohibited inside the Federal Detention Center.

NO food service items are allowed to be removed from the main floor eating area and taken to cells. If you are diabetic, you are allowed food in your cell. However, it must be consumed prior to the next feeding. No food items of any kind, to include drinks and ice cream, are allowed to be put into the ice machine at any time.

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

#### **WAKE-UP**

General wake up for all inmates is at 6:00 a.m. The breakfast meal will be served in a timely manner. After breakfast is completed and all of the cells and common areas have been cleaned, the unit is considered open, and inmates may be in the common area. Inmates who do not maintain their cell sanitation at acceptable standards are subject to disciplinary action. During open movement, all cell doors are to remain open. When the officer calls for inmates to return to their cells, you are to pull your door to -just short of locking - leaving it slightly open.

#### **CELL LIGHTS**

The cell lights are turned on at 6:30 a.m. Monday-Friday and at 8:00 a.m. on weekends and holidays. The cell lights are turned off every night at 11 :00 p.m.

#### **DRESS CODE**

Jumpsuits are the required uniform Monday thru Friday, until 4:00 p.m. in all common areas. The only exception is if an inmate chooses to remain in his room, then he is not required to be in a jumpsuit. In addition, inmates are required to wear a jumpsuit anytime they leave their respective Unit, i.e. callouts and visitation. Inmates may opt to wear commissary purchased clothing outside of these time frames and/or while utilizing the outside Recreation Yard.

The proper wearing of the jumpsuit will be as follows:

- Buttoned up
  - If the jumpsuit is too long, you may roll the legs up to the ankle
  - Under no circumstance should the jumpsuit be tied off at the waist in the Unit
- \*Wearing the jumpsuit tied off is only permissible while on the outside Recreation Yard*

At no time will hats, to include du rags and stocking caps, be worn in the common area. Only approved religious head coverings are authorized. Hats and non-religious head coverings will only be allowed on the outside Recreation yard, or in your assigned cell. Failure to wear your uniform in an appropriate manner will result in disciplinary action.



## **OFFICIAL COUNTS**

On weekdays, there are five official counts of all inmates. On weekends and federal holidays there are six official counts. Official counts are held at the following times:

12:00 a.m.  
3:00 a.m.  
5:00 a.m.  
4:00 p.m. (stand-up count)  
9:00 p.m. (stand-up count)  
10:00 a.m. (Weekends & federal holidays) (Stand-up count)

During a stand-up count, you are required to remain standing next to your bunk until the count has cleared. Additionally, there will be no talking or movement during any counts.

## **SHAKEDOWNS AND CONTRABAND**

Inspections will be conducted daily by the unit officer. Television privileges may be restricted for poor unit sanitation. Contraband is defined as anything that is:

1. Not purchased in the commissary.
2. Altered.
3. Not authorized or issued by a department head or staff member.
4. Not issued through Receiving and Discharge.

While you and your property may be searched at any time by a staff member, staff will respect your person and property. Contraband control is a major concern, and you must help to control it by not having unauthorized property, property which may become a sanitation problem, or considered a fire hazard. Such property will be confiscated.

## **SEARCHES OF INMATES**

### **Pat search**

Staff may conduct a pat search of an inmate on a routine or random basis to control contraband.

### **Visual search**

Staff may conduct a visual search where there is reasonable belief that contraband may be concealed on the person, or a good opportunity for concealment has occurred.

## **UNIT BULLETIN BOARDS**

Bulletin boards are one of the most common ways that inmate's receive information from staff concerning changes to rules and regulations, programs, and the daily operation of the living unit. Inmates are highly encouraged to check the bulletin board daily.

## **TOWN HALL MEETINGS**

Town hall meetings are held with the unit teams. Town halls are extremely important to the inmate population because they usually include information on policy changes, updates to rules and regulations, and are a perfect time to address issues within the unit.

## **JOB ASSIGNMENTS**

Pretrial inmates are not required to work (other than housekeeping tasks in their cells and/or community living area), unless they waive their right not to work. Pretrial inmates are given the opportunity to waive the right not to work. Inmates may decide to waive, or rescind a waiver, at any time.

**GRIEVANCE PROCEDURES** You are encouraged to solve problems on an informal basis whenever practical; however, when this is not possible, you have resources available in the Administrative Remedy Procedures. The procedures require you to see your Counselor for an Informal Resolution Attempt Form. Your Counselor will listen to the nature of your complaint. If the complaint cannot be resolved at this level, request a BP-9 to begin a formal grievance. This form, when completed should be forwarded to the Warden.

**Appeals from Discipline Hearing Officer (DHO)** When the DHO notifies an inmate of his/her decision; he/ she will inform them of their right to appeal the decision to the Regional Office. Appeals must be filed no later than 20 days after written notice of the decision. An inmate wishing to appeal any disciplinary action imposed as a result of a hearing before the DHO, must use the procedure and forms provided for by Program Statement 1330.16, Administrative Remedy Procedures for Inmates.

### **EMERGENCY SITUATIONS**

When staff members are responding to body alarms or any other emergency situations, inmates are to clear the area and listen to instructions from staff members. If you are not given instruction you should go to the nearest/safest wall and sit. It is critical for staff to get to the situation in a timely manner, staff and inmates' lives could be jeopardized.

## **MAIL REGULATIONS**

Institution mail service is provided Monday through Friday, excluding holidays.

### **Incoming General Correspondence**

All incoming general correspondence will be opened, inspected, and read by the Mail Room Officer, as necessary, to maintain the security and orderly running of the institution. All incoming mail found to contain unauthorized material will be processed in accordance with the Mail Management Manual and Correspondence Program Statements.

### **Incoming Special Mail**

All Special Mail (mail from the 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 Attorney Generals, Prosecuting Attorneys, Governors, U. S. Courts [including U. S. Probation Officers], and State Courts) will be opened in the presence of the inmate for inspection for contraband and to ensure it is indeed Special Mail. If the envelope does not bear appropriate identification as Special Mail, it will be opened and inspected prior to being delivered. Refer to attached form BP-A0493 Special Mail Notice.

### **Outgoing General Correspondence**

The FDC is designated as an administrative institution. Inmates housed at the FDC are not permitted to seal their outgoing general correspondence. All outgoing general correspondence from FDC inmates may be read and inspected by staff, as directed in Section 6., General Correspondence, of Program Statement 5265.14, Correspondence.

All outgoing mail is to be dropped off at the designated mail depository located in the housing unit. All outgoing correspondence is required to have a complete return address (no abbreviations) to include the following information:

Inmate's Committed Name  
Register Number  
Federal Detention Center, Englewood  
9595 West Quincy Avenue  
Littleton, CO 80123

### **Incoming Special/Legal Mail**

Special/Legal Mail must meet all criteria referred to in Program Statement 5265.14, Correspondence, dated April 5, 2011; otherwise, it will be handled as general correspondence. Incoming Special/Legal mail that meets all the required criteria will be opened in the presence of the inmate, then inspected for contraband and to ensure it is indeed Legal Mail. Inmates must sign the Special/Legal Mail logbook in order to document and receive the Legal Mail.

### **Outgoing Legal/Special Mail**

Inmates housed at the FDC may give their outgoing Legal Mail directly to R&D Staff when they are in the housing unit distributing mail; or they must utilize an Inmate Request to Staff (cop-out) to advise the Mail Room that they have outgoing Legal Mail. This request will be submitted the night before they want the mail picked up. If an inmate wishes to have their Legal Mail receive Special/Legal Mail handling, they must give it directly to Correctional Systems/R&D Staff or a member of Unit Team. If an inmate places Legal Mail in the housing unit mail depository or give it to the Housing Unit Officer, it will be handled as general correspondence. This includes staff opening and inspecting the mail for contraband.

Outgoing Legal Mail to an attorney must include the attorney's name and title (e.g., John Doe, Attorney) on the envelope. The back of the envelope must contain adequate open space in order to affix the Special Mail stamp which states: "The enclosed letter was processed through the special mailing procedures for forwarding to you. The letter has been neither opened nor inspected. If the writer raises a question or problem over which this facility has jurisdiction, you may wish to return the material for further information or clarification. If the writer encloses correspondence for forwarding to another addressee, please return the enclosure to the above address."

Outgoing Legal Mail weighing 16 ounces or greater will be processed as a package. Outgoing special mail weighing 16 ounces or greater must be processed as a "package" according to Bureau program Statement No. 5800.16, Mail Management Manual. Specifically, this requires using Form BP-329, Request - Authorization to Mail Inmate package.

### **Correspondence Between Inmates**

You may correspond with persons confined in other penal institutions only if they are immediate family members or the correspondence involves legal matters in which both parties are currently involved. Requests for such correspondence are considered valid by the Unit Manager only after securing approval from the other institution and will always be inspected and read by the staff at the sending and receiving institutions. Correspondence between inmates from Federal to State or local institutions must be approved by respective Wardens at each institution.

## **TRUST FUND FUNCTIONS**

Trust Fund is responsible for the operation of the Commissary, Laundry, TRUFONE (Inmate Telephone System), TRULINCS (Trust Fund Limited Inmate Computer System) and Inmate Accounts.

### **COMMISSARY (INMATE FUNDS)**

The Commissary allows you to purchase items to supplement what is already provided through the Institution. The Commissary is provided to you as a privilege, it is not a right. This privilege can be taken away as part of disciplinary sanctions. Commissary sales are conducted weekly for each unit at the FDC between Monday – Thursday. Inmates are afforded the opportunity to shop commissary once per week on the scheduled unit day. It is your responsibility to turn in your commissary list in the commissary box before your shopping day, no late lists will be accepted, also do not give your list to the unit officer or anyone else. If your list is not in the Commissary box when it is picked up by the Commissary Officer, you will not be shopped. It is your responsibility to know when your commissary shopping day is, especially on holiday weeks. If you miss your day you will have to wait until the following week. The current national Commissary spending limitation is \$360.00 per month. All items purchased from the commissary come off your spending limit, the only items excluded from the spending limit are: postage stamps, copy cards, Nicotine Replacement Therapy (NRT) patches, OTC medication and Kosher/Halal shelf-stable entrees for inmates who are FRP Refuse. The maximum purchase for postage stamps per week is the present value of 1 book of 20 first class stamps.

## **LAUNDRY**

Upon arrival at the FDC, you will be given one set of clothing (1-Jumpsuit, 1-T-Shirt, 1-Boxers and 1-Pair of Socks) along with a bed roll (2-Blankets, 2-Sheets, 1-Towel, and 1-Washcloth) and a Hygiene Kit from the R&D Staff. Once you are settled into your assigned unit, you will need to contact the Laundry Department to receive the rest of your clothing and linen items which consist of an additional 2-jumpsuits, 3-T-Shirts, 3-boxers, 3-pairs of socks, 1-towel, and 1-washcloth. At the FDC, washers and dryers are provided in each unit free of charge for inmate use. If you need to exchange your government issued clothing due to sizing or normal wear and tear, you will have to present a copout to the Laundry Department requesting the change, and all the new sizing details, all exchanges are on a one-for-one basis. Government items issued to you may not be transferred from institution to institution. When departing from the FDC, whether it is a transfer, writ, or release, all issued clothing and linens MUST be returned in the laundry cart in the unit sallyport prior to departing the unit, you will keep one full set of clothing on (1-jumpsuit, 1-T-Shirt, 1- boxer and 1-pair of socks) and will return the set that you are wearing in R&D. You are responsible for the government clothing and linens you are issued, any alterations to these items are considered as destroying or damaging government property and it is strictly prohibited. An inmate shall be held financially liable for the replacement cost of any item lost, stolen, or mutilated through negligence and you will be subject to disciplinary actions.

Linen (sheets and blankets) exchanges will be conducted on a one-for-one basis as follows: sheets exchange will be conducted once per week on the scheduled date and blankets will be exchanged every other week on the scheduled date.

After receiving your initial hygiene kit upon arrival, hygiene items will be issued as needed by the Unit Team staff members.

## **TRUFONE (Inmate Telephone System)**

The TRUFONE system is provided to you as a privilege, it is not a right. TRUFONE utilizes the voice recognition system therefore prior to making a phone call, you will need to record your voice in the system. You will need to dial 111 on the inmate telephone and then enter your telephone PIN and follow the directions. You will be asked to record your voice (first and last name) three times in the same manner and every time you access the system you will be asked to say your name to make a call. You will be allowed to add up to 30 telephone numbers, which you may add, delete, and edit using TRULINCS (Trust Fund Limited Inmate Computer System). To use the phone an access code (PAC #) is required. The PAC number should be kept confidential and should not be shared with anyone. If the PAC number is compromised, it is your responsibility to notify unit staff immediately. All inmate phone calls are monitored and recorded. Inmates must contact their Unit Team to arrange an unmonitored legal call. No toll-free numbers, 3rd party, credit card, or call forwarding calls are authorized and will result in disciplinary action. All telephone calls will be limited to fifteen (15) minutes and there will be a thirty (30) minute waiting period between completed calls. If the recipient blocks your call by mistake this can be unblocked. The recipient must send in a written request for reinstatement addressed to the Trust Fund Supervisor. To ensure the called party's identity, the request for reinstatement must include a copy of a recent telephone bill showing the name and telephone number of the account holder (usually just the front page of the bill) to be reinstated and it must state "that the person wishes to have contact with you" and it must be signed by them.

## **TRULINCS (Trust Fund Limited Inmate Computer System)**

The TRULINCS system is provided to you as a privilege, it is not a right. TRULINCS provides inmates the capability to manage their contact list (email, postal mail, telephone), communicate with family and friends via email, view financial account transactions, perform electronic law library research, view important documents via the electronic bulletin board, request prescription refills, see the results of your medical consultation request, manage your finances, communicate with staff electronically, and purchase music, games, and movies. Each inmate must prepare a contact list. Each contact on the list must include a first and last name as well as a valid mailing address. A maximum of 100 total contacts may be placed on the list. Although two telephone numbers may be entered per contact, your TOTAL approved telephone numbers cannot exceed 30. Email addresses may be included for up to 30 contacts. Inmates wishing to make contact via e-mail will be required to place the e-mail address on their contact list. At this time, a system generated message will be sent to the e-mail address given. Only when the recipient agrees to accept messaging will the inmate be permitted to send/receive e-mail messages to/from that e-mail address. Inmates will be charged

5 cents per minute while creating, sending, receiving, and reading e-mails. Printing of messages will be 15 cents per page. Informational messages from all departments will be posted on the TRULINCS bulletin board. All inmates will be expected to view the bulletin board regularly and held accountable to messages posted on TRULINCS. The request to staff area of TRULINCS is available to all inmates on computers located in the units. All requests to staff will only be accepted thru the TRULINCS system and will be responded to thru the TRULINCS system as well.

The following applies to inmate request to staff:

- Mailboxes will be department specific and not directed to a single staff member.
- You should follow normal escalation procedures before communicating with management on an issue.
- There will be no cost for reading or writing requests. Printing will cost 15 cents per page.
- Inmates abusing the Electronic Request to Staff Service will be restricted from further use of the service.
- You are limited to sending one request per day.

Inmates will be permitted, at no charge, to view certain account information concerning their commissary account, contact list, and their phone account. Printing any information is 15 cents per page.

### **Inmate Accounts**

TRULINCS workstations should be used to inquire about personal accounts. Inmate funds are retained by the institution in a trust fund, from which the inmate may withdraw money for personal spending in the institution commissary, family support, or other approved purposes.

- A standard form (BP-199) is completed on TRULINCS for the withdrawal of funds from inmate accounts.
- Unit Managers can approve inmate requests for withdrawals from the trust fund account to send funds to dependents and other family members, for the purchase of gifts, payment of postage costs, purchase of special discharge clothing, etc.
- The Unit Managers can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts, obligations such as court fees, attorney fees, birth certificates and contributions to recognized charities.
- Withdrawals for educational purposes are approved by the Supervisor of Education.
- Withdrawal forms are normally processed once each week.

### **Deposits to Inmate Accounts**

Deposits to commissary accounts from outside sources will be made through a National Lockbox at the following address:

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

In order to ensure funds are processed without delay, senders should adhere to the following directions:

- The inmate's committed name (no nicknames) and register number must be printed on all money orders; U.S. Treasury, state, and local government checks; and foreign negotiable instruments payable in U.S. currency; and envelopes.
- The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure that funds can be returned in the event that they cannot be posted to the inmate's account.
- Senders **SHOULD NOT** enclose cash, personal checks, letters, pictures, or any other items in the envelope.
- Any enclosures received with the negotiable instruments will be discarded. The National Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate.
- Generally, funds are available in the inmate's account the day following receipt at the Lockbox location if received in the form of a Postal Money Order.
- Inmates should advise family and friends who have inquires on funds sent to the Lockbox processing center to place a tracer on these funds with the originator of the negotiable instrument.

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

Inmate's families and friends may send inmates funds electronically through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect Program will be posted to the inmate's account within 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.

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

Inmate Register Number

Inmate Name

City code: FBOP

State code: DC

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

### **MoneyGram Express Payment Program**

Inmate's families and friends may also send inmates funds electronically through MoneyGram's Express Payment Program. All funds sent via MoneyGram's Express Payment will be posted to the inmate's account within 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.

For each MoneyGram Express Payment transaction, the following information must be provided: **Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed immediately by Inmate's Last Name.**

**Company Name: Federal Bureau of Prisons**

**City & State: Washington, DC**

**Receive Code: 7932**

**Committed Inmate Full Name entered on Beneficiary Line**

Any questions or concerns regarding MoneyGram Express Payment transfers should be directed to MoneyGram by the sender (general public).

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

Law Library materials will be available thru the TRULINCS program. ELL access is at no charge; however, printing legal material will cost 15 cents per page.

### **MP3 Players & Tablets**

The MP3 player or Tablet will not operate until it is activated on TRULINCS. Only an inmate who has purchased and activated a player can view the music, game, movie library. The Bureau does not control when songs, games or movies are made available or the title/artists/language/genre/etc. of music available. Bureau staff will not take song, game or movie requests or get involved with assisting inmates in finding songs, games or movies within the library.

## **VISITING REGULATIONS**

The Federal Detention Center is an administrative facility with limited availability for visiting. Social visiting has been established to help you maintain ties with your immediate family. Immediate family members are: mother, father, brother, sister, grandmother/ grandfather, wife, son, daughter, and the mother of your child with the child (after it has been established by the Counselor that valid copy of the child's birth certificate contains your name and the mother's name on it.) Your attorney may visit you for legal purposes only. You may request a copy of your approved visiting list at any time from your Counselor. If emergencies or unusual situations occur which require special visitors, you must get the advance approval from your Unit Manager. Any effort by an inmate or visitor to evade the rules and regulations of the visiting room may not only result in the denial of future visits, but legal action may be taken against inmates and/or visitors. All visitors are to be approved by unit staff upon completion of an NCIC background check. Visitors must present a valid driver's license or other Government issued identification.

Inmates placed in the Special Housing Unit from the FDC, will follow the visiting schedule of the unit in which they were assigned to. When an inmate goes to the Special Housing Unit upon initial arrival at the FDC, they will be assigned a unit by the FDC Counselor and will follow the visiting schedule of the unit in which they are assigned to.

### **Visiting Hours**

Visiting schedule will be provided at A&O and posted within the unit.

### **Number of Visitors**

Due to limited visiting space, inmates will be allowed only three adult visitors per visit. Infants will not be counted toward the total number of visitors. Requests to have more than three persons for a visit should be submitted on an "Inmate Request to Staff" form, to the Unit Manager for approval.

### **Procedures for Disapproving Proposed Visitors**

Staff shall give consideration to the nature, extent, and recentness of proposed visitor's criminal conviction in determining visiting privileges. If the Unit Team determines there are security or management concerns, a justification memorandum must be submitted to the Warden for approval or disapproval.

### **Special Visits**

The Unit Manager, after consulting with the Captain, is the final approving official for all Special Visits. The total number of visitors will not exceed five adults per inmate, any more than five adults will result in the visit being divided into multiple groups. Inmates will submit an "Inmate Request to Staff" form to their Correctional Counselor when they want a visit from a who is not a member of the immediate family. The potential visitor will be subject to a NCIC check. The waiting period for a special visit request is approximately 90 days. The Correctional Counselor will research the legitimacy of the request and recommend it to the Unit Manager with either approval or disapproval. Family members requesting to visit a hospitalized inmate shall be approved in advance by the Warden. Family members will be required to complete a Title 18 form at the hospital before visiting. Local hospital visiting regulations will be followed.

### **Proper Attire for Inmates during Visits**

Only institutional issued clothing. Inmates must wear institution issued jumpsuit and shoes.

### **Visitor Visiting Room Attire**

The following clothing items worn by visitors will not be tolerated and may be grounds for the visit to be denied: Mini skirts, see-through clothing, halter tops, tank tops, tube tops, skirts above the knee, form fitting clothing, sexually provocative or suggestive clothing. Religious head gear will be allowed in the visiting room.

### **Physical Contact**

Handshaking, embracing, and a brief kiss are permitted only at the beginning and at the end of the visit. Inmates with small children may hold them on their lap. Inmate and their visitors will not be permitted to visit with other inmates and their visitors, unless the inmates are directly related (brothers, father, son). Inmates will not be allowed out of their seats, except to be escorted to the lavatory, or designated eating area. Staff will assign all seating in the visitation room.

### **Visitor's Children**

Visiting parents have the responsibility of providing proper supervision and control of visiting children. Unsupervised children may result in termination of the visit.

### **Termination of Visits**

When the visiting room reaches seating capacity, the #1 Visiting Room Officer will consult with the Operations Lieutenant. The Institutional Duty Officer will be responsible for terminating visits at the facilities. Visiting privileges of inmates with local visitors will be terminated first. Distance to the institution will determine other terminations. If additional space is needed, visits of those individuals who have been visiting the longest will be terminated. Staff should try to avoid terminating visits of those individuals who traveled from out of state.

### **Ion Drug Detection Unit**

An ion drug detection unit is located in the front lobby of the FDC. Staff members trained to operate the equipment will randomly test visitors for traces of having come in contact with narcotics. Those visitors who test positive for narcotics will not be allowed to visit for that day. Visitors who continue to test positive could lose visiting access. A notice is placed in the front lobby to notify all visitors of the possibility of being tested.

### **Legal Visits**

Unscheduled legal visits are conducted during business hours in the FDC visiting room. Outside of regular business hours, attorneys are required to contact unit staff 48 hours in advance. Legal visit may also be accommodated during social visiting at the FDC; however, these visits must correspond with the inmate's respective unit. All legal visits taking place during normal visitation hours will be coordinated through the Unit Counselor.

To ensure a legal visit can be scheduled for inmates housed in the Special Housing Unit (SHU) a 48 hour notification is preferred due to limited space in the Special Housing Unit visiting area.

In the event visitation must be restricted in order to ensure the security and good order of the institution, Unit Team (SOA, Case Manager, Counselor), will provide attorney phone calls to supplement in person visits. As soon as it is safely possible, normal legal visiting procedures will resume.

All attorneys utilizing laptop computers while visiting inmates housed at FDC Englewood will be required to sign the FDC Englewood Laptop Agreement. The FDC Laptop Agreement must be requested 48 hours prior to the visit and received 24 hours in advance (the agreement is valid for 1 year).

## **RELIGIOUS SERVICES**

The Religious Services Department coordinates resources to meet your spiritual needs. Should you be interested in having a clergy member become your Minister of Record, please contact the Chaplain about the process. If you are interested in participating in the Religious Diet, please see the Chaplain to set up a time to take the test. Emergency phone calls are available through the Chapel; verification of the circumstance will occur prior to the call being granted. Emergency phone calls are given if an immediate family member has died or is involved in a serious medical situation. The Special Purchase Order SPO process is used to acquire religious items, please see a member of the Religious Services Department for further details.



# **RECREATION/LEISURE TIME ACTIVITIES**

## **Mission Statement**

The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. At each facility, physical fitness and leisure programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being. It is the goal of the FDC Englewood Recreation Department to reduce inmate idleness by providing diverse leisure time activities of interests to all ages, races, cultural backgrounds, handicaps, and other factors.

## **Hours of Operation**

Monday-Friday

1 Hour each unit per day, 1:00 p.m. to 3:00 p.m. (Not on Federal Holidays')

*\*Hours of operation may vary for individual areas due to weather conditions and staffing levels\**

## **Recreation Yard**

The recreation yard offers a variety of activities that include:

- Walking Trail
- Mini Soccer/Flag Football Field
- Basketball Court
- Volleyball Court
- Board Games

## **Leisure Activities**

FDC Englewood offers a wide variety of passive leisure and wellness activities to include:

- Foosball table
- Ping Pong Tables
- Baggo
- Board Games
- Core and Cardio Exercise Equipment

## **Special Events**

Recreation offers a variety of special events. Recreation offers several sports and leisure for each of the Federal Holidays. The Recreation Department provides current movies each weekend and Federal Holidays to the inmate population.

## **Code of Conduct**

The Recreation Department offers a variety of sports, wellness, leisure, and other activities to the inmate population. The Recreation Department has established a "Code of Conduct" for all programs to make recreation activities enjoyable and safe for all participants. Each program has its specific rules and regulations that govern that activity. All rules will be given to participants and each inmate is required to sign before participating in a recreation activity. Unsportsmanlike conduct will not be tolerated. Please be advised that the consequences for violating those rules range from a verbal warning, to one or more game suspension, incident report, and or banished from the league or activity for a period of time.

## **Zimmer Amendment**

The Zimmer Amendment was adopted in 1996. The amendment does not allow for the BOP to use appropriated funds and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform to the guidelines set by law. The main sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate, or other martial arts or any weightlifting or body building equipment; (3) electronics or electronic musical instruments.

## EDUCATION

### Mission

The mission of the Education Department is to assist inmates with developing the necessary skills needed to compete in the workforce upon release. The Education Department provides a plethora of resources and programs to meet the diverse needs of the inmate population. The Education Department plays an integral role preparing inmates to successfully reenter into society.

### Electronic Law Library

The Electronic Law Library is located within each housing unit. TRULINCS is maintained and coordinated by the Education Department and Trust Fund. The Education Department makes every effort to provide reasonable access to legal materials and works with Central Office to ensure new materials are updated in the system.

### TRULINCS

The TRULINCS system is located within in each housing unit. This is a resource that will allow you to view various flyers and announcements via the "Local Documents tab". To enroll in any of the programs offered, an Inmate Request to Staff Member (cop-out) must be submitted to the Supervisor of Education.

### Leisure Library

Within each housing unit, there is a section deemed the for the library. Library books are updated every two weeks, consisting of a diverse collection of books in various languages to meet the interest of the inmate population. Additionally, the leisure library can be utilized as a study area. It is expected that the library and books are maintained properly.

### Educational Programs

Due to the mission of the Federal Detention Center, the Education Department intermittently offers independent study program.

## FOOD SERVICE

You will be provided three meals daily.

- Breakfast is normally served between 6:00am-7:00am
- Lunch is normally served between 11:00am-12:00pm
- Dinner is normally served between 5:00pm-6:00pm.

You are responsible for returning your own tray after the meal. **ALL FOOD SERVICE ISSUED ITEMS MUST BE CONSUMED OR RETURNED TO FOOD SERVICE AT THE CONCLUSION OF THE MEAL. FOOD SERVICES ITEMS ARE NOT PERMITTED IN THE CELL FOR ANY REASON. YOU ARE NOT PERMITTED TO EAT INSTITUTIONAL MEALS IN YOUR CELL.** Any items left on the tables prior to or after the meals will be confiscated. You are required to wear proper attire at all meals during normal business hours. This includes a buttoned jumpsuit, socks, and standard shoes. Wearing shower shoes during mealtime is inappropriate. If you choose to accept a visit during your mealtime, you will not be provided a bag lunch upon your departure from the visiting room unless you are receiving a legal visit. All special diet requests should be addressed to the Health Service Administrator for review via a Request to Staff Member. Should a special diet request be granted, the Food Service Administrator will ensure compliance.

## **FIRST STEP ACT (FSA)**

The ability to accrue time credits begins after the inmate's current term of incarceration begins (e.g., the date the inmate arrives at or voluntarily surrenders to their initially designated Bureau facility to serve their sentence). An inmate cannot earn Federal Time Credits (FTCs) during pretrial confinement, nor can they earn credits based on a prior incarceration. Further, an inmate cannot earn FTC when not in Bureau custody, including when in U.S. Marshals Service custody prior to arriving at their designated facility, regardless of where they are housed, or once released to their supervised release term. In addition, despite being eligible to earn FTCs, inmates designated outside the institution (e.g., an outside medical trip or escorted trip, in-transit or at an in-transit facility, a furlough for the full day, etc.) cannot earn FTCs.

## **COMMUNITY PROGRAMS**

Residential Reentry Centers (RRC) are located in major metropolitan centers throughout the United States. These centers have been very successful in helping inmates return to their communities. The programs of the RRCs emphasize responsibility, steady work, and gradual reintegration into the community. If you are transferred to a RRC you will work in the community and return to the center during off-duty hours. You are considered for RRC placement 17-19 months from release. Ordinarily, you are not eligible for placement in a RRC if your presence in the community might bring adverse criticism to you or the federal government, or if your institutional adjustment is poor. Additionally, refusal to participate in the Release Orientation Program (ROP) or the Financial Responsibility Program (FRP) will affect eligibility for or length of participation in community based programs.

## **GENERAL INFORMATION**

*The Warden may approve a pretrial inmate for performance pay and special awards.*

### **Performance Pay**

Performance pay will be awarded to inmates who have demonstrated satisfactory work and performance. Pay is awarded by job classification pay grade level and is paid by the hour. Bonuses may be given at up to 50% of the amount paid for outstanding work.

### **Special Award**

Special Awards may be given for actions or duties which are beyond the limits of how you are expected to perform in your regular work assignment. They may be for satisfactory performance of unusually hazardous assignments, acts which protect lives of employees, inmates or the property of the United States, or suggestions which result in the substantial improvement of Englewood programs or financial savings.

### **Safety and Sanitation**

The mission of the Safety Department is to provide a safe and sanitary environment of the highest standards for all inmates. The department serves as a consultant to department heads and line supervisors by emphasizing safety awareness and clarifying and enforcing policies relative to occupational safety and health standards, codes, rules, and regulations. The Safety Manager has the responsibility of investigating and coordinating all pertinent reports relative to inmate injuries; conducting safety and sanitation inspections throughout the institution, assisting in obtaining appropriate personal protective equipment to carry out a safe operation; supplying safety literature, articles and brochures; and planning, coordinating, and directing job efficiency safety training sessions. The Safety Manager is also responsible for the institution fire protection and suppression program.

### **Smoking**

Smoking is prohibited in the institution.

### **Financial Responsibility Program (FRP)**

The Financial Responsibility Program (FRP) is offered to inmates to assist them in meeting their court-ordered financial obligations. These may include assessments, fines, restitution, child support and alimony, or other judgments against you ordered by a court. Based upon your financial ability, a FRP payment plan will be established between you and your Unit Team members. You are expected to abide by this FRP contract. FRP is a voluntary program; however, failure to make adequate progress in meeting your financial obligation may result in being placed in FRP REFUSAL status. Should you be placed in FRP REFUSAL status, program and employment restrictions will be placed on you. Please review the Inmate Financial Responsibility Program Statement for additional information, or feel free to contact a member of your Unit Team for assistance.

### **MEDICAL CARE**

The Health Services Department conducted an intake screening examination when you arrived at this institution. Within 14 days you will be given a complete physical examination if you have not had one at another Bureau of Prisons facility. At the FDC, routine sick call screening, including dental problems, will be held in the units at the medical exam room(s) when called for, on weekdays (except for Wednesdays). Each inmate requesting an appointment will be scheduled to be seen by their primary care provider (PCP) as needed. Emergency treatment is conducted on an as needed basis. Inmates will be charged a \$2.00 co-pay for medical care initiated at their request, such as sick call or after hour requests to be seen that are deemed by the clinician to be non-emergency. No inmate will be denied care for lack of funds; however, the charge will be electronically attached to their commissary account and exists as a debt until they get funds. At that time the money is transferred to pay their just debt.

Medical emergencies should be reported to the nearest staff member who will notify medical staff.

**Preventive Health Screening:** Under 50 years of age: Eligible every three years by request only.  
Over 50 years of age: Eligible every year by request only.

**HIV Education:** Every inmate will be offered HIV testing on arrival and/or based on risk factors when seen by clinician during initial medical screening. In addition, basic instruction will be provided as part of your A&O Program. HIV information is available from the Health Services Department.

**Questions/Open House:** Questions regarding the Health Services Department should be addressed to the specific person or area via an Inmate Request to Staff Member (Cop-Out). Questions regarding medical care should be taken care of through sick call.

All correspondence directed to the Health Services Department must be on the standard Inmate Request to Staff Member Form.

**Medical Appointments:** The majority of medical appointments appear on the Daily Call-Out Sheet. It is the inmate's responsibility to check the call-out each day to see if they are scheduled for any such appointment. Failure to appear for scheduled appointments may adversely affect the continuity of care you are to receive and will result in disciplinary action.

**Pharmacy/Pill Line Procedures:** Self carry medications can be refilled by turning in a refill slip at any pill line. Medications will be ready the next pharmacist working day. Refills are not filled on weekends and holidays, so plan ahead and turn in a slip before running out of medications. BOP controlled medications are given out at pill lines.

At the Federal Detention Center - **Pill line times are as follows:**

Monday through Friday	7:30 a.m. to 8:30 a.m. 4:30 p.m. to 5:30 p.m. ( <b>Medication Distribution</b> )
Weekends & Holidays	7:30 a.m. to 8:00 a.m. 4:30 p.m. to 5:30 p.m.

**Over-the-counter (OTC) medications are not provided:** You may purchase OTC medications from the commissary. If you are indigent, you may fill out an indigent form and turn it in to medical. These forms may be filled out and picked up on Sundays only. The OTC medications will be delivered on Fridays. Your indigent status will be confirmed prior to dispensing of these medications.

**Inmate Living Wills / Advance Directives:** An inmate may develop an Advance Directive or Living Will to be used in the event of terminal or disabling illnesses or injuries. The BOP will not withhold resuscitation while on BOP site, but the Directive will be sent to the hospital the inmate is transferred to.

**Utilization Review Committee:** All requests for care not provided by the BOP will be reviewed by the URC. A copy of the URC decisions will be sent to you thru Trulincs.

**Emergencies:** Medical emergencies should be brought to the attention of the nearest staff member immediately. Emergencies are defined as life threatening events such as chest pain, severe bleeding, etc. All non-emergencies must be handled through sick call.

**Report a Medical Complaint:** This medical facility is accredited by The Accreditation Association for Ambulatory Health Care, Inc. (AAAHC). AAAHC uses information from a variety of sources to improve the quality and safety of the health care organizations it accredits and certifies. One of these sources is complaints from patients, their families, government agencies, and the public, as well as from the organization's own staff and the media. A request to present or report information may be communicated in writing by mail to the address below; email to [feedback@aaahc.org](mailto:feedback@aaahc.org); or by telephone as listed below.

Accreditation Association for Ambulatory Health Care, Inc.  
5250 Old Orchard Road, Suite 200  
Skokie, IL 60077

**Patient's Rights and Privacy:** The patients of this facility have the following rights and the utmost will be done to protect these rights:

- (a) No person shall be denied impartial access to treatment or accommodations that are available and medically indicated, on the basis of such considerations as race, color, creed, or national origin.
- (b) Every individual who enters this hospital for care retains the rights to privacy and these rights shall be protected, in accordance with the Privacy Act of 1994 and the Freedom of Information Act.
- (c) The individual's dignity is reflected in the respect accorded by others to his need to maintain the privacy of his body. To the extent possible, given the inescapable exposure entailed in the provision of needed care, the patient shall be aided in maintaining this privacy.
- (d) The patient has a right of confidentiality of his disclosures and shall be afforded the opportunity to communicate with the physician in confidence. However, institutional staff may have access to the medical record on a need-to-know basis.
- (e) The patient has the right to communicate with those responsible for his care to receive from them adequate information concerning the nature and extent of his medical problems, the planned course of treatment, and the prognosis. In addition, he has a right to expect adequate instruction in self-care in the interim between visits to the hospital.
- (f) In the case of language or cultural differences, all care will be taken to see that communication between the patient and those responsible for his care is adequate.
- (g) The inmate has the right to refuse being seen by a student or trainee.
- (h) The inmate has a right not to be used for medical, pharmaceutical, or cosmetic experiments.
- (i) The inmate has a right to have pain issues addressed by appropriate, indicated methods.
- (j) The inmate has the right to file grievances pertaining to medical care with no repercussions.

**Patient's Medical Responsibilities:** All inmates must assume the following responsibilities when requesting medical care or evaluation:

- (a) Provide a chief complaint.
- (b) Provide an accurate and complete history of past and present illness, including degree of pain.
- (c) Provide an accurate and complete history of hospitalization.
- (d) Provide an accurate and complete medication history.
- (e) To report at scheduled time for appointment and wait patiently to be seen.
- (f) To follow treatment plans as prescribed unless they sign a refusal of treatment.
- (g) Be sure they fully understand consequences prior to refusing treatment.
- (h) Follow all institution rules and regulations about patient care and conduct.
- (i) Consider the rights and privacy of other patients and staff.
- (j) Respect other's property.
- (k) Conduct self in a respectful manner.
- (l) Inform the Health Services staff of any adverse reaction to medication or change in condition.
- (j) Report a complaint with no repercussions.

## **Psychology Services**

The Psychology Services Department provides mental health services to the inmate population. These services include, but are not limited to, suicide prevention, crisis intervention, treating people who experience mental illness, psychiatric medication referrals, psycho-educational groups, providing self-help materials, individual brief counseling, and FSA programming.

If you are new to the Bureau of Prisons, a Psychologist will interview you within fourteen days upon arrival. If you transferred from another Bureau of Prisons institution and an intake is indicated, you will be seen within 30 days of arrival. The Psychology Department will provide programming recommendations.

Suicide Prevention has central importance to everyone working in a correctional environment. Staff is trained to respond expeditiously to any high-risk suicidal behavior. You have an important role, as well. As part of the "eyes and ears" of the institution, you are encouraged to report any at-risk suicidal behaviors to staff. Such behaviors include hopeless statements, low energy, not engaging in enjoyable activities, loss of appetite, and suicidal statements. A psychologist is available at all times to address any suicide concerns or other mental health crisis situations. Just report any such immediate concerns to the unit officer, work detail supervisor, lieutenant, psychologist, or other available staff.

Most people periodically experience serious problems of living and/or distressing mood. During a long incarceration, life problems may include divorce, family deaths, pre-release issues, depression and anxiety. Time-Limited Individual Counseling is available on an as needed basis. Please send an inmate request form to the Psychology Department if you are interested in individual services.

What you say to a mental health provider is confidential with a number of important limits or exceptions. Standard Limits of Confidentiality include imminent danger to self or others; abuse of children, elderly, or the handicapped; court orders; information needed by Department of Justice staff.

# Sexually Abusive Behavior Prevention and Intervention: Information and How to Report.

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

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

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

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

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

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

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

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

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

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

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

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

prosecuted if the abuse is reported. **All victims of sexual abuse will have access to forensic medical examinations, whether on-site or at an outside facility, without financial cost, where evidentiary or medically appropriate. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

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

It is important that you **tell a staff member if you have been sexually assaulted** or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons.

#### ■ The address is:

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

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

**Note:** These e-mails:

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

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



### **Understanding the Investigative Process**

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

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

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

You may also contact your local Rape Crisis Center (RCC). Rape Crisis Centers are community-based organizations that help victims of sexual violence. FDC Englewood has a Memo of Understanding (MOU) with a local RCC. Psychology Services can provide you with the contact information.

### **Your Local Rape Crisis Center's Information is:**

**Center's Name: The Blue Bench (Rape Crisis Center)**  
P.O. Box 18951  
Denver, CO 80219  
**Phone:** 303-329-9922  
**Email:** [info@thebluebench.org](mailto:info@thebluebench.org)

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

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

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

### **Policy Definitions per 28 CF 115.6**

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

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

**Sexual abuse** includes –

- (1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and
- (2) Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

**Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident** includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

**Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer** includes any of the following acts, with or without consent of the inmate, detainee, or resident:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraph (1) through (5) of this definition;
- (7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
- (8) Voyeurism by a staff member, contractor, or volunteer.

**Sexual harassment** includes

- (1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

**Voyeurism** by staff, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals or breasts; or taking inmates of all or part of an inmate's naked body or of an inmate performing bodily functions.

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

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

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

**Contact Offices:**

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

**Federal Bureau of Prisons  
Central Office  
National PREA Coordinator  
320 First Street, NW Room 554  
Washington, DC 20534**

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

**Federal Bureau of Prisons  
North Central Regional Office  
Regional PREA Coordinator  
Gateway Complex Tower II, 8<sup>th</sup> Floor  
Kansas City, KS 66101-2492**

**Federal Bureau of Prisons  
Northeast Regional Office  
Regional PREA Coordinator  
U.S. Customs House, 7th Floor 2nd  
and Chestnut Streets  
Philadelphia, Pennsylvania 19106**

**Federal Bureau of Prisons  
South Central Regional Office  
Regional PREA Coordinator  
U.S. Armed Forces Reserve Complex  
344 Marine Forces Drive  
Grand Prairie, TX 75051**

**Federal Bureau of Prisons  
Southeast Regional Office  
Regional PREA Coordinator  
3800 North Camp Creek Parkway, SW  
Building 2000  
Atlanta, GA 30331-5099**

**Federal Bureau of Prisons  
Western Regional Office  
Regional PREA Coordinator  
7338 Shoreline Drive  
Stockton, CA 95219**

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

[http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp)

Serving your sentence can be a challenging time in your life. While in the care and custody of the Federal Bureau of Prisons, you have the *right* to be free from sexually abusive behavior. In fact, sexual abuse is actually *illegal*. The Prison Rape Elimination Act of 2003 (commonly known as "PREA") is the law enacted to ensure your time in our custody is safe. The Bureau of Prisons has a commitment to uphold our zero-tolerance policy for sexually abusive behavior. This means we do not tolerate sexual abuse or sexual harassment of any kind from staff or other inmates, and we are obligated to respond when you feel you have been abused or harassed.

Many of you experienced and survived physical, emotional, or sexual trauma before your incarceration. It is unacceptable for this cycle of abuse to continue during your sentence. Our institutions are meant to be places where you can serve your sentence safely and engage in gender-responsive programming and activities designed to help meet your individual reentry, health and wellness, parenting, psychological, and other needs. Our goal is for you to serve your sentence and work on self-improvement and do so in a safe environment without worrying about your safety and wellbeing.

BOP staff are prohibited from engaging in sexually inappropriate behavior. This includes demeaning references to your gender or comments about your body. Staff are prohibited from using indecent language, sexually suggestive comments or gestures, or watching you for their own pleasure. These behaviors are considered sexual harassment. Sexual harassment or the invasion of your privacy by staff for reasons unrelated to official duties are not acceptable and may constitute a PREA violation. Even having sexually suggestive pictures hanging in public areas is inappropriate in our prisons. You may perceive these behaviors as uncomfortable to refuse or you may feel like you can't report them, but you can and should. You might worry how reporting may interrupt your current relationships, phone calls and visits; you may even fear retaliation. I want you to know, staff who violate professional boundaries must be reported and safeguards are in place to ensure your protection. Retaliation of any kind for reporting allegations of staff misconduct or sexual abuse is strictly prohibited. It is the expectation of the agency and its leadership that our staff at every level treat inmates with respect and dignity, and we ask the same of you. When we all work together, there are better outcomes for you when you return home to your children, families, and loved ones.

If you feel you have been harassed or abused, there are multiple ways for you to report this behavior. You can tell any staff member; call to report; send an email; or write to report. Specific details for your facility are available in your A&O Handbook or on the black and yellow PREA signs in your housing unit. All allegations of sexual abuse are taken seriously and investigated. If you have questions or need help with understanding your handbook or any of this information, please reach out to a staff member.

At all BOP facilities, we have trained, professional mental health staff who can help you after an allegation of sexual abuse, and most institutions also have access to outside advocates you can contact, should you choose to work with them after an allegation. This includes access to follow-up services beyond your initial report. Your safety and wellbeing are of the utmost importance to the BOP. Please reach out to your Executive Staff or any staff member you feel comfortable asking if you have any questions. You have the right to be free of sexual abuse and harassment and we can all work together to keep you safe and healthy.

#### **INMATE GRIEVANCE PROCEDURES:**

**Grievance Procedures:** You are encouraged to solve problems on an informal basis whenever practical; however, when this is not possible, you have resources available in the Administrative Remedy Procedures. The procedures require you to see your Counselor for an Informal Resolution Attempt Form. Your Counselor will listen to the nature of your complaint. If the complaint cannot be resolved at this level, request a BP-9 to begin a formal grievance. This form, when completed should be forwarded to the Warden.

**Appeals from Discipline Hearing Officer (DHO):** When the DHO notifies an inmate of his decision; he will inform him of his right to appeal the decision to the Regional Office. Appeals must be filed no later than 20 days after written notice of the decision. An inmate wishing to appeal any disciplinary action imposed as a result of a hearing before the DHO, must use the procedure and forms provided for by Program Statement 1330.16, Administrative Remedy Procedures for Inmates.

## RIGHTS AND RESPONSIBILITIES

In addition to the general conduct guidelines contained in this booklet, it is important for you to become acquainted with your rights and responsibilities in the prison community. There is also a list of prohibited acts and types of disciplinary action which may be taken if you violate any institutional rules. The rules of living quarters are designed to make clear what is expected of you on a day-to-day basis. If you have any questions about your rights and responsibilities, prohibited acts, or the disciplinary process, contact a member of your Unit Staff.

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.	1. You are responsible for treating inmates and staff in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
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 quarters, opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through 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 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 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.

## FCI/FPC/FDC ENGLEWOOD SUMMARY OF INMATE DISCIPLINE SYSTEM

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

Staff gives inmate notice of charges by delivering Incident Report.

Ordinarily a maximum of 5 workdays 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.)

Initial review (UDC)

Minimum of 24 hours (unless waived by inmate)

### Discipline Hearing Officer (DHO) Hearing

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 reinstate disciplinary proceedings. The requirements begin running at the same point at which they were suspended.

**NOTE:** Time limits depicted are subject to exceptions as provided in the institution rules and Bureau policy.

### GREATEST SEVERITY LEVEL

Description of Sanction - Greatest Severity Level
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.

## GREATEST SEVERITY LEVEL PROHIBITED ACTS

<b>100</b>	Killing.
<b>101</b>	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).
<b>102</b>	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.
<b>103</b>	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).
<b>104</b>	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
<b>105</b>	Rioting.
<b>106</b>	Encouraging others to riot.
<b>107</b>	Taking hostage(s).
<b>108</b>	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).
<b>110</b>	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
<b>111</b>	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
<b>112</b>	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
<b>113</b>	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
<b>114</b>	Sexual assault of any person, involving non-consensual touching by force or threat of force.
<b>115</b>	Destroying and/or disposing of any item during a search or attempt to search.
<b>196</b>	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
<b>197</b>	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
<b>198</b>	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.
<b>199</b>	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.

## HIGH SEVERITY LEVEL

Description of Sanction - High Severity Level
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.

## PROHIBITED ACTS/HIGH SEVERITY LEVEL

<b>200</b>	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.
<b>201</b>	Fighting with another person.
<b>203</b>	Threatening another with bodily harm or any other offense.
<b>204</b>	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.
<b>205</b>	Engaging in sexual acts.
<b>206</b>	Making sexual proposals or threats to another.
<b>207</b>	Wearing a disguise or a mask.
<b>208</b>	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.
<b>209</b>	Adulteration of any food or drink.
<b>211</b>	Possessing any officers or staff clothing.
<b>212</b>	Engaging in or encouraging a group demonstration.
<b>213</b>	Encouraging others to refuse to work, or to participate in a work stoppage.
<b>216</b>	Giving or offering an official or staff member a bribe, or anything of value.
<b>217</b>	Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
<b>218</b>	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.
<b>219</b>	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).



**PROHIBITED ACTS/HIGH SEVERITY LEVEL**

**Continuation**

<b>220</b>	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).
<b>221</b>	Being in an unauthorized area with a person of the opposite sex without staff permission.
<b>224</b>	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).
<b>225</b>	Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
<b>226</b>	Possession of stolen property.
<b>227</b>	Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
<b>228</b>	Tattooing or self-mutilation.
<b>229</b>	Sexual assault of any person, involving non-consensual touching without force or threat of force.
<b>231</b>	Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or supply his/her own court documents for any unauthorized purpose to another inmate.
<b>296</b>	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).
<b>297</b>	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.
<b>298</b>	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.
<b>299</b>	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.

### MODERATE SEVERITY LEVEL

Description of Sanction - Moderate Severity Level
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.

### PROHIBITED ACTS/MODERATE SEVERITY LEVEL

<b>300</b>	Indecent Exposure.
<b>302</b>	Misuse of authorized medication.
<b>303</b>	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
<b>304</b>	Loaning of property or anything of value for profit or increased return.
<b>305</b>	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
<b>306</b>	Refusing to work or to accept a program assignment.
<b>307</b>	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).
<b>308</b>	Violating a condition of a furlough.
<b>309</b>	Violating a condition of a community program.
<b>310</b>	Unexcused absence from work or any program assignment.
<b>311</b>	Failing to perform work as instructed by the supervisor.
<b>312</b>	Insolence towards a staff member.
<b>313</b>	Lying or providing a false statement to a staff member.
<b>314</b>	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).
<b>315</b>	Participating in an unauthorized meeting or gathering.
<b>316</b>	Being in an unauthorized area without staff authorization.
<b>317</b>	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
<b>318</b>	Using any equipment or machinery without staff authorization.
<b>319</b>	Using any equipment or machinery contrary to instructions or posted safety standards.
<b>320</b>	Failing to stand count.
<b>321</b>	Interfering with the taking of count.
<b>324</b>	Gambling.

<b>325</b>	Preparing or conducting a gambling pool.
<b>326</b>	Possession of gambling paraphernalia.
<b>327</b>	Unauthorized contacts with the public.
<b>328</b>	Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
<b>329</b>	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
<b>330</b>	Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
<b>331</b>	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).
<b>332</b>	Smoking where prohibited.
<b>333</b>	Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
<b>334</b>	Conducting a business; conducting or directing an investment transaction without staff authorization.
<b>335</b>	Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
<b>336</b>	Circulating a petition.
<b>396</b>	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.
<b>397</b>	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.
<b>398</b>	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.
<b>399</b>	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.

**LOW MODERATE SEVERITY LEVEL**

Description of Sanction - Low-Moderate Severity Level
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.

**PROHIBITED ACTS/LOW MODERATE SEVERITY LEVEL**

<b>402</b>	Malingering, feigning illness.
<b>404</b>	Using abusive or obscene language.
<b>407</b>	Conduct with a visitor in violation of Bureau regulations.
<b>409</b>	Unauthorized physical contact (e.g., kissing, embracing).
<b>498</b>	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.
<b>499</b>	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.

**CLOSING**

The information provided in this publication is intended to answer a majority of your questions regarding inmate issues at FDC Englewood. If for some reason it does not answer your questions, your Unit Team members are available to assist you, and you are encouraged to work closely with them.

**SPECIAL MAIL NOTICE**

**U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF PRISONS**

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**To The Inmate:**

It is suggested you provide this instruction sheet for special mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with you attorney(s).

**To The Attorney:**

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail - Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

**LOCAL TRANSPORTATION OPTIONS TO/FROM FCI/FDC/FPC ENGLEWOOD**

**Denver International Airport**

8500 Pena Blvd, Denver, CO 80249

(303) 342-2000

[www.flydenver.com](http://www.flydenver.com)

**Regional Transportation District (RTD)**

Bus and Light Rail service

[www.rtd-denver.com](http://www.rtd-denver.com)

**Denver Yellow Cab Taxi Service**

(303) 777-7777

[www.denveryellowcab.com](http://www.denveryellowcab.com)

**Metro Taxi Denver**

(303) 333-3333

[www.metrotaxidenver.com](http://www.metrotaxidenver.com)

**Rental Car Companies**

[www.thrifty.com/Denver\\_Airport](http://www.thrifty.com/Denver_Airport)

[www.dollar.com/Denver](http://www.dollar.com/Denver)

[www.enterprise.com](http://www.enterprise.com)

## **First Step Act Admission and Orientation (A&O) Addendum**

The First Step Act (FSA) allows eligible inmates to receive Federal Time Credits (FTCs) for successfully participating in approved Evidence-Based Recidivism Reduction (EBRR) Programs and/or Productive Activities (PAs). These credits can be used toward pre-release, community-based placement and/or toward early release to a Supervised Release Term.

### **What is the PATTERN Risk Assessment?**

All sentenced inmates, regardless of eligibility status, will be assessed for risk of recidivism and for their needs. The Prisoner Assessment Tool Targeting Estimated Risk and Needs (PATTERN) is the automated recidivism risk assessment tool and part of the Bureau's FSA-approved Risk and Needs Assessment System. The PATTERN tool is completed during the Initial Classification and is used to assign each incoming inmate an initial recidivism risk level of Minimum, Low, Medium, or High. You will receive a General and Violent Risk Level and the higher of the two is your overall Recidivism Risk Level. The resulting recidivism risk level is not to be confused with security or custody level. Risk level is re-assessed at every regularly scheduled program review (commonly called a team meeting) throughout your incarceration with the BOP. Your case manager will discuss your PATTERN results during your Initial Classification and at each team meeting throughout your incarceration.

Your case manager will also provide you a copy of your PATTERN risk assessment worksheet at each team. The worksheet will show your current PATTERN risk scores and level for General and Violent Recidivism Risk as well as your overall Risk Level. The worksheet will also list all your program completions for which you are receiving credit.

In addition to the PATTERN risk assessment being reviewed during regularly scheduled team meetings, it will also be automatically reviewed during the monthly auto-calculation of Federal Time Credits to capture changes in risk level elements since the last team. For example, program completions, clear conduct or sanctioned incident reports, and birthdays (age). While this new automation will allow for changes to be credited closer to their occurrence, it will also ensure that changes are credited for the FSA Assessment. This automation applies to all inmates whether in the institution, pre-release placement, on writ, in-transit, etc.

### **What is the SPARC-13 Needs Assessment?**

The Standardized Prisoner Assessment for Reduction in Criminality (SPARC-13) is the Bureau's needs assessment system. It is used to assess inmates in 13 need areas to focus recommended programming to reduce the risk of recidivating. Portions of the SPARC-13 assessment require the inmate's active participation. **Failure on the inmate's part to complete the self-assessment surveys timely will delay completion and negatively impact the inmate's ability to begin earning FTCs as the inmate will be considered to have "opted out," and therefore will be in non-earning status regardless of eligibility to earn FTCs.**

What does this mean? **If you do not complete the surveys, which are found on the Trust Fund Limited Inmate Communication System (TRULINCS), you will NOT earn FTCs.** Do not wait until your Initial Classification to complete the surveys. The sooner they are completed, the better. If you are having difficulty finding the surveys, opening them, or understanding the questions, please talk to your unit team.

Based on the results of your initial Needs Assessment, staff from the different departments will make program recommendations to assist you in reducing your risk of recidivism. Your needs are re-assessed at every regularly scheduled program review meeting throughout your sentence and program recommendations will be adjusted based on changes in your need areas. Your case manager will discuss your SPARC-13 results as well as the program recommendations during your Initial Classification and at each team meeting throughout your incarceration.

Your case manager will also provide you a copy of your Needs Assessment worksheet at each team. The worksheet will show your current PATTERN risk scores and level for General and Violent Recidivism Risk as well as your overall Risk Level. The worksheet will also list all your program completions for which you are receiving credit.

Similar to the monthly automated review of the PATTERN risk assessment, the SPARC-13 Needs Assessment will be automatically reviewed during the monthly auto-calculation of Federal Time Credits to captures changes in your Needs Assessment.

#### **What are the 13 areas the SPARC-13 Needs Assessment looks at?**

Anger/Hostility*	Family/Parenting*	Rec/Leisure/Fitness
Anti-Social Peers*	Finance/Poverty	Substance Use
Cognition*	Medical	Trauma
Dyslexia	Mental Health	Work
Education		

\*Self-Assessment Surveys completed on TRULINCS. While the completed assessment information is uploaded monthly, you are given credit based on the day you completed the surveys – not the date it was uploaded.

#### **What is an Evidence-Based Recidivism Reduction (EBRR) Program?**

An EBRR Program is a group or individual activity found in the FSA Approved Programs Guide where research has shown that participation reduces, or is likely to reduce, recidivism. Some examples of EBRR Programs are:

- GED
- Residential Drug Abuse Program (RDAP)
- Anger Management



- Life Connections
- UNICOR Employment

### **What is a Productive Activity (PA)?**

A PA is a group or individual activity found in the FSA Approved Programs Guide that enhances skills to address identified needs and allows an inmate to remain productive and thereby maintain, or work toward achieving, a minimum or low risk of recidivating. Some examples of PAs include:

- Alcoholics Anonymous (AA) Support Group
- Bereavement Support Group
- Circle of Strength
- Franklin Covey 7 Habits on the Inside

Inmates are also encouraged to also participate in other available activities that reduce idleness and contribute to an inmate's overall positive institutional adjustment and help maintain clear institution conduct. Some examples include:

- Productive, free-time activities (e.g., recreation, hobby crafts, or religious services)
- Family interaction activities (e.g., social visiting)
- Personal growth and development classes (e.g., adult continuing education classes)
- Institution work program
- Community service projects

### **What is an FSA Assessment and when does it occur?**

The FSA Assessment brings everything together: PATTERN, SPARC-13, and EBRR/PA program participation. The FSA Assessments are independent, automated, and coincide with the Initial Classification and Program Review timeline. This means the initial FSA Assessment occurs 28 days after your arrival at your designated facility. Subsequent FSA Re-Assessments occur every 180 days, if you are more than 12 months from your projected release date, and every 90 days, if you are under 12 months from release.

Because FSA Assessments are automated, this means if your team meeting is late because your case manager is out sick or you miss it because you're out on writ or in-transit to another facility, your FSA Assessment will occur based on the most recent information in your record. And, with the enhanced automation in the PATTERN and SPARC-13 tools, those will also be updated even if you're not in your institution, or if your case manager is out sick.

### **Who is NOT eligible to earn FTCs?**

- U. S. Code Inmates convicted of offenses excluded by the FSA
- U. S. Code Inmates with prior state or federal convictions excluded by the FSA
- U. S. Code, Old Law Inmates

- U. S. Code Inmates in state custody
- State boarders
- Treaty Transfers Inmates
- Military Inmates
- D. C. Code Inmates\*

Your case manager will discuss your eligibility status during your Initial Classification. If you believe you are eligible, ask your case manager which offense and/or sentence makes you ineligible to earn time credits. Remember your ineligibility is based on either your conviction and/or your court of jurisdiction.

\*D. C. Code inmates: In late Spring 2023, the D. C. Government passed statute which would allow eligible individuals to earn time credits. Unfortunately, the statute, as passed, did not provide the same level of detail and structure which was included in the Federal statute. Currently, the Bureau is working with the D. C. Government to determine eligibility criteria to earn and apply credit. As more information becomes available, it will be distributed.

**What if I have consecutive charges and one of them is on the disqualifying list, but the other isn't; will I earn credits?**

The short answer is no. Whether you have multiple counts, multiple J & Cs, and/or multiple jurisdictions, you are serving a single, aggregated term of incarceration. The review for eligibility is based on your term of incarceration. You are either eligible or you are not. This means if one count, one J & C, or one jurisdiction is ineligible to earn time credits, then your term of incarceration is ineligible.

Also, if you are convicted for new criminal conduct while serving your sentence, whether your sentence is run concurrently or consecutively, and if the new conviction is for an ineligible offense, the whole term of incarceration becomes ineligible for earning FTCs. For example, USC 18 § 1791, Providing or Possessing Contraband in Prison (weapon, cell phone, tobacco, alcohol, etc.) is a disqualifying offense. Even if you only received a short sentence of a few months, it will disqualify you from being able to earn credit or apply any credit you may have already earned.

**When do I start earning FTCs?**

You will earn your first FTCs once you complete 30 programming days. You can start earning programming days AFTER you arrive at your designated institution, your PATTERN Risk Assessment and SPARC-13 Needs Assessment are completed, and you agree to participate in recommended programming. This means you cannot begin earning programming days and time credits while in pretrial or holdover status, even if you are being held in one of the Bureau's Detention Centers or Jail Units. The reason is simple, the FSA Assessment process begins after you arrive at your designated facility and begin the intake and Initial Classification process.

The only thing which will delay you accumulating programming days is not completing the self-assessment surveys on TRULINCS or refusing to complete the Trauma or Dyslexia Need Assessments. Those elements of the FSA Assessment which are completed by staff have no impact on your ability to accumulate programming days. This means whether your Initial Classification is completed days after your arrival or not until day 27, you will still begin accumulating programming days as soon as you complete the four self-assessment surveys.

### **What if I'm back in prison and had FTCs I didn't get to use before I released last time?**

Credits can only be earned and used during your current term of incarceration. Once you are released from your current term, time credits cease to exist. If you return to custody, you start over.

### **If I'm eligible to earn FTCs, do I earn FTCs the whole time I'm in prison?**

Not necessarily. There are situations where an inmate is unable or unwilling to participate in programming, and therefore, will not earn FTCs. Those situations include:

- Disciplinary Segregation
- Designation outside the Institution (outside hospital, furlough, etc.) \*
- Temporary Transfer to another Federal or a non-Federal agency (Fed Writ, State Writ, IAD, etc.) \*
- Placement on a Mental Health/Psychiatric Hold
- Detention as a material witness or for civil contempt
- Placement in civil commitment
- Opting Out (see definition below)
- Refusal to participate in required programs (e.g. Inmate Financial Responsibility (FRP), Drug Education, Second Chance RRC placement, etc.)

\*Any part of a day, is considered a day. Therefore, if you are at your designated facility for some portion of the day, you will still be given credit for that day. Remember, you have to accumulate 30 programming days to earn FTCs. This means, for example, if you are admitted to an outside hospital on a Friday and return to the institution on Monday. You are losing two programming days (Saturday and Sunday) – not Time Credits.

### **How many FTC days can I earn?**

The number of FTCs earned is based on the length of your incarceration and your total number of programming days. The statute limits the number of earned time credits to “an amount that is equal to the remainder of the prisoner’s imposed term of imprisonment.” What does this mean? You can only apply time credit up to the amount of time remaining to serve. If for example, you have earned 310 days of time credits toward early release and then receive a sentence reduction which creates a new statutory release date which is only 9 months away (approximately 270 days), your FTCs will be applied to the new date; you will be an immediate release, and the 40 days left over will just disappear

with your release.

### **What is “Opting Out?”**

You are opting out if you refuse to participate in or complete any EBRR programs or structured, curriculum-based PAs recommended based on an identified need. You are also considered to be opting out if you refuse to participate in or fail to complete any portion of the Standardized Prisoner Assessment for Reduction in Criminality (SPARC-13), the Bureau’s Needs Assessment system.

Based on the results of your Needs Assessment, staff will recommend you participate in EBRR programs and/or PAs to address your needs. If you decline to participate in an EBRR program or PA which has been recommended based on a specific identified needs area, you will be considered opted out, and therefore, in non-earning status regardless of eligibility to earn FTCs.

### **Can I earn FTCs while waiting for a program?**

Yes. You will remain in FTC earning status while on a waitlist for EBRR programs or PAs recommended based on your needs assessment if you have not refused to participate. However, if you later refuse to participate in the recommended EBRR program or PA for which you were on a waitlist, you will be considered declined, or opted out, for the entire waitlist period.

The waitlist period is defined in terms of the corresponding need area(s). When an inmate declines participation after being on a waitlist, the auto-calculation application will first identify any need areas associated with the declined program and then identify the oldest waitlist associated with the need area(s). Any credits earned since the oldest waitlist associated with the need area, without intervening participation, will be rescinded to reflect the inmate’s refusal.

This means that any credits earned during the waitlist period will be removed to reflect your refusal/opting out.

### **How do I earn my credit?**

FTCs are awarded based your eligibility to earn credit, completion of the PATTERN and SPARC-13 assessments, and ongoing participation in programs designed to reduce the risk of recidivating. Once you are in earning status, you will remain in earning status unless or until your status changes as previously described.

FTCs are auto-calculated based on 30-day periods in earning status – meaning for every 30 days you are in earning status, you will earn either 10 or 15 days based on your PATTERN risk level at the time of your FSA Assessment. FTCs will be posted on a monthly basis, agency-wide, based on a completed 30-day period. There is no partial or prorated credit for either programming days or FTCs. No FTCs will post if you have not accumulated 30 days in earning status. Rather, those days in FTC earning status will carry over to the next monthly cycle, and you will receive your FTCs at the end of the next cycle.

For example: If the first monthly posting of FTCs occurs only five days after you go into earning status, no FTCs will post to your record as you have not yet accumulated 30 days in earning status. However, those five days will carry over to the next monthly cycle, and you will receive the FTCs at the end of the second month. If later, you go into FRP Refuse or decline a recommended needs-related program and go into opt out status, you will no longer be in earning status, and therefore, you will stop accruing days toward FTCs and no FTCs will post to your record. Once you return to earning status, you will resume accruing days toward the earning of FTCs.

Along with other enhancements to the FSA Assessment process, beginning later in 2023, your Time Credit status will also be reviewed during regularly scheduled Program Review meetings which will allow you additional opportunities to catch up the “carried over” programming days and post Time Credits to your record sooner.

### **How will I know how much credit I’ve earned?**

At each team, you will receive a copy of the Federal Time Credits Worksheet. This worksheet will include, among other things:

- FTC days earned toward early release and toward RRC/HC placement
- Number of accrued and disallowed programming days
- Whether you are eligible to apply credits toward release, and if not eligible, the reason
- Accruing and disallowing time frames, total number of days, and reasons for disallowances
- FSA Assessment and the Recidivism Risk Level at the time of the Assessment
- FTC Earning Rate

Later in 2023 and into 2024, the FSA Time Credit Worksheet will be enhanced to provide additional information as well as improving the clarity of the information provided.

### **How do I earn 15 days of credit instead of 10 days?**

Whether you earn 10 or 15 days of FTCs depends on your PATTERN Recidivism Risk level at the time of the FSA Assessment. All eligible inmates will earn 10 FTC for every 30 days in earning status. Once an inmate has maintained Low or Minimum risk for two consecutive FSA Assessments, the inmate can begin earning 15 FTCs for every 30 days in earning status.

### **Can I lose FTCs?**

Yes. You can be sanctioned to Loss of FTCs by the Disciplinary Hearing Officer (DHO) for an incident report. However, you can appeal the loss through the Administrative Remedy Process. More importantly, you can request to have those lost FTC days be restored or given back **AFTER** you have maintained clear conduct for two consecutive FSA Assessments.

### **If I lost FTCs because I refused to take a recommended program, can I get those days restored?**

You didn't lose FTCs because you refused a recommended program, you lost programming days which resulted in you not earning FTCs. Because you never earned the FTC days to start with, there is nothing to restore. Remember, if you decline a recommended program, you are "opting out" and therefore are in a non-earning status.

### **Once I earn FTCs, how do I get to use them?**

FTCs are used two ways – early transfer to pre-release custody (halfway house or home confinement) or early release to your Supervised Release term. If eligible, the first 365 days of FTCs will be applied to your early transfer to your Supervised Release term resulting in an early release from prison. Any remaining FTCs are applied to pre-release custody resulting in your ability to transfer to halfway house or home confinement sooner than you would have without the credit.

### **Does everyone get to use their FTCs or are there restrictions?**

No – not everyone will get to use the FTC days earned. There are limitations. For an inmate to have up to 365 days of earned FTCs automatically applied to early release, an inmate must meet the following criteria:

- Have a term of Supervised Release to follow the term of incarceration
- Have a low or minimum PATTERN risk level
- Have not opted out or refused to participate in any required program, and therefore, be in earning status

Credit earned in excess of 365 days is applied toward increased pre-release placement in halfway house or home confinement.

### **If I don't have Supervised Release to follow, do I still get to use my FTCs?**

Yes, but they can only be applied to pre-release custody.

### **What if I am High or Medium Risk? Can I apply the time credits I've earned?**

Maybe. If you are High or Medium Risk but have maintained clear conduct and participated in all the recommended programming, you may be able to apply the credits you've earned by petitioning the Warden. In determining whether to approve your petition, the Warden will consider the following:

- Whether you would not be a danger to society if transferred to prerelease custody or supervised release;
- Whether you have made a good faith effort to lower your recidivism risk through participation in recidivism reduction programs or productive activities, and
- Whether you are unlikely to recidivate.

How will you demonstrate this to the Warden? By maintaining clear conduct and by participating in the EBRRs and PAs recommended to address your specific Needs. Will maintaining clear conduct and participating in programming automatically mean you will be approved? No. Each case is reviewed individually considering both your history and your time in prison. But, if you haven't maintained clear conduct for an extended period time and/or haven't completed programming, you shouldn't be surprised if your petition is denied.

### **How do I petition the Warden to apply my Time Credits if I am High or Medium Risk?**

Submit an Inmate Request to Staff Member (copout) to your unit team during your regularly schedule Program Review team meeting. The unit team will review your record and make a recommendation to the Warden. The Warden, after reviewing your record and consulting with the Regional Director, will either approve or deny your petition. You will receive a written response from the Warden to your request. During all aspects of this program, you may file an Administrative Remedy if you choose.

### **Are FTCs applied to my percentage of time served?**

No. FTCs applied toward your release date do NOT impact your percentage of time served because FTCs do not change your Statutory Release Date – they only change your Satisfaction Date.

### **What is an FSA Conditional Release Date?**

For eligible inmates who are Low or Minimum Risk, this is a presumed earliest release date you could earn with Federal Time Credits. This calculation makes the presumption that once you are Low or Minimum risk AND in earning status, you will continue to remain in earning status. As a reminder, the FSA Conditional Date, is NOT your release date as the credit is only applied as it is earned. Changes in your status (e.g., FRP Refuse, program declines, Disciplinary Segregation, etc.) will result in changes in your conditional date. The FSA Conditional Release Date is for planning purposes only.

Additionally, a second application will project the maximum number of FTCs which can be earned during your term of incarceration. This will assist in determining the earliest eligible pre-release placement date. This means your Unit Team will be able to monitor your projected number of FTCs and submit your RRC referral timely. Remember this is still just a planning tool, if your status changes, the possible maximum number of FTC days will change as well.

### **Do I earn FTCs while in Halfway and/or Home Confinement?**

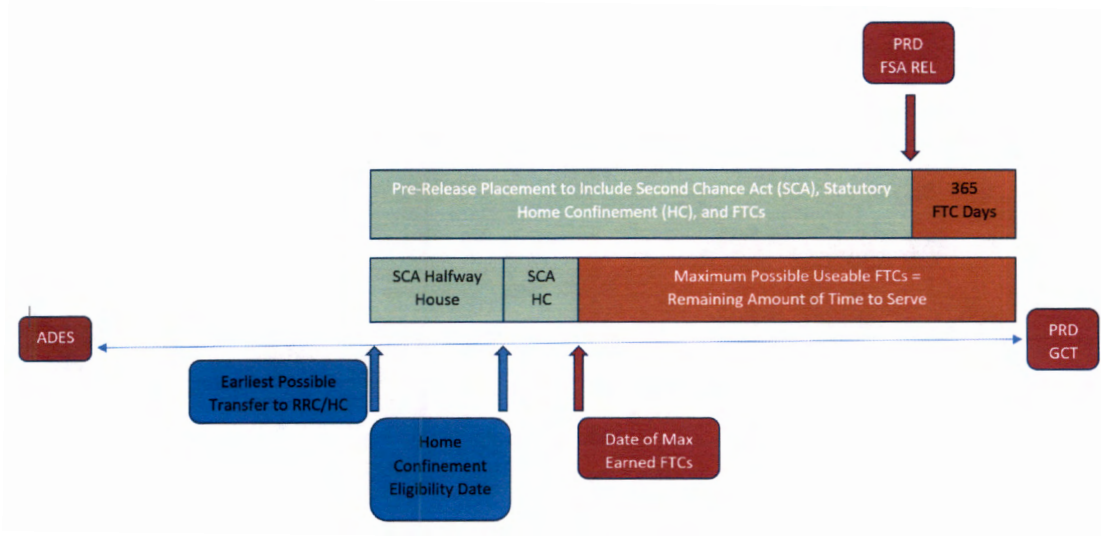
Yes. As long as you continue to successfully program. Remember incident reports can result in a change in your PATTERN Risk Level. If this happens while in Halfway House and/or Home Confinement, it can also impact both your earning status and your ability to apply FTCs toward your release. If your PATTERN Risk Level increases to Medium or High Risk for any reason, you will no longer be eligible to apply your FTCs, and may be removed from pre-release placement and returned to the institution.

### **How does FTCs work with Pre-Release Placement?**

Your halfway house and/or home confinement recommendation will include the total number of days recommended under the Second Chance Act, plus the remaining number of FTC days not applied to Supervised Release at the time of the referral.

## Do FTCs change my Home Confinement Eligibility Date (HCED)?

Yes and no. Your Home Confinement Eligibility Date is calculated based on your statutory term. FTCs do not impact the number of days making up the eligibility date – that block of days is the same regardless of FTCs earned. What changes is the date itself. This is because the eligibility date is based on the number of days prior to Projected Release Date, and as your release date changes (due to earned FTCs), the Home Confinement Eligibility Date also changes, but the block of days making up the statutory Home Confinement does not. Plus, once you earn FTCs toward early pre-release placement, the Home Confinement Eligibility Date is based on that same block of days, but in advance of the maximum number of FTCs earned.



For example, if you had 30 months to serve (after Good Conduct Time) and had a minimum or low Risk level from the beginning, you could earn up to 415 FTCs. You would also have a Home Confinement Eligibility Date of about 90 days. The first 365 FTCs are applied toward release, leaving you about 18 months to serve. If your unit team also recommended you for a 120-day pre-release placement under the Second Chance Act, that would be added to the 50 FTC days remaining for all total recommended pre-release placement of 170 days. But, because the Second Chance Act Placement is served first to include the 90-day Home Confinement Eligibility, you would have to serve at least 30 of your 120-day Second Chance Act placement in the halfway house before you could transfer to home confinement.

## How do unresolving pending charges and/or detainers impact me getting Time Credit?

As long as you are eligible to earn time credits, an unresolved pending charge and/or detainer has no impact. With the exception of inmates with final orders of deportation or removal – determinations made based on documentation provided by Immigration and Custom Enforcement (ICE), unresolved pending charges and/or detainers will not impact your ability to apply credit toward early release or pre-release placement.

However, it is important to understand that while you are eligible for halfway house and/or home confinement, placement in the community does NOT eliminate the outstanding detainers and/or pending charges. **Meaning - if you are in halfway house and/or home confinement and have detainers and/or pending charges, you are at significantly higher risk to be arrested due to active**



**warrants, and an arrest will result in a technical escape for you and an interruption in your federal sentence as the Bureau will have lost primary jurisdiction.**

Because you are not eligible for a needs-based recommendation under the Second Chance Act, your FSA placement in halfway or home confinement is VOLUNTARY. You can decline the voluntary FSA placement without any negative impact. This means you can still apply your FTCs, up to 365 days, toward early release. Please let your case manager know if you are declining the voluntary FSA placement due to unresolved pending charges or detainers in pre-release custody.

**Can I still earn FTCs if I'm eligible to receive the Residential Drug Abuse Program Early Release Benefit?**

Yes, but the Residential Drug Abuse Program (RDAP) Early Release Benefit is applied first to your release date, then any FTC days are applied afterwards. This means you must complete all components of RDAP, to include the community-based portion – a minimum of 120-days in the community-based treatment program.

To receive the full benefit of both programs, you must have enough time remaining to complete all required components of RDAP. In the event you do not have enough time remaining after completing the RDAP program to receive both, the number of FTC days applied will be reduced to allow for, at a minimum, the 120-day community-based placement as required under 3621(e).

**Questions?**

If you have questions about any aspect the First Step Act or the associated Federal Time Credits, including eligibility, requirements, or limitations, and/or programs, please talk to your unit team. They will either be able to answer your question or direct you to staff in the department that can assist you.