

INMATE
ADMISSION & ORIENTATION
HANDBOOK



FEDERAL CORRECTIONAL INSTITUTION/
FEDERAL PRISON CAMP - MANCHESTER

INMATE MAIL ADDRESS

Inmate Name and Register Number
MANCHESTER FCI/FPC
P.O. BOX 4000
MANCHESTER, KY 40962

Updated: 8/19/22

INTRODUCTION

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

It contains the rules and regulations you are required to follow while at Federal Correctional Institution (FCI)/Federal Prison Camp (FPC) Manchester. Additionally, it provides information on programming opportunities and routine schedules of important inmate services, such as commissary, barber shop hours, and open house hours for various departments. Please read this handbook to ensure you understand the requirements of you and all institution rules. I encourage you to take advantage of the positive programming opportunities offered here and to make effective use of your time while at this facility. If you have any questions concerning the handbook, I suggest you communicate with the appropriate staff and follow the chain of command. I am available to speak with you when making rounds throughout the institution or in Food Service during the lunch meal, if you have any questions or concerns.

//signed//
G. Swaney, Warden

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

Orientation

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

Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility.

Classification Teams (Unit Teams)

Each inmate is assigned to a housing unit. A unit is a self-contained inmate living area which includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for the inmates living in the unit. The unit offices are located in the units so staff and inmates can be accessible to each other. At the FPC, the Unit Staff offices are located within the housing units and in the Administration Building. The unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. The Staff Psychologist, Education Staff and Unit Officer are considered members of the Unit Team and provide input for classification purposes.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m. to 7:00 p.m., during week days, and during the day on weekend and holidays.

UNITS

FCI- The housing units are Clay, Knox, Laurel and Whitley.

FPC- The housing units are Manchester and Oneida.

Each of these housing units consists of two individual units (A and B).

Visiting in a unit, other than the one to which an inmate is assigned is prohibited.

Executive Assistant/Camp Administrator: The Executive Assistant/Camp Administrator is the administrative head of the Federal Prison Camp (FPC) and oversees all unit programs and activities. The Executive Assistant/Camp Administrator is the Chairperson of the team which comprises the Unit Manager, Case Manager, Correctional Counselor, with input from Education and Psychology staff. The Executive Assistant/Camp Administrator reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body who hears disciplinary infractions.

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager: The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. The Unit Manager is the Chairperson of the team which comprises the Case Manager, Correctional Counselor, with input from Education and Psychology staff. The Unit Manager reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body who hears disciplinary infractions. The Unit Manager is ordinarily present during initial classification and subsequent program review(s) in which RRC placement is discussed.

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

Correctional Counselor: The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. The Correctional Counselor plays a leading role in segments of unit programs relating to inmate activities. The Correctional Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population. Counselors address the day-to-day concerns of the inmates and maintain information regarding progress on program goals including obtaining Social Security Cards, Birth Certificates and the Inmate Financial Responsibility Program (IFRP).

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

Unit Officer: The Unit Officers have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact

Correctional Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making his bed in accordance with posted regulations before work call (including weekends and holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping his cell floor, cleaning walls, removing trash, and ensuring it is clean and sanitary. Plastic bag liners are not permitted in trash containers. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. No pictures, calendars or paper will be affixed to any wall or bed in the room. Nothing will be affixed to the light fixture, door, or outside of locker. Jackets and laundry bags will be hung on the pegs provided or stored in the locker. No items are to be kept on top of the locker. No items will be kept on the ends of the beds of chairs. Chairs are assigned to each cell, and will not be defaced or marked in any manner by the inmate.

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

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell. For further information, please see the Institution Supplement regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain. No art or craft supplies will be authorized in the housing unit without permission of the Unit Manager and Supervisor of Recreation. These items must be used and stored in the hobby craft area.

Unauthorized Property

Inmates have no right to possess documents or material which further criminal or fraudulent activity. Title 28 C.F.R. § 500.1 (h) defines contraband as "material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution." Program Statement 5580.07, Personal Property, Inmate, and 28 C.F.R. § 553.12 (b) (1) define "hard contraband" as "any item which poses a serious threat to the security of an institution..." P.S. 5580.07 and 28 C.F.R. 553.12 (b) (2) define nuisance contraband as "any item other than hard contraband, which has never been authorized, or which may be, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat

to the security..."

***Under the Court Security Improvement Act of 2007, two new provisions were added to the Federal Criminal Code. Title 18 U.S.C. Section 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. Section 119 established a criminal offense for making "restricted personal information" publicly available about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person. Covered individuals include court officers, jurors, witnesses, informants, and Federal law enforcement officers. For purposes of each of these provisions, Bureau of Prisons staff are Federal law enforcement officers and covered by the Act. Therefore, inmates are prohibited from obtaining or possessing Uniform Commercial Code (UCC) Lien Documents and Personal Information of Law Enforcement Officers and Covered Persons, UCC financing statements and similar forms. Inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone numbers, social security number, personal email, or home fax number of any jurors, witnesses, informants, or of any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If an inmate is found to be in possession of these types of documents or information, the items will be confiscated. The inmate will be subject to inmate discipline, and your case may be referred for possible prosecution. Inmates may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

Storage Space

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

Clothing / Laundry Operations

All government clothing, except undergarments will be tagged with a label indicating the inmate's name and register number. These items

- 1 pillowcase

On the day of your release or transfer, all institution issued items will be carried to Receiving and Discharge (R&D). Funds will be frozen for inmates that do not comply.

At the FPC, all issued clothing, linen, towels, are exchanged on a one-for-one basis in Laundry. It can be dropped off on Monday through Thursday between 6:15 a.m. - 7:30 a.m. and picked up during lunch main line. All white tee shirts are exchanged every 6 months. The schedules for exchange are posted on unit bulletin boards. Washers and dryers are provided at no cost for inmates to do their own laundry in the housing unit. The unit laundry room will open daily from 6:00 a.m. until unit lockdown, with the exception of an allotted time for cleaning. Damage to these machines will lead to removal of the machine and/or disciplinary action.

Commissary/Special Purchase Order (SPO) Items

These items are authorized to the point they can be contained in the storage area provided for personal property. The total value of an inmate's accumulated Commissary items will be limited to the monthly dollar amount as outlined by policy. In addition, an inmate will be authorized to have no more than sixty (60) first class stamps in their possession.

Food Storage

Food items that are left open create a health hazard. These items must be properly sealed at all times. Items not stored in original containers are considered contraband. Empty jars may not be used as drinking containers and are to be thrown away.

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these

reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

Legal Materials

Staff may allow an inmate to possess legal materials in accordance with the provisions on inmate legal activities. Inmates are allowed to maintain legal materials and supplies which are necessary for their own legal actions. To ensure legal materials do not become a security or housekeeping hazard, legal material which does not fit within an inmate's locker may be stored in the unit's legal property storage area. Inmates are to make arrangements with their respective Correctional Counselors for storage of legal materials needed for their own ongoing litigation.

Art & Hobby Craft Materials

No art or hobby craft materials, other than those authorized by the Recreation Department for unit-based art or hobby craft activities, are authorized within the housing units. Staff shall limit an inmate's art or hobby crafts projects within the cell or living area to those projects which the inmate may store in designated personal property containers. Inmates are required to remove art or hobby craft items from their living area when completed.

Radios, MP3 Players, and Watches

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

Hair Care

The FCI Barber Shop is located next to the Commissary. Inmates may receive a haircut without any charges for the service. The hours of operations at the FCI are:

Monday - Friday, 8:00 a.m. - 3:00 p.m. Saturday and Sunday, 8:00 a.m. - 9:30 a.m., 10:30 a.m. - 3:00 p.m. No haircuts will be

your green uniforms (on hangers), your issued jacket and one laundry bag outside your locker. Shoes must be neatly arranged under the bed.

Quiet Hours/Lights Out:

Quiet hours begin at 9:00 p.m., Sunday through Thursday, and 9:30 p.m., Friday, Saturday, and holidays. Lights out at 9:30 p.m. (after the 9:30 p.m. standup count every day).

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

FPC: Unit televisions may be viewed by inmates during their established off-duty hours. The televisions will be turned off at 11:00 p.m., Sunday - Thursday, and 11:30 p.m., on Friday and Saturday, or at the discretion of the Unit Officer. They will remain turned off until 6:15 a.m. Inmates will remain in their cubicles. The only exception is for the powerhouse and food service inmates going to and from work or to use the bathroom. Visiting other units, floors and/or cubes is prohibited. Inmates are not permitted to leave their respective housing unit after 9:15 p.m. thru 6:15 a.m. Lights will be turned off at 11:00 p.m.

SECURITY PROCEDURES

Attire

Inmates will be in proper attire any time when on the compound from Monday through Friday, 6:15 a.m. to 4:00 p.m.; full uniform, which ordinarily consists of: khaki shirt and khaki pants at the FCI/yellow jumpsuit at the FPC; with belts, work boots with laces tied, and pants will be untucked from boots. All shirt tails must be tucked into the pants and all pants must be pulled up on the waistline. No doo-rags are allowed to be worn while on the compound at any time. Inmates must remain neat in appearance and in full uniform while they are working or programming at their work or program areas.

Inmates attending leisure time activities in the Recreation Department area authorized to wear personal clothing when walking to and from the Recreation Department at all times including from 6:15 a.m. to 4:00 p.m.. Monday through Friday and at night and on the weekends.

Additionally, before and after hours, weekends and holidays, inmates may be in their personal clothing (sweats and t-shirts); however, inmates must be neat in appearance anytime they are on the compound. Shirt tails must still be tucked into the pants and all pants must be pulled up on the waistline. All shoe laces must be tied. Mixing of inmate uniform with personal clothing is not allowed with the exception of sweatshirts, underwear, socks, thermals, etc. being worn under the khaki/green uniform.

Inmates are authorized to wear personally purchased work boots in place of the black Laundry issued work boots with their khaki/yellow uniforms. If you are wearing personal work boots with the uniform in a work area the work boots must meet the safety standard (Composite toe, etc.) required in your assigned work area and the laces must be tied.

Inmates will be fully dressed within 30 minutes after leaving their beds in the morning. Uniform work shirts, pants, and jackets will display a visible and correct name tag. Belts are mandatory and must be buckled with plastic belt buckles when worn. Shoes should be kept clean. Inmates will not be allowed to lounge around the housing unit in their pajamas or bathrobe. Inmates must be in their pajamas, bathrobe, or t-shirt and underwear, when moving from their cell to the showers.

Tank tops are only authorized in Recreation areas and inside the housing units, during individual non-working hours. Inmates are not permitted to be shirtless while in their housing units, on the compound, or in recreational areas.

Controlled Movement

During non-working hours, FCI Manchester is regulated by controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly when an institution pass system is not in effect. Ordinarily these moves are a one way move; meaning, "in-bound" or "out-bound" move. During the movement period, normally five minutes, inmates may move from a program area to housing unit or housing unit to program area (depending on which move is called) without a pass or staff escort. The start and end of each movement period will be announced by staff.

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

On Saturdays, Sundays, and holidays, normally the first controlled movement will begin at the conclusion of the morning meal. The Compound will be secured at 9:30 am, in preparation of the 10:00 am count. Prior to feeding of the lunch meal, inmates can normally move to the recreation yard, gymnasium, or chapel; however, you must remain secured inside those areas until the next controlled movement is announced. The movement periods will resume after the lunch meal.

Staff shall return to the institution's issuing authority any item of government property seized as contraband.

Items of personal property confiscated by staff as contraband are to be inventoried and stored pending identification of the true owner (if in question) and possible disciplinary action. Staff will then provide you with a copy of the inventory as soon as practicable.

Drug Surveillance / Alcohol Detection

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

Fire Prevention and Control

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

TRUST FUND

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

Commissary and validation schedules are posted on the inmate bulletin boards. Funds are withdrawn after positive identification by commissary card or fingerprint identification. It is the inmate's responsibility to know the amount of money available in his account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC). Inmates must have their commissary card in their possession at all times for identification purposes.

Spending Limitations

The National Spending Limit is \$360.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle. FCI Manchester has a current spending limit of \$90 per week.

Deposits to Accounts

U.S. Postal Service

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

Federal Bureau of Prisons

Insert Valid Committed Inmate Name

Insert Inmate Eight-Digit Register Number

Post Office Box 474701

Des Moines, Iowa 50947-0001

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The BOP will return to the sender funds that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit.

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

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

Western Union Quick Collect Program

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

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

will only allow text and no attachments. There is a cost per minute fee for using this service. Messages are limited to 13,000 characters.

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

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

TRUFONE (Inmate Telephone System)

Inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. A replacement fee will be charged if a PAC is misplaced or compromised. In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS. The hours of telephone operation begin at 6:00 a.m. and end no later than 11:30 p.m.

Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays: 7:30 a.m. until 10:30 a.m.; and 12:30 p.m. until after 4:00 p.m. count.

Inmates are expected to be at their work assignments and must not use the telephone during their work hours. For inmates who work varied work shifts, at local discretion, institutions may leave one telephone per unit available for inmates on "days off," or "evening shift."

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

TRUFONE credits are transferred using the TRUFONE system and must be done in even dollar amounts. The TRUFONE credits are deducted from an inmate's commissary account and transferred to the TRUFONE account immediately. Transfers may be made from any telephone during operational hours. It is each inmate's responsibility to verify the correctness of the amount transferred at the time of transfer.

Inmates may only communicate with approved individuals on their contact lists for the purpose of postal mail, TRUFONE, Public Messaging, and/or any person to whom they want to send funds. Inmates may only exchange emails with contacts who have accepted the inmate's request to communicate. Inmates may not exchange emails with contacts who have accepted the inmate's request to communicate. Inmates may not exchange emails with any unauthorized contacts including, but not limited to victims, witnesses other persons connected with the inmate's criminal history, law enforcement officers, contractors, vendors who make deliveries of physical goods to the institution and/or volunteers. At any time, a person in the community may choose not to participate in messaging.

PROGRAMS AND SERVICES

Job Assignments

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

Inmate Financial Responsibility Program

Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees, costs, and restitution. In accordance with policy requirements, all designated inmates with lawful financial obligations are required to make payments toward satisfaction of these obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the US, other debts owed the Federal government, and other court-ordered obligations such as child support, alimony, other judgments.

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

WEEKEND AND HOLIDAY SERVING HOURS:

Coffee Hour 7:30 a.m. - 8:30 a.m.

Brunch is served after the 10:00 a.m. count clears.

Dinner is served after the 4:00 p.m. count clears.

DINING ROOM DRESS:

Inmates will be in work uniform for the breakfast and noon meals through the work week, Monday through Friday. No radios, drink containers, cooler jugs, or personal property of any type will be allowed in the Dining Room. Only inmates with prescription sunglasses will be allowed to wear them in the Dining Room, and they must have written approval on their person. Sleeveless shirts are not allowed in the Dining Room. Religious headgear must be approved by Religious Services.

ID CARDS:

Inmates who cannot clear the turnstiles in Food Service due to their fingerprints not scanning, will be assisted by a Food Service staff member. If you do not have an ID card or your ID card will not scan, Unit Team staff will assist you with correcting this.

EDUCATION

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

Education opportunities provided for Federal inmates include General Equivalency Diploma (GED) and ESL programs, as required by law. Various nationally recognized tests will be used to place inmates in appropriate education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

Literacy/GED

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

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential. For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or pay exemption.

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

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

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete additional 240 hours of program enrollment before they can be changed back to a

SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

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

Inmates with a Verified High School Diploma

In order to obtain a realistic and accurate assessment of an inmate's skill levels, a demonstration of literacy attainment must be verified for inmates with a high school diploma. Even though current policy accepts a high school diploma for custody classification, good time credits, education programs, etc., a high school diploma does not necessarily certify an inmate is literate.

Inmates who have a high school diploma (not an AA or higher post-secondary degree) are encouraged to submit a cop-out to the Education Department to request to sign-up for the Tests of Adult Basic Education (TABE) to validate their reading, language, and math computation, as well as applied math. The purpose of the TABE is to ensure these inmates have sufficient language and math skills to pursue their post-secondary education study and/or obtain a job in the community.

ESL

The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmates' communication

service outreach contacts are often established to facilitate the provision of services to the inmate parent, visiting custodial parent, and children.

Library Services

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

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

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

RECREATION, LEISURE, WELLNESS, AND SOCIAL PROGRAMS

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

Leisure Programs

Institutions offer a wide range of activities in which inmates may participate when not performing assigned duties. Leisure activities include: organized and informal games, sports, physical fitness, table games, hobby crafts, music programs, intramural activities, social and cultural organizations, and movies.

Unit Activities

Unit activities include television, board games, dominos, and other games furnished and ran by Recreation Staff.

Art and Hobby Craft Programs

Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, inks, and charcoal). Hobby craft activities include leatherwork, models, crochet, drawing, card making, etc. Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income. Use of hobby craft facilities is a privilege that the Warden or staff delegated

that authority may grant or deny.

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

Wellness Programs

Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions, and counseling. The Recreation department will coordinate these activities based on the needs of the inmate population at each respective institution. To assist with identifying "At-Risk Inmates," at FCI and FPC Manchester, Recreation Staff will offer monthly body mass index (BMI) checks to the inmate population. This particular body composition test will allow inmates to check the following: Body Mass Index (BMI), Fat Percentage, Basal Metabolic Rate (BMR), Impedance, Fat Mass, Fat Free Mass (FFM), and Total Body Water (TBW). Each inmate will receive a print-out with all the listed information. Avoid intense exercise 12 hours prior to the test. The Recreation Department will offer this program one time, per month, in the Recreation Department. Additionally, Recreation Staff will bring this machine to each housing unit. Please check the Recreation calendars posted on TRULINCS, in addition to housing unit bulletin boards, for the dates this program will be conducted.

Health Awareness and Physical Fitness Resource Area

The Recreation Department will maintain literature and videos for viewing by the inmate population. These resources are available to assist inmates in attaining a healthy lifestyle, achieving or maintaining physical fitness, and prevention of sports injuries. Resource materials may be checked out with an inmate identification card. Resource materials may not be taken to the housing unit. Any inmate found removing materials from the recreation complex will be subject to disciplinary action. The health awareness resource area will be open to the inmate population during regular hours of operation. The resource area is not to be used for any other leisure time activities other than reading or viewing wellness material.

Recreation and Zimmer Amendment

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

The Bureau offers several options for inmates to maintain their faith's dietary laws, these include:

- Self-selecting from mainline
- "No flesh" option
- The Certified Religious Diet

If you are interviewed for the Certified Religious Diet, and are not approved to participate in the program, you may request to be interviewed again six (6) months subsequent to your previous interview. The Religious Diet is not for medical reasons nor is it for "weight loss" purposes and you may not participate in it for such reasons.

Religious Resources

The Religious Services Department will maintain religious books, pamphlets, audio tapes, video tapes and DVDs for group or study use. Audio and video viewing will only take place at times scheduled for such viewing. Books can be checked out on an individual basis through our Chapel library. All books are to be returned in 14 days from check out.

Emergency Notification

In the event your family has an emergency (which includes someone going to the hospital or a death in the family), the person calling the institution to inform you of the emergency should have the following: your register number, the name of the individual involved, and the name of the hospital (or funeral home), as well as the telephone number. A staff member will verify the information before passing the information on to you. When your family experiences an emergency and they want to inform you, they should call the institution, and let the operator know the nature of their call. The institution telephone number is as follows: FCI/FPC - (606)598-1900

PSYCHOLOGY SERVICES

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

In addition, Psychology Services staff, along with other programming staff in the institution, collaborate with your Unit Team to develop a comprehensive assessment of your strengths and weaknesses. Based on this assessment, Psychology Services will offer programming recommendations specific to your psychological needs. These recommendations are designed to ensure your successful adjustment to

incarceration and prepare you for your eventual release. We encourage you to participate actively in the assessment process. If mental health or drug abuse programming is recommended for you, Psychology Services staff will provide ongoing feedback to you and your unit team regarding your progress toward these programming goals.

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

The Psychology Services department at this institution is staffed by an Acting Chief Psychologist (Dr. New), a DAPC (Dr. New), a Staff Psychologist (Dr. Olive), a Drug Treatment Specialist (Ms. Madden), and a Psychology Technician (Mr. Roberts). The department's offices are located adjacent to Religious Services, between Religious Services and Education. There are a number of ways to contact Psychology Services at this institution. You may:

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

- Submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services, paper or electronic.
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- In the case of a crisis situation, notify your Unit Officer, Unit Team, or any other BOP staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

Incarceration can be a difficult experience. At times, you may feel discouraged, frustrated, and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should

drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment.

If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. If you fail to take this required course you will be ineligible for performance pay above maintenance pay level, ineligible for bonus pay, and ineligible for vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your Correctional Counselor.

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

Nonresidential Drug Abuse Treatment

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

- inmates with a relatively minor or low-level drug abuse problem,
- inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),
- inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,
- inmates with a drug use history who chose not to participate in the RDAP, but want to prepare for staying sober in the community,

Program completion awards are only available for those who complete the program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards.

Residential Drug Abuse Program

The Residential Drug Abuse Program (RDAP) provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment

unit that is set apart from the general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment.

To show your interest in the RDAP, send an Inmate Request to a Staff Member (a "Cop-Out"). Staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 77 Bureau institutions. RDAP is NOT available at FCI Manchester, but if you are interested, please speak with a member of our Drug Treatment staff.

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

Early Release

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

HEALTH SERVICES

Mission Statement

It is the mission of the Health Services Department of FCI, Manchester, Kentucky, to provide medically necessary healthcare to inmates effectively in accordance with proven standards of care without compromising public safety concerns inherent to the Bureau of Prisons overall mission. Health care will be provided to inmates by way of Primary Care Provider Teams (PCPT), which are designed to improve the delivery of health care services by enhancing continuity of care and promoting preventive health care measures. The PCPT is designed to function in the same manner as a medical office in a community setting. Virtually all patient care provided to the inmates will be by appointment, scheduled several days to weeks in advance through written requests from the inmate, or follow-up appointments determined by the providers. Each Health Care Provider will be assigned a case load of inmates based on the inmate's register number. This care will include both acute and chronic conditions. By using a multi-disciplinary approach, we will strive to provide high quality health care services in a cost effective manner that increases the probability of beneficial patient outcomes, while reducing the probability of adverse patient outcomes. Health care will be rendered within the constraints of custody.

Location

The Health Services Department is located next to R&D, and left of the administration building at the FPC.

Staffing

The Health Services staff consists of a physician, Health Services Administration staff, mid-level practitioner(s), health information staff, nursing staff, dentists, a phlebotomist, and a dental hygienist. We also have available as consultants, physicians of various specialties, and optometrists.

Accessibility to Health Services Administrative Staff

A member of the Health Services Administrative Staff will stand mainline, Monday through Friday, except for holidays, to address health care questions and concerns. You may also address any health care concerns you may have in writing by completing and submitting an "Inmate Request to Staff" (cop-out) form to the Health Services.

The fastest and easiest way of addressing your health care concerns is by going to Sick Call and getting an appointment to come back and see the clinician in person one-on-one for an evaluation and to discuss your concerns.

Health Services Unit Functions

The Health Services Unit is the organizational unit that provides

emergency and routine ambulatory health care services. The outpatient clinic is the service area within the Health Services Unit that provides the diagnostic and support services used by the health care providers in the provision of urgent and ambulatory care services. Included are the examination rooms, treatment rooms, medication room, dental clinic, radiology and laboratory areas, waiting areas, storage areas, and administrative offices.

At the FCI main facility there are two rooms used for suicide watch and custodial purposes.

Medical/Dental Sick Call Procedures

Sick Call sign-up at the FCI is held from 7:00 a.m. to 7:30 a.m., Monday, Tuesday, Thursday, and Friday.

Sick Call sign-up at the FPC is held from 7:00 a.m. to 7:15 a.m., Monday, Tuesday, Thursday, and Friday.

General population inmates who desire to be seen at Sick Call triage will be asked to fill out a brief questionnaire regarding their sick call complaint(s). Inmates will be triaged by a health care provider to assess whether an immediate or urgent need exists, or whether an appointment can be scheduled for that day or a subsequent day. Health Services staff shall exercise professional judgment to determine the day and time of a Sick Call appointment and use the Sick Call Triage Guidelines established by the Clinical Director. Inmates will be assigned to a Primary Care Provider Team (PCPT) according to their inmate number. During Sick Call appointments, inmates will be evaluated individually in a private examination area and the health care provider shall have the inmate's medical record during all patient examinations. Inmates must have their commissary identification card to be seen.

Inmate appointments will generally be made by placing the inmate on call-out. If the inmate is determined to be unable to report to work pending his appointment, he will be held over and evaluated by medical staff, and a determination will be made as to whether he can return to work. If the inmate cannot report to work, medical staff will inform the detail supervisor that the inmate will be given a medical idle status. An appointment pass will be given to the inmate, who will then give the pass to his Detail Supervisor or Unit Officer during an open move. The supervisor will ensure the inmate is allowed sufficient time to reach Health Services for the appointment. Upon completion of the Sick Call visit or patient encounter, the inmate is to return directly to his job assignment or housing unit, as appropriate.

If given an idle or convalescent status, Health Services staff will

complete initial physical assessment, if the inmate does not present any medical problems and has already had a complete health assessment.

Health Promotion/Disease Prevention-Inmate Health Promotion

All inmates are screened for chronic illnesses and high risk factors upon their arrival to this facility. Those inmates identified as having a chronic illness or at high risk for developing a serious illness will be placed on a Chronic Clinic. Their condition will be followed and monitored by Clinicians.

There are other various programs available to inmates through the Recreation Department, such as a "Walking Club," "Fit for Life Group," and several other organized recreational activities. Contact the Recreation staff for more information.

Also available through the Health Services Department are several patient education videos, HIV/AIDS counseling services, and informational counseling sessions on current selected health topics and nutritional counseling.

Preventive Health Visit

Risk factor based preventive health examinations (e.g. cancer screening) are available for the inmate population. This needs to be discussed with individual clinical provider. An initial preventative care visit will be offered within six months of intake. Periodic preventive care visits will be available every three years for sentenced inmates under age 50, and every year for age 50 and older after the initial visit upon request from the inmate. Preventive Health Care visits are generally performed by a Registered Nurse. An "Inmate Request to Staff" (cop-out) may be submitted to the Nurse to be scheduled for a Preventive Health Care Visit.

Immunizations/Vaccinations

The Bureau of Prisons follows the recommendations of the Infectious Disease Technical Reference Manual and the Centers for Disease Control (CDC) for immunization schedules and doses. Various vaccinations against diseases are available to inmates, such as tetanus, Hepatitis B, influenza, and pneumococcal pneumonia. Vaccines and other immunizations may be given to inmates determined necessary by Health Services Staff. All inmates are tested on admission for tuberculosis, and yearly thereafter. Health Services staff shall maintain immunization records and may provide inmates with records of immunizations upon request.

Infectious Disease/HIV Testing

HIV testing is available to all inmates who request a test to be done. It will be limited to one test per twelve month period. However, HIV

tests are required in certain circumstances as follows:

- After examination by clinical staff, who have ordered testing based on their medical judgment due to certain related medical conditions.
- Those inmates selected as part of the Bureau's annual random HIV sampling survey are required to have the HIV test.
- Following an exposure incident. Exposure means specific eye, mouth, or other mucus membrane, non-intact skin or contact with blood or other body fluids.

Sexually Transmitted Disease (STD) Booklet

During A&O inmates will receive a copy of the STD booklet to review either before or after the infectious disease video. Inmates will again, receive this STD booklet prior to their release. The titles of the booklets are: "Sexually Transmitted Diseases - Questions and Answers as You Enter This Correctional Facility", and "Sexually Transmitted Diseases - Questions and Answers for When You Return to the Community".

Procedure for getting results of Diagnostic Tests (Laboratory, X-rays, MRIs, CT Scans, Etc.)

You will be placed on call-out to review and discuss any significantly abnormal test results. You will not be placed on call-out to review and discuss NORMAL test results; however, you may report to Sick Call and be given an appointment to review the results of completed diagnostic tests. If you want a copy of the test results, you should submit an Inmate Request to Staff Member to Medical Records for the specific test results you want.

Medical Duty Status

Occasionally, it is necessary to restrict an inmate's work and activities for health reasons. The following categories are used:

Medical Idle/Quarters

The patient is required to stay in their cubicle or room, leaving the area only for meals, bathroom, required pill lines, count, visits, and scheduled religious services. All other areas and activities are restricted. **Absolutely no recreational activity is permitted.**

Medical Convalescence

This patient is not required to work, but must remain in the housing unit during their normal working hours, except for medications, meals, visits, and scheduled religious services. Recovery period for operation or injury normally does not exceed 14 days. **Absolutely no recreational activity is allowed.**

- You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

Health Care Visits with no Fee:

- Health care services based on Clinician/Psychology staff referral;
- Health care staff-approved follow-up treatment for a chronic condition;
- Preventive health care services;
- Emergency services;
- Prenatal care;
- Diagnosis or treatment of chronic infectious diseases;
- Mental health care; or
- Substance abuse treatment.

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

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

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

Indigency:

An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

Inmates will not be denied access to necessary health care because of inability to pay the copay fee. Health services will provide necessary treatment.

Disputes in Co-Pay:

You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

**Federal Bureau of Prisons
Health Care Rights and Responsibilities**

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

Your Health Care Rights:	Your Responsibilities:
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the	3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the

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

health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

Health Services Re-Entry Classes

The following classes are offered through RPP as part of the Re-Entry Initiative: Disease Prevention, Sexually Transmitted Disease Prevention, and Fit for Life Program.

RELEASE-CORRECTIONAL SYSTEMS

Correctional Systems is comprised of Receiving and Discharge (R&D), Records Office and Mail Room. R&D is responsible for processing inmate admissions and releases, issuing ID cards and processing inmate property. The records office monitors inmate release dates, investigates unresolved charges and coordinating the placement of detainees and extradition. The mail room is responsible for processing incoming and outgoing inmate mail, packages and legal/special mail.

R&D and Records Office open house at the FCI is held on Tuesday and Thursday, from 10:45 a.m., to 12:00 p.m. The Mail Room holds Open House Monday through Friday, 11:30 a.m. to 12:00 p.m.

Open house hours at the FPC are Monday through Friday from 8:00 a.m. to 8:20 a.m. in the Administration Building.

Mail Room

All general correspondence to include personal photos will be photocopied. Inmates will be provided a photocopy of the front of the envelope and its contents. The original envelope and its contents will be destroyed by the institution once the photocopy is made. Photos from a private address will be photocopied in color. All incoming general correspondence must be single faced, 8.5 x 11 inch pieces of paper and may contain no more than five (5) sheets per envelope. Inmates are only allowed to possess 25 loose photographs at any given time. In the event that more than 25 photographs are received in any given day, all photographs will be rejected and returned to sender. The same will apply to books. Inmates are only authorized to possess five books at any given time. In the event that an inmate receives more than five books in any given day, all books

received will be rejected and returned to sender.

Sentence Computation

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

Fines and Costs

In addition to jail time, the court may impose committed or non-committed fines and/or costs. A committed fine, pursuant to Title 18 U.S. Code, Section 3565, means the inmate will either, remain in prison until the fine is paid, make arrangements to pay the fine, or qualify for release under the provisions of Title 18 USC, Section 3569 (Discharge of Indigent Prisoner), otherwise referred to as the Pauper's Oath. Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center. Inmates subject to non-committed fines, costs or restitution are encouraged to develop a financial plan to meet these obligations in accordance with Bureau of Prisons Program Statement, Inmate Financial Responsibility Program.

Detainers

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

Good Conduct Good Time

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

Residential Reentry Center Good Time

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

Camp Good Time (Old Law)

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

Lump Sum Awards

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

Good Time Procedures

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

Parole

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

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

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing

after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months.

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

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

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

Residential Reentry Center Placement

Inmates who are nearing release and who need assistance in obtaining a job, residence, or other community resources, may be referred for placement at a Residential Reentry Center (RRC).

The Residential Reentry Management Regional Administrator supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator.

Community programs have two major emphases: residential community-based programs provided by RRCs and programs that provide intensive nonresidential supervision to offenders in the community.

an adult visitor. The processing of visitors ends at 2:00 p.m. for inmates housed in the general population. The processing of visitors ends at 1:00 p.m. for inmates housed in the SHU.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Each institution has limits on the number and type of articles that can be taken into the Visiting Room. Typical items that may be taken into the Visiting Room by an inmate are limited to a wedding band, prescription eyeglasses, six picture tickets (maximum allowed), and religious medal. Items purchased in the Visiting Room may not be brought back into the institution by the inmate.

All visitors are to dress appropriately. Consideration is given to ensure the manner of dress is not disrespectful to staff, other visitors, or other inmates. The following items of clothing are considered INAPPROPRIATE:

- Open-toed shoes
- Shorts (males and females over 12 years of age)
- Mini skirts
- Halter tops, or halter dresses
- Athletic attire (sweatpants, "track" or running pants, jogging or wind suits or sweat suits)
- Bandanas or Scarves
- Caps or Hats (With the exception of religious head wear)
- Khaki clothing (tan, dark brown or camouflage)
- Blouses and/or other apparel which is revealing in nature
- Shirts with Hoods/Hoodies
- Strapless or sleeveless dresses or shirts
- Spandex/Lycra pants or shorts (yoga pants, jeggings, leggings)
- Low cut shirts
- Dresses or skirts with long side or front splits
- Excessively tight fitting clothing of any sort
- Any clothing item which displays obscene or controversial screen print/obscene language

SHU Visitation

Special Housing Unit (SHU) visiting hours - Tuesday - 8:00 a.m. until 3:00 p.m. Inmates in Administrative Detention will be limited to a two hour visit. Inmates in Disciplinary Segregation will be limited to a one hour visit. SHU inmates will remain in full restraints during the entire visit. Inmates in Protective Custody will have their visiting privileges suspended until the investigation is completed or they are cleared by the SIS.

Identification of Visitors

Visitors must remain in their vehicles until five minutes prior to scheduled visiting hours. They will be required to park in the designated area of the parking lot. Visitors will be required to present a photo identification which must be a valid state or government issued photo identification. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors may be subject to screening with the Ion Spectrometry Device. The device tests for the presence of illegal substances, not an individual's use of illegal substances. All Visitors are subject to search according to Program Statement for Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities.

Prohibited Objects include, but are not limited to, weapons; explosives; drugs; intoxicants; currency; cameras of any type; recording equipment; telephones; radios; pagers; electronic devices; watches; and any other objects that violate criminal laws or are prohibited by Federal regulations or Bureau policies.

Personal Property - All authorized items entering the Visiting Room must be carried in a clear plastic container/bag. Visitors are allowed to bring certain items of personal property into the Visiting Room. They are:

- Clear plastic container/bag (Not to exceed 11" X 14")
- Money, not exceeding \$20 - FCI - Coins Only
- Comb/hair brush
- Four baby bottles
- Four Diapers
- Baby food (Three unopened plastic jars and a small plastic spoon.)
- One set of baby clothes
- Emergency medication
- Jewelry (only the amount worn)
- Sweater, light jacket, or coat (Must remove upon entering the Visiting Room)
- Reasonable amount of feminine hygiene items

No diaper bags or baby carriers are permitted in the Visiting Room. Visitors will not be permitted to bring food, gum, candy, or keyless

Friday. Usually, weekend and holiday mail services are not provided.

Incoming Correspondence

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

Incoming Publications

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

Special Mail

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

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

A designated staff member opens incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband,

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

Inmate Correspondence with Representatives of the News Media

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

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

Correspondence between Confined Inmates

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

Rejection of Correspondence

The Warden may reject general correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Any items received in mail that cannot be inspected without damage or items considered unauthorized contraband will be returned to sender.

Notification of Rejection

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

his/her attorney of these requirements. If legal mail is not adequately marked, it may be opened as general correspondence.

Attorney Visits

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

Legal Material

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

Attorney Phone Calls

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

Law Library

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

Notary Public

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

Copies of Legal Material

In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A copying machine is available in the Education Department for inmate use for a nominal

fee. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication through the Unit Team.

Inmate Access to Central Files and Other Documents

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

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

Freedom of Information/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request, or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves shall be processed through the Freedom of Information Act (FOIA), 5 USC 552. Requests may be made in writing to the FOIA Branch, Central Office, 320 First St., N.W., Washington, D.C. 20534.

Executive Clemency

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

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

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

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

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

- Statement of Facts
- Grounds for Relief
- Relief Request

The statement of facts should be brief and concise. You must give a complete and accurate account of the facts and events leading up to the incident in order to get a meaningful answer (support your claims with evidence). Begin your Administrative Remedy request in Part A, and the use of one additional 8 1/4 x 11 continuation page may be used.

It is important to list the names of all witnesses that can verify your claims, both staff and inmates. You should state the reasons that you feel relief should be granted. Program Statements, Institution Supplements, United States Code, and other legal reference materials are available in the Law Library to help you determine grounds for relief. The final portion of your BP-9 is your specific request for relief. You must state exactly what you want done about your problem.

Inmates have the responsibility to use this program in good faith and in an honest and straightforward manner.

Time Limits for Administrative Remedy:

	BP 9	BP 10	BP 11
Filing time for inmate:	20 days from incident	20 days from incident	30 days from incident
Response from Administration:	20 days	30 days	40 days
Extensions allowed	20 days	30 days	20 days

NOTE: All response times are in calendar days.

Sensitive Complaints

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

General Information

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

For detailed instructions see Program Statement 1330.18, Administrative Remedy Program and Institution Supplement 1330.18 Administrative Remedy Program.

Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from their Unit Counselor. If a Standard Form 95 is not available, a claim may

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

Special Housing Unit Status

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

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

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

- Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.
- Holdover Status: You are in holdover status during transfer to a designated institution or other destination.
- Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:
- Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;
- Transfer: You are pending transfer to another institution;

- Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or
- Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility or public safety.

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

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

Disciplinary segregation (D/S) status: D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing a prohibited act(s). When you are placed in D/S status, as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing.

In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles.

Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

Program staff, including unit staff, will arrange to visit inmates in a SHU within a reasonable time after receiving the inmate's request. A Health Services staff member will visit you daily to provide necessary medical care. While in SHU, you may continue taking your prescribed medications. In addition, after every 30 calendar days of continuous placement in either A/D or D/S status, a Mental Health staff will examine and interview you.

Conclusion

Hopefully this information will assist inmates during their incarceration and help clarify any concerns they may encounter. New commitments should feel free to ask any staff member for assistance,

reading materials for educational purposes and for your own employment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

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.

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.

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 responsibility to take advantage of activities which will aid you to live 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 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.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

100 Killing.

101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).

102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.

105 Rioting.

106 Encouraging others to riot.

107 Taking hostage(s).

108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

109 (Not to be used).

110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.

- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or

accomplished by an inmate).

- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The

- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).

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

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2 nd offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3 rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2 nd offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 rd or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2 nd offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 rd or more offense	Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months)

INMATE VOTING RIGHTS

Currently, the District of Columbia (DC), Maine and Vermont allow incarcerated individuals to vote.

- **District of Columbia:** You must have proper proof of residence (address must match the address listed on the voter application). Those in a federal facility may use your DC home address. If you do not currently have an address in DC (i.e., no family currently residing there), but are still returning to DC upon release, use your last known address.
- **Maine:** You must have an **established** residence. Residence for the purpose of elections refers to "that place where the person has established a fixed and principal home to which the person, whenever temporarily absent, intends to return." Meaning, you must intend to return to that address, and you will need to attest to that on the forms.
- **Vermont:** Inmates vote by absentee ballot by using their last known address in Vermont.

Voting materials for DC, Maine, and Vermont are posted on TRULINCS. This and other material is also available in the Reentry Resource Library. Prior to release or transfer to a Residential Reentry Center or Home Confinement, you will receive additional information regarding Restoration of Voting Rights. The BOP will update information materials regarding changes in voting rights for relevant states as needed.

Incoming and Outgoing Voter Mail

Incoming mail from a Board of Election labeled "Official Election Mail," "Official Election Ballot," "Ballot Enclosed," or similar language indicating the contents of the envelope include an election ballot will be treated as legal mail and inmates will sign for the mail. Only incoming ballots will be treated as legal mail, other types of informational mail are considered general correspondence. All outgoing inmate mail addressed to a Board of Election will be treated as legal mail.

RESTORATION OF VOTING RIGHTS

It has been a common practice within the United States to make felons ineligible to vote, and in some cases permanently. Over the past few decades, the general trend has been to reinstate the right to vote at some point, although this is a state-by-state policy choice. Below is a summary.

U.S. Department of Justice
Federal Bureau of Prisons

**Sexually Abusive Behavior Prevention and Intervention:
Information and How to Report**



An Overview for Inmates

Federal Correctional Institution/Federal Prison Camp
Manchester, Kentucky

June 2022

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 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, **we recommend that you see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom because evidence can be lost.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

How Do You Report an Incident of Sexually Abusive Behavior?

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

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the

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

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

FCI Manchester has a contract with an outside entity, to ensure effective communication, both receptively and expressively, with inmates who are limited English proficient and/or inmates with disabilities (including, for example, inmates who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities). FCI Manchester will ensure all inmates have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment.



U.S. Department of Justice
Federal Bureau of Prisons

Office of the Director

Washington, DC 20534

July 20, 2012

MEMORANDUM FOR ALL BUREAU DIVISIONS

FROM: Charles E. Samuels, Jr., Director

SUBJECT: Suicide Prevention

As Director of the Federal Bureau of Prisons, I am committed to ensuring your safety, the safety of staff and the public. I am also committed to providing you with programs and services that can contribute to your ability to successfully reenter society. In this message, I would like to specifically address your state of mind, an important part of your overall well-being.

Reincarceration is difficult for many people; many individuals experience a wide range of emotions – sadness, anxiety, fear, isolation, anger, or hopelessness. You may feel that you are not in control of your future and you may find it difficult to think about your future. You may feel that you are not able to think of solutions other than suicide. It is not because solutions do not exist; it is because you are currently unable to see them. Do not lose hope. Solutions can be found, feelings change, unanticipated positive events occur. Look for meaning and purpose in educational and treatment programs, faith, work, family, and friends.

Bureau staff are a key resource available to you. Every institution is staffed with psychologists who provide counseling and other supportive services. You may also be able to speak with a chaplain, a peer support specialist, or a staff member who has been through a similar experience. They will contact Psychology Services to make the necessary arrangements. Psychologists are not the only Bureau staff available to provide you support. Your unit officer, counselor or case manager, work supervisor, teacher, and treatment specialist are available to speak with you and provide assistance, as are the other staff in the institution, including recreation specialists and leaversmiths. Help is available.

Every day, inmates across the Bureau find the strength and support to move ahead in a positive direction. You may be reading this message while in a Special Housing Unit or Special Management Unit, but that does not mean you are in the wrong direction. But whenever you are, whenever your circumstances, my commitment to you is the same. I want you to succeed. I want your life to go forward in a positive direction – a direction personally fulfilling to you, but also a direction which ensures the safety of the staff and inmates who interact with you each day.

I know your road ahead is not an easy one, be willing to request help from those around you.

"Learn from yesterday, live for today, hope for tomorrow."
— Albert Einstein



U.S. Department of Justice
Federal Bureau of Prisons

Office of the Director

Washington, DC 20534

23 de julio de 2012

MEMORANDUM PARA TODOS LOS NEDS

DE: Charles E. Samuels, Jr., Director

PREVENCIÓN DEL SUICIDIO

Como Director de la Agencia Federal de Prisiones, estoy comprometido en velar por su seguridad, la seguridad del personal y del público general. Asimismo estoy comprometido en proporcionarles programas y servicios que contribuyan a su capacidad para reintegrarse con éxito a la sociedad. En este mensaje, me gustaría abordar específicamente su estado de ánimo, que es una parte importante de su bienestar.

El estar encarcelado es difícil para muchas personas. Muchos individuos experimentan una amplia variedad de emociones: tristeza, ansiedad, miedo, soledad, ira o desesperanza. Por momentos ustedes pueden sentirse desamparados acerca de su futuro y sus pensamientos pueden transformarse en pensamientos suicidas. Si no pueden pensar en otra solución diferente al suicidio, no es porque no haya soluciones, sino porque actualmente ustedes no tienen la capacidad de pensar en ellas. No se desespere. Las soluciones existen. Pueden ser encontradas en programas educativos y de tratamiento, en la fe, el trabajo, la familia y los amigos.

El personal de la Agencia es un recurso clave que está disponible para usted. Cada institución cuenta con psicólogos que brindan consejería y otros servicios de apoyo. Usted también puede hablar con un leaversmith o un especialista en servicios de salida. Ellos contactarán a Servicios de Psicología para hacer los arreglos necesarios. Los psicólogos no son los únicos integrantes del personal de la Agencia que están disponibles para brindarle apoyo. Su oficial, consejero o gerente de casos de la unidad, el supervisor de su trabajo, el profesor o el especialista en tratamiento están disponibles para hablar con usted y proporcionarle asistencia, al igual que el resto del personal de la institución, que incluye a los especialistas en recreación y los leaversmiths. Hay ayuda disponible.

Cada día las personas en toda la Agencia encuentran las fuerzas y el apoyo para seguir adelante en una dirección positiva, a pesar de sus circunstancias desafiantes. Es posible que está leyendo este mensaje mientras se encuentra en una celda de la Unidad de Vivienda Especial o de la Unidad de Gestión de Riesgo, pero eso no significa que usted no pueda avanzar en una dirección positiva. Mi compromiso con usted es el mismo. Deseo que su vida avance en una dirección positiva: una dirección que le satisfaga personalmente, pero que también promueva la seguridad del personal y de los reos que interactúan con usted todos los días.

Se que el camino por delante no será fácil. Están dispuestos a pedir ayuda a aquellas personas que las rodean.

"Aprende del ayer, vive el hoy, ten esperanza por el mañana"
— Albert Einstein

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