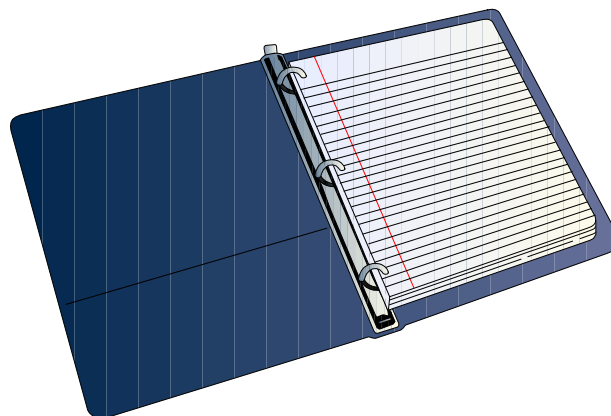


Inmate
Admission and Orientation
Handbook
Federal Correctional Institution
and
Federal Prison Camp
Marianna, Florida
2014

(Updated October 2014)



FCI/FPC MARIANNA
 ADMISSION & ORIENTATION HANDBOOK
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NOTE: A Spanish translation of this document is provided as a courtesy to those not fluent in English. If differences or any misunderstandings occur, the document of record shall be the related English language.

INMATE INFORMATION HANDBOOK

Introduction

The purpose of this handbook is to provide incoming inmates committed to the Federal Correctional Institution (FCI) and Federal Prison Camp (FPC), Marianna, Florida, with general information regarding the Bureau of Prisons (BOP), programs, rules, rights and responsibilities, and the discipline process at this facility. It is not a specific guide to the detailed policies of the BOP. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to incarceration.

NOTICE TO INMATES: MALE AND FEMALE STAFF ROUTINELY WORK AND VISIT INMATE HOUSING AREAS.

CLASSIFICATION AND THE UNIT TEAM

Orientation: Each inmate participates in the Admission and Orientation (A&O) program shortly after arrival at this facility. While in A&O, you will learn about the programs, services, policies, and procedures regarding the Bureau of Prisons generally and this facility in particular. Inmates attend lectures from staff regarding specific programs and departments. Upon completing the A&O program and receiving medical clearance, you will be assigned to a work detail based on institution need. If you are a WRIT return or a Residential Reentry Center (RRC) failure, and have been away from the institution for less than six months, you are not required to participate in the A&O program.

Classification Teams (Unit Teams): The Bureau of Prisons is organized into a unit management system. A unit is a self-contained inmate living area which includes office space for unit staff who are directly responsible for day to day management of the inmates living in that unit. The unit team typically includes the Unit Manager, Case Managers, Counselors and the Unit Secretary. Psychology and Education department staff may be located in the housing unit. The Unit Officer is also considered to be part of the unit team.

Inmates are assigned to a specific unit team and caseload within that team. Unit team members are available to address concerns on weekdays from 7:30 a.m., to 9:00 p.m., and from 7:30 a.m., until 4:00 p.m., on weekends and holidays. Work schedules for unit team staff, are posted in the housing units.

General Functions of Unit Staff:

Unit Manager - The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. The Unit Manager is the "Chairperson" of the unit team and reviews all unit team decisions.

Case Manager - The Case Manager is primarily responsible for all case management services and prepares classification material, progress reports, release plans, correspondence and other materials relating to your confinement. Case Managers are also members of the Unit Disciplinary Committee (UDC).

Counselor - The Counselors are responsible for preparing visiting lists, cell assignments, job assignments, phone lists (SHU and FPC inmates), the inmate Financial Responsibility Program (FRP), and unit sanitation. Counselors are also members of the Unit Disciplinary Committee (UDC).

Unit Secretary - The Unit Secretary primarily performs clerical and administrative duties; however, the secretary may participate in other unit team functions at the direction of the Unit Manager.

Unit Officer - The Unit Officer has the responsibility of direct supervision and accountability of inmates in the housing unit and enforcement of rules to ensure safety, security and order.

Program Reviews: Ordinarily, you will be classified by your unit team within 28 days of your arrival at Marianna. Subsequent program reviews for all inmates will be held every 180 days, or 90 days, if you are within 12 months of release. Your custody classification will be scored once a year.

Unscheduled Program Reviews: Upon request of either the inmate or staff, and with the concurrence of the Unit Manager, a program review may be advanced. The inmate must be notified by staff at least 48 hours prior to an unscheduled program review. The inmate may waive the 48-hour notice in writing to the unit team.

Schedule of Unit Services and Activities: A Schedule of Unit Activities and Programs is posted on each unit bulletin board at the FCI and the FPC.

Access to Diplomatic Representatives: Inmates with citizenship in a foreign country shall be asked by the case manager to indicate his/her interest in the possibility of returning to that country to serve his/her sentence by completing appropriate form(s). During the initial application process, unit staff will suggest the inmate contact the nearest foreign consular office, a list of which is posted on the unit bulletin boards, to advise them of his/her desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate, and can also assist the inmate with providing proof of citizenship. Consular officials may also request to visit the inmate at the institution.

Consular Visits: When an inmate is confirmed as a citizen of a foreign country, a consular representative of that country may visit the inmate on matters of legitimate business. The requirement for the existence of an established relationship prior to confinement does not apply to consular visits.

Provisions for Special Housing Needs: Inmates with special housing needs due to medical conditions are assigned to appropriate quarters according to their particular needs. Accommodation requests should be addressed to the Unit Manager.

Unmonitored Legal Telephone Calls: An inmate may request an unmonitored legal telephone call through the unit team when it can be demonstrated that a monitored legal correspondence is not practical. Requests for unmonitored legal calls should be directed to the Unit Manager.

Postage for Indigent Inmates: An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided postage for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be submitted in writing to the Unit Manager.

Town Hall Meetings: Town hall meetings are conducted by unit staff in the common areas of the housing units on an as-needed basis. Staff will make general announcements about news and events concerning that unit and to discuss changes in Bureau of Prisons policy and procedures.

Articles for Hygiene: Basic hygiene items such as toothpaste, toothbrushes, razors, and soap are issued by the institution and are available through the counselor in the housing unit. Inmates may purchase name brand items through the commissary.

Inmate Request to Review Central File: An inmate seeking to review his/her central file shall submit a written request to his/her case manager. The inmate's request will be acknowledged and the inmate will be permitted to review the file at a time practicable for staff. All file reviews are conducted under constant and direct staff supervision. Those materials which have been determined to be non-disclosable will be removed from the central file prior to the inmate's review. A written entry shall be made on the inmate Activity Record (BP-381), to show the date the inmate reviewed the central file. The staff member monitoring the review shall initial the entry and the inmate shall be asked to initial it.

Unit Rules: Unit rules are posted and may vary among housing units. It is the inmate's responsibility to become familiar with the rules upon arrival in the housing unit, and to ask unit staff for clarification if needed.

Wake-up: General wake-up for all inmates in the facility is 6:00 a.m. The unit is released for the breakfast meal by Correctional Services staff at the FCI and the Food Service Foreman at the FPC. Inmates are given a reasonable amount of time to leave the unit for the breakfast meal. It is the inmate's responsibility to report for work on time. Inmates who fail to maintain their room sanitation in accordance with posted standards or who report late for work are subject to disciplinary action.

Job Assignments: All inmates are expected to maintain a regular job assignment. Non-UNICOR job assignments are controlled through the Performance Pay Program, which provides monetary payment for work. Federal Prison Industries (UNICOR) has a separate pay scale. Unit staff, in consultation with detail supervisors, determine job assignments. Unit staff ensure the changes are posted on the Daily Change Sheet. Job assignments are based primarily on work needs in the institution. Ordinarily, inmates must remain on an assigned job detail for ninety days prior to requesting any job change.

Federal Prison Industries (UNICOR), is a self-sustaining corporation. UNICOR employs and trains inmates with job skills and a work ethic to prepare them for release back into society. UNICOR at Marianna utilizes four waiting lists. These four waiting lists allow us to give priority placement consideration to inmates with prior UNICOR, inmates within 24 months of release, and inmates who owe \$1,000.00 or more, who qualify for the Financial Responsibility Program (FRP). UNICOR offers full-time and part-time employment opportunities, which will allow you to participate in vocational, educational, and recreational activities and still work in UNICOR. Inmates are highly encouraged to submit a UNICOR job application as early as possible and get on one of our waiting lists. UNICOR is a voluntary program and you can always refuse the job when called to go to work. If you qualify for the FRP waiting list, or are within 24 months of release, you will need to have Unit Team staff send an e-mail to the Factory Manager to be placed on one of our Priority Placement waiting lists. Remember, inmates who participate in UNICOR for 6 months prior to release are 24% less likely to recidivate back into prison.

On-the-Job Injuries: If you are injured while performing an assigned duty, you must immediately report this injury to the closest staff member and your assigned work supervisor. The work supervisor will then report the injury to the institution Safety Manager. You may be disqualified from eligibility for lost-time wages or compensation if you fail to report a work injury promptly to the supervisor. If you are injured while performing an assigned duty and expect to be impaired to some degree, you may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

Smoking/Tobacco: Smoking or Tobacco products are not permitted for possession by inmates at Marianna.

Cell Phones: Cell Phones are not permitted for possession by inmates at Marianna.

Sanitation: It is the inmate's responsibility to check his/her living area immediately after being assigned to a cell, and to report all damage to the counselor or other available unit team member. An inmate may be held financially liable for any damage to his/her personal living area. Inspections are conducted regularly by unit officers and unit staff.

Each inmate is responsible for making his/her bed and maintaining his/her personal living area in accordance with standards posted in each housing unit. Unit staff ensure inmates have access to cleaning supplies. Each inmate is responsible for sweeping and mopping, removing trash, and insuring the entire room is clean and sanitary. Rooms should be ready for inspection at 7:30 a.m., Monday through Friday. Cardboard boxes and paper containers are prohibited as they can be fire hazards.

Personal Property: Items that may be retained by an inmate are limited by policy to ensure that excess personal property is not accumulated resulting in a fire, sanitation, security or housekeeping hazard.

Storage Space: Storage space in most units consists of an individual locker. Locks may be purchased in the institution commissary. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be

accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Dress Code: The full khaki uniform is to be worn Monday through Friday, 6:00 a.m. to 4:00 p.m., with shirts tucked in. Civilian clothing of any type (except athletic apparel) is not authorized. Individual wash cloths and towels are issued to inmates. Footwear will be placed under the bed. The limits of authorized personal clothing and footwear are listed in the current Institution Supplement on Personal Property, available in the Law Library. Inmates will be appropriately dressed at all times in accordance with policy.

Legal Materials: Inmates are allowed to maintain legal materials in their locker. Requests for additional locker space may be submitted to the Unit Manager.

Commissary Items: The total value of an inmate's accumulated Commissary items will be limited to the monthly spending limitation. All sales come off the spending limit except stamps and over the counter medications.

Food Storage: Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty containers being used for other than original items and contents are considered to be contraband.

Letters, Books, Photographs, Newspapers, and Magazines: An inmate will be limited to the numerical limits authorized in the current Institution Supplement for Personal Property. Picture frames sold in the Commissary may be displayed. Nothing is to be tacked, stapled, or scotch taped to any surface except bulletin boards.

Sports and Musical Equipment: Inmates may maintain one (1) pair of athletic gloves, two (2) cans of racquetballs and one (1) harmonica within their living quarters. Storage of these items will be in the inmate's assigned locker. The Recreation Department has available for checkout a variety of musical instruments for those inmates participating in the Music Program.

Radios, MP3 Players and Watches: An inmate may not own or possess more than one (1) approved radio, MP3 player and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have value exceeding locally established limits. Radios with a tape recorder and/or tape player are not authorized. Only walkman-type radios and authorized MP3 players are permitted, and headphones are required at all times. If an inmate is in holdover status, he/she may not purchase, own or possess a radio or watch. Inmates may **not** give any items of value to another inmate.

Jewelry: Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones. The FPC inmates are authorized two (2) pairs of earrings.

Cell Visitation: Inmates are not allowed to visit in other cells or Units.

TRUST FUND/BUSINESS OFFICE

LAUNDRY

Hours of operation: (Mon.-Fri. 6:00 a.m. - 3:30 p.m.), except on Federal holidays.

All clothes will be issued and labeled by the Laundry department.

All clothes will be stored and picked up in unit laundry room.

Linen/blanket exchange will be exchange each Tuesday 6:00 a.m. - 7:00 a.m.

Lost or stolen clothing/shoes/linen will be inmate's responsibility. All inmates will pick up and return their clothes/ linen based on the posted schedule in their respective housing unit. Inmate personal clothing will be washed in conjunction with the institution clothing schedule. The institution laundry is not responsible for loss or damage to inmate personal clothing. Inmates are not allowed to discard, exchange clothes with other inmates or alter any institution clothing.

COMMISSARY

Inmate funds are retained by the institution in a trust fund, from which the inmate may withdraw money for personal spending in the institution commissary, family support, or other approved purposes. Accumulated institutional earnings and monies sent from outside are given to the inmate upon release or may be mailed home.

The Commissary access time for inmates in each unit is scheduled on a rotating basis. The schedule is posted in the unit and on the commissary bulletin board. It is the inmate's responsibility to know the amount of money available in his/her Commissary account. Inmates may check on the balance in their account via the ITS or the TRULINCS computers located in their respective housing unit.

Hours of operation (6:30 a.m. - 3:00 p.m.) Monday - Wednesday
SPOs, watches, shoes, and radios, will be sold in conjunction with regular sales.
SPOs are limited to a maximum of \$300.00 per quarter.
All inmates will be validated bi-weekly with a limit of \$160.00.
Total monthly spending limit \$320.00.

Stamps, Over-the-Counter (OTC) medications, phone credits, and TRU units are exempt from monthly spending limit. All funds for deposit to inmate accounts must be sent to the Lock Box under the inmates committed name and eight digit register number. All inmates can have personal clothing purchased from the commissary labeled and marked by the laundry.

Borrowing commissary items from other inmates is not allowed. Special purchase items such as tennis shoes, watches, head phones, and radios require that a form be completed by the inmate and approved through the Unit Manager. Inmates in FRP Refusal status will not be allowed to purchase special purchase items.

Inmate Account Card: Only one card is permitted per inmate. Do not loan your card to anyone, and do not have any other inmate's card in your possession. You must carry this card with you at all times when outside your living quarters. The care of the card is your responsibility. The card must not be tampered with or altered in any manner. Your I.D. card must be returned to R&D upon release.

Spending Limitations: Currently, inmates are permitted to spend the national spending limit of \$320.00 each month. Over-the-Counter (OTC) medications, telephone credits, and stamps do not go against the monthly spending limit. Once a month, each inmate's account is "validated"; that is, the spending period begins with validation. All inmates are validated by the last digit of the first five numbers of their register number. The formula is the last digit of the first five $\times 3 + 1$. Example: 01234-012; $4 \times 3 = 12 + 1 = 13^{\text{th}}$ day of the month validation.

Deposits to Accounts: Monies sent to inmate commissary accounts from outside sources will be sent through the mail to the Federal Bureau of Prisons centralized processing center at the following address:

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

Deposits are then recorded by the processing center and deposited in the inmates account. Monies sent in may be in the form of Money Orders, Government checks, Foreign negotiable instruments, (U.S. currency only) cash (not recommended), or business checks. All negotiable instruments must contain the inmates name and eight digit register number. **Only negotiable instruments can be sent to the centralized processing center. Any and all enclosures with the negotiable instruments (letters, pictures, etc.) will be discarded.** Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution

where the inmate is housed. Inmates may also receive funds through Western Union Quick Collect.

Commissary Fund Withdrawals: Source documents used to initiate inmate withdrawals vary depending on the type of withdrawal. The appropriate document for each withdrawal is identified in the following section. Withdrawals initiated by inmates and requiring a staff signature for approval are made using a Request for Withdrawal of Inmate's Personal Funds (BP-199), or a Withdrawal Record – Inmate (BP-201).

These requests are completed legibly in ink and signed by the inmate in the presence of Unit Management staff, then hand-delivered by the staff member to the approving official, who signs the form and hand-delivers it to the Trust Fund Specialist responsible for processing withdrawals.

The Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$500.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

INMATE TELEPHONE SYSTEM

This institution has an Inmate Telephone System (ITS). The ITS has both debit and collect calling capabilities. Phone conversations are limited to fifteen minutes, with a fifteen-minute waiting period after a successfully completed call. Each inmate is limited to thirty (30) telephone numbers. Inmates may transfer phone credits seven days a week after 4:30 p.m. utilizing the ITS. Inmates will be given written telephone procedures upon receipt of a Personal Identification Number (PIN) from the Business Office. Emergency calls will be handled through unit staff or the Chaplain on a case-by-case basis. Three-way phone calls are not permitted and will result in disciplinary action. All inmate calls are subject to being monitored.

TRULINCS

Inmates must enter all phone and E-mail information in their TRULINCS account. Inmates may only use the TRULINCS computers within their assigned housing unit. All requests to unlock TRULINCS accounts must be sent in writing to the Trust Fund Office.

INSTITUTION EMERGENCIES

When there is an emergency, including a medical emergencies, all inmates located on sidewalks or in the path of staff responding to the emergency are required to cease all movement and place one knee on the ground until directed to move by a staff member, or the emergency is cleared by announcement.

INCLEMENT WEATHER

During inclement weather all inmates are required to report to their detail supervisor for accountability and safety during thunderstorms, lightning and high winds.

HURRICANES

During hurricanes, inmate movement will be limited for accountability and safety.

SAFETY

JOB ASSIGNMENT TRAINING

Inmates assigned to a work detail must complete an Initial Job Orientation (IJO) prior to performing any work. The orientation will cover all equipment, chemicals, tools and equipment involved. The IJO will be conducted annually and anytime there is a change in equipment or working conditions.

PEST CONTROL

Pest Control is managed through the Safety Department. Each housing unit has a sign-up sheet posted and is reviewed weekly (for mice, roaches, ants etc...), to determine treatment to all areas.

SAFETY DATA SHEETS

Safety Data Sheets (SDS) are a widely used system for cataloging information on chemicals, chemical compounds and chemical mixtures. SDS information may include instructions for the safe use and potential hazards associated with a particular material or product. These data sheets can be found anywhere chemicals are being used.

The SDS sheet will contain the following:

1. The name and chemical identification. (Danger, Warning, Caution)
2. Physical Data, such as gravity, boiling point, evaporation rate, etc...
3. Firefighting information
4. Health hazards
5. Safe handling
6. Personal protective equipment needed
7. Disposal methods.

SECURITY PROCEDURES

Counts: One of the first realities of institutional life is "count time." It is necessary for the staff to count inmates on a regular basis. During a count, inmates are expected to remain quietly in their cells until the count is announced as clear.

It is the inmate's responsibility to be in his/her assigned area when count is announced and remain there quietly until it is announced that the count is clear. Official counts will ordinarily be taken at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:00 p.m. A 10:00 a.m., stand-up count will be held on weekends and holidays. Other special counts may occur during the day and evening. Note that the 4:00 p.m., and the 10:00 p.m., counts are stand-up counts.

Staff will take disciplinary action if an inmate is not in his/her assigned area during a count. Disciplinary action will also be taken against inmates for leaving his/her assigned area before the count is cleared and taken against inmates for not standing during a stand-up count. According to policy, the counting officer must observe breathing flesh before an inmate can be officially counted.

Lockdown: **FCI:** Lock-down (the locking of all cell doors) in housing units at the FCI occurs at 10:00 p.m., daily. Cells will be reopened again the following morning at 5:00 a.m.

FPC: At the FPC, inmates will be secure in their cubicles with no movement at 11:30 p.m., daily.

Call-Outs: Call-outs are a scheduling system for appointments which are posted each day on the unit bulletin boards. It is the inmate's responsibility to check for appointments on a daily basis and all scheduled appointments are to be attended. Disciplinary action will also be taken when inmates miss or fail to attend call-outs. If an inmate is in need of routine medical attention, he/she will ordinarily have to go to the Health Services Department that morning between the hours of 6:30 a.m. and 7:00 a.m., and sign up for sick call. Illnesses of an emergency nature are exceptions and are handled accordingly.

Controlled Movement: Movement throughout the FCI is regulated by a procedure called "controlled movement." The purpose of controlled movement is to ensure that the movement of inmates is orderly and timely. Controlled movements occur every hour for a period of ten (10) minutes. The beginning and ending

of each move will be announced by staff. During the ten minute period of controlled movement, inmates may freely move from one area of the institution to another.

Contraband: Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff will make an effort to locate, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer. Any item in an inmate's personal possession must be authorized and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase or loan items to/from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if it is an approved issued item or purchased through the commissary is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

Searches: Any staff member may search an inmate's room to retrieve contraband or stolen property. The inmate will not be permitted to be present when his/her room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

Drug Surveillance: This facility operates a drug surveillance program that includes mandatory random testing. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, that inmate will be subject to an incident report.

Alcohol Detection: A program for alcohol surveillance is in effect. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

Fire Prevention and Control: Fire prevention and safety is everyone's responsibility. Inmates are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each area of the institution by staff. During a fire drill or an actual fire, you will be directed by staff to evacuate the immediate area. You are not to tamper with any fire protection equipment for your protection as well as others.

MEDICAL AND DENTAL SERVICES

Available Services: Medical and Dental staff examines, establish treatment plans, diagnose, educate and counsel inmates with acute and chronic conditions. Medical department personnel includes: administrators, physicians, mid-level practitioners, nurses, dentists, a pharmacist, and administrative support staff.

Radiological procedures such as x-rays and ultrasounds are done onsite and interpreted by an outside Radiologist. Other radiological procedures, including but not limited to: Mammograms, MRIs or CT scans are performed at facilities in the local community. Laboratory specimens are sent to referral laboratories for analysis, except urinalysis specimen. Diabetic inmates may be issued glucometers to independently monitor their blood sugar level.

Specialty consults must be requested by your primary care provider and approved by the Clinical Director, Region or Central Office. Specialty evaluations for optometry, psychiatry, ophthalmology, and orthopedics are conducted "in house", by a Specialists at the institution once a month or when needed. Sleep apnea studies are performed and managed "in house" by the medical staff. The Clinical Director determines if an outside medical trip is to be arranged for the examination/treatment of the inmate at the Specialist's office or by transferal to a Federal Medical Center.

Primary Care Provider Teams: An inmate is assigned to a Primary Care Provider Team which consists of a primary mid-level provider (PA/ARNP), nurse (RN/LPN), and a physician upon arrival at FCI Marianna. The assignment of an inmate to a primary mid-level is based upon the last two digits of the first five numbers

of their register number (i.e.00025-000). A complete listing of healthcare team providers and the inmate population register numbers they provide primary services is posted on each unit bulletin board (A & B side). FPC inmates are assigned to a single team given the population size of the unit.

YOU MUST PRESENT YOUR INMATE IDENTIFICATION CARD TO RECEIVE ANY SERVICES AT THE HEALTH SERVICES DEPARTMENT. NO EXCEPTIONS.

DNA Collection: Effective February 1, 2011, the Federal Bureau of Prisons began collecting inmate DNA Sample collections using the Buccal Swab method instead of the finger stick blood collection method.

DNA samples for qualifying inmates (initial designation or pretrial) will normally be collected when an inmate arrives at his or her institution (designated or assigned in the case of pretrial) within 72 hours of arrival, but no later than seven days.

Inmate Co-payment Program: In accordance with Program Statement P6031.02, an inmate must pay a fee for health care services (medical and dental) of \$2.00 per health care visit if the health care service is received in connection with a health care visit requested by the inmate; or the inmate is found responsible through the Disciplinary Hearing Process to have injured an inmate, who as a result of the injury, requires a health care visit. The fee for each visit is charged to your Inmate Commissary Account.

The following health care services are exempt from a fee of \$2.00:

We will not charge a fee for the following:

1. Inmates in Special Housing Units (SHU) will not be charged a copay fee for daily visits (rounds) by Health Services staff.
2. Health care services based on health care staff referrals
3. Health Care staff-approved follow-up treatment for a chronic condition
4. Preventive health care services
5. Emergency services
6. Prenatal care
7. Diagnosis or treatment of chronic infectious diseases
8. Mental health care
9. Substance abuse treatment

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

1. Blood pressure monitoring
2. Glucose monitoring
3. Insulin injections
4. Chronic care clinics
5. TB testing
6. Vaccinations
7. Wound care (excluding initial diagnosis).
8. Patient education

Sick Call visits/appointments, after-hours medical evaluations, and evaluations requested by non-medical staff members on behalf of an inmate for a non-exempt health service will be charged a \$2.00 copay fee. Medical staff can also charge a fee to an inmate who presents his condition as an emergency and after examination medical staff determines that the inmate's condition was not a true emergency.

No inmate will be denied health care services or treatment due to lack of funds but will still be charged for the visit. For inmates who do not have sufficient funds to pay the fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your

Inmate Commissary Account. This also applies to an **indigent inmate** which is defined as an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

Medical Provider Appointments: Clinical Appointments are routinely scheduled from 7:30 a.m., until 2:30 p.m., daily (Monday - Friday), excluding weekends and holidays. Only emergency cases will be evaluated.

At the FCI and FPC, Wednesday's are generally reserved for conducting A&O physical examinations; however, specialty and emergency services are available.

To request an appointment with your primary care provider, you must report to sick call. The medical staff conducting triage will take appropriate action and refer you to your medical provider to be scheduled. Cop-outs requesting appointments are not acceptable.

Medical Sick Call Hours: Routinely Monday, Tuesday, (Wednesday, triaged as necessary), Thursday and Friday, 6:45 a.m., until approximately 7:15 a.m., or until the end of "main line." Inmates are to report to "sick call" as your unit is released for "main line." Inmates can request a Dental sick call evaluation at the same time. Special Housing Unit (SHU) inmates are provided sick call daily (in the morning) without exception.

Medical sick call is not available on federal holidays or weekends. On weekends, holidays and after duty hours, only emergency cases will be evaluated.

Non-diabetic inmates found in the Medical Department prior to the beginning of "sick call" will have disciplinary action taken against them.

Medical sick call has been established for the treatment of urgent and/or acute medical conditions and was not designed to be nor will be allowed to become a short cut to routine or chronic medical care.

Appointments: Requests for medical sick call or routine medical care should be written out indicating your sick call/routine care complaint and submitted on an INMATE REQUEST TO A STAFF MEMBER (cop-out form), blank forms are available in the unit. All requests should be placed in the appropriate metal box (FCI - located just inside the grilled area and to the left of the Health Services main entrance; FPC - located next to the waiting room door of the Health Services main entrance) in which your assigned mid-level provider's name appears on the front of the box. All requests for sick call or routine medical care received prior to 7:30 a.m., will be processed the same day and returned to you via the evening institutional mail call with your scheduled appointment time/date noted. Those received after 7:30 a.m., will be processed the next work day. Appointments will be given in accordance with sick call triage guidelines (i.e., same day, 1-2 days, 3 days, 7-14 days). Patients arriving late for appointments will not be seen and are subject to disciplinary action. It is your responsibility to check the call-outs (appointment system) on a daily basis to include weekends and report for your appointment at the proper time.

After-Hours/Weekend/and Holiday Treatment: Only emergencies will be evaluated by the on duty or "on call" medical staff.

Normal Duty Hours: 6:30 a.m., until 4:00 p.m., Monday through Friday, with the exception of weekends and holidays.

Emergencies: The following procedure will be followed in the event of a medical emergency. First, notify your work supervisor/correctional officer. A staff member will then notify the medical practitioner on duty.

Physical Examinations: All newly committed inmates, halfway house failures and parole violators will have a physical examination in accordance to criteria set forth in Program Statement 6031.01. As an inmate in this category you may not refuse any part of the initial physical or testing. Routine medical assessments will be completed following the Medical Director's established criteria for Preventive Health Care. Inmates

preparing to be released may have an exiting physical examination upon written request to the Health Information Department. The request cannot be more than 6 months prior to release or less than one month prior to release.

Immunizations: Unless otherwise documented, all inmates are required to receive a tetanus and PPD upon arrival at the institution. Females of childbearing age will be offered Measles, Mumps, Rubella Vaccine. Yearly influenza vaccine is offered to the population with emphasis placed on those "at risk". Hepatitis B vaccine series will be offered to those inmates working in potentially hazardous areas, and Pneumococcal vaccine is offered when clinically indicated only.

Health Promotion/Disease Prevention Program: This facility fully supports patient education, disease prevention programs and your active participation in your health care. In order to facilitate these programs your unit team, psychology department, recreation department and health services unit has joined efforts to provide you with a variety of written material, videos, audio tapes, oral presentations, workshops, and exercises to assist and guide you in your total body care.

Medical Record Copies: Requests for copies of your medical file should be submitted on an INMATE REQUEST TO A STAFF MEMBER (cop-out form) and sent via the institutional unit mail to the Health Services Department, specifically addressed to the Medical Records Department. The cop-out should provide the specific items that you are requesting copies of from your file. You will then be placed on institution call out when your copies are ready.

Elective Female Health Examinations: You can electively request to have a pap smear, pelvic and/or breast examination performed. These services are offered to the inmate population in accordance with the current BOP - Preventive Health Care Guidelines. Pap smears are performed every year for patients age 30 and below, and every 3 years for patients over age 30. Breast exams are performed annually. Please submit an INMATE REQUEST TO A STAFF MEMBER (cop-out form) to the FPC Health Services Department requesting which examination(s) you would like to have performed. Mammography is offered to the inmate population in accordance with the current BOP - Preventive Health Care Guidelines. Mammograms begin at age 40, every 2 years - sooner or more often if family history of breast cancer. If you fall within the above recommended age group and would like to have a mammogram, please submit an INMATE REQUEST TO A STAFF MEMBER (cop-out form) to the FPC Health Services Department to be scheduled for this study. The mammography guidelines do not include those with clinical indication or history of abnormal study. These cases will be followed by the Health Services Department as clinically indicated. The proper procedure in performing a self-breast exam will be demonstrated during the Admission and Orientation lecture provided by a Health Care Provider.

Health Care Rights and Responsibilities: While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights and you also accept the responsibility to respect the basic human rights of your health care providers. A copy of the Health Care Rights and Responsibilities is posted in the front lobby of the Health Services Department and is provided for your review with this booklet. It is in your best interest to involve yourself in your care and treatment as prescribed/ordered.

INMATE RIGHTS AND RESPONSIBILITIES

1. **Right** -You have the **right to access** health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.

Responsibility - You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. **You have the responsibility to pay an identified fee for any health care encounter initiated by yourself,**

excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.

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

Responsibility - You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.

3. **Right** - You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.

Responsibility - You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Inmate Grievance Procedures*.

4. **Right** - You have the right to provide the Bureau of Prisons with **Advance Directives or a Living Will** that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.

Responsibility - You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

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

Responsibility - You have the responsibility to treat the staff in the same manner.

6. **Right** - You have the right to obtain copies of certain releasable portions of your health record.

Responsibility - You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

7. **Right** - You have the right to be examined in privacy.

Responsibility - You have the responsibility to comply with security procedures should security be required during your examination.

8. **Right** - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Responsibility - You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

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

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

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

Responsibility - You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. **Right** - You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

Responsibility - You have the responsibility to eat healthy and not abuse or waste food or drink.

12. **Right** - You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).

Responsibility - You have the responsibility to notify medical staff you wish to have an examination.

13. **Right** - You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.

Responsibility - You have the responsibility to maintain your oral hygiene and health.

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

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

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

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

Dental Services

Availability and Accessibility: Dental care at this institution is provided pursuant to the policies of the Federal Bureau of Prisons. Emergency or urgent dental care is performed first, then, access to elective care is provided as resources of staff, time, and materials are available and commensurate with your ability and desire to maintain good oral health. Because of the tremendous demand and limited available resources, access to care is controlled by the use of a treatment waiting list. You will be required to demonstrate you are practicing adequate and proper oral hygiene prior to the delivery of any elective care. The extent of treatment planned is dictated by your response to treatment and continued interest in your oral health. The treating dentist may discontinue care at any time if it becomes apparent you are not practicing proper oral hygiene. Partial dentures are only provided in a periodontal healthy (outstanding self-care and healthy gums) environment, after all restorative work (fillings) is completed and only when the functional need is determined by the dentist.

Types of Dental Care:

1. Emergency Dental Care - are measures necessary to alleviate diagnosable acute severe pain (draining a large abscess, appropriate medications, etc.), life threatening infection and/or the

treatment of major acute trauma. Minor toothaches, lost fillings, bleeding gums, and sensitive teeth are not emergencies and will be evaluated during the next available sick call time. During normal operational hours, an institutional staff member can contact the dental clinic staff to determine if access is needed for this type care. After normal operational hours the medical staff on duty will provide this evaluation.

2. Dental Sick Call - (Urgent Dental Care) – Dental sick call is also held Monday, Tuesday, Thursday and Friday of each week at 6:45 a.m. Those cases determined to URGENT may be seen the same day. Inmates with appointments will be placed on the call-out for sick call evaluation and you are expected to be in the dental/medical waiting area, both for the FCI and FPC. You will not be paged for this call-out. Patients arriving late for appointments will not be seen and are subject to disciplinary action. This level of episodic care is limited to the alleviation of diagnosable pain, the control of acute infection, temporary restorations in deep decay (when indicated and in consideration of your self-care level). Dental sick call was not designed to be and it will not be allowed to become a short cut to routine or elective dental care. Inappropriate use of dental sick call reduces the time available for elective care.
3. Routine or Elective Care - Requests for and access to routine dental care begin with you requesting to have your teeth cleaned and be evaluated for routine elective dental care. Inmates must submit an INMATE REQUEST TO A STAFF MEMBER (cop-out form) with written specifics of their request to be placed on the waiting list for a dental cleaning. Again, all requests are to be placed in the appropriate dental metal box. You will be placed on call-out when the waiting list works down to your name. You will then receive a cleaning, oral hygiene instructions, and comprehensive exam. After the cleaning process is successfully completed you will be referred to the routine care waiting list with the dentist(s) for your routine dental care needs, where your name will remain until indicated treatment is completed, and as time and staffing permit. Access to this type care is provided if you are maintaining an adequate level of self-care.
4. Accessory Dental Treatment - This type treatment is not ordinarily provided to the inmate population. It is dentally acceptable treatment, but not dentally necessary and includes, but is not limited to, the following: orthodontic tooth movement (braces), crowns and bridges (caps), dental implants, edentulous ridge augmentation, orthognathic surgery, and TMJ surgery.

Dental Appliance Repair Services: Requests for partial or complete denture repairs are to be submitted on an INMATE REQUEST TO A STAFF MEMBER (cop-out form) and sent through the institution mail.

FOOD SERVICES

Food Service is responsible for furnishing three meals a day to the inmate population. The main goal is to provide a well-balanced meal while maintaining the highest sanitation standards.

The dining room capacity is very low. In order to accommodate all inmates in a timely manner, we ask that you limit your activities within the dining room to the consumption of your meal. You are required to carry your tray, cup and utensils to dish room window prior to leaving the dining area for proper disposal. Pick up any items dropped. If you encounter any problems, direct your request to the staff Cook Supervisor on the line. Please remember there is a lot going on during the service of the meal. If the Cook Supervisor is unable to resolve your problem, seek the Assistant Food Service Administrator or the Administrator for resolution.

Disturbances in the dining room will not be tolerated. There will be no cutting or jumping the line while in the Food Service Department. No food items are allowed to leave Food Service. Additionally, you are not allowed to bring any bowls, cups, or any other items into Food Service. No Radio or headphones are allowed in Food Services. Head gear is prohibited unless it is approved religious attire by Religious Services. Shouting, yelling and high level noises are prohibited in Food Services. Taking utensils, cups, etc., from the Food Service department is considered STEALING. Eating more than once is considered STEALING. I.D. cards are

required to eat.

There is a Certified Religious menu offered at Marianna. Inmates who wish to receive this menu must contact Religious Services. The Certified Religious menu consists of three hot entrees a week. The entree is the only food item on this diet that will be heated.

The dress code for Food Service is as follows: Monday through Friday, all lunch meals require the full uniform be worn with the shirt tucked in. Coats must be unzipped when entering the dining hall. Coats must be removed and carried for search purposes when exiting the dining hall. At the breakfast and dinner meal, authorized civilian clothing may be worn with the exception of shower shoes, tank tops, and any other items that are not authorized by the institution supplement. Sunglasses are not authorized to be worn in Food Service.

The scheduled meal times are as follows:

FCI

Monday - Friday	Breakfast	6:30 a.m. - 7:30 a.m.
	Lunch	10:45 a.m. - 12:00 p.m.
	Dinner	After 4:00 p.m., and count clears
Weekends & Holidays	Coffee Hour	7:00 a.m. - 8:00 a.m.
	Brunch	After 10:00 a.m., and count clears
	Dinner	After 4:00 p.m., and count clears

FPC

Monday - Friday	Breakfast	6:00 a.m. - 7:00 a.m.
	Lunch	10:30 a.m. - 11:30 a.m.
	Dinner	After 4:00 p.m., and count clears
Weekends & Holidays	Coffee Hour	7:00 a.m. - 8:00 a.m.
	Brunch	After 10:00 a.m., and count clears
	Dinner	After 4:00 p.m., and count clears

EDUCATION PROGRAMS

Academic: Academic programs range from basic literacy through high school equivalency (GED). The GED classes are offered in the English and Spanish languages. In addition to the literacy program, English-as-a-Second Language and college correspondence courses are offered to the inmate population. These courses are designed to enable each student to complete his or her prescribed or desired educational objectives.

The English-as-a-Second Language program is designed to prepare the inmate to communicate successfully in a predominately English-speaking community and correctional environment.

College correspondence courses offer certificate and degree programs from various accredited colleges and universities to the inmate population. The cost of these programs are borne by the inmates. These correspondence courses must be approved by education staff prior to ordering materials.

Vocational/Occupational Training and Social Programs: Education Services provides vocational and apprenticeship training programs that enhance marketable skills, refine job retention skills and develop self-worth. The vocational programs are certified through the State of Florida, Department of Corrections, Office of Program Services and the apprenticeship programs are registered through the Bureau of Apprenticeship Training. Programs offered at the FCI include: Computer Applications, A+ Computer Refurbishing, Electrical, Heating & Air Conditioning, Plumbing, and Diversified Cooperative Training (DCT) and various apprenticeship programs. Vocational programs at the FPC include: Computer Applications, Diversified

Cooperative Training, and various apprenticeship programs. Career Planning and Career Counseling programs are offered at both sites to supplement vocational programs.

Adult Continuing Education: Adult Continuing Education programs include (not limited to): Parenting, Financial Management, Conversational Spanish, Health Education, Career Planning, Career Counseling, and Basic Study Skills.

All academic, occupational training, and apprenticeship classes and programs are taught by either BOP or contract staff and are free to the inmates, with the exception of college correspondence programs.

VCCLEA/PLRA: The Violent Crime and Law Enforcement Act (VCCLEA) states that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school credential, participate in and make satisfactory progress toward attaining a General Educational Development (GED) diploma to vest earned Good Conduct Time (GCT).

The Prison Litigation Reform Act states that an inmate whose offense was on or after April 26, 1996, and who lacks a high school credential, participate in and make satisfactory progress toward attaining a General Educational Development (GED) diploma to vest earned Good Conduct Time (GCT).

Definition of Satisfactory Progress: An inmate subject to the VCCLEA of 1994 or the PLRA of 1996 shall be deemed to be making satisfactory progress toward earning a GED credential unless and until the inmate receives a progress assignment confirming that:

1. The inmate refuses to enroll in the literacy program;
2. The inmate has been found to have committed a prohibited act that occurred in a literacy program during the last 240 instructional hours of the inmate's most recent enrollment in the literacy program; or
3. The inmate has withdrawn from the literacy program.

RECREATION AND LEISURE PROGRAMS

The Recreation Department provides a wide variety of leisure time programs and activities for the inmate population. Programs include, but are not limited to, intramural sports, art, aerobics, music, and physical fitness and health education classes (refer to the Recreation Department A&O Handbook for more information). Eye protection is required at all times while playing handball and racquetball. Inmates may check out safety goggles through the Recreation Department or they may order their own goggles via Special Purpose Order through recreation. Prescription glasses are **not** considered safety eye protection unless approved by the Medical Department with the issuance of a safety glasses card.

Sunbathing is not permitted in any area, at any time. Appropriate clothing must be worn at all times and towels and/or blankets will not be permitted in Recreation.

Hobby Craft Materials: The Recreation Department sponsors the hobby craft program. Storage space for all approved supplies is available in Recreation for official hobby craft participants. Some hobby craft materials are authorized to be stored in inmate living quarters (refer to the Recreation Department A&O Handbook and Hobby Craft Regulations).

All completed hobby craft projects must be immediately mailed from the institution, at the inmate's expense. At the FCI, completed hobby craft projects are taken to Recreation for packaging and mailing. At the FPC, hobby craft mail outs are held in the Recreation area on Sundays and Thursdays.

The Recreation Department's Hours of Operation are as follows:

Daily: 6:30 a.m. - 3:30 p.m. (Recreation Yard opens at daylight)
4:30 p.m. - 8:30 p.m. (Recreation Yard closes at dusk)

The Hours of Operation of the Recreation Yard area vary with the Spring and Fall time changes. The gym and leisure center are open during all operational hours. Changes in the hours of operation will be posted to the inmate population. Inmates are permitted to wear shorts, t-shirts, headgear, and other approved institutional clothing while in Recreation. Altered clothing of any type is not permitted. Tennis shoes **must** be worn while in Recreation and absolutely **NO boots** are allowed.

General Rules of Recreation include:

- * Out of Bounds" areas are strictly enforced
- * Eating and drinking are not permitted inside any Recreation Department building
- * Eye protection is required when using the Hobby Craft sewing machine
- * The Recreation Yard shower is not authorized for bathing. It is to be used only to "cool off." No soap or shampoo is permitted.
- * Institutional towels and/or blankets are not permitted in Recreation.
- * All inmate traffic on the walking/running track must go in a counter-clockwise motion.
- * Fitness mats are to be used for exercising only (no sleeping, reading, or sunbathing).
- * No boots permitted in Recreation.

PSYCHOLOGY SERVICES

Psychology Services Staff Members:

The Psychology Department consists of six psychologists (the Chief, the DAP Coordinator, one Resolve Program Coordinator, the SOMP Coordinator, one SOMP psychologist, and one Staff Psychologist), six Drug Treatment Specialists, three SOMP treatment specialists and one Psychology Technician.

Services Provided by the Psychology Department

1. Intake Screenings - All inmates must complete a Psychology Services Intake Questionnaire (PSIQ) in R&D. The purpose of the intake interview is to gather information and to assess the inmate's current psychological functioning. After the interview, the psychologist prepares a brief written report. A copy of the report is kept in the inmate's psychology file and a copy is sent to the unit team.
2. Crisis Intervention - Psychologists are available to see inmates who are experiencing acute signs of distress.
3. Individual Counseling - Individual counseling services are available for any inmate experiencing family, interpersonal, adjustment or other personal concerns.
4. Group Counseling - The Psychology Department provides educational and therapeutic groups that address special concerns faced by inmates. Flyers will be posted in the units when available.

Referrals

1. Self-Referrals - For an inmate to self-refer to the Psychology Department, they must fill out an Inmate Request to Staff Member (cop-out form), addressed to the Psychology Department, or psychology staff, and place it in the drop box on the unit. In emergency situations, inmates should notify any staff member that they require immediate attention so that staff can contact Psychology Services.
2. Referrals by Staff - When a staff member believes that an inmate will benefit from psychological counseling, the staff member may refer that inmate to the Psychology Department. Counseling is usually on a voluntary basis; however, in situations where the inmate poses a risk to himself, others or to the safety and security of the institution, psychology staff will take steps to ensure the safety of the inmate

and others.

3. Other referrals - Inmates also may observe unusual behavior in other inmates that signal the need for a psychological intervention. In these cases, inmates are encouraged to inform staff so that the identified individual may receive the required assistance.

Drug Abuse Treatment Programs

The Drug Abuse Program (DAP) in Marianna comprises a Drug Education Program, a Residential Drug Abuse Treatment Program, and Non-residential Drug Abuse Counseling Services. Participation in the Drug Education Program is mandatory for some inmates and voluntary for others. Mandatory participation is described below. Participation in Residential Treatment and Non-residential Drug Abuse Counseling is voluntary and available to all inmates.

Drug Education Program

Marianna's Drug Education Program is a 12 to 15 hour course taught by the Drug Treatment Specialist. The sessions focus on psychological and physical aspects of addiction, including drugs, alcohol, and tobacco; the effects of abuse and addiction on the family; and relapse prevention.

Mandatory Participation:

Inmates who were committed to the custody of the Bureau of Prisons after October 1, 1991, may be required to participate in the Drug Education Program if they meet any of the following criteria.

- The inmate's Judgment and Commitment Form indicates that the inmate must participate in drug abuse treatment while incarcerated.
- The inmate's Pre-sentence Investigation report indicates that alcohol or other drug use contributed to the commission of the instant offense.
- The inmate is now incarcerated for a violation of parole or probation supervision because of alcohol or other drug use.

Inmates who are required to complete the program but who refuse to participate, withdraw, are expelled or otherwise fail to meet attendance and examination requirements will be restricted to the lowest inmate pay grade.

Voluntary Participation:

With the exceptions noted above, any inmate may voluntarily participate in the Drug Education Program. To volunteer, inmates should submit an Inmate Request to Staff Member form to the Psychology Department. Volunteers' names will be placed on a waiting list for the program. Priority is given to the enrollment of mandatory participants, and volunteers will be admitted to the program as space permits.

Residential Drug Abuse Treatment Program

A Residential Drug Abuse Treatment Program is available for male inmates who volunteer to participate. This treatment requires inmates to live in the Apache Unit and attend residential treatment programming which consists of group and individual psychotherapy over a nine month period. To participate you must have a history of substance abuse or dependence and meet specific eligibility criteria. For consideration, inmates must apply in writing to the Drug Abuse Program Coordinator.

Non-residential Drug Abuse Treatment

Drug Abuse Counseling Services are available to all inmates on a voluntary basis. These services include group counseling sessions on drug related topics. To participate, inmates should submit an Inmate Request to Staff (cop-out form) to the Drug Abuse Program Coordinator.

Psychology Treatment Programs

Sex Offender Management Program (SOMP) - FCI Marianna is one of six SOMP programs in the Bureau of Prisons. The purpose of the program is to decrease criminal recidivism of sex offenders through effective risk appraisal and management, provide treatment opportunities and for community transition planning. To participate, inmates should submit an Inmate Request to Staff Member (cop-out form) to the SOMP Coordinator.

Suicide Watch Companions (for FCI only) - The Psychology Department has a unique opportunity for a small number of qualified inmates to act as suicide watch companions. These inmates will be trained by the psychology staff in appropriate suicide watch procedures, in addition to special training in interpersonal communication skills and information related to suicide prevention. Inmates interested in being interviewed for the Inmate Suicide Watch Companion Team must submit an Inmate Request to Staff Member (cop-out form) to Psychology.

Find - Insight- Start - Healing (F.I.S.H.) - Psychology Services offers a self-help program which can be completed at your own pace. Numerous topics are available to include: Developing Insight, Gang Involvement/Anti-Violence, Self-Discovery. Thinking About Right & Wrong, Money Management, Men's Programs, Understanding Your Feelings, Sleep Disorders, Handling Tough Times, Self-Awareness, Returning Home, Changing Stinking Thinking, PTSD/Trauma, Anxiety, Finding Direction, Becoming a Stronger Person, Managing Your Anger Skills, and Depression. To Enroll: Come to Psychology Open House on TUES or THUR, 11:00 a.m. – 12:00 p.m.

The Resolve Program (FPC inmates Only) - Many institutions that house female inmates offer the Resolve Program. The Resolve Program is a non-residential program for female inmates who have a history of physical and/or sexual abuse. To Enroll: Send an Inmate Request to Staff Member (cop-out form) to the Resolve Coordinator.

Suicide Prevention

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

In addition, if you suspect another inmate is contemplating suicide, please notify a staff member. Staff do not always see everything inmates see. And, most suicidal individuals display some warning signs of their intentions. PLEASE alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide; take warning signs seriously and know how to respond. The warning signs of suicide may include:

- Threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
- Feeling hopeless
- Feeling rage or uncontrolled anger or seeking revenge
- Increased alcohol or drug use
- Withdrawing from friends, family, associates
- Experiencing dramatic mood changes
- Feeling anxious or agitated, being unable to sleep, or sleeping all the time
- Seeing no reason for living or having no sense of purpose

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him/her examples of what you see that worries you. Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching", it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

Confidentiality

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, 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. For example, many states mandate the reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to 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 or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or 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. While these limitations on confidentiality may initially deter you from seeking treatment, I want to assure you that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

Sexually Abusive Behavior Prevention and Intervention

You Have the Right to be Safe from Sexually Abusive Behavior and Sexual Harassment.

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. You have a right to shower, perform bodily

functions, and change clothing without non-medical staff of the opposite gender viewing your breasts, buttocks, and genitalia, except in exigent circumstances or when such viewing is incidental to routine checks. **However, you must remain mindful that male and female staff routinely work and visit inmate housing areas.**

What Can You Do To Prevent Sexually Abusive Behavior?

Here are some prevention strategies you can do to protect yourself and others against sexually abusive behavior and sexual victimization:

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

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

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

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

What Can You Do if You Are Sexually Assaulted or Sexually Harassed?

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

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

It is important that you **tell a staff member if you have been sexually assaulted or sexually harassed**. It is equally important to inform staff if you have witnessed sexually abusive behavior or sexual harassment. 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 or sexual harassment 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 form) or a letter reporting the sexually abusive behavior or sexual harassment. 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 allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General
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 (outside of institution). Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically:

http://www.bop.gov/inmate_programs/sa_prevention_reporting.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.

Contact your local Rape Crisis Center (RCC): 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.

Management Program for Inmate Assailants

Anyone who sexually abuses/assaults 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.

Prison Rape Elimination Act (PREA) - Policy Definitions

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

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

What is sexually abusive behavior?

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

- a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or

physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury. Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight. Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

- b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).
- c. **Sexual Harassment:** 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/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.
- d. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.
- e. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

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

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 will be penalized for knowingly filing any false report.

NOTICE TO INMATES: 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. 20530-0001

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

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

RELIGIOUS PROGRAMS

This institution offers a wide range of religious programs to inmates. Staff chaplains are available, as well as contract and volunteer representatives. Special religious diets, religious holiday observances, and other worship activities are coordinated through the chaplain's office. Information about these programs is available in A&O and from the chaplains. Schedules for worship services are posted on the Chapel bulletin board. In addition to group activities, individual pastoral care is available.

CORRECTIONAL SYSTEMS DEPARTMENT

MAILING ADDRESSES FOR FCI MARIANNA AND FPC MARIANNA

**FCI
NAME / REGISTER NUMBER
FEDERAL CORRECTIONAL INSTITUTION
P.O. BOX 7007
MARIANNA, FL 32447-7007**

**FPC
NAME / REGISTER NUMBER
FEDERAL CORRECTIONAL INSTITUTION
P.O. BOX 7006
MARIANNA, FL 32447-7006**

CORRESPONDENCE

Outgoing Correspondence: Outgoing mail may be inspected by staff and must be unsealed when deposited in the institution mailbox. The outgoing envelope must have the inmate's name, registration number, return address, and correct zip code in the upper left hand corner. Inmates must assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to appeal. There is no mail service on weekends and holidays.

Incoming Correspondence: First class mail is distributed Monday through Friday (except holidays) and ordinarily by the evening watch officer in each living unit. Newspapers and magazines are also delivered at this time. Accountable, legal and special mail will be delivered by the case manager or counselor as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. You are asked to advise those writing to

you to put your registration number and unit on the envelope to aid the prompt delivery of mail. All inmate packages received at the institution must have prior authorization. Packages without authorization will be returned to the local post office.

Incoming Publications: The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. At the FCI, an inmate may receive soft cover publications (paperback books, newspaper clippings, magazines, and other similar items) only from a publisher, from a book club, or from a bookstore. At the FPC, an inmate may receive soft-cover publications from any source.

The Unit Manager may make an exception to the provisions to this section if the publication is no longer available from the publisher, book club or book store. The Unit Manager shall require that the inmate provide written documentation that the publication is no longer available from these sources. The approval of any request for an exception is to be documented, in writing, on an Authorization to Receive a Package which will be used to secure the item. An inmate may receive hard-cover publications only from a publisher or a book club. Accumulation of publications will be limited to five (5) magazines (not to be more than three (3) months old) and to the amount that can be neatly stored in the locker and/or shelf provided in each room because of sanitation, and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.
- It is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

Special Mail: "Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media.

OUTGOING SPECIAL MAIL HOURS FPC/FCI

Outgoing Special mail will be received at the FCI Mail Room during the move at 2:00 p.m., Monday-Friday. Outgoing Special mail at the FPC will be received at 3:30 p.m., Monday – Friday, at FPC Receiving and Discharge. Inmates at both facilities must bring their inmate identification card to prove that they are the individual listed in the return address of the envelope. Inmates at both facilities should seal all Special Mail prior to mailing.

Special Mail also includes mail 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), other Federal law enforcement officers, U.S. Attorneys, State Attorney's General, Prosecuting Attorneys, Governors, U.S. Courts and State Courts. For incoming correspondence to be processed under 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."

A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by the counselor or case manager. These items will be checked for physical contraband and for qualification as special mail.

The correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media: An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media.

The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

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

Correspondence between Confined Inmates: An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action (or witness) in which both parties are involved. A request to correspond should be initiated through the unit team.

Rejection of Correspondence: The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, discipline of the institution, protection of the public, or if it might facilitate criminal activity. Examples include:

- Matter which is non-mailable under law or postal regulations.
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of commitment. For example, you may correspond about refinancing a mortgage for your home or sign insurance papers. However, you may not operate (for example) a mortgage or insurance business while confined in the institution.

Notification of Rejection: The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of the rejection of correspondence and the reasons for it. You also have the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

Change of Address/Forwarding of Mail: The Mail Room will provide change of address cards, upon request, to inmates who wish to notify magazine/newspaper publishers, or other correspondents of their pending change of address (transfer or release). Inmates will be responsible for affixing postage (post card rate) to these cards prior to placing them in the mail stream. General correspondence will be forwarded for a period of thirty (30) days utilizing the inmate's release address. Any general mail received after 30 days will be returned to sender.

Certified/Registered/Insured Mail: Inmates who use certified, registered, or insured mail are subject to handling methods established at each institution. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

Funds Received Through the Mail: The Federal Bureau of Prisons requires that all funds being mailed to inmates be sent to the Federal Bureau of Prisons national Lockbox in Des Moines, Iowa. Any checks or money orders received in the Mail Room will be returned to the sender along with a letter providing the mailing address and the procedures for posting money to inmate accounts at the national Lockbox. This address is provided in the Deposits to Accounts section of the Business Office portion of this handbook.

OPEN HOUSE HOURS, MAIL ROOM / R&D / RECORDS: Open House will be held from 10:30 a.m. - 11:30 a.m., on Tuesday and Thursday in the FCI Mail Room, R&D and Records Office (FCI inmates). Open house for the FPC will be conducted at 3:00 p.m., on Tuesday, and Thursday.

VISITING

Inmates are encouraged to have visits in order to maintain family and community ties. All visitors must be on the inmate's approved visitor list.

Visiting Times: Normally, regular visiting/processing hours at the FCI and the FPC are 8:15 a.m., to 3:15 p.m., on weekends and federal holidays. In an effort to minimize weekend overcrowding, the FCI has an additional visiting day on Mondays, 8:15 a.m., to 3:15 p.m. Social visits are conducted on a point system at the FCI only. For each visit of not more than five visitors, inmates are limited to ten points per month, with Saturdays = 2 points, Sundays = 3 points, federal holidays = 3 points, and Mondays = 1 point. SHU visits are assessed 3 points. A maximum of five visitors at the FCI are permitted to visit an inmate at once (including children). Five visitors (including children) are permitted at the FPC.

Visiting may be limited to ensure equitable access to visiting facilities. If and when termination is necessary, local visitors will be first, and out-of-state and infrequent visitors after a minimum of two hours. No points will be restored in the event of visiting termination.

Children under Sixteen: Children under the age of sixteen may not visit unless accompanied by a responsible adult.

Hospital Visits (Patients): When a hospital visit is requested the Chief Medical Officer (or Health Service Administrator in his absence) with consultation of the Captain shall determine whether a visit may occur. Hospital Visits in the community may be restricted to only the immediate family and apply to the visiting policy of the hospital.

Local Transportation: Local transportation for visitors to the Marianna area includes Greyhound Bus, taxi services, J-Trans (community transportation) and rental vehicles. See your unit team for specific information regarding these services.

Directions to FCI/FPC Marianna: Traveling I-10 FROM Tallahassee, take the first Marianna exit, Route 71. Take a right off the ramp onto Hwy. 71. Travel Hwy 71 approximately four miles to Hwy. 90. Take a left on 90 and travel approximately two miles. Look for a plaza on your right. Turn right past the plaza on Hwy. 71 North. Travel 71 N. to Hwy 166 (approximately 3-4 miles). Take a left on 166, approximately 1 mile. You will see an old train display on your right. This is the entrance to the FCI. Travel approximately one and one quarter mile. The FPC is on the left. The FCI is straight ahead. Visitors at the FCI are to park in the designated Visitors Parking Lot.

Traveling I-10 from Pensacola, take the second Marianna exit, Route 71. Turn right off the ramp onto Hwy 71. Travel Hwy. 71 approximately four miles to Hwy. 90. Take a left on 90 and travel approximately two miles. Look for the plaza on your right. Turn right past the plaza on Hwy. 71 North. Travel 71 N. to Hwy 166 (approximately 3 or 4 miles). Turn left on 166. Travel approximately one mile until you come to an old train display on the right. This is the entrance to the FCI. Travel approximately one and one quarter mile. The FPC is on the left. The FCI is straight ahead. Visitors at the FCI are to park in the designated Visitors Parking Lot.

If traveling 231 South from Alabama, proceed on U. S. Hwy 231 S. through Dothan, Alabama. At the junction of 231 South and State Road 162, turn left (east). Proceed on Route 162 to Route 167 and turn right (south). Travel on Route 167 approximately four miles to the junction of Routes 167 and 166. At this intersection, turn left. Proceed one mile to the Marianna Recreation Complex, turn left, and follow the signs to the FCI.

Traveling from Panama City, travel north on Hwy 231. Option 1): You can take the Panama City cut-off by taking Hwy 167 (a little blue sign on the right) that is right at the county line. This will dead-end into Hwy. 267 turn right. This road will end into Hwy 90. Auto clinic is on the left, Chevron gas on the right. Turn right. Travel East until you get to Jefferson Street. There will be a BIG Florida Caverns State Park sign. Turn left. Travel past Florida Caverns State Park and follow the signs to the Federal Correctional Institution. Option 2): Travel north on Hwy. 231 until you reach Hwy 90. Turn right. Travel to Marianna until you reach a big Florida Caverns State Park sign. Turn left. Travel past the caverns and follow the signs to the FCI.

Visiting Lists: You are required to submit a visiting list which will be given to your counselor for approval. Immediate family members, other relatives and friends may be approved after the necessary paperwork is completed and the NCIC check is conducted. This includes children. Children must be listed on the visiting list. Requests for approval for additional visitors should be made to the counselor at least one week in advance of the intended visit.

Special Visits: Special visits for clergy or attorney visits will be initiated by the appropriate area of responsibility and approved by the Warden or his designee. See your unit counselor for specific information and requirements.

All visits will begin and end in the visiting room. One brief kiss, one embrace, and handshaking are allowed only on arrival and departure.

Inmate Dress Code: Inmates must wear institution clothing when participating in the visiting program; however, the institutional issued green fatigue pants and shirts are not authorized for wear at the FCI. Inmates will be authorized to wear a sweatshirt under the khaki shirt during cold weather. Inmates may wear only institution-issued safety-toed shoes (black, brown, tan). Any exceptions must be accompanied by a medical pass. Inmates wearing soft shoes must have a soft shoe pass from FCI Marianna and are only allowed to wear the black, Dr. Scholl's soft shoes furnished by the medical department. Inmates will dress in clean clothing that is in good repair and in good taste. Hats and sunglasses are not approved for wear (exception: religious headgear and prescription sunglasses). The only jewelry inmates are permitted to wear into the visiting room are wedding bands, one pair of earrings (FPC), and religious medallions. All other jewelry, including watches, will be secured in the inmates unit before leaving for the visiting room. Inmates must present his/her commissary card before entering the visiting room. Inmates will be permitted to bring one comb and one handkerchief. Inmates are not allowed to bring food or medication (with the exception of life sustaining medications such as Nitroglycerine, bronchial inhalers, etc.) into the visiting room. Coins and items purchased in the visiting room may not be brought back into the institution.

Legal Material: Inmates are not permitted to take legal material or any other items into or out of the visiting room. The unit team will be responsible for processing legal materials into and out of the visiting room.

Visitors Dress Code: It is each visitor's responsibility to be dressed appropriately. Examples of inappropriate attire: See-through or sleeveless blouses, sleeveless tee shirts, skirts more than 1" above the knee, wrap-around skirts, sleeveless dresses, spandex, easily-removed hair pieces or wigs (unless medically approved), caps, hats, shorts, and clothing with logos that may be offensive in any way. Visitors wearing plain white t-shirts or clothes colored in khaki, brown, camouflage or hunter green are also not allowed.

Identification: A valid current photo identification is required for visitors. This may include a State Driver's License or State I.D. Card, or two other forms of identification (credit cards, Social Security Card, etc.) with full names and signatures affixed. Birth Certificates or high school photo I.D.'s are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors' purses, attorneys' briefcases, etc. may also be searched. Other personal articles belonging to visitors must be placed in lockers provided in the institution or returned to their vehicle. Items such as underwire bras, jewelry, hair pins, and other metal items may delay or prevent visitors from entering the institution should they not clear the metal detector. Additionally, visitors must present a doctor's note regarding any metal implants, pacemakers, etc.

Allowable Items for Visitors: Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items may be brought into the Visiting Room. No food or drink may be brought into the Visiting Room. Vending equipment is located for convenience in all Bureau visiting rooms. Inmates are not allowed to receive either coins or money for their Commissary account while in the visiting room. No items may be exchanged between visitors and inmates in the Visiting Room.

ACCESS TO LEGAL SERVICES

Legal Correspondence: Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney and the front of the envelope must be marked "Special Mail - Open Only in the Presence of the Inmate." It is the responsibility of the inmate to advise his or her attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits: Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Legal Material: During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Telephone Calls: In order to make an unmonitored phone call between an attorney and an inmate, the inmate should contact their case manager or counselor. (See page 3 for specific information regarding unmonitored legal calls). Phone calls placed through the regular inmate phones are subject to monitoring.

Law Library: The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends and holidays. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status.

Federal Tort Claims: If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, you must complete a Standard Form 95. You can obtain this form from your counselor.

PROBLEM RESOLUTION

Inmate Requests to Staff Member: The Bureau form BP-Admin-70, commonly called a "Cop-Out", is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the living units from the Correctional Officer on duty. Staff members who receive an Inmate Request to Staff Member will ordinarily respond within three working days. Electronic cop-outs are also available through TRULINCS.

Administrative Remedy Process: The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or "Cop-Outs." When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-229 to the staff member designated by the Warden, who will review the material to insure an attempt at informal resolution was made.

The BP-229 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229, he or she may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-229 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he or she may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms with responses.

The BP-231 form may be obtained from the Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, the form should contain the following information:

- Statement of Facts
- Grounds for Relief
- Relief Requested

Sensitive Complaints: If an inmate believes a complaint is of such a sensitive nature that he or she would be adversely affected if the complaint became known to the institution, he or she may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed.

If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-229 at the institution.

INMATE DISCIPLINE PROCESS AND SPECIAL HOUSING

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

Inmate Discipline Information: If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident.

Initial Hearing (UDC): Inmates must ordinarily be given an initial hearing within five (5) working days from the time staff become aware of the inmate's involvement in the incident (excluding day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate

may make statements or present documentary evidence in his or her behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

Disciplinary Hearing Officer (DHO): The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his or her choice to represent them if requested. An inmate may make statements in his or her own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing.

The staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-230), and the General Counsel (BP-231). On appeal, the following items will be considered:

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

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

Special Housing Unit: There are two categories of special housing. These are Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population.

An inmate may be placed in Administrative Detention when the inmate is in holdover status, a new commitment pending classification, pending investigation, pending a hearing for a violation of Bureau regulations, pending transfer, or protection.

Disciplinary Segregation is used as sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue and shaving utensils as needed.

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the

segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

Prohibited Acts and Disciplinary Scale: This section of the handbook is taken from Program Statement 5270.09, entitled Inmate Discipline and Special Housing Units. This section identifies the prohibited acts and the corresponding disciplinary action.

- A. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed prohibited act.
1. Greatest Severity Offenses. The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996).
 2. High Category Offenses. The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. All high category offenses for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.
 3. Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction A through M, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction F through M, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense during the inmate's current anniversary year. (i.e., The twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.
 4. Low Moderate Category Offenses. The Discipline Hearing officer shall impose at least one sanction B.1, or D through E. The Discipline Hearing Officer may suspend any sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the Unit Discipline Committee shall impose at least one sanction F through M, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offenses during the inmates current anniversary year (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.
- B. 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 offense itself. In these cases, the letter A is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

- C. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions C through M. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions C through M. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate Discipline Committee (IDC). When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

L. Restrict to quarters.

M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good

conduct time sanction may not be suspended).

- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.

- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non hazardous tool, equipment, supplies, or other non hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non hazardous contraband includes such items as food, cosmetics, cleaning

supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

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

LOW SEVERITY LEVEL PROHIBITED ACTS

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

- D. Monetary fine.
- E. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- F. Change housing (quarters).
- 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.

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

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

Greatest Severity (100 level)	24 months	2nd or more	Disciplinary Segregation (up to 18 months).
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REENTRY

The BOP's reentry initiative is to provide inmates with the necessary skills and resources to succeed upon release. The BOP believes that the road to reentry begins on the first day incarceration. Through coordinated efforts among the departments in the institution and with community partners and volunteers, an array of programs, services, and activities are offered to the inmate population in order to assist in making a successful transition from prison to the community.

Reentry Planning

A. Reentry planning and preparation starts at the beginning of your sentence, waiting until the end is too late. At each team meeting (initial classification and program reviews), your unit team will discuss with you any programs, services, or reentry resource needs you may have in order to reduce barriers to assist you in making a more successful transition to the community upon release.

B. You play an important role in the development of your reentry plan for success. Your role includes:

1. Developing programming goals, to establish ownership and foster and develop decision-making skills
2. Accountability for program participation
3. Responsibility for securing resources prior to release, to promote and support self-sufficiency.

Reentry Resource Center (formerly Community Corrections Center or Halfway House)

The Reentry Resource Center (RRC) offers assistance to all offenders that are productively planning for their release day. The RRC is located in the Education Department and is open Monday through Friday from 12:30 p.m. until 3:30 p.m., and on Wednesday evenings from 5:30 p.m. until 8:30 p.m. The RRC offers resources regarding housing, employment, veteran's benefits, social security benefits, health and dental clinic locations, driver's license, birth certificates, and child support. Inmates that are within eighteen months of release may also utilize the I-con computers in the RRC. Computer programs that are currently being offered include typing, Microsoft Word, PowerPoint, Excel, resume-building, career planning, and career assessments.

Residential Reentry Management (formerly Community Corrections Manager)

The Bureau contracts with residential reentry centers (RRCs), formerly known as halfway houses, to provide assistance to inmates who are nearing release. RRCs provide a safe, structured, supervised environment, as well as employment counseling, job placement, financial management assistance, and other programs and services. RRCs help inmates gradually build their ties to the community and facilitate supervising offenders' activities during this readjustment phase. An important component of the RRC program is transitional drug abuse treatment (TDAT) for inmates who have completed the residential substance abuse program (RDAP) while confined in a Bureau institution. Through the RRM program, the Bureau has developed agreements with State and local governments and contracts with privately-operated facilities for the secure confinement of federal inmates.

RRC Placement

- **Accountability** – Pre-release inmates participating in release programming at an RRC remain in federal custody while serving a sentence imposed by the U. S. District Court or DC Superior Court. Offenders under the supervision of U.S. Probation or the Court Services and Offender Supervision Agency (CSOSA) are housed as a condition of their supervision. RRC staff monitor an inmate's

location and movement 24 hours a day. The contractor authorizes an inmate to leave the RRC through sign-out procedures for approved activities, such as seeking employment, working, counseling, visiting, or recreation. Staff continues to monitor inmates by visiting the approved locations (home or work) and/or making random phone contacts at different times during the day. Staff also administer random drug and alcohol tests for those inmates returning to the RRC from an approved activity and conducts random and scheduled in-house counts throughout the day.

- **Employment** – Ordinarily, offenders are expected to be employed 40 hours a week within 15 calendar days after their arrival at the RRC. Staff are available at the RRC to assist inmates in obtaining employment through a network of local employers, employment job fairs, and training classes in resume writing, interview techniques, etc.
- **Housing** – During their stay, offenders are required to pay a subsistence fee to help defray the cost of their confinement; this charge is 25 percent of their gross income, not to exceed the per diem rate for that contract. The contractor assists inmates in locating suitable housing (if necessary), to which they can release from the RRC. In cases where an inmate will be released with supervision, the contractor verifies the proposed address and forwards their comments to the U.S. Probation Office.
- **Substance Abuse Treatment/Counseling** – RRCs offer drug testing and counseling for alcohol and drug-related problems. Contractors provide treatment and/or counseling based upon the offender's needs and substance abuse history. Counseling may be performed at the RRC with qualified staff, and/or treatment may be provided through a contract between the BOP's TDAT program and certified treatment providers.
- **Medical/Mental Health Treatment** – Ordinarily, inmates are encouraged to assume responsibility for medical costs while residing in an RRC. Contractors usually maintain a network of social service agencies to assist inmates, if the need arises during transition. In an emergency and on a case-by-case basis, the contractor is responsible for obtaining the necessary treatment required to preserve the inmate's life. The Bureau provides a 30-day supply of medication to cover the first 30 days of an inmate's stay at an RRC.

Home Detention

Some federal inmates are placed on home detention at the end of their prison term. Home detention is a generic term used to cover all circumstances under which an inmate is required to remain at home during non-working hours of the day. They serve this portion of their sentences at home under strict schedules and curfew requirements. Electronic monitoring equipment is sometimes used to monitor compliance with the program's conditions. This program provides an opportunity for inmates to assume increasing levels of responsibility, while at the same time providing sufficient restrictions to promote community safety and convey the sanctioning value of the sentence. Statutory provisions limit the length of home detention to the last six months or 10 percent of the sentence, whichever is less. Ordinarily, an inmate is placed in an RRC prior to placement on home detention.

Compassionate Release

An inmate may initiate a request for consideration of a compassionate release under 18 U.S.C. 4205 (g) or 3582 (c) (1) (A) only when there are particularly extraordinary or compelling circumstances which could not reasonably have been foreseen by the court at the time of sentencing. Such requests should be submitted to the Warden through the Unit team. More information may be found in Program Statement 5050.48, Compassionate Release; Procedures for Implementation of 18 U.S.C. 3582 (c)(1)(A) & 4205(g).