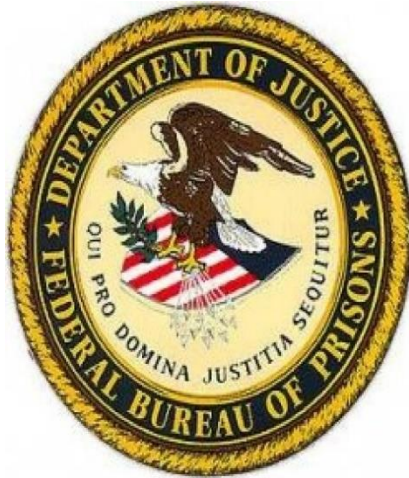


INMATE  
ADMISSION & ORIENTATION  
HANDBOOK



FEDERAL DETENTION CENTER  
PHILADELPHIA, PENNSYLVANIA

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## TABLE OF CONTENTS

INTRODUCTION .....	4
WARDEN .....	4
ASSOCIATE WARDEN-OPERATIONS .....	4
ASSOCIATE WARDEN-PROGRAMS .....	4
ATTORNEY ADVISOR .....	4
CAPTAIN .....	4
LIEUTENANT .....	4
CORRECTIONAL OFFICER .....	4
CASE MANAGEMENT COORDINATOR .....	5
UNIT MANAGER .....	5
CASE MANAGER .....	5
UNIT COUNSELOR .....	5
ADMINISTRATIVE REMEDY PROCEDURES .....	5
ADMISSION & ORIENTATION PROGRAM .....	6
BARBER SHOP .....	6
CALL-OUTS .....	6
CLASSIFICATION PROCESS .....	6
CLOTHING .....	6
COMMISSARY .....	7
COMMUNITY PROGRAMS .....	8
CONTRABAND .....	8
COUNTS .....	8
DENTAL SERVICES .....	8
DISCIPLINARY PROCESS .....	9
DISCIPLINE SCALE AND PROHIBITED ACTS.....	13
DRUG ABUSE EDUCATION & TREATMENT.....	14
EDUCATION PROGRAMS & SERVICES .....	15
EMERGENCY FIRE EVACUATION PLANS .....	17
FINANCIAL RESPONSIBILITY .....	17
FIRST STEP ACT (FSA).....	17

FOOD SERVICE .....	18
HEALTH CARE/MRSA .....	18
HEALTH CARE/ RIGHTS & RESPONSIBILITIES .....	19
INMATE ACCOUNTABILITY .....	20
LIBRARY SERVICES.....	21
MAIL REGULATIONS.....	21
MONEY .....	22
PAROLE PROCEDURES.....	23
PERFORMANCE PAY.....	23
PSYCHOLOGY SERVICES .....	23
RECREATION PROGRAMS.....	24
RELEASE ORIENTATION PROGRAM.....	26
RELIGIOUS SERVICES .....	26
SEXUAL ABUSE PREVENTION .....	26
SPECIAL MAIL .....	26
SUICIDE PREVENTION .....	27
TELEPHONES .....	27
TREATY TRANSFER PROGRAM .....	27
TRULINCS & ELECTRONIC MESSAGING.....	28
UNITS .....	29
VISITING .....	29

**ATTACHMENTS**

INMATE VOTING RIGHTS .....	30
INMATE RESPONSIBILITIES.....	31
INMATE RIGHTS.....	31
PROPER CELL APPEARANCE .....	32
UNIT RULES AND REGULATIONS.....	32
UNIT SANITATION PROCEDURES.....	34
SEXUAL ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION.....	35
ADDRESSES TO RECEIVE MAIL & MONEY.....	40
DIRECTIONS .....	40

## **INTRODUCTION**

The purpose of this handbook is to provide you with information regarding the Bureau of Prisons, its programs, institution, and general rules and regulations. This handbook is not a specific guide to the detailed policies of the Bureau of Prisons (which is subject to change) or all procedures in effect at FDC Philadelphia. That information will be made available during the Admission and Orientation Program. The material in this handbook will help answer questions about your prison experience and hopefully help you with adjustment to institution life. This handbook also encourages you to address additional questions to your Unit Officer, Correctional Counselor, Case Manager, Unit Manager, or any other institution staff member.

## **WARDEN**

The Warden is the Chief Executive Officer of FDC Philadelphia, and is responsible for the total operation of the facility. The Warden delegates responsibility to Executive Staff and Department Heads to effectively manage the institution. These individuals are expected to deliver all programs and services to the inmate population.

## **ASSOCIATE WARDEN OPERATIONS**

The Associate Warden of Operations (AWO) reports directly to the Warden. The AWO's responsibility is to oversee the day-to-day operations of the following departments: Food Service, Health Services, Human Resources, Employee Development, Safety, Facilities, Financial Management, Trust Fund, and Computer Services.

## **ASSOCIATE WARDEN PROGRAMS**

The Associate Warden of Programs (AWP) reports directly to the Warden. The AWP's responsibility is to oversee the day-to-day operations of the following departments: Correctional Systems Department (CSD), Unit Management, Correctional Services, Chaplaincy, Education, Psychology Services, and Reentry Coordinator.

## **ATTORNEY ADVISOR**

The Attorney Advisor reports directly to the Warden, and represents the interests of the Federal Bureau of Prisons. The Attorney Advisor's responsibility is to represent the institution in all litigation and legal matters, coordinate and review the Administrative Remedy Program and the handling of court subpoenas and orders.

## **CAPTAIN**

The Captain reports directly to the AWP. The Captain is responsible for the overall security of the institution. The Captain is also the Chief Correctional Supervisor for all Correctional Services personnel.

## **LIEUTENANT**

Lieutenants report directly to the Captain. Lieutenants are responsible for supervising Correctional Officers. The Lieutenant ensures the security and accountability of inmates is maintained by assigned Correctional Services staff. Lieutenants also investigate instances of inmate misconduct. After normal business hours, the Lieutenant on duty is responsible for the overall operation of the institution.

## **CORRECTIONAL OFFICER**

Correctional Officers, in conjunction with the Unit Team, have a direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. (Attachment A – English / Attachment B – Spanish). They have safety, security, and sanitation responsibilities on the unit. Unit Officers are in regular contact with inmates in the units and do establish professional relationships with them. They will be jointly supervised by the Unit Manager and the Captain during his/her unit assignment. Unit Officers will provide input relative to an inmate's conduct while in the unit and his compliance with sanitation standards. Correctional Officers enforce the rules and regulations of the Bureau of Prisons.

### **CASE MANAGEMENT COORDINATOR**

The Case Management Coordinator (CMC) reports directly to the AWP and is delegated the responsibility of coordinating Inmate Performance Pay. The CMC is the Inmate Financial Responsibility Program coordinator, Central Inmate Monitoring coordinator and the Case Management Specialist at this institution. The CMC also has over site of the Correctional Systems Department (CSD) which has the Records Section, Mail Room, and Receiving and Discharge. The CSD is responsible for the releasing of inmates. If the inmate is releasing to his/her residence, CSD has the responsibility of ensuring the inmate is released before 11:59 p.m.

### **UNIT MANAGER**

The Unit Manager (UM) reports directly to the AWP and is responsible for the operation of the housing unit. The Unit Manager supervises the Case Manager, Unit Counselor, and Unit Secretary. If you are unable to resolve a situation with your Unit Counselor or Case Manager, you should request relief through the Unit Manager.

### **CASE MANAGER**

The Case Manager reports directly to the Unit Manager and is responsible for assessing the program and security needs of inmates. Your Case Manager will schedule your appearance before the unit classification team and outline a correctional program designed to meet those needs and address other related issues.

### **UNIT COUNSELOR**

The Unit Counselor reports directly to the Unit Manager and is responsible for addressing inmate needs. The Unit Counselor is available on the unit to address any questions or concerns you may have during your incarceration. The Unit Counselor's primary responsibilities include assisting inmates with visiting, cell assignments, legal calls, administrative remedy resolutions and work details.

### **ADMINISTRATIVE REMEDY PROCEDURES**

The Administrative Remedy Program is a process through which inmates may seek formal review of issues related to their confinements. Before starting the formal Administrative Remedy process, you must seek informal resolution. This process is ordinarily done with the Correctional Counselor and through the completion of the Informal Resolution Form. If informal resolution proves unsuccessful, you should request a Request for Administrative Remedy (BP-9) form from your Unit Counselor. Once completed, the form should be returned to unit team who will deliver it, along with the proposed informal resolution, to the Administrative Remedy Coordinator. The deadline for completion of informal resolution and submission of the formal written Request for Administrative Remedy, on the appropriate form (BP-9), is 20 calendar days following the date on which the basis for the request occurred. The Warden has 20 calendar days to respond from the day of filing. If you are not satisfied with the response to the Request for Administrative Remedy (BP-9), an appeal may be filed, within 20 days, to the Regional Office, which has 30 days to respond. If you are not satisfied with the regional response an appeal may be filed, within 30 days, to the General Counsel at Central Office, which has 40 days to respond. If the time period is not sufficient to make an appropriate decision, the time for response may be extended by 20 days at the institution level, 30 days at the regional level and 40 days at the Central Office level. You will be notified of any extensions in writing by staff. The appropriate forms are available from your Unit Counselor.

Request for Administrative Remedy, Form BP-229(13), is appropriate for filing at the institution. (BP-9)  
Regional Administrative Remedy, Form BP-230(13), is appropriate for submitting an appeal to the Regional Office. (BP-10)  
Central Office Administrative Remedy, From BP-231(13), is appropriate for submitting an appeal to the Central Office. (BP-11)

When filing a complaint you shall place a single complaint or a reasonable number of closely related issues on the form. If you include on a single form multiple unrelated issues, the submission shall be rejected and returned without response and you will be informed to use separate forms for each unrelated issue. If you believe the issue is sensitive and your safety or well-being would be placed in danger if the request became known at the institution, the request may be submitted directly to the appropriate Regional Director. You must clearly mark "Sensitive" upon the request and explain, in writing, the reason for not submitting the request at the institution. DHO appeals shall be submitted initially to the Regional Director for the region where you are currently located.

### **ADMISSION AND ORIENTATION PROGRAM**

The Admission and Orientation (A&O) Program is intended to inform Work Cadre inmates of programs, services, policies, and procedures at FDC Philadelphia; included in the A&O Program is a presentation by the various Department Heads regarding their programs and operations. This is a mandatory program for all Work Cadre inmates and interaction between staff and inmates is expected. The A&O information will be translated into other languages as necessary and procedures are set in place if literacy problems exist (translation services and staff verbally providing information).

Pretrial, Holdover, and Detainee inmates are not required to participate in an Admission and Orientation Program. Unit counselors provide all new inmates with unit orientation upon their arrival, regarding unit rules and regulations. Unit staff provides all inmates with a copy of the Admission & Orientation Handbook and complete the Inmate Acknowledgment forms (407/408) during intake screening. This handbook informs you of the Inmate Rights and Responsibilities and the Bureau's Prohibited Acts and Disciplinary System. It is your responsibility to review the handbook and the unit rules and regulations posted in the electronic bulletin board. If you have questions regarding rules and regulations, please see your unit team.

### **BARBER SHOP & HAIR CARE**

Haircuts/Hair care will be conducted in the individual housing units under the supervision of the unit officer and the unit counselor. All haircuts /hair care will take place in the program room on the first floor of the unit except for 3 South which will be conducted on the second floor assigned Hair Room. Only the barber or hair care worker, and the individual having their hair cut, may be in the program room. Anyone waiting for a haircut/hair care, must remain outside the program room. **The barber is only authorized to do BASIC HAIRCUTS/HAIR CARE.** Shaves, Fades and Braiding etc. are strictly prohibited. Failure to follow these regulations will result in termination of barber shop operations.

### **CALL-OUTS**

The inmate Call-Out system is the official means of scheduling appointments. The daily call-out sheet will be posted on the unit bulletin board on the day preceding the appointment. Information on the call-out sheet is entered by staff and lists the reporting time and physical area where the inmate is scheduled to report. It is the inmate's responsibility to check for appointments on a daily basis and to keep all scheduled appointments. Missing call-outs may result in disciplinary action.

### **CLASSIFICATION PROCESS**

A Unit Classification Team consists of the Unit Manager, Case Manager, and Unit Counselor. An Education advisor and a Psychology Services representative are also considered members of the Unit Classification Team, when appropriate.

The Unit Classification Team shall conduct regular reviews of an inmate's status. Each pretrial inmate shall be scheduled for an initial review by the unit team within 21 calendar days of the inmate's first arrival at the institution. Subsequent reviews shall be conducted every 90 days. A pretrial inmate must attend these reviews.

Inmates designated to FDC Philadelphia (Work Cadre) to serve their sentences, will meet with their Unit Classification Team within four weeks of their arrival. During initial classification and program reviews, the Unit Classification Team will review

the inmate's criminal offense or violation offense and recommend participation in available programs based on the inmate's needs and security concerns. Regularly scheduled reviews are conducted every 90 or 180 days depending on the length of sentence. You must attend initial classifications and program reviews.

### **CLOTHING**

Upon arrival, you will be given a set of clothing along with a standard bed roll. The laundry department will provide your standard clothing issue within three business days after your arrival. If you wish to exchange your government issued clothing, address a copout via TRULINCS to the Trust Fund staff or speak to the Trust Fund Supervisor at mainline. Government items issued to you may not be transferred from institution to institution. All clothing and linen must be turned into R&D when departing the institution. Work boots must be turned into your Unit Counselor or Unit Officer when departing the institution. You will receive a complete clothing exchange every 12 months. Bus shoes will be exchanged every 6 months. You are not permitted to exchange clothing nor shoes before the 12th or 6th month unless you change sizes or the clothing/shoe(s) is damaged beyond your control. You are responsible for the clothing you are issued. Altering, destroying or damaging any government or personal clothing is strictly prohibited. If you lose or damage your institutional clothing, you will be charged for the clothing. The institutional laundry will not be responsible for lost, stolen, or damaged clothing purchased from the commissary. Clothing items purchased in the commissary are not in addition to the specified laundry limits.

The following is your authorized institution clothing issue:

Female Inmates	Gate Pass Female Inmates	Male Inmates
Beige Pants (5 each)	Beige Pants (5 each)	Olive Drab Jumpsuit (3 each)
Beige Shirts (5 each)	Burgandy Shirts (5 each)	Brown T-Shirts (5 each)
Brown T-Shirts (5 each)	Brown T-Shirts (5 each)	Socks (5 pair)
Socks (5 pair)	Socks (5 pair)	Undershorts (7 each)
Panties (7 each)	Panties (7 each)	Soft Shoes (1 pair)
Sport Bra (5 each)	Sport Bra (5 each)	Laundry bags (2 each)
Soft Shoes (1 pair)	Soft Shoes (1 pair)	
Nightshirt (2 each)	Nightshirt (2 each)	
Laundry Bags (2 each)	Laundry Bags (2 each)	

Work Boots (1 pair) are issued when inmates are assigned to a work detail.

Linen Exchange & Laundry Procedures: Inmates may exchange linen and have their assigned clothing issue laundered on a weekly basis. On assigned days, inmates can place their clothing in a secured laundry bag in the unit laundry cart between 6:00 – 7:00 am. All laundry bags must have your name and number to identify each bag. Laundry bags with names crossed out or written in by pen will be confiscated by the laundry staff. Clothes will be cleaned and returned to the unit by 3:00 pm. Linen will be exchanged on a one-for-one basis at 7:00 am on your laundry day. If you have any questions regarding your laundry issues (i.e.: size, cleanliness, etc.), direct them to the Laundry Foreman on your laundry day. If you are asked to pack your items, you must take all of your institution issued items with you when you depart from your unit.

### **COMMISSARY**

Inmates are afforded the opportunity to maintain an inmate account (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the privilege of obtaining merchandise and services. An inmate may use funds in their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, or send funds by creating a BP-199. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card. Inmates released without a release card will be required to send a letter to have their account balance forwarded. The letter should include the name, register number, forwarding address, and must be signed. The letter should be mailed to Inmate Accounts, P.O. Box 572, Philadelphia Pa. 19105, or via fax to (215) 521-4039. Letters received without a signature will not be honored. Allow 4 to 5 weeks for the check to arrive.

Request for withdrawals of inmate personal funds, BP-199 forms, will be processed weekly by Trust Fund. Withdrawals are initiated in TRULINCS by the inmate. When the BP-199 is printed it must be signed by the inmate in the presence of staff.

The Supervisor of Education approves withdrawal request for correspondence courses and materials for approved education programs. Unit Managers will approve all other withdrawal requests. Only an Associate Warden can approve inmate withdrawals exceeding \$500.00.

Commissary validation dates are found on the inmate Deposit Fund. It is the inmate's responsibility to know the amount of money available in their account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate's telephone (118+PAC). Inmates must have their commissary card in their possession at all times for identification purposes. You can purchase commissary items on a bi-weekly basis by submitting a commissary Sheet. Commissary Sheets are available from the unit officer and must be submitted one day prior to the scheduled commissary day. The commissary spending limit for the work cadre is \$250.00 and for Pretrial/Holdover inmates, \$200.00 per month. Commissary rules and regulations are posted on the back page of the commissary list.

Any shopping list not submitted in time for the 7:00 a.m. pick up time, will not be picked up at a later time. Inmates will have to wait for their next shopping day to place a commissary order. Commissary is delivered on the units after lunch has been completed. All inmates must recall to their cells and the television and recreation yards will be off limits while commissary is being distributed. Commissary staff will cancel sales when the unit is not in compliance with the above expectations. Staff will call cell numbers, only the inmates living in those cells should be present to collect their orders at that time. All inmates must have their ID cards with a clear picture to receive their purchases. The ID card is collected and matched to the corresponding receipt. When inmates are called to pick up their orders, they are given the opportunity to verify their orders for correctness. All discrepancies must be addressed prior to leaving the receiving area with commissary staff. Inmates not on the unit during commissary delivery may receive their commissary on Friday. All discrepancies with a sale must be discussed with staff, before departing the sales window. Failure to do so will result in a final sale. A laundry bag must be brought to the sales window to retrieve commissary items. Inmates that do not have a bag may have the order credited to their accounts.

\*SNEAKERS – Inmates will be permitted to purchase sneakers one pair (2) times per year.

\*STAMPS – Indigent stamps and purchase of additional stamps are only approved by the Unit Manager. If you wish to receive indigent stamps or buy additional stamps, address a copout via TRULINCS to the Unit Manager. Approved requests for additional stamps should be attached to your commissary sheets.

\*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 commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. The MP3 player can be managed through TRU-Units. This service allows inmates to manage the player and to purchase non-explicit music.

MP3 purchases that are deemed defective and under the 1-year warranty, can be mailed to the vendor (ATG). Envelopes with ATG's address are sold and must be obtained from the commissary. The envelope must include the warranty card properly filled out, copy of receipt, description of the problem, and the MP3 player. Postage is the responsibility of the inmate. All MP3 warranty requests must be sent out through your Unit Counselor. If approved by ATG, a new MP3 Player will be sent to the institution and delivered by the Trust Fund Staff. If you choose to keep the MP3 once you are released from the Bureau of Prisons, the vendor has to deinstitutionalize the MP3 for a fee of \$25.00. The cost will cover the shipping & handling. The fee must be in form of a money order from the USPS, Western Union, or Money Gram made out to ATG. The service request card must be filled out and signed. The forms and additional instruction can be found via the electronic bulletin board under Trust Fund.

ATG  
1601 48th Street, Suite 220  
West Des Moines, IA 50266

IT IS A PRIVILEGE, NOT A RIGHT, FOR YOU TO PARTICIPATE IN THE COMMISSARY PROGRAM. THE WARDEN, OR HIS REPRESENTATIVE, MAY DENY OR LIMIT THAT PRIVILEGE AT ANY TIME.



## **COMMUNITY PROGRAMS**

Eligibility for RRC participation is evaluated by the unit team during the inmate's initial classification and subsequent teams. The unit team makes recommendations for participation in community programs based on assessment of an inmate's need for services, public safety and the responsible management of the inmate population. Any recommendation for participation in community-based programs must be approved by the Warden. Participation in community-based programs is not a reward for good behavior.

## **CONTRABAND**

Contraband is defined as anything that is not purchased in the institution commissary, issued by a staff member, or approved through the Correctional Systems Department (CSD). Items that have been altered or belong to another inmate and excessive commissary are also considered contraband. Possession of contraband will result in disciplinary action.

## **COUNTS**

It is necessary for staff to count inmates on a regular basis. Counts are conducted daily at 12:00 a.m. (midnight), 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:00 p.m. The 4:00 p.m. & 10:00 p.m., counts are stand-up count, no exceptions. On weekends and holidays, there is also a 10:00 a.m. stand-up count. During a count, you are to remain quietly in your cell until the count is announced as clear. Interfering with the count will result in disciplinary action.

## **DENTAL SERVICES**

A Dentist and Dental Assistant are available in FDC Philadelphia. Dental problems are addressed via a medical sick call request form to the Dentist. Dental emergencies will be determined by the Dentist. Due to the transient nature of the inmates at FDC Philadelphia, emergency care is available, however, designated inmates will have priority for routine and general maintenance procedures. While designated inmates are eligible for routine dental care, accessory care is not approved by the BOP. Routine dental care would encompass permanent fillings, teeth cleaning, removable partial and full prosthesis. Accessory dental care would include orthodontic (braces), fixed bridges and crowns. Non-designated inmates will receive emergency treatment for infection, pain and other dental emergencies. Any non-designated inmate who has been incarcerated for 12 months consecutively AT THIS FACILITY can request to be placed on the waiting list for cleaning.

## **DISCIPLINARY PROCESS/PROCESO DISCIPLINARIO**

The inmate discipline program helps ensure the safety, security, and orderly operation for all inmates. Violations of BOP rules and regulations are handled by the Unit Discipline Committee (UDC) and for more serious violations, the Disciplinary Hearing Officer (DHO). There are four categories of prohibited acts: Greatest Severity, High Severity, Moderate Severity, and Low Moderate Severity. Included in this handbook is a list of prohibited acts and available sanctions.

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

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

the DHO for final disposition.

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

**APPEALS OF DISCIPLINARY ACTIONS** - Appeals of all disciplinary actions may be made through the Administrative Remedy Program. The initial reviewing official for the UDC is the Warden. The decision of the DHO is final and subject to review only by the Regional Director. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the reviewing authority (Warden, Regional Director, or General Counsel) considers: Whether the UDC or DHO substantially complied with regulations on inmate discipline. Whether the UDC or DHO based its decision on facts. If there is conflicting evidence, whether the decision was based on the greater weight of the evidence. Whether an appropriate sanction was imposed for the severity level of the prohibited act, and other relevant circumstances.

**PROHIBITED ACTS AND DISCIPLINE SEVERITY SCALE  
GREATEST SEVERITY SCALE**

The UDC must refer all Greatest Severity Prohibited Acts to the DHO with recommendation as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing.	A. Recommend parole date rescission or retardation  B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time) an extra good time or good conduct time sanction may not be suspended)
101	Assaulting any person or armed assault on the institution’s secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate).	
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 prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise charge is properly classified Code 218 or 329).	B.1 Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended)
104	Possession, manufacturing, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.	C. Disciplinary segregation (up to 12 months)
105	Rioting.	
106	Encouraging others to riot.	D. Make monetary restitution
107	Taking hostage(s).	E. Monetary fine
108	Possession, manufacture, introduction, or loss of hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety, e.g., hack-saw blade, body armor, maps, had made rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).	F. Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation) G. Change housing quarter
110	Refusing to provide urine sample; refusing to breathe into a Breathalyzer, refusing to take part in other drug-abuse testing.	H. Remove from program and/or group activity
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	I. Loss of job
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	J. Loss of job
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by medical staff.	K. Impound inmate's personal property
113	Possession or any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	L. Confiscate contraband
114	Sexual assault of any person, involving non-consensual touching by force or threat of force.	M. Restrict to quarters
115	Destroying and/or deposing of any item during a search or attempt to search.	N. Extra duty
196	Use of mail for an illegal purpose or to commit or further a Greatest category prohibited act.	
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.	
198	Interfering with a staff member in the performance of duties most like another Greatest category prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest category prohibited acts.	
199	Conduct which disrupts or interferes with the orderly running of the institution or the Bureau of Prisons most like another Greatest category prohibited act. The charge is to be used only when another charge of Greatest Severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest category prohibited acts.	

**CONDUCT CODES/HIGH CATEGORY OFFENSES**

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to the Bureau of Prisons custody within four hours.	A. Recommended parole date rescission or retardation B. Forfeit and/or withhold earned statutory good

		time or non-vested good conduct time up to 50% or up to 60 days, which is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
201	Fighting with another person.	
203	Threatening another with bodily harm or any other offense.	
204	Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	
205	Engaging in sexual acts.	B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended)
206	Making sexual proposals or threats to another.	
207	Wearing a disguise or a mask.	
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.	C. Disciplinary segregation (up to 6 months)
209	Adulteration of any food or drink.	D. Make monetary restitution
211	Possession of any officer's or staff clothing.	
212	Engaging in or encouraging a group demonstration.	E. Monetary fine
213	Encouraging others to refuse to work or to participate in a work stoppage	
216	Giving or offering an official or staff member a bribe, or anything of value.	F. Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation)
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.	G. Change housing (quarters)
219	Stealing, theft (including data obtained through the unauthorized use of a communication device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment of which data is stored).	H. Remove from program and/or group activity
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).	I. Loss of job.
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).	J. Loss of job.
221	Being in an unauthorized area with a person of the opposite sex without staff permission.	K. Impound inmate's personal property
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).	L. Confiscate contraband
225	Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.	M. Restrict to quarters
226	Possession of stolen property.	N. Extra duty
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 with 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 without a specific address with directions or intent to have	

	the correspondence sent to an unauthorized person, and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
297	Use of telephone for abuses other than illegal activity which circumvent the ability of the staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
298	Interfering with a staff member in the performance of duties, most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

### CONDUCT CODES/MODERATE CATEGORY OFFENSES

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure.	A. Recommend parole date rescission or retardation.
302	Misuse of authorized medication.	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.	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).
304	Loaning of property or anything of value for profit or increased return.	
305	Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular channels.	
306	Refusing to work or accept a program assignment.	
307	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, (e.g. failure to obey an order which furthers a riot would be charged as Code 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as Code 110).	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended) C. Disciplinary segregation (up to 3 months).
308	Violating a condition of furlough.	D. Make monetary restitution
309	Violating a condition of a community program.	
310	Unexcused absence from work or any program assignment.	E. Monetary fine
311	Failing to perform work as instructed by the supervisor.	
312	Insolence towards a staff member.	F. Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation)
313	Lying or providing a false statement to a staff member.	
314	Counterfeiting, forgoing or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced; (e.g., counterfeiting release papers to affect escape, Code 102).	G. Change housing (quarters) H. Remove from program and/or group activity
315	Participating in an unauthorized meeting or gathering.	
316	Being in an unauthorized area without staff authorization.	I. Loss of job
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).	J. Impound inmate's personal property
318	Using any equipment or machinery without staff authorization.	
319	Using any equipment or machinery contrary to instructions or posted safety standards.	K. Confiscate contraband
320	Failing to stand count.	L. Restrict to quarters
321	Interfering with the taking of count.	
324	Gambling.	M. Extra duty
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 or less.	

330	Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
331	Possession, manufacture, or 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 education 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 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.

### CONDUCT CODES/LOW CATEGORY OFFENSES

CODE	PROHIBITED ACTS	SANCTIONS
402	Malingering, feigning illness.	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for a year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for a year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months (a good conduct time may not be suspended)  C. Make monetary restitution  D. Monetary fine  E. Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation)  F. Change housing (quarters)
404	Using abusive or obscene language.	
407	Conduct with a visitor in violation of Bureau regulations.	
409	Unauthorized physical contact (e.g., kissing, embracing).	
498	Interfering with a staff member in the performance of duties, most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.	
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.	

		G. Remove from program and/or group activity
		H. Loss of Job
		I. Impound inmate's personal property
		J. Confiscate contraband
		K. Restrict to quarters
		L. Extra duty

**NOTE:** Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.

**THERE ARE ALSO ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL.**

### **DRUG ABUSE EDUCATION & TREATMENT PROGRAMS**

Drug abuse treatment at FDC Philadelphia consists primarily of Drug Education classes for designated inmates, Transitional Services for inmates who have completed the Residential Drug Abuse Treatment Program (RDAP), Medication-Assisted Treatment (MAT) for inmates who meet criteria for opioid use disorder and are on medication maintenance therapy, and Non-Residential drug abuse treatment for any inmate with a substance abuse history.

The drug education course is an extensive, classroom style, comprehensive study of the physiological and psychological aspects of drug use. The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. 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 be ineligible for a Federal Prison Industries work program assignment. 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. Any Cadre inmate can volunteer to participate in drug education.

MAT is available for any inmate at FDC Philadelphia who has a history of problematic opioid use and is deemed appropriate for the program by Psychology Services and Health Services. This type of treatment consists of medication maintenance therapy (provided by Health Services) and individual counseling (provided by Psychology Services). This program is evidenced based and helps to reduce risk for relapse and overdose. If you would like to be evaluated for MAT, you may submit an electronic message to PHL/Inmate to Psychology for the MAT Psychologist.

Nonresidential Drug Abuse Treatment is also available at FDC Philadelphia. 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 RDAP,
- inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP, and
- inmates with a drug use history who chose not 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.

Non-residential drug abuse treatment is available by submitting a request to the DAP Coordinator by sending an electronic message to PHL/Inmate to Psychology for the Drug Abuse Program Coordinator (DAPC).

FDC Philadelphia does not offer RDAP. Any Cadre inmate who wishes to be considered for the RDAP at another institution must submit an electronic message to PHL/Inmate to Psychology for the Drug Abuse Program Coordinator (DAPC).

## **EDUCATION PROGRAMS AND SERVICES**

The Education Services Division falls under the Reentry Branch of the Federal Bureau of Prisons. Education staff recognize the importance of educational and vocational programming in preparing inmates to reenter society. With this in mind, we strongly encourage inmates to voluntarily participate in as many educational and vocational training programs as possible in order to deepen and broaden essential skill sets required to successfully reenter society. We also encourage you to work with us to develop individualized programs aimed at your specific interests and needs. We are in the business of providing opportunities for you. Make the most of your time here!

Upon arrival to FDC Philadelphia, all designated (cadre) inmates will be placed on callout to participate in an interview with an Education staff member. This interview will help staff determine your programming needs and interest. Following this interview, an Education Department staff member is assigned to monitor your educational and vocational training activities in order to periodically report these activities to the Unit Team.

Designated (cadre) inmates who cannot prove the earning of a high school diploma or successful completion of GED requirements within 60 days of arrival must take the Test of Adult Basic Education (TABE). Based on the results of these scores, inmates will be placed in the appropriate GED level for class instruction.

The mission of FDC Philadelphia Education Department is to provide mandatory literacy and English-as-a-Second Language (ESL) programs as required by law, as well as other education and related programs that meet the needs and interest of the inmate population. If an inmate is interested in participating in non-mandatory program, they should email the Education mailbox or submit an Inmate Request to Staff (i.e., cop out) to the Education Department indicating the name of the program.

### **Education & Recreation Department Staff**

FDC Philadelphia Education & Recreation Department staff are eager to assist you in accomplishing your educational and recreational goals.

S. Evans, Supervisor of Education  
H. Nelson, Education Technician  
J. Petrucci, Teacher  
C. Cooper, Recreation Specialist  
D. Zellars, Recreation Specialist

### **VCCLEA & PLRA INMATES**

The Violent Crime Control Act of 1994 (VCCLEA) and the Prison Litigation Reform Act of 1996 (PLRA) contain specific educational mandates for inmates who do not possess a verifiable high school diploma or equivalency (GED). Specifically, both of these laws require that inmates participate in the literacy program until they attain a GED credential.

Failure to maintain satisfactory participation will negatively affect an inmate's Good Conduct Time (GCT). Failure to enroll, re-enroll, or make satisfactory progress in the literacy program will result in the inmate receiving a SENTRY assignment of GED UNSAT. For VCCLEA inmates, this assignment means that GCT will not be vested. For PLRA inmates, a GED UNSAT assignment means that you will no longer be eligible for the full 54 days per year of Good Time.

An inmate who is found guilty of committing a prohibited act in connection with the literacy program will receive a GED UNSAT assignment. Examples of incident reports received in connection with the literacy program could be: Refusing to Accept a Program Assignment (if it is the literacy program), Unexcused Absence (from literacy class), Disobeying an Order (given by an Education Staff), Failure to Perform Work as Instructed (given by an Education Staff), Insolence (toward an Education Staff).

Literacy students will have the option of dropping out of the GED program after completing 240 hours of classroom participation. However, all dropouts will be given SENTRY assignments of GED UNSAT and GED DN (drop/non-promotable), thus resulting in the forfeiture of GCT. Withdrawal from Literacy request must be submitted and approved by unit team in writing before such a request will be processed by the Education Department. For inmates to receive job pay



promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption. Inmates who are exempt from attending GED/ESL class based on a deportation detainer must enroll in GED or ESL in order to receive their good conduct time.

### **DC EDUCATION GOOD TIME (EGT)**

Inmates who are eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating in GED, ESL and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit. DCEGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

### **ESL Program Requirements**

The Crime Control Act of 1990 mandates that non-English speaking federal inmates participate in the ESL program. An inmate's communication level will be evaluated during the initial interview conducted by Education Staff. Inmates with limited English proficiency as determined by an interview and language testing will be required to participate in an ESL program until they function at the equivalence of the 8th grade level in competency skills. Level placement in the ESL class will be determined by inmate performance on the CASAS Placement Exam, which is administered to the inmate before beginning the ESL program. In order to successfully complete and exit from the ESL program, an inmate must obtain a score of 225 on the CASAS Reading Certification Test and a score of 215 on the CASAS Listening Certification Test.

### **Program Incentives**

Inmates who earn their GED certificate while enrolled in the GED program are eligible for a \$25 incentive award. Likewise, inmates who earn their ESL certificate while enrolled in the ESL program are also eligible for a \$25 incentive award. A graduation ceremony will be held annually.

### **Parenting Program**

The Parenting Program provides inmates information and guidance through directed classes on how to enhance their relationship with their children even while incarcerated. The core parenting program offered at FDC Philadelphia is National Parenting Program Workshop and Partners in Parenting. On an annual basis, FDC Philadelphia will host one or more Children's Day events in the visitation rooms. The goal of these events is to foster and strengthen ties between offenders and their families.

### **Literacy Classes**

Literacy classes are offered to all designated (cadre) inmates. Literacy classes are offered at the following times:

8:00 a.m. 9:30 a.m.

9:30 a.m. 11:00 a.m.

12:00 p.m. 1:30 p.m.

1:30 p.m. 3:00 p.m.

### **Adult Continuing Education (ACE)**

The Education and Recreation Department offers a number of ACE courses, typical ACE classes include business writing, team building, and time management. Pre-trial inmates who do not have a verified General Educational Development (GED) credential or high school diploma may participate in an ACE GED Prep course; this course is offered on an informal basis (classes are taught by inmate tutors). If an inmate is interested in participating in non-mandatory program, they should email the Education mailbox or submit an Inmate Request to Staff (i.e., cop out) to the Education Department indicating the name of the program. Specialized ACE course such as: OSHA, Forklift and SERV safe are also offered to the designated (cadre) inmates throughout the year. Course information and schedules can be found on TRULINCS and on the bulletin board in the activities room.

### **First Step Act (FSA)**

The Education and Recreation Department offers a number of FSA courses. The FIRST STEP ACT, Approved Program Guide is a collection of the Bureau's robust reentry programs, designed to ensure all sentenced inmates have the skills necessary to succeed upon release. FSA courses include Healthier Me, Walk with Ease, Brain Health, Health and Wellness Throughout the Lifespan, Women in the 21st Century Workplace, English as a Second Language and ACT Workkeys. Informational Career Fairs and Mock Job Fairs are normally held once a year. These events allow inmates to interact with local community service providers, community employers, and community volunteers in order to gain job interview experience and career information. Class information and schedules can be found on TRULINCS and on the bulletin board in

the activities room.

**Post-Secondary Education (PSE)**

Inmates may enroll in correspondence post-secondary courses at their own expense. If an inmate is interested in participating in non-mandatory program, they should email the Education mailbox or submit an Inmate Request to Staff (i.e., cop out) to the Education Department indicating the name of the program.

**Release Orientation Program (ROP)**

Release Orientation Program (ROP) is designed to orient releasing inmates to life in the community. The ROP is not intended to change behaviors or teach skills, the Bureau has a myriad of reentry programs developed to accomplish these objectives. Rather, the ROP is designed to share information and resources with inmates as they prepare to release, just as the Admission and Orientation Program shares information and resources with inmates at the time of admission. The Release Orientation Program is held for three consecutive days, Unit Management is responsible for scheduling.

**Leisure Library**

Paperback books are available on each of the housing units. Newspapers and requested library books will be delivered to each housing unit on a weekly basis. Inmates may check out books from the main library by submitting an email the Education mailbox or submit an Inmate Request to Staff (i.e., cop out) to the Education Department indicating the name or author of the book.

**Interlibrary Loan Service (Only offered to designated cadre inmates)**

Best sellers are available through the Interlibrary Loan Lease Program. This program has been established with the Free Library of Philadelphia for all designated cadre inmates. Inmates are financially responsible for the interlibrary loan and lease books they check out. If a book is lost, damaged, or not returned, the inmate's commissary account will be charged to replace the book. Inmates may check out books from the interlibrary loan services by submitting email the Education mailbox or submit an Inmate Request to Staff (i.e., cop out) to the Education Department indicating: Subject: Interlibrary Loan, for a specific book of interest.

**Electronic Law Library (ELL)**

While at FDC Philadelphia, you will have opportunity to conduct legal research and prepare legal documents. FDC Philadelphia is equipped with the Electronic Law Library (ELL). Each housing unit, including the Special Housing Unit (SHU), is equipped with two (2) terminals designated as "ELL Only". The terminals on the general population housing units are open for inmate use according to the posted schedule. The terminals in the SHU are available for use as coordinated with the SHU Lieutenant by request. The material and databases contained in the Electronic Law Library are maintained by Central Office, Education Branch. The terminals, printers and computers are maintained by FDC Philadelphia Trust Fund staff. There is no charge for using the ELL. You can print items from the ELL on your unit for a fee. If you choose to print items from the ELL, you will be charged \$0.15 per page. Should you need to photocopy legal documents, you will need to request copies from Education staff and provide the material to be copied on your mainline day. The cost of copies will be deducted from your inmate account at the rate of \$0.15 per page or \$0.30 per double sided copy. Verifiable proof must be provided showing the number of copies required by the court, otherwise only 1 copy will be made. Reference materials, reading materials, and federal legal forms are available on TRULINCS. Typewriters are available upon request, inmates must submit an Inmate Request to Staff (i.e., cop out) to your Unit Team Counselor. Inmates are responsible for purchasing, correction tape, ribbons and typing paper, if you do not have proof of these items your request will be denied.

**Hours of Operations for Unit Libraries**

Monday - Friday

6:00 am - 10:30 am

12:00 pm - 3:30 pm

5:00 pm - 9:30 pm

Saturday & Sunday

6:00 am – 9:30 am

11:30 am – 3:30 pm

5:00 pm – 9:30 pm

Electronic Law Library & Leisure libraries are open 7 days a week during day and evening shifts.

**EMERGENCY FIRE EVACUATION PLANS**

Emergency evacuation plans which detail the relocation of inmates to fire-safe, secure sections of the institution are posted in all

living areas. These plans also denote the location of all fire extinguishers. If an emergency arises, you are to follow staff instructions to ensure your safety. Your initial area of safe refuge, in the event of a fire or smoke event, is the recreation deck.

This area is designed with a smoke barrier and will allow in fresh air to keep you safe. Fire drills are conducted in the units each

quarter. They will be conducted by the Unit Counselor and the Unit Officer. They are intended to make everyone aware of emergency procedures and to ensure everyone's safety in the event of an actual emergency.

### **FINANCIAL RESPONSIBILITY**

All inmates designated to FDC Philadelphia are required to develop a payment plan for court ordered financial obligations. During initial classification and program reviews, court ordered financial obligations will be discussed. A payment schedule will be developed by your Unit Team. If you have outstanding financial obligations, it is expected that you will make scheduled payments from performance pay and community resources. Failure to adhere to the payment schedule could adversely affect participation in institution and community programs.

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

**Programs:** The FSA created two different categories of programs and rule language to incentive inmate's participation in them. Evidenced-Based Recidivism Reduction (EBRR) Programs and Productive Activities (PA's). With this, the Bureau of Prisons has implemented a risk and needs assessment system, called PATTERN. Risk refers to the likelihood that a person will reoffend or recidivate after release. PATTERN identifies "who" is most at risk, measured as high, medium, low or minimum risk of recidivism. Need refers to the specific areas an inmate can address to lower his/her risk. In other words, need indicates "what" issues affect and inmates' risk and what he/she should address by taking programs.

**First Step Act Needs Assessment process:** Newly designated inmates will be prompted to complete a survey on TRULINCS, in order to complete the Anger/Hostility, Antisocial Peers, Cognitions, and Family/Parenting, sections of this assessment. In total your needs will be evaluated in 13 different areas in effort to identify your program needs. Though each of the institutions disciplines plays a role in assisting you in completing the First Step Act assessment called PATTERN, ultimately the responsibility for completing it starts and ends with you.

Eligible inmates who have arrived at their designated institution (A-DES), received a risk score, and completed all needs assessments will continually earn FSA Time Credits as long as they are programming or waiting to program. To continue earning FSA Time Credits, inmates may not "opt out" of (or choose not to participate in) programming, leave the institution, be placed in SHU, or otherwise fail to successfully complete recommended programming.

### **FOOD SERVICE**

You will be provided three meals daily. Breakfast is normally served between 6:00am-7:00am, Lunch from 11:00am-12:00pm and Dinner from 5:00pm-6:00pm. You are responsible for returning your own tray after the meal. **ALL FOOD SERVICE ISSUED ITEMS MUST BE CONSUMED OR RETURNED TO FOOD SERVICE AT THE CONCLUSION OF THE MEAL. FOOD SERVICES ITEMS ARE NOT PERMITTED IN THE CELL FOR ANY REASON. YOU ARE NOT PERMITTED TO EAT INSTITUTIONAL MEALS IN YOUR CELL.** Any items left on the tables prior to or after the meals will be confiscated. You are required to wear proper attire at all meals. This includes a buttoned jumpsuit, socks and standard shoes. Wearing shower shoes during meal time is inappropriate. If you choose to accept a visit during your meal time, you will not be provided a bag lunch upon your departure from the visiting room unless you are receiving a legal visit. All special diet requests should be addressed to the Food Service Administrator via a Request to Staff Member.

### **HEALTH CARE**

Routine health care is provided through Triage/Sick Call and Specialty Clinics. To request a medical appointment all inmates must submit a Sick Call request form to the Health Services Department (HSU). Sick Call forms can be obtained from the housing Unit Officer at any time. The sick call request form should be handed to a HSU staff member in the morning on the housing unit. Sick call forms will be collected on Monday, Tuesday, Thursdays and Fridays. Sick call forms will not be collected on Wednesdays. Generally, all inmates will be charged a fee for health care services of \$2.00 per health care visit.

Exempt are emergency services, prenatal care, and chronic conditions. Inmates without funds (indigent) can still receive medical care by submitting a sick call request. An inmate will not be denied care due to the lack of funds on his/her account. "An inmate without funds is an inmate who has not had a trust fund account balance of more than \$6.00 for the past 30 days". Co-payment fees are waived when appointments or services, including follow-up appointments are initiated by medical staff. The patients will be classified according to the severity and acuteness of the medical condition(s). Emergencies will be given priority and appropriate treatment will be provided. All urgent cases will be seen on the same day. All non-urgent cases are given future appointments based on strict clinical triage guidelines. Inmates will be notified of their appointments via mail. The appointment can be up to 15 working days in the future for pre-existing stable conditions. A variety of consultants are available to provide specialty care and evaluation. These require the referral of a clinician and you must be evaluated through the Triage/Sick Call Procedure prior to referral. The Health Services Administrator/Assistant Health Services Administrator and the Physician/Mid-Level Providers will conduct rounds on the Housing Units weekly for any medical concerns. A Health Services clinical staff member will conduct rounds in the Special Housing Unit (SHU) daily. Inmates assigned to SHU will have an opportunity to identify their routine medical or dental concerns during these rounds. Inmates' medical concerns will be scheduled based on sick call triage guidelines.

A physical examination is performed on all new commitments to the institution and assignment to a Specialty Clinic will be made by the physician, should the examination indicate a need. These clinics allow for routine follow-up of individuals who require recurring medical attention. You should check the Call-Out Sheets on your unit daily, to see if you have been scheduled for an appointment. Physicals can be requested every three years, by individuals under 50 years old and yearly for any individual over the age of 50. These may be requested by completing an Inmate Request to Staff Member to the Health Services Department.

Medications will be distributed to inmates in their designated housing units. Medication times are as follows: 6:45 - 8:45 am, morning pill line and 5:00 - 8:00 pm for evening pill line. Inmates receiving new prescriptions or refilled medications should report to the AM pill line to receive medications. If you receive pill line medication, BRING A CUP OF WATER WITH YOU SO STAFF CAN WATCH YOU SWALLOW YOUR MEDICATION. (NO EXCEPTIONS) Medication refills can be requested via TRULINCS on inmate computers. Refills do not get processed on the weekends, so plan ahead when placing refill request.

Inmate requiring an eye exam must submit a sick call request to be evaluated. Once an inmate is evaluated by the optometrist, eyeglasses will be ordered from UNICOR. Pre-sentence inmates are given priority in the processing of eyeglass orders.

Administrative inmate grievances relating to their health care concerns can be communicated by using the Inmate Request to Staff through TRULINCS addressed to health services. A response to administrative health care grievances will be provided within 24-48 hours. If an inmate is not satisfied with the answer the inmate can then use the Administrative Remedy process for further resolution.

### **MRSA Fact Sheet**

#### **What is MRSA?**

Staphylococcus aureus, often referred to as "staph" is a common type of bacteria that is found on the skin and in the nose of healthy persons. Staph bacteria may cause minor skin infections such as boils, or more serious infections such as pneumonia and blood poisoning. Certain "staph" bacteria that have become resistant to "first-line" antibiotics are called MRSA- which is short for "Methicillin-resistant Staphylococcus aureus." MRSA infections are more difficult to treat, but they usually respond to incision and drainage and/or antibiotics.

#### **How is MRSA spread from person to person?**

MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. MRSA is not spread by coughing unless the infected person has pneumonia.

#### **How can I prevent becoming infected with MRSA?**

- **Wash your hands** thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
- **Never** touch another person's wounds, infected skin, or dirty bandages.
- Don't scratch skin rashes.

- Maintain personal hygiene through regular showers and by keeping your living space clean, including regularly laundering your bed linens.
- Never share personal hygiene items with others, including toiletries or towels.
- Clean off any surfaces shared with others, such as weight benches.
- Use a towel or shirt as a barrier between your bare skin and exercise equipment.
- Shower after participating in close-contact recreational activities whenever possible
- Don't get a tattoo in prison.
- Don't use injection drugs.
- Don't have sexual contact with other inmates.

**How does a person know whether he or she has a MRSA infection?** Always seek medical attention if you develop a boil, red or inflamed skin, an insect or spider bite, or a sore that does not go away.

- The most common way for health care providers to detect MRSA is by doing a culture of the pus from the skin infection.

**How is MRSA treated?**

MRSA skin infections are often treated first with frequent warm soaks and draining of the wound. Strong antibiotics can be effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics in the hospital.

<b>Health Care Rights and Responsibilities</b>	
While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.	
<b>Rights</b>	<b>Responsibilities</b>
1. You have the right to health care services, based on the local procedures at this facility. Health services include medical sick call, dental sick call and all support services. Emergency health care services are available twenty-four hours each day, and are accessed by contacting the correctional worker responsible for you.	1. You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, to include proper use of medications, proper diet, and following the instructions of your health care provider.
2. You have the right to be offered the chance to obtain a "Living Will" (at your own expense), or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.	3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in spreading or catching an infectious disease.
4. You have the right to know the name and professional status of your health care providers.	4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the right to be treated with respect, consideration and dignity.	5. You have the responsibility to treat staff in the same manner.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.	6. You have the responsibility to keep this information confidential.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures.

8. You have the right to obtain copies of certain releasable portions of your health record.	8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the right to address any concern regarding your health care to any member of the facility staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.	9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have right to request a routine physical examination, as defined by Bureau of Prisons policy. (If you are under the age of 50, once every three years; over the age of 50, once a year.)	12. You have the responsibility to notify medical staff that you wish to get an examination.
13. You have the right to dental care as defined in Bureau of Prisons policy to include preventive services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in 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.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the right to assessment of pain as defined in Bureau of Prisons' policy to include pain management. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.	16. You have the responsibility to be truthful and not overstate your complaint of pain, and to adhere to the prescribed treatment plan.

### **INMATE ACCOUNTABILITY**

Inmate accountability programs are implemented to ensure every inmate is accounted for while in custody of the Federal Bureau of Prisons. You are expected to cooperate with all counts and census checks. During scheduled counts, you are required to remain quietly in your cell until the count is announced as cleared. Failure to comply with institution inmate accountability programs will result in disciplinary action.

Due to our unique environment, all movement will be via the elevator. A Separation Plan is established in the institution to separate inmates who should not come in contact with one another. If you have separatees in the building, you may experience minor delays while traveling to and from various departments.

### **LIBRARY SERVICES**

#### **Leisure Library**

Books are available in each of the housing unit's library/discovery room and in the Special Housing Unit (SHU). Newspapers in Spanish and English are delivered to each housing unit and SHU on a weekly basis. Inmates may check out books from the main library by submitting an electronic e-mail request to the Education/Recreation department. Only one book per inmate, for a maximum of up to two weeks is permitted. Books may be renewed only once and overdue books MAY NOT be renewed. Inmates who lose, damage, or refuse to return materials checked out to them will be held responsible and will be subject to disciplinary action and restitution. Give three choices by title, author, or genre, in case a requested book isn't

available.

### **Interlibrary Loan Service (Cadre Only)**

Best sellers are also available through the Interlibrary Loan lease program. An interlibrary loan program has been established with the Philadelphia Public Library for all cadre inmates. Inmates are financially responsible for the interlibrary loan books they check out. If a book is lost, damaged, or not returned, the inmate's commissary account will be charged to replace the book. Wellness books are available for inmates to request. Submit an electronic request to education/recreation for a specific book of interest and specify in the request INTERLIBRARY LOAN SERVICE.

### **Law Library**

FDC Philadelphia provides inmates with reasonable access to legal and leisure materials. While at FDC Philadelphia, you will have opportunity to conduct legal research and prepare legal documents. FDC Philadelphia is equipped with the Electronic Law Library (ELL). Each housing unit, including the Special Housing Unit, is equipped with two (2) terminals designated as ELL Only. The terminals on the general population housing units are open for inmate use according to the posted schedule. The terminals in the Special Housing Unit are available for use as coordinated with the SHU Lieutenant by request. The material and databases contained in the ELL are maintained by Central Office, Education Branch. The terminals, printers, and computers are maintained by FDC Philadelphia Trust Fund staff. There is no charge for using the ELL. You can print items from the ELL on the unit. If you choose to print items from the ELL, you will be charged \$0.15 per page. As many copies as needed may be printed at that time. Should you need to photocopy your LEGAL DOCUMENTS, you will need to request copies from the Education staff and provide the material to be copied. The cost of copies will be deducted from your inmate account at the rate of \$0.15 per page, or \$0.30 if page is double-sided. Inmates must provide verifiable proof of the number of copies required by the court; otherwise, only one copy will be made. Photocopies are made on the unit's mainline day, unless there is a verifiable imminent deadline. Reference materials and federal legal forms are available upon request, however, state and local legal materials are not maintained in the main library. A typewriter is available for legal use ONLY in each housing unit. Inmates utilizing the typewriter will be required to purchase ribbons, correction tape, and typing paper for the typewriters from the commissary.

#### Hours of Operations for Unit Libraries

Monday – Friday	Saturday & Sunday
6:30 am - 10:30 am	6:30 am – 9:30 am
12:00 pm - 3:30 pm	11:30 am – 3:30 pm
5:00 pm - 9:30 pm	5:00 pm – 9:30 pm

#### Unit photocopy schedule

Mondays	3 North & South & 7 South
Tuesdays	4 North & South
Wednesdays	5 North & South
Thursdays	6 North & South
Fridays	7 North & South

If a unit's mainline day falls on a holiday, Friday with then be that unit's copy day.

Electronic Law Library & Leisure libraries are open 7 days a week during day and evening watches.

### **MAIL REGULATIONS**

You are encouraged to maintain relationships with family members, friends, and other community members through correspondence. You are not allowed to seal outgoing general correspondence. You are held exclusively responsible for the content of your mail. Incoming general mail will be photocopied prior to distribution. Any photos received from family and or friends will be photo copied. Only pictures received from authorized printing companies will be distributed without photo copying. You cannot receive Polaroid pictures through the mail. Inmates are only allowed a total of 25 pictures. Mail over 16oz, is considered a package. Therefore, it must be accompanied with an approved authorization to mail package. You are **NOT** authorized to request merchandise or materials, or to order anything for which you are to be billed. Correspondence with inmates at other correctional/rehabilitation institutions is **NOT** authorized without the written permission of your Unit Manager (other Federal institutions) or the Warden (state and local facilities). If you have a question concerning correspondence, address it to your Unit Team via a Request to Staff Member.

The Correctional Systems Department (CSD) is solely responsible for shipping inmate property via UPS. Under UPS regulations, the CSD is not permitted to pack and ship water and sodas. Items which contain liquid that may cause damage to the inmate's property or the property of other customers will not be shipped. There is a two box limit per inmate for commissary and personal property items. Inmates are encouraged to limit the number of items purchased through commissary to ensure all property will be allowable for shipment. The inmate mailing address for FDC Philadelphia is provided on the last page of this handbook.

## MONEY

FDC Philadelphia does not accept monies from any other federal or state agency upon arrival of any inmate. No money will be received by this institution through the mail. All monies must be sent to the inmate lock box at:

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

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. Personal checks and cash cannot be accepted for deposit. The deposit must be in the form of a money order or government check. 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.

Ensure your complete name and register number are clearly written on the face of all money orders and checks. 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 the tracer with the entity who sold them the money order to resolve any issues.

### Western Union Quick Collect Program

Inmate's families and friend 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:

**At an agent location with cash: Must complete a Quick Collect Form.**  
**By phone using a credit/debit card: Call 1-800-634-3422 and press option 2.**  
**ONLINE using credit/debit card: Go to [www.westernunion.com](http://www.westernunion.com). and select Quick Collect.**

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

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

### MoneyGram Express Payment Program

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

**At an agent location with cash: Must complete MoneyGram Express Payment Blue Form.**  
**By phone using a credit or debit card: Call 1-800-926-9400**  
**ONLINE using a credit, debit or prepaid card (Visa or MasterCard only) to [www.moneygram.com](http://www.moneygram.com). Click on**



[www.moneygram.com/paybills](http://www.moneygram.com/paybills), enter the Received Code (7932) and the amount they are sending (up to \$300).

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

- 1) Valid Inmate Eight Digit Register Number (entered with no spaces or dashes), followed immediately by inmate's last name
- 2) Company Name: Federal Bureau of Prisons
- 3) City & State: Washington, DC
- 4) Receive Code: Must always be 7932
- 5) Beneficiary Line: Committed Inmate Full Name

Please note that for both Western Union and MoneyGram the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

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

### **PAROLE PROCEDURES**

Inmates who are eligible to appear before the U.S. Parole Commission need to apply for parole hearings through their Case Managers. Parole Violators should also see their Case Managers to determine if they are eligible for a hearing before the Parole Commission. The Parole Commission schedules monthly hearings at FDC Philadelphia.

### **PERFORMANCE PAY**

Inmates who are assigned an institution work detail assignment will receive performance pay based on the job description, pay grade, individual performance and hours worked. Your work detail supervisor will determine the amount of pay you will receive. You will only get paid for actual hours worked.

### **PSYCHOLOGY SERVICES**

Psychology Services at FDC Philadelphia offers 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 materials; and supportive services. Individuals who may benefit from treatment with psychiatric medication can be referred to health services or a tele-psychiatrist for medical treatment of mental health symptoms.

Clinical staff in the Psychology Services department at FDC Philadelphia include the Chief Psychologist, Drug Abuse Program Coordinator, Drug Treatment Specialist, Medication Assisted Treatment Psychologist, Advanced Care Psychologist, Staff Psychologist, and the Internship Program Coordinator (Clinical Psychologist). In addition, the department sometimes has clinical psychology interns who provide services under the supervision of our licensed psychologists. Psychologists are typically in the facility from 7 AM to 4 PM on weekdays. In addition, there is always a psychologist on-call to handle emergencies which happen after-hours, on weekends, or on holidays.

Psychology Services provides treatment to inmates in all areas of the institution including the Special Housing Unit. Depending upon the unit which you are assigned, various psychologists may be providing services to you. Services include intake screening, group treatment, individual treatment, and crisis intervention. Many services are designed to help inmates manage depression, anxiety, trauma related symptoms, and serious mental illness (like schizophrenia or bipolar disorder). Inmates who already take medication often find that participating in individual or group treatment helps with the symptoms that medication does not manage. This treatment is individualized.

Groups typically focus on topics like learning to manage emotions, stopping depressive thoughts, learning new communication skills, and wellness. Psychology Services can also offer interventions for inmates who want to learn skills that will help keep them out of prison and get along with others more effectively. For example, "criminal thinking" groups

which teach thinking styles consistent with staying out of prison after release. Psychology Services routinely offers treatment groups on the work cadre unit to help inmates address areas of need as required by the First Step Act.

Psychology Services at FDC Philadelphia offers drug education classes and non-residential drug treatment groups on the work cadre unit for designated inmates. At times, drug treatment groups are also offered in other general population units. The residential drug treatment program is not available at FDC Philadelphia. Individuals who qualify for RDAP can be referred to an appropriate program at another institution after they are sentenced.

Psychology Services works with Health Services to provide Medication Assisted Treatment (MAT) to inmates with a history of opioid addiction. Inmates who wish to participate need to be screened to insure they meet inclusion criteria. Psychology Services and Health Services staff are both involved in the screening process for MAT participation.

Pre-trial and holdover inmates who have significant mental health needs may qualify for placement on the RISE unit. RISE is a residential mental health treatment unit designed to provide services to individuals who have serious mental health problems. The unit also has a training program for suicide watch companions and mental health companions. Psychology Services routinely offers individual and group treatment to inmates housed on the RISE unit. Inmates who are housed on the RISE unit are expected to participate in mental health programming while they remain on the unit. Psychology Services works with Unit Team and Correctional Services staff to determine if inmate are appropriate for placement on the RISE unit.

Although Sex Offender Treatment groups are not available at FDC Philadelphia, the Bureau of Prisons offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures that treatment volunteers feel safe about participating in programming.

Security needs and the nature of a prison environment impact mental health care in a variety of ways. In a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

In the community, certain situations require mental health providers to violate client confidentiality (reporting child abuse or elder abuse; risk of harm to self or others). Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need to know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

If you tell a staff member (including a Psychology Services staff member) that you are going to harm yourself, kill yourself, harm someone else, kill someone else, or engage in a behavior that jeopardizes the safety/security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need to know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

If you have a history of mental health treatment, it is expected that you will indicate that at the time you complete the Psychology Services Inmate Questionnaire in R&D. If you have a crisis, talk with any staff member (Unit Officer, Unit Team, Work Detail Supervisor, etc.) and express your needs to that staff member. They will make a referral to the Psychology Department for services at that time. Routine requests for Psychology Services can be made by sending an electronic message to PHL/Inmate to Psychology. If you require medication to treat a mental illness, send a request to Health Services.

## **RECREATION**

FDC Philadelphia offers a wide range of activities in which inmates may participate when not performing assigned duties. Leisure activities consist of board games, dominoes, card games, bingo and music. Wellness activities include basketball, mini soccer, handball, volleyball, and yoga classes. Activity calendars are posted on the activity room bulletin board in each

housing unit and on TRULINCS.

### **Consequences for Rules Violation in Recreation**

Inmates are encouraged to participate in recreation activities. However, when inmate behavior violates established rules, consequences may include an incident report and/or suspensions from programs. Inmate(s) found in violation of established recreational rules & regulations or destroying recreation equipment will be subject to disciplinary actions. Inmates found guilty of any violations or prohibited acts within the recreation department will be subject to appropriate discipline as identified in policy. Disciplinary sanctions begin with a verbal warning for minor infractions (1st offense), incident report (2nd offense), and suspension from the recreational program for up to 1 year (3rd offense). In addition, inmates found guilty of damaging recreation equipment will be fined the cost to replace damaged equipment.

### **Recreation Code of Conduct**

- (1) Inmates are required to follow all posted safety procedures.
- (2) Inmates are required respect other participants.
- (3) Shirts must be worn on the recreation deck and activity rooms.
- (4) Food is not permitted in the recreation deck or activity room.
- (5) Unsportsman-like and other inappropriate conduct will not be tolerated.
- (6) Sweats may be worn during recreation activities on the recreation deck.
- (7) Selling, giving away or bartering of supplies or hobby craft items are prohibited.
- (8) Violent, sexual, gang-related or anything considered inappropriate hobby-craft item will be confiscated by staff.
- (9) Inmates are limited to two hobby programs at a time.
- (10) Inmates are limited to four hobby craft items per program. Inmates are allowed to have eight hobby craft item per program during the winter holiday season's Excessive projects and or items will be mailed home at inmate's expense.
- (11) Hobby craft items are not allowed on top of the lockers or behind doors. Items must be placed neatly in your assigned locker.
- (12) All participants are responsible for keeping program areas clean and orderly.
- (13) Inmates are required to practice social distancing while on the recreation deck and activity room. Face coverings must be worn at all times.

### **Recreation Deck Hours**

Monday - Friday	Saturday & Sunday
6:00 am - 10:30 am	6:00 am – 9:30 am
12:00 pm - 3:30 pm	11:30 am – 3:30 pm
5:00 pm - 9:30 pm	5:00 pm – 9:30 pm

### **Leisure Program**

The leisure and hobby craft program enables inmates to make constructive use of their leisure hours and use their skills and creative abilities constructively. The leisure and hobby craft programs are intended for personal enjoyment of an inmate and as an opportunity to learn a new leisure skill. These programs are not intended for mass production of art and hobby craft items by artists or to provide a means of supplementing an inmate's income. FDC Philadelphia offers the following programs: drawing, calligraphy and watercolor drawing. Crochet and knitting hobby craft programs are ONLY offered to designated cadre inmates. The hobby craft program is a privilege and participation is voluntary. If you are interested in participating in a leisure program, email the Education mailbox or submit an Inmate Request to Staff (i.e., cop out) to the Education Department indicating the name of the program. It is your responsibility to read and understand the rules of the leisure programs, inmates will be held accountable for any violations/abuses of the program. Prior to purchasing hobby craft material from commissary, inmates must sign-up with recreation staff to obtain an approval sheet and complete a program orientation on procedures for the program. Failure to comply with the rules and regulations of a program may result in disciplinary sanctions begin with a verbal warning for minor infractions (1st offense), incident report (2nd offense), and suspension from the recreational program for up to 1 year (3rd offense).

### **Wellness Program**

The Recreation Department offers wellness classes to include stress management, my personal health journal, enjoying the 2nd half of life, all about the heart and stretching. Class information and schedules can be found on TRULINCS and on the bulletin board in the activities room.

### **Structured Recreation Classes**

The Recreation Department offers structured activity classes to include body fat analysis, fitness assessments, yoga classes and aerobic classes. Class information and schedules can be found on TRULINCS and on the bulletin board in the activities room.

### **Wellness Resource Library**

A wellness resource area is available which includes health related pamphlets, fitness videos, and nutritional materials. Material may be check out by email the Education mailbox or submit an Inmate Request to Staff i.e., cop out) to the Education Department indicating Subject: Wellness Resource Library, for a specific book of interest.

### **Photo Program**

The Recreation Department offers a photo program, visiting room photos will be taken during regularly scheduled visiting hours. Inmates are permitted to take, (a maximum of five photos per visiting session) with their family and/or visitors. Unit photos will be taken on the recreation yard or in unit activity rooms (depending upon weather conditions and lighting availability). Inmates are permitted to take a maximum of five photos per unit photo session. Designated (Cadre) unit photos will be taken on a monthly basis. Pre-trial unit photos will be taken biannual (on Father's Day and once during the winter holiday season). Group photos are permitted at FDC Philadelphia, a (maximum of five inmates per photo). An "Inmate Digital Photo Program Accountability for Group Photos" form must be completed by Recreation Staff. This form shall include the names and register numbers of the inmates who appear in the photo. Each inmate is required to present their I.D.'s for accountability purposes (NO EXCEPTIONS). Inmates WILL NOT pose in a lewd, explicit, or obscene manner. Displaying gang signs WILL NOT BE PERMITTED (e.g., gang-related activities include, but are not limited to, showing any type of hand signs, displaying tattoos, and/or the display of colors in any way). These restrictions apply to visitor(s) as well. Failure to comply with rules and regulations will result in photo session being terminated and disciplinary action(s) taken. Inmate photo tickets will be purchased through commissary during normal established hours, the price for an inmate photo ticket shall be \$1.00 each. Inmates may purchase up to 10 photo tickets per commissary sale, inmates may not possess no more than 15 photo tickets at any time. All sales of photo tickets are final.

### **Movies**

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 building or weightlifting equipment; and (3) electronic or electric instruments. The SOE shall ensure that R, X, or NC-17 movies are not permitted for inmate viewing. All movies will be screening under SWANK licenses.

### **At-Risk Program**

Pursuant to Program Statement 5370.11, the Recreation Department "At-Risk" Program ensures that those who are referred to recreation are interviewed, counseled, and recommended to participate in the appropriate structured or unstructured leisure, wellness, or recreation activities. Health Services, Psychology, and Unit Team can refer any inmate to recreation by determining if the inmate is at risk during intake screening, interviews and team reviews. An inmate can be considered at risk if they are reluctant to participate in recreational activities because they are overweight, have a negative health history, a negative attitude toward physical fitness/exercise programs, mental disability, physical disability, emotional disability, or any other physical or psychological problem. The Recreation Department "At-Risk" program is not intended to replace regular examinations and/or prescriptions from a professional health care provider. All inmates should continue to seek medical advice from Health Services and Psychology Services.

### **Holiday/Special Events**

The Recreation Department sponsors contest and tournaments throughout the calendar year and on recognized Federal holidays. All inmates are invited to participate in holiday activities, holiday activity flyers are distributed prior to the scheduled holiday. Inmates interested in becoming a holiday event tournament organizer or activities worker should submit email the Education mailbox or submit an Inmate Request to Staff (i.e., cop out) to the Education Department indicating: Subject: Holiday/Special Event, for a specific book of interest.

## **RELEASE ORIENTAION PROGRAM (ROP)**

Work Cadre inmates who are within seventeen to twenty months of release need to attend the institution Release Orientation Program. The program will include speakers from the Residential Reentry Center, Education Department, Reentry, Unit Team, and United States Probation Office. Information relevant to your pending release to either the Residential Reentry

Center or community-based supervision term (Mandatory Release, Parole, Supervised Release), will be disseminated.

### **RELIGIOUS SERVICES**

Chaplains are available to assist you in religious practices and make weekly visits to housing units. A schedule of available religious activities is posted on the electronic bulletin board. To request pastoral counseling, submit an Inmate Request-To-Staff Member (Copout) to the Chaplain. The same procedure will apply if you wish to participate in the Religious Diet Program. To get a monthly visit from Prison Visitation and Support (PVS), you must send a request by mail to the address posted on the electronic bulletin board.

### **SEXUAL ABUSE AND PREVENTION**

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in sexual behavior, regardless of your age, size, race, or ethnicity. If you feel such pressure, contact staff immediately to report the issue. Within this manual, information detailing the Sexual Assault Prevention Program, is provided for you. It presents the Federal Bureau of Prisons' prevention program and reporting procedures. Please remember that male and female staff routinely work and visit inmate housing areas. Inmates with Disabilities or Limited English Proficiency will be informed about all aspects of the Bureau of Prisons' efforts to prevent, detect, and respond to sexual abuse and harassment by using a professional translation service.

### **SPECIAL MAIL**

“Special Mail” means correspondence received from the following: President and Vice President of the United States, Attorneys, Members of U. S. Congress, Embassies and Consulates, the U. S. Department of Justice (excluding the Bureau of Prisons, but including the U. S. Attorneys), other Federal law enforcement officers, State Attorney General, Prosecuting Attorneys, Governors, U. S. Courts (including U. S. Probation Officers), and State Courts. For incoming correspondence to be processed under the special mail procedures, the sender must be adequately identified on the envelope, and the front of the envelope must be marked “Special Mail - Open only in the presence of the inmate.” Adequately identified, means the individual person who sent the mail must be identified in the return address by name and title, if an Attorney. If the sender is not adequately identified on the envelope, it will be treated as “General Correspondence” and will be opened. You are responsible for advising your attorney or other legal correspondents regarding the “Special Mail” labeling requirement. Outgoing “Special Mail” may be subject to inspection with cause and must be hand delivered to the Evening Watch unit officer between 6:00pm and 9:30pm. Legal mail must have the attorney's name or court and return address on the envelope. If it is not marked correctly, the “Special Mail” will be opened and inspected in your presence.

### **SUICIDE PREVENTION**

People in prison often experience depression and hopelessness related to their incarceration. This is particularly true if they are newly incarcerated, serving a long sentence, experiencing family problems, having problems getting along with other inmates or receive bad news. Sometimes, inmates consider committing suicide if they are feeling overwhelmed, hopeless, and are concerned that things may not get better for them. It is important to remember that most problems and difficult situations are temporary. Most of the time, things will get better. It can, however, be difficult to have hope when you are in a difficult situation.

The staff is trained to monitor inmates for signs of suicidal thoughts and feelings. Staff who believe that an inmate may be thinking about suicide or self-harm will refer all concerns to the Psychology Department. Staff members, however, do not always see what you see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that “there is nothing to live for”), PLEASE alert a staff member right away. Psychology Services can provide counseling and interventions which can help people cope until their situation can improve. Your input can save a life.

### **TELEPHONE SYSTEM- TRUFONE**

Unit team staff will provide each inmate with a nine-digit Phone Access code (PAC) for accessing TRUFONE. The PAC is confidential and should not be shared with other inmates. Giving, sharing or selling your PAC number will result in

disciplinary action for all parties involved. In addition, each inmate will need to perform voice verification registration. Unit team staff will assist each inmate with appropriate instructions. A replacement fee of \$5.00 will be charged if a PAC is misplaced or compromised.

The hours of telephone operation are from 6:00 until 9:30 pm daily. When count or census is conducted or during feeding times, all inmates on the telephone will terminate their call immediately. All calls are limited to 15 minutes. Inmates are limited to 300 minutes per month and may be used for any combination of collect or direct dial calls. There is a one (1) hour waiting period between calls.

For security reasons, all inmate telephone calls are monitored and recorded. An inmate's use of institutional telephones constitutes consent to this monitoring. If you have a need for an unmonitored legal call, it is your responsibility to request this call via the electronic request to your unit team.

Telephone privileges are supplemental means of maintaining community and family ties. Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. Telephones will not be used to conduct a business. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Third party telephone contact is unauthorized and will result in disciplinary action. This could include, but is not limited to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact. You are unauthorized to relay messages for other inmates during your call. You are prohibited in allowing your caller to make additional calls while you are on the telephone. You are prohibited from using code while speaking on the telephone. If you are calling a cell phone, you may only speak to the one caller during your conversation.

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.

### **TREATY TRANSFER PROGRAM**

Designated or Cadre inmates may be eligible for transfer to their native country to serve their sentence under provisions of the International Treaty Transfer Program. The program excludes individuals who are serving sentences for civil contempt, immigration offenses, or have a committed fine. Information regarding the program can be obtained from your Case Manager. If you are a foreign citizen, in any status, and desire access to the diplomatic representative of your country of citizenship, contact your unit team for further information.

### **TRULINCS/ELECTRONIC MESSAGING**

The Trust Fund Limited Inmate Computer System (TRULINCS) is the inmate computer network that provides inmates access to multiple services. At no time do the inmates have any access to the internet. Inmates access TRULINCS workstations installed in housing units and common areas to perform various functions using their register number, Phone Access Code (PAC), and commissary Personal Identification Number (PIN).

The TRULINCS system must be utilized to enter all of your telephone contacts. You will be allowed up to 30 telephone numbers. You may change and add numbers as you deem necessary. In a case that one of your contacts blocks your phone call it will be necessary for them to send a letter, along with the first page of their phone bill to the Trust Fund Supervisor. Once this documentation is received the block will be removed.

The Trulincs system must be utilized to enter all addresses of those you correspond with. You can enter up to 100 contacts. The system will allow you to print up to 10 mailing labels a day. It is mandatory for you to attach a mailing label to each piece of mail you mail out of the institution. Any mail without a mailing label will be returned to you. Based on these requirements you should ensure you have extra mailing labels in your possession in case of system malfunction, institutional emergencies, etc. Incident reports may be written should you choose to use the mailing labels for purposes other than those they were intended for. Do not prepare a mailing label for yourself. Your address is to be handwritten on the left side of the envelope you intend to mail out.

Trulincs will be utilized should you choose to participate in the limited inmate communication system. This allows you to electronically communicate with your contacts. If an email address is entered for a contact, TRULINCS sends a system generated message to the contact directing them to [www.corrlinks.com](http://www.corrlinks.com) to accept or reject email contact with the inmate prior to receiving any messages from the inmates. If a positive response is received, the inmate may begin exchanging electronic messages with that contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address. In the event that one of your contacts blocks your electronic message by mistake, they will be required to send a written request to the Trust Fund Supervisor stating that a mistake was made, and they wish to continue participation.

You need to transfer money from your commissary account into your electronic messaging account. The cost for participating in this system is .05 cents per minute. You may choose to print electronic messages. The cost of printing materials from Trulincs is .15 per page. In the case of printer malfunction, contact Trust Fund staff via Inmate Request to Staff form. You will not be given credit; however, Trust Fund staff will reprint your documents for you. Money placed on the electronic messaging account will only be moved back to your commissary account if you receive a restriction of greater than 30 days. The Trulincs system is also used to disseminate institution information to the inmate population. Use the local documents tab to view messages.

The following is a list of functions:

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

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

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

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

**Manage TRU-Units**- this service allows inmates to purchase TRU-Units using available commissary funds or transfer TRU-Units using available Commissary funds or transfer TRU-Units back to their commissary account.

**Prescription Refill**- this service allows inmates to request prescription refills of self-carry medications that are ready for refill directly to the pharmacy. Pharmacy staff will receive the prescription refill request and process the request accordingly.

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

**Public Messaging**- inmates may correspond with friends and family using public messaging. This is a restricted version of email that will only allow text messages and no attachments. Messages are limited to 13,000 characters.

**Request to Staff** – this service allows inmates to correspond with staff electronically. The list of available departments is posted on the TRULINCS bulletin board. There is also a standard DOJ Sexual Abuse Reporting mailbox available that provides inmates 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 of Prisons surveys (i.e., Institution Character Profile).

## UNIT

There are three types of housing units in this institution. Designated and pre-trial/holdover female inmates are housed on 3 South. All male inmates are housed from the 3<sup>rd</sup> floor through the 7<sup>th</sup> floor. There is also a Special Housing Unit (SHU) on the 8<sup>th</sup>. Inmates may be housed in (SHU) when staff deems it necessary, based on security concerns or other reasons documented in the Program Statement on Inmate Discipline and Special Housing Units. Inmates assigned in the Special Housing Unit (SHU) will rotate cells no more than 21 days. Inmates assigned on the unit may not be in a cell for more than 120 days.

Sanitation of your cell is of the utmost importance. The Cell Sanitation standards are also posted in the electronic bulletin board and can also be found as an attachment in this handbook.

## VISITING

**Pretrial & Holdover inmates:** Only immediate family members and one (1) non-immediate family member will be approved on your visiting list. Immediate family members are parents, spouse, children and siblings. It is your responsibility to mail the Visitor Information form to all potential visitors. It is the responsibility of your immediate family to submit proof of relationship along with the Visitor Information form to your Unit Counselor. The signature of a parent or legal guardian on the Visitor Information form (BP-A0629) is necessary to process a request for a visitor who is 16 to 18 years of age. The Visitor Information form must be mailed in directly to your counselor and cannot be submitted by an inmate. Once received, the counselor will complete background checks on your proposed visitors and inform you of their approval or denial. It is then your responsibility to inform your prospective visitors of their inclusion or denial on your visiting list. Special visits will be authorized in accordance with established regulations and will not be used to circumvent regulations on background checks or disciplinary sanctions. All special visits must be requested by the Unit Manager and routed through the Captain and Associate Warden of Programs for approval. Copy of the signed memorandum authorizing the visit must be forwarded to the Front Entrance Officer and Visiting Room Officer(s), ordinarily 24 hours prior to the visit.

**Cadre Inmates:** You will be permitted to visit with immediate family, other relatives, friends and associates. Upon arrival to the FDC, you should complete a Request for Visitor Approval through the Unit Counselor for your immediate family members.

You may have up twenty (20) visitors on your approved visiting list to include up to ten (10) non-immediate family members. It is your responsibility to mail the Visitor Information form to all non-immediate family members. Once a completed Visitor Information form is returned to your Unit Counselor, staff will complete background checks on your proposed visitors and inform you of their approval or denial. It is then your responsibility to inform your prospective visitors of their inclusion or denial on your visiting list. Remember, visitors must be approved to visit. Any individual, who attempts to visit you and is not on your approved visiting list, will be denied entrance to the institution.

**Visiting Schedule:** Pretrial/holdover inmates will be allowed social visits on a rotating basis depending on the floor you are housed on. You will be allowed up to two (2) visitors, including infants, at a time. Visits are non-contact, and you must maintain social distancing at all times. Please review the Visiting Schedule posted on the electronic bulletin board for scheduled visiting days. All visits are one hour in duration for all non-designated inmates. Designated females are afforded three hours of visiting per rotation. Visitors should contact the Unit Counselor's at PHL-VISITINGSCHEDULER-S@bop.gov to request visits.

**Legal Visits:** Attorneys are permitted to visit from 6:15 am to 8:00pm, seven days a week (Sunday-Saturday). If an attorney needs to schedule a legal visit at another time other than these hours, it is their responsibility to contact the institution's attorney, at least twenty-four (24) hours in advance, for approval. Additionally, should the attorney request a legal video visit it must be arranged through the Legal Services Department.

**Contact with Visitor:** There is zero tolerance for contact with a visitor. Any contact may result in the termination of the visit and sanctions imposed. These sanctions may include loss of visiting and or removal of the visitor from the approved visiting list. Social distancing must be maintained. Children should be controlled to the extent of consideration for other visitors and not be permitted to wander from the immediate area, running about the visiting room, or creating noise that disturbs other visits. Adult visitors are responsible for the behavior of any minor children in their party. Failure to control children will result in termination of the visit. The visiting room officer is not responsible for supervising children.

**Personal Property:** You are not permitted to give/receive any item from your visitor during a visit. You are only authorized to take the following items into the visiting room; one wedding band, one religious medal, approved religious headgear, one comb and one pair of approved eyeglasses. Visitors will not be permitted to take any personal items into the visiting room with the exception of their personal identification and any lifesaving medication (ex. Asthma Inhaler). Those items which cannot be secured in the visitor's vehicle will be secured in the lockers available in the Front Lobby. The exception to this rule will be infant care items. Specifically, a visitor with an infant will be permitted to take the following items into the Visiting Room; one pacifier, two diapers, five diaper wipes, one sealed bottle with contents and one infant size blanket. No infant toys of any kind are permitted in the Visiting Room.



**Visiting Etiquette:** Inmates entering the Visiting Room will be dressed in institutional clothing to include institution issued bus shoes. There will be no exceptions to this rule. Visitors are required to dress appropriately. This requires clothing that is appropriate for a correctional setting. Visitors will not be permitted to wear watches, open-toed shoes, sweatpants, sun dresses, halter tops, tube tops, crop tops, backless tops, bathing suits, see through garments, low cut blouses or dresses, leotards, miniskirts, hats or caps or any sleeveless garment. Clothing that is of a questionable nature, will be brought to the attention of the Institution Duty Officer or the Operations Lieutenant for a decision regarding appropriateness. If clothing is not appropriate, visitors will be rejected to visit.

**Visiting Entrance:** The front lobby officer needs to verify the identity of visitors prior to their admission into the institution. The primary source of identification for visitors will be state or federal photo I.D. All visitors age 16 and older must present a state or federal photo I.D. Children under the age of 18 may not visit unless accompanied by an adult. All visitors are required to pass through an electronic metal detector before entering the institution. Any visitor unable to clear the metal detector will not be permitted entrance into the institution. If a visitor is physically unable to walk through the metal detector or cannot clear the metal detector due to medical reasons, they must provide medical documentation supporting their condition(s) which interfere with their ability to clear the metal detector. Visitors who clear the metal detector will not be permitted contact with other visitors in the front lobby who have not been screened and cleared for entrance. In order to expedite the screening process, we ask that each visitor be cognizant of their attire, and any items that may interfere with clearing the metal detector. Prompt screening facilitates a visitor's entrance into the institution and visiting room. If a visitor does not have proper identification or do not pass the metal detector, they will be rejected to visit.

**Visiting Denial:** The following are reasons why we could reject or turn around a visitor(s): inappropriate clothing, not clearing the metal detector, excessive contact, not being an approved visitor on the visiting list, no appropriate or expired identification, violations of any and all rules and regulations, and the security orderly running of the institution.

### **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.

- In the District of Columbia, Maine and Vermont, felons never lose their right to vote, even while they are incarcerated.
- In 18 states, felons lose their voting rights only while incarcerated and receive automatic restoration upon release.
- In 19 states, felons lose their voting rights during incarceration, and for a period of time after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees or restitution before their rights are restored as well.
- In 11 states, felons lose their voting rights indefinitely for some crimes, or require a governor's pardon in order for voting rights to be restored; face an additional waiting period after completion of sentence (including parole and probation) or require additional action before voting rights can be restored.

### **INMATE RESPONSIBILITIES**

1. You have the responsibility to treat employees and inmates in the same courteous and respectful manner.
2. You have the responsibility to know the rules of the institution, and to abide by them.
3. You have the responsibility to follow the shower and laundry schedule, maintain neat and clean-living quarters, keep your area free of contraband items, seek medical care as needed, and not waste food.
4. You have the responsibility to conduct yourself properly during visits. Do not pass or accept contraband. Do not violate Bureau of Prisons rules, or institution guidelines, through your correspondence.
5. You have the responsibility to recognize and respect the rights of others.
6. You have the responsibility to present honestly and fairly your questions, and problems to the Court.
7. You have the responsibility to use the services of an attorney honestly and fairly.
8. You have the responsibility to use educational library resources in keeping with the procedures and schedules prescribed, and to respect the rights of other inmates with regard to the use of materials and assistance. You may use these resources but may not deprive others of their right to use them.
9. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
10. You have the responsibility to meet your financial and legal obligations, including, but not limited to: court-imposed assessment(s), fines, and financial 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 responsible financial obligations that you may have.

### **INMATES RIGHTS**

1. You have the right to expect that you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of institution rules, procedures, and schedules.
3. You have the right to freedom of religion and voluntary worship.
4. You have the right to health care and housing, which includes nutritious meals; proper bedding and clothing, a laundry schedule, an opportunity to shower regularly, proper ventilation, scheduled exercise periods, toilet articles, and medical/dental treatment.
5. You have the right to visit and correspond with family members and friends and correspond with members of the news media in keeping with Bureau of Prisons rules and institution guidelines.

6. You have the right to unrestricted, confidential access to the courts by correspondence regarding matters such as legality of your conviction, civil matters, pending criminal cases, and conditions of confinement.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help, when available, via legal assistance program.
9. You have the right to a wide range of reading material for educational use and your enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, and employment, as far as resources are available, and in keeping with your interests, needs and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting family.

#### PROPER CELL APPEARANCE



#### **FDC PHILADELPHIA** **UNIT RULES AND REGULATIONS**

##### **UNIT STAFF AVAILABILITY**

The Correctional Counselor and Case Manager are accessible to inmates on a daily basis. The Unit Manager will make weekly rounds on the units. Department Heads and Executive staff will be available during mainline. During mainline, you are not authorized to use, wear, or possess MP3 players or Radios.

##### **CELL & UNIT ASSIGNMENTS**

Each inmate will be assigned to an initial unit and cell by R&D staff and any changes to those assignments will only be made

by unit staff. To request a cell change, submit a request to your counselor. Any inmate who changes cells or bunks without authorization from a unit team member is subject to disciplinary action. The unit officer is prohibited from approving cell changes, except in emergencies. **Do not direct your requests for cell changes to the unit officer. See your counselor. Inmates will not be moved between units to be housed with co-defendants or family members.**

### **CHAIRS**

Each inmate is responsible for the chair assigned to his/her cell. Only one chair per cell is allowed. Chairs are not permitted in the common area of the unit, recreation deck, top tier of the unit, or at the telephones. Chairs designated for the law library or program rooms cannot be moved to other areas of the unit. Chairs found to be marked on or defaced in any manner, will be confiscated. You face disciplinary action if chairs are found in prohibited areas of the unit.

### **INMATE DRESS CODE AND HYGIENE**

From 7:30 am – 4:00 pm Monday – Friday, while in the common area of the unit, male inmates are required to wear and button their institution issued jumpsuit. The only exception to this rule is when an individual is in their cell, is participating in a recreation activity on the recreation deck, or after 4:00 pm. During those times, inmates may wear clothing purchased in the commissary. Any altered clothing will be considered contraband and will be subject to confiscation. It is inappropriate to walk to and from the shower in only a towel. Inmates must wear underwear (top & bottom) and a towel when traveling to and from the shower. At no time is it appropriate for an inmate to be bare chested in any area of the unit, except their cell. All inmates are required to shower regularly and practice good hygiene habits. Indigent inmates will be provided with hygiene items if they are unable to procure them through the commissary. Wave caps and Doo rags are not authorized outside of the assigned cell. Inmates are not permitted to make wave caps and doo rags from BOP issued linen or clothing.

### **SHOWER/WATER SCHEDULES**

Only one unit shower on every tier will remain open for use during daytime hours Monday - Friday. Showers will be cleaned from 7:30 - 10:00 am on a daily basis. Unit orderlies will disinfect the showers daily, but they are not responsible to clean up after each shower is used. It is the individual inmate's responsibility to leave the shower area clean after use. This includes removing all soap wrappers, razors and empty shampoo bottles. Handicap showers are to be used by individuals with physical disabilities.

### **TELEVISION**

Television viewing is permitted after daily sanitation is complete until the evening lock down with the following exception: mealtimes & count time. The televisions are not equipped with audio; therefore, you will need to use a headset to listen to the broadcast. Inmates are prohibited from changing the channels on the televisions. If the televisions are altered or damaged in any manner, they will be disabled for an extended period of time.

### **QUIET HOURS**

Weekday quiet hours are from 5:45 am - 8:00 am and again from 9:30 pm - 5:45 am. Weekend quiet hours are from 6:45 am - 8:00 am and again from 9:30 pm - 6:45 am. During quiet hour's recreation equipment, board games and playing cards will not be issued. All unit activities must be of a quiet nature. Violations of this regulation can result in disciplinary action.

### **AREAS OF RESPONSIBILITY**

- INMATES ARE PROHIBITED FROM TALKING THROUGH THE TOILET BOWLS IN THE CELLS.
- Inmates are prohibited from entering any cell not assigned to them. You will be considered any place unauthorized if found in another cell and sanctions may be imposed.
- It is your responsibility to discard any excess property such as magazines, newspapers, books. etc. If you have excess legal materials, you need to discuss this issue with the Unit Counselor.
- Trash cans are to be used as trash receptacles only. Trash cans will be emptied and cleaned daily. It is strictly prohibited to use any trash can as a cooler by filling it with ice and storing food or drinks. It is also prohibited to use a trash can to soak or wash clothing.
- Pictures, calendars or photographs are only to be posted on the inside of your lockers. Nothing shall be displayed outside of your locker. Nothing shall be displayed on the underside of the upper bunk.

- It is not permissible to store any type of food items any place but your locker.
- Nothing is allowed to block your cell window or cell door window at any time. There will be no items (pictures, posters, calendars, etc.) taped to the cell walls, door, ceiling, mirror, vents, or window.
- Do not sweep trash onto the tiers or put up clothes lines in your cells.
- Conserve energy - Turn lights off when not in your cell and **do not** block air vents.
- No one is authorized to place their feet on the railings anywhere in the unit, or on the tables and chairs.
- Exercise is not permitted in the unit, except for the use of equipment located on the unit. Callisthenic type exercises such as push-ups, pull-ups etc., are only permitted in the cells or on the recreation deck. Group exercise activities are not permitted, unless conducted by the Recreation Department. Jogging is not permitted on the unit; however, walking around the top tier is permitted. The basketball rim is not to be used for pull ups.

**UNIT SANITATION**  
Standards for Cell Sanitation

**All inmates are responsible for the sanitation of their individual cells. Cells must be maintained from 7:30 a.m. – 4:00 p.m. Monday - Friday, and from 10 a.m. – 4 p.m. on weekends and holidays.**

- Beds will be made by 7:30 a.m., Monday-Friday, and by 10:00 a.m. on weekends and holidays. Inmates may lay on top of their made bed with their second blanket used for cover during day watch.
- Beds will be made with hospital corners and a white folded collar. One blanket will cover the bed and the second blanket will be folded and laid at the foot of the bed.
- No items will be stored on top of the light fixtures, sink, toilet, locker, or window sill.
- Toilets, floors, mirrors, sinks, and windows will be kept clean daily. No vents will be blocked.
- Pictures and other materials will not be affixed to walls, windows, lockers, or any other area of your cell, including attached to the bottom of the top bunk.
- No items will obstruct the windows or doors of the cell, **NO EXCEPTIONS**. A small piece of tissue may be tied to the door handle to indicate lavatory use.
- Religious prayer rugs will be folded neatly and placed on the bed or chair.
- Trash cans are to be emptied by 7:30 a.m., and as needed throughout the day. Trash cans will not be used to store ice and food, or to wash clothing in the cell.
- Family photographs in good taste and a calendar may be displayed inside your locker.
- Pornography will not be posted for display, and that includes the window on the cell door.
- **All hygiene items will be stored in your locker.**
- **All commissary purchased items except shoes, must be stored in your locker, and not hanging from the hooks in the cell. That includes water and sodas.**
- **No commissary food or drink items can be stored on the floor in the cell in any area, including under the bed.**
- Clean institution uniforms can hang from the hooks in your cell, or be placed in your locker. Dirty clothing can also be hung from the hooks in your cell. All other institution clothing must be in your locker. No clothing may be in bags on the floor, unless there are **NO** wall hooks in your cell.
- Shoes will be lined up neatly on the floor beneath your bed. No shoes will be kept in plastic bags. Only the following shoes are permitted for retention in the units:
  - 1 pair of bus shoes
  - 1 pair of shower shoes
  - 1 pair of sneakers
  - 1 pair of boots (if assigned to work)
- No towels or blankets are permitted on the cell floor.
- Wet towels and wash cloths may be hung from the hooks in your cell.
- No wash towels or other items will be hung under your sink, except for 1 cleaning cloth.
- Nothing will be hung from the bed railing.
- Mop buckets and other unit buckets will not be maintained in individual cells.
- One bed and locker per inmate is authorized. Items on an empty bed or in an empty locker will be confiscated.
- Extra mattresses and pillows are not authorized. Altered mattresses and pillows will result in disciplinary action and/or payment for damaged items.
- No cleaning supplies or equipment will be stored in your cell.
- Up to 5 books (soft/hard cover) per inmate is authorized. Magazines and newspapers less than 7 days old may be maintained inside your locker.
- No cardboard boxes will be stored in your cell. Excess containers, papers, and letters are not permitted.
- All containers in which the original contents have been consumed, will be disposed of after use, or confiscated and discarded.
- No clothes lines are permitted in the cells, **NO EXCEPTIONS**.
- Legal bins must contain legal material **ONLY**, or they will be confiscated.
- **NO FOOD SERVICE FOOD ITEMS ARE TO BE CONSUMED OR STORED IN CELLS AT ANY TIME.**

Staff will inspect living areas daily, and notify affected inmates of sub-standard sanitation levels. Subsequent unsatisfactory sanitation may result in the issuance of an Incident Report and the loss of privileges.

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

**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 DETENTION CENTER  
PHILDELPHIA, PENNSYLVANIA**

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 sexually abusive behavior.

You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. You may request to remain anonymous to the BOP. The address is:

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

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

Note: These e-mails:

- are untraceable at the local institution,
  - are forwarded directly to OIG
  - will not be saved in your e-mail 'Sent' list
  - do not allow for a reply from OIG,
  - If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.
- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically [https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp)

### **Understanding the Investigative Process**

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

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

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

You may also contact your local Rape Crisis Center (RCC). Rape Crisis Centers are community-based organizations that help victims of sexual violence. Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

Contact your local Rape Crisis Center (RCC): A Memorandum of Understanding is entered into between the Federal Bureau of Prisons (BOP) Federal Detention Center in Philadelphia and Women Organized Against Rape (WOAR) in Philadelphia, PA. WOAR is located at Penn Center House Inc, 1617 John F Kennedy Blvd #1100, Philadelphia, PA 19103. The contact number is (215) 985-3315.

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

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

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

**Code 114/ (A): Sexual Assault By Force**

**Code 205/ (A): Engaging in a Sex Act**

**Code 206/ (A): Making a Sexual Proposal**

**Code 221/ (A): Being in an Unauthorized Area with a Member of the Opposite Sex**

**Code 229/ (A): Sexual Assault Without Force**

**Code 300/ (A): Indecent Exposure**

**Code 404/ (A): Using Abusive or Obscene Language**

Policy Definitions *per 28 CFR 115.6:*

**Sexual abuse** includes—

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

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

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

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

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

**Contact Offices:**

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

**Federal Bureau of Prisons  
Central Office  
National PREA Coordinator  
400 First Street, NW, Room 4027  
Washington, D.C. 20534**

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

**Federal Bureau of Prisons  
North Central Regional Office  
Regional PREA Coordinator  
Gateway Complex Tower II, 8th Floor 400 State Avenue  
Kansas City, KS 66101-2492**

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

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

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

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

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

[https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp)

## PREA Video Script

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

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

BOP staff are prohibited from engaging in sexually inappropriate behavior. This includes demeaning references to your gender or comments about your body. Staff are prohibited from using indecent language, sexually suggestive comments or gestures, or watching you for their own pleasure. These behaviors are considered sexual harassment. Sexual harassment or the invasion of your privacy by staff for reasons unrelated to official duties are not acceptable and may constitute a PREA violation. Even having sexually suggestive pictures hanging in public areas is inappropriate in our prisons. You may perceive these behaviors as uncomfortable to refuse or you may feel like you can't report them, but you can and should. You might worry how reporting may interrupt your current relationships, phone calls and visits; you may even fear retaliation. I want you to know, staff who violate professional boundaries must be reported and safeguards are in place to ensure your protection. Retaliation of any kind for reporting allegations of staff misconduct or sexual abuse is strictly prohibited.

It is the expectation of the agency and its leadership that our staff at every level treat inmates with respect and dignity, and we ask the same of you. When we all work together, there are better outcomes for you when you return home to your children, families, and loved ones.

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

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