

INMATE
ADMISSION & ORIENTATION
HANDBOOK



**Federal Detention Center
Honolulu, Hawaii**

updated May 2, 2022

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

Estela Derr, Warden

Introduction

This handbook has been specifically developed to assist and acquaint you with the daily routine at the Federal Detention Center (FDC), in Honolulu. Your understanding of the following information is essential to your successful adjustment to this facility. The information in this handbook is subject to change and does not override newly issued Bureau of Prisons Program Statements, Institution Supplements, and Operations Memoranda.

The mission of the Federal Bureau of Prisons is to provide a safe, secure, and sanitary environment for individuals who are sentenced by the courts to the care and custody of the Attorney General. The staff at FDC Honolulu strive to accomplish this mission by ensuring that inmates are housed in a facility which best meets their security needs while providing them with a variety of correctional programs that balance punishment, deterrence, and rehabilitation. Your self-initiative, behavior, and responsibility will have a direct bearing on your confinement. The staff at this facility is dedicated in making every effort to provide you with a safe and secure living environment; therefore, you are expected to abide by the rules and regulations of this facility and to maintain a positive attitude.

The information in this booklet will serve as a valuable resource both initially and for future reference. Your cooperation with staff and other inmates will contribute to a positive, orderly environment.

The information contained in this booklet is designed to ensure a better understanding of the facts concerning this institution's operation. The Admission and Orientation (A&O) Program is designed to assist you with expectations that will possibly confront you as a newly admitted inmate. All federal inmates designated to FDC Honolulu must attend the institution or Unit A&O Program. The institution A&O is ordinarily completed within four weeks of arrival and the Unit A&O is completed within seven days of designation. Information will be made available which will provide you with specific department policies, procedures, rules, and regulations currently in effect.

Upon arrival, you will be processed through the Receiving and Discharge (R&D) area by Correctional Systems staff, Unit Team, and medical staff. A social interview and a medical screening will be completed at intake screening. You will also be issued an inmate Identification Card and Personal Access Code (PAC) which can be used to access the Inmate Telephone System (ITS).

At the conclusion of intake screening, you will be assigned to a housing unit. Placements in housing units are done randomly with emphasis placed on maintaining racial diversity and balance. When you have completed all aspects of the A&O Program, you will be assigned to a work detail. This process ordinarily takes 30 days after arrival to the facility. If an inmate is out of the institution for court appearance or any other temporary release for more than 90 days, you will be required to repeat the Institution A&O Program, after which, you will normally be reassigned to your former work detail. Assignment to a former unit is contingent upon available bed space. Pre-Trial, holdover, ICE, or state inmates may be assigned work within the housing unit.

Since you have been committed to the custody of the Attorney General, the Federal Bureau of Prisons (BOP) has designated you to this facility. Our goal is to make this a safe and clean environment for both staff and inmates. However, to do this, we need the cooperation of everyone. Therefore, we have prepared this Admission and Orientation Booklet so you may understand more about this institution, its policies, and procedures.

This handbook is designed to give you a brief overview of this institution and the services that are available to you. It will inform you of your rights and responsibilities during your stay at the Federal Detention Center, Honolulu, Hawaii. Many of the topics will be discussed during the A&O lectures.

The orientation and classification process will be completed within two weeks. During this time, you will be given information by staff regarding programs and services of various departments. You will also receive a case management, medical and mental health screening.

During your confinement, we encourage you to ask questions or submit an Inmate Request to Staff Member (BP-A148.055) outlining your concerns. Staff will assist you any way they can. If they are unable to answer your question(s), they will either find the answer or direct you to the appropriate staff member. We encourage you to develop goals which will make a positive difference in your life. You should begin planning for your eventual release, now. Your Unit Team will provide you with the assistance necessary to prepare for your return to society.

INTAKE, CLASSIFICATION AND THE UNIT TEAM

Admission: Inmates are given an initial social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse. After the initial screening in Receiving and Discharge, you may be placed in Administrative Detention pending an Admission and Orientation review by pertinent staff. This staff may consist of the Captain, the Special Investigative Supervisor and other Unit Management staff. This panel will determine if you are suitable to be released to general population.

Orientation: Within 28 days of arrival, designated inmates will participate in the Admission and Orientation (A&O) Program. All inmates will also complete the Unit A&O Program within seven days of arrival. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility. The purpose of the Admission and Orientation Program is to familiarize you with the programs and operating procedures of this institution. The A&O lectures will ordinarily be scheduled by Unit Team and you will be placed on the call-out.

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

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 6:00 a.m. to 7:00 p.m., and during the day on weekends and holidays.

GENERAL FUNCTIONS OF UNIT STAFF

The functions of the unit staff are to assist you with program goals formulation, release planning, personal problem solving, and to provide you with a clean, safe place to reside while you are incarcerated at the FDC. To accomplish this, you must contribute to your own individual and unit progress and make every effort to treat others with respect and concern. Violations of institution rules or regulations will not be tolerated.

There are eight general housing units at FDC Honolulu: Unit CA, Unit CB, Unit DA, Unit DB, Unit EA, Unit EB, Unit FA and Unit FB. The Unit Team is made up of the following members:

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

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

Correctional Counselor: The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. Unit Team staff play a leading role in segments of unit programs relating to inmate activities. The Unit Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population.

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

Unit Officer: The Unit Officers have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers control movement in and out of the unit and conduct regular searches for contraband.

Communications: Normally, a unit staff member is available each day of the week and most evenings until 7:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit team members will utilize either open house hours or an open door policy to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing or electronically.

Initial Classification/Program Reviews: Inmates initially designated to the institution will receive initial classification within 28 days of arrival. Unit, Education, and Psychology staff will assess each inmate and work with them to develop an individual plan which will address skill deficits that may deter successful reentry into the community.

Subsequent program reviews will be held every 90 to 180 days, depending upon release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security level, institutional adjustment, etc. The inmate may not waive appearance with the Unit Team.

Unscheduled Program Reviews: Pursuant to CFR 524.14, upon request of either the inmate or staff, a Program Review may be advanced. An inmate must provide a compelling rationale to the Unit Team demonstrating his/her need for an unscheduled Program Review. The Unit Manager is the approving official.

Inmate Request to Review Central File: An inmate seeking to review his/her Inmate Central File shall submit a request to his/her Case Manager via Inmate Request to Staff Member. The inmate's request will be acknowledged and will be permitted to review the file whenever practicable. All file reviews must be done under constant and direct staff supervision. Those materials which have been determined to be non-disclosable shall be removed from the folder before inmate review. An entry shall be made on the Inmate Activity Record (BP-381) to show the date the inmate reviews the file. The staff member monitoring the review shall initial the entry and the inmate shall be asked to initial it.

Reentry Pre-Release Programming: Release preparation begins on the first day of incarceration. The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better inmates' chances of a successful reentry upon release.

It is imperative at initial classification (Team) that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Each time an inmate goes to team, he/she will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, Veteran's, Medicare, etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application and begin the application process, if applicable prior to release. Lastly, the Career Resource Center, normally located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment and housing information, as well as potential benefits information.

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

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

First Step Act (FSA): On December 21, 2018, President Trump signed into law the First Step Act of 2018 (P.L. 115-391). The act was the culmination of several years of congressional debate about what Congress might do to reduce the size of the federal prison population while also creating mechanisms to maintain public safety. Correctional and sentencing reform were an issue that drew interest from many Members of Congress. The provisions of the First Step Act has three major components: (1) correctional reform via the establishment of a risk and needs assessment system at BOP, (2) sentencing reform that involved changes to penalties for some federal offenses, and (3) the reauthorization of the Second Chance Act of 2007 (P.L. 110-199). The act also contains a series of other criminal justice-related provisions that include, for example, changes to the way good

time credits are calculated for federal prisoners, prohibiting the use of restraints on pregnant inmates, expanding the market for products made by the Federal Prison Industries, and requiring BOP to aid prisoners with obtaining identification before they are released. Effective January 19, 2022, the BOP published a new rule in the Federal Register (87 FR 2705). This updated rule provides BOP guidance regarding the calculation and application of FSA Time Credits.

For specific information regarding FSA eligibility, Programs, or Time Credits please see your unit team.

DAILY INMATE LIFE

Face covering: In response to COVID-19 mitigation, all inmates must wear their issued cloth face covering when not actively eating or drinking. This includes recreation, programs and other common areas. The proper wear is over the nose and mouth. If you need a replacement face covering, you may see a medical staff member during pill-line.

Sanitation: It is the inmate's responsibility to check his/her cell immediately after being assigned there and report all damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for any damage to his/her personal living area. Each inmate is responsible for making his/her bed in accordance with posted regulations before work call (including weekends and holidays when he/she leaves the area).

Each inmate is also responsible for sweeping and mopping his/her cell floor, removing trash, and ensuring it is clean and sanitary. Windows are to be kept clear and may not be blocked at any time. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Chairs are assigned to each cell, and will not be defaced or marked in any manner by the inmate. Toothpaste, toothbrushes, combs, razors, and soap for personal hygiene are issued by the institution. Inmates may purchase name brand items through the Commissary.

COVID-19 Mitigation Strategies for inmate population

Wearing a mask properly when you are out of your cell. The mask should cover the nose and mouth completely. The mask can be removed to eat but should be worn at all other times while out of the cell.



Hand washing is an important part of the mitigation efforts that inmates should practice. Ensure that you washing your hands frequently with soap and water for at least 20 seconds.



In addition to hand washing sleeping arrangement can also significantly aid in the mitigation efforts. Inmates should sleep head to toe, so that the head of the inmate on the upper bunk is over the feet of the inmate on the lower bunk.



Hair Grooming: You are expected to keep hair neat and clean. You may not wear an artificial hairpiece. Mustaches and beards are permitted. There are specific areas identified in each housing unit where hair will be cut. No hair will be cut anywhere other than those identified areas.

Personal Property Limits: Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell. Each institution is required to establish an Institution Supplement regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain.

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

Clothing: Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) is not authorized for retention by the inmate. Pre-release civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. All inmates are to be fully clothed at all times. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates.

Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. - black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed. Inmates are required to return issued clothing and bedding if departing the institution. All laundry items will be taken with the inmate to R&D.

Institutional Linen Issue: All inmates will be issued the following linen upon commitment to this institution:

- 3 - Laundry bags (mesh)
- 1 - Blanket
- 2 - Sheets
- 1 - Pillow Case
- 2 - Towels
- 2 - Wash cloths

Institutional Clothing Issue for Pre-Trial and Cadre

Inmates (Male): Inmates shall be prohibited from wearing any clothing not government issued or purchased through the Commissary.

- 5 - Pants (Khaki in color) Cadre (Green in color)
- 5 - Shirts (Khaki in color) Cadre (Green in color)
- 7 - T-Shirts
- 7 - Boxers
- 7 - Pair Socks
- 1 - Pair Blue Shoes
- 1 - Pair Shower Shoes

Institution Clothing Issue for Pre-Trial and Cadre Inmates

(Female): Inmates shall be prohibited from wearing any clothing not government issued or purchased through the Commissary.

- 5 - Pants (Green in color)
- 5 - Shirts (Green in color)
- 7 - T-Shirts
- 7 - Underwear
- 7 - Pair Socks
- 5 - Brassieres
- 1 - Pair Blue Shoes
- 1 - Pair Shower Shoes
- 1 - Night Gown

Institutional Linens Issue for Inmates Housed in Special Housing:

- 2 - Blankets
- 2 - Sheets
- 2 - Towels
- 1 - Washcloth
- 1 - Pillow Case

Institutional Clothing Issue for Inmates Housed in Special Housing:

- 1 - Orange Jump Suit
- 2 - T-Shirts
- 2 - Boxers (male only)
- 2 - Underwear (female only)
- 2 - Brassieres (female only)
- 1 - pair of socks

Inmates in **Administrative Detention** will be authorized the following items:

- 1 - Shampoo
- 1 - Conditioner
- 1 - Deodorant
- 1 - Soap
- 1 - Toothpaste
- 1 - Walkman Radio with Ear Phones (No Metal)
- 1 - Soft Cover Religious Book
- 1 - Soap Dish
- Legal Materials (Only 1 cubic foot) (Current Case Only)
- Mail (10 Letters)
- 1 - Magazine (current within last 90 days) Shower Shoes
- Authorized Religious Items
- 1 - Pair of Eyeglasses or Reading Glasses
(Prescription Only)
- Stationary/Envelopes
- 1 - Ink Pen (Detention Type)
- 3 - Soft Cover Books
- 5 - Commissary Snack Foods (Individual packs without aluminum foil wrappers)
- 5 - Photos
- 1 - Wedding Band
- 1 - Box Sanitary Napkins (Female Only)
- 1 - Pack Batteries
- Postage Stamps (Not to exceed 40 each)

Authorized over-the-counter medications

NOTE: No metal, glass, or hard plastics are permitted in the Special Housing Unit. No food items from meals will be stored for later consumption. Inmates on Administrative Detention are authorized to purchase five (5) commissary snack foods and only be in possession of five (5) commissary snack foods at a time.

Inmates on **Disciplinary Segregation** will be authorized the following items:

- Shower Shoes
- 1 - Soft Cover Book (No Newspaper or Magazine)
- 1 - Wedding Band
- Legal Material (1 Cubic Foot) (Current Case Only)
- 1 - Book/ Authorized Religious Items
- 1 - Ink Pen (Soft Flex Pen / Commissary Only)
- Postage Stamps (Not to exceed 40)
- Hygiene Items (Institutional Issue) (No Combs, Brushes or Picks)
- 1 - Deodorant (Inmate Personal Property or Commissary)
- Mail (10 Letters)-(No Photographs)
- 1 - Paper Cup (Furnished by Food Service / Inmate May Keep Cup)
- 5 - Envelopes (Govt. Issue)/ 5 - Legal-Size Envelopes (Inmate Personal Property or Commissary)
- 1 - Pair of Eyeglasses (Prescription Only)
- Authorized over-the-counter medications

NOTE: No metal, glass, or hard plastics are permitted in the Special Housing Unit. No food items from meals will be stored for later consumption.

Commissary/Special Purchase Items: These items are authorized to the point they can be contained in the storage area provided for personal property.

Letters, Books, Photographs, Newspapers, and Magazines:

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may

be stored or displayed within the inmate's locker. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be rejected and returned to the sender upon receipt at the institution.

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

Hobby craft Materials:

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

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

Jewelry: Inmates may have a plain wedding band and an approved religious medallion and chain without stones.

Smoking: Inmate smoking is prohibited in all BOP facilities.



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

The rules include items such as:

All beds are to be made daily in the prescribed manner. If a cell or room is not acceptable, disciplinary action will be taken.

Room or cell doors are closed when inmates are not in them. Only two inmates are allowed in a cell at any time.

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

Each inmate is expected to be in full uniform and their room to be inspection ready by 7:45 am for the 8:00 am census.

The unit lights are turned on at 6:00 am on the weekdays and 7:00 am on the weekends and holidays.

Everyone is responsible for cleaning up after themselves.

Sexually suggestive photographs are NOT authorized for display outside of the individual locker or cabinet. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.

Showers are available every day, but inmates may not be in the shower during an official count.

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

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

Inmates will not be allowed to congregate, watch television, or socialize on the second floor of the housing unit.

The use of chairs will not be allowed on the second floor of the housing units.

Inmates will not block egress points with the use of chairs (i.e. cell entrances, recreation area entrance and exits, etc.).

Wake-up: A general wake-up for all inmates is 6:00 a.m. on weekdays and 7:00 a.m. on weekends. Late sleepers who are unable to maintain their rooms or make work call on time are subject to disciplinary action.

Clothing Exchange & Laundry: Institutions issue clothing to the inmate population that is properly fitted, climatically suitable, and presentable. Institutions will furnish each inmate with sufficient clothing to allow at least three changes of clothes weekly.

Institutions establish local procedures to account for the initial issue of Government-furnished items to inmates and for their return before release. Government-issued clothing will not be altered or disfigured in any manner. Examples include, but not limited to, the following: converting pants to shorts, pleats, cutting off shirt sleeves, defacing clothing, etc. An inmate found to have destroyed government property may receive an Incident Report and appropriate disciplinary action will be taken.

Each institution has established local procedures for replacing lost, damaged, or clothing that does not properly fit. Additionally, you may contact the Trust Fund Department for guidance or questions related to the Laundry/Clothing operation.

The institution may provide clean clothing in several ways: access to self-serve washers, a centralized laundry, or a combination of the two. When no centralized laundry is available, institutions provide detergent for inmate use.

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

CORRECTIONAL SYSTEMS DEPARTMENT (CSD)

The Correctional Systems Department consists of the Mail Room, Receiving and Discharge (R&D), and the Records Office.

ID Cards: During normal business hours Monday - Friday, 6:00am - 2:00 pm, all inmates will receive an ID card during the intake process. Any inmate arriving after hours, weekends or holidays will receive an ID card the next business day. Inmates will only have one ID card in their possession at any time. CSD staff will update the ID card when the inmates status changes. Inmates are required to have their ID card attached to their uniform anytime they leave the housing unit.

Inmate status are as follows:

- 1) Red, hard plastic Inmate ID - will be issued to all designated Federal inmates (A-DES)
- 2) Laminated, black and white Inmate ID - will be issued to all other Federal inmates (A-HLD, A-BOP HLD, A-PRE, A-INS)
- 3) Laminated, black and white State ID - will be issued to all inmates being housed for the State of Hawaii.

Mail Operations: Regular outgoing mail at the FDC may not be sealed. All outgoing inmate mail will be picked up Monday through Friday in the units and delivered to the Mail Room for processing.

You must place your full committed name, register number, and the institution's return address on all outgoing mail as follows:

FDC Honolulu

Committed Name/Register Number
Federal Detention Center Honolulu, Hawaii
Post Office Box 30080
Honolulu, Hawaii 96820

If this information is not on your letters, they will be returned to you. All incoming mail for the inmate population must be received through the U.S Post Office. This includes all letter mail and packages. You are not allowed to correspond with inmates confined at other federal institutions without prior written approval by the Unit Manager of each inmate at the facility. Correspondence with inmates confined in non-federal institutions, requires prior written approval by the Warden at each facility.

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that your attorney adequately identify themselves as an attorney on the envelope and that the front of the envelope be marked "Special Mail or Legal Mail - Open Only in the Presence of the Inmate" or with similar language clearly indicating that the correspondence qualifies as special mail and that your attorney is requesting that this correspondence be opened only in the presence of the inmate. If your correspondence does not contain the required identification that your attorney is an attorney, a statement that your correspondence qualifies as special mail or Legal Mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail. The BOP Program Statement on Correspondence and the Mail Management Manual are on file in the law library.

Under current regulations and policy, Wardens may establish controls to protect staff, inmates, and the security, discipline and good order of the institution. The size, complexity, and security level of the institution, the degree of sophistication of the inmates confined, and other variables require flexibility in correspondence procedures. See 28 C.F.R. § 540.12; see also Program Statement 5265.14, Correspondence (4/5/2011).

Please note the following amendments to the mail procedures at FDC Honolulu (**incoming mail only**):

- All incoming general correspondence envelopes and paper must be white in color. If an incoming general correspondence to an inmate is in an envelope other than white, it is written on paper other than white, is made from card stock, and/or contain drawings, writings, etc., made in crayon or marker, the correspondence will be stamped "received with the date" and photocopied prior to delivery. FDC Honolulu will discard the originals after thirty days from the date the mailroom provides the inmate the correspondence. Within the thirty days, inmates may make arrangements with the mailroom to have original correspondence which were copied returned to the sender.
- All incoming correspondence sprayed with fragrance and/or soiled in foreign substances, such as but not limited to perfume or cologne, will be rejected.
- All "homemade" and commercial greeting cards will be stamped "received with the date" and photocopied prior to delivery. FDC Honolulu staff will discard the originals after thirty days from the date the mailroom disseminates the correspondence. Within the thirty days, inmates may make arrangements with the mailroom to have original correspondence which were copied returned to the sender.
- All special and legal mail envelopes will be stamped "received with the date" photocopied prior to delivery. FDC Honolulu staff will discard the originals after thirty days from the date the mailroom provides the inmate the photocopied envelope. Please note, all incoming special and legal mail will continue to be opened only in the presence of the inmate.
- Rejected correspondence will be treated consistent with the applicable provisions of federal regulation and BOP policy. Should you have any questions, you may address them with the CMC or the Captain.

Mail is delivered Monday through Friday before or after the 4 p.m. count in the common area of each housing unit by the Unit Officer. On Saturdays, Sundays, and federal holidays, there is no mail delivery. Incoming mail is opened and inspected. Delivery of legal mail will be conducted by the Unit Team. You may receive hard cover publications directly from the publisher, a bookstore,

or a book club. The package must be marked "Books" or Media Mail or it will be rejected at the post office. Newspapers are allowed to be received by subscription only. All postage requirements are your responsibility. Postage stamps are to be purchased through the commissary and cannot be received through the mail.

Incoming Publications: (see current policy) You may 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 you, such as advertising brochures, fliers, and catalogs. In subscribing to, or requesting, such materials, you are to use your correct address as described previously in this handbook. Inmates housed at FDC Honolulu must receive soft-cover publications from the publisher, book store, or book club.

All inmates must receive softcover books and newspapers (including publications on newsprint) from the publisher or a book club only. Inmates can only receive five books (soft-cover), or magazines in a single mailing. For safety and sanitation reasons, accumulation of the publications will be limited to five magazines, five newspapers, and not more than ten books. When sending soft cover books, magazines, or legal material, correspondent shall write the contents on the outside of the mailing container.

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: You 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 your immediate family, or is party in a legal action (or witness) in which both parties are involved. The following additional limitations apply:

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). Correspondence privileges must be approved at both facilities.

This policy is not limited to federal institutions. It includes any known penal facilities.

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, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity.

Notification of Rejection: The Warden will give written notice to the sender concerning the rejection of a publication and the reasons for rejection. The mail room staff will give written notice to the sender concerning the rejection of all other than publications. The sender of the rejected correspondence may appeal the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

Mailing of Inmate Property: Inmates may not have personal items mailed into the institution, with the exception of release clothing, or medical needs (i.e. prescription glasses but only for Pre-Trial inmates). Inmates wishing to have these items mailed into the institution must send a written request to their counselors, or Medical staff. The department will inform the inmate of the decision. If the request is approved, the department head, or their designee, will complete the appropriate authorization form. Athletic items are available in the Commissary for purchase and may not be mailed in except as a special purchase order. In other words, you may not receive tennis shoes, athletic clothing, etc. from family or friends. The Mail Room Officer will not approve any item or package for delivery unless this approval form is on file.

Change of Address/Forwarding of Mail: All general mail will be forwarded to the last known address, for a period of 30 days after the inmate departs. After the 30-day period, general mail will be returned to sender. All Legal/Special mail will be forward to the last known address indefinitely. However, it is strongly advised that the inmate contacts those individuals with their new address as soon as possible.

Certified/Registered Mail: You may use certified, registered or insured mail at your own expense. You may contact your Unit Team or the mail room for the proper form. You may not be provided services such as express mail, private carrier service, COD, or stamp collecting while confined.

Receiving Property: If you transferred from another federal institution, the R&D Officer will notify you when your property arrives and have you brought to R&D to pick it up.

Sentence Computations: The Records Office reviews all files for possible warrants and detainers. All sentence computations, jail credit, Good Time sanctions, and changes to their release dates are reviewed and calculated by the Designation and Sentence Computation Center (DSCC) in Grand Prairie, Texas. New commitments should have their release date computed within 30 days of arrival. If you have any questions about mail, property, or your sentence computation, they can be answered by CSD staff by submission of an Inmate Request to Staff Member form.

Fines and Costs: In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines mean that the inmate will stay in prison until the fine is paid, make arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (paupers oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison.

Detainers: Warrants (or certified copies of Warrants) based on pending charges overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that you initiate efforts to clear up these cases to the degree you can.

Case Management staff may give assistance to you in your efforts to have detainers disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence.

The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Federal and state detainers may be quickly processed under the procedures of the Interstate Agreement on Detainers. This agreement applies to all detainers based on pending untried charges which have been lodged against an inmate by a member state, including the U.S. Government, regardless of when the detainer was lodged. For you to use this procedure, the warrant on an untried charge must be lodged with the institution. If no detainer is actually lodged at the institution, but you know of pending charges, it is important for you to contact the court and district attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement.

Good Conduct Good Time: This applies to inmates sentenced for an offense committed after November 1, 1987. The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be fifty-four (54) days per year based on time served, not on the length of your sentence.

This is not awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

THE GOOD TIME DISCUSSIONS BELOW DOES NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

Good Time:

"Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date. The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done, however, even when it is, the extent of the benefit to the offender may not be equivalent to the good time earned.

Statutory Good Time: Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his/her term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

- * Not greater than one (1) year:
Five (5) days for each month of the not less than six (6) months or more than one (1) year sentence.
- * More than one (1) year, less than three (3) years:
Six (6) days for each month of the stated sentence.
- * At least three (3) years, less than five (5) years:
Seven (7) days for each month of the stated sentence.
- * At least five (5) years, less than ten (10) years:
Eight (8) days for each month of the stated sentence.
- * Ten (10) years or more:
Ten (10) days for each month of the stated sentence.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

If the sentence is for five (5) years or longer, 18 USC 4206(d) requires the Parole Commission to release an offender after he or she has served two-thirds of the sentence, unless the Commission determines that he or she has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he or she will commit a crime. For offenders serving sentences of five (5) to ten (10) years, this provision may mandate release before the date established by subtracting good time from the sentence. Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six (6) months; a shorter period does not qualify for good time under the statute and a longer period cannot be part of a split sentence.

TRUST FUND DEPARTMENT

Commissary: The BOP maintains inmates' monies (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the privilege of obtaining merchandise and services either not provided by the BOP or a different quality than that provided by the BOP. An inmate may use funds in their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, or send funds by creating a BP-199. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card. Commissary and validation schedules are posted on the inmate bulletin boards. Funds are withdrawn after positive identification by commissary card or fingerprint identification. It is the inmate's responsibility to know the amount of money available in his/her account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC). Inmates must have their commissary card in their possession at all times for identification purposes.

Spending Limitations: The National Spending Limit is 360.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle.

Deposits to Accounts: (*U.S. Postal Service*) Inmates' families and friends choosing to send inmates funds through the mail must send those funds to the following address and in accordance with the directions provided below:

**Federal Bureau of Prisons
Insert Valid Committed Inmate Name
Insert Inmate Eight-Digit Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001**

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

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

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

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

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

2) By phone using a credit/debit card: The inmate's family or friends may simply call 1-800-634-3422 and press option 2.

3) ONLINE using a credit/debit card: The inmate's family and friends may go to www.westernunion.com and select "Quick Collect".

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

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

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

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

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

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

1) At an agent location with cash: The inmate's family or friends must complete a MoneyGram ExpressPayment Blue Form. To find the nearest agent, they may call 1-800-926-9400 or go to www.moneygram.com.

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

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

Please note that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed.

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

2) ONLINE using a credit, debit or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending (up to \$300). If you are a first time user you also must set up a profile and account. Any questions or concerns regarding MoneyGram ExpressPayment transfers should be directed to MoneyGram by the sender (general public). Questions or concerns should not be directed to the BOP.

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

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

Inmate's access dedicated TRULINCS workstations installed in various housing units and common areas to perform various functions using their register number, Phone Access Code (PAC), and Commissary Personal Identification Number (PIN). Inmate access to these workstations varies depending on the institution.

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

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

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

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

Law Library - This service allows inmates to perform legal research.

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

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

Prescription Refill - This service allows inmates to request prescription refills via TRULINCS of self-carry medications that are ready for refill directly to the Pharmacy at a \$2.00 co-pay. Pharmacy staff will receive the prescription refill request and process the request accordingly. Inmates will follow established local procedures for picking up requested prescriptions.

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

Public Messaging - Inmates may correspond with friends and family using public messaging. This is a restricted version of email that will only allow text messages and no attachments. There is a cost per minute fee for using this service. Messages are limited to 13,000 characters.

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

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

Inmate Telephone System-TRUFONE: Each inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. A replacement fee will be charged if a PAC is misplaced or compromised. In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS.

The hours of telephone operation begin at 6:00 AM and end no later than 11:30 PM. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

7:30 AM until 10:30 AM and,
12:30 PM until after 4:00 PM count.

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

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

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

VISITING PROCEDURES

These procedures should be specific to each institution. At a minimum, they should contain the following:

Directions, local transportation, days and hours of visiting, number of visitors allowed, when visitors can be rejected by the facility and reasons why a facility could reject or turn around a visitor(S), approved dress code and identification required, authorized items, special rules for children, items that visitors may give to offenders, and special visits for family emergencies.

Visiting Information: It is the policy of the BOP to encourage visiting by family and friends to maintain your morale and to develop closer relationships between you and your family and others in the community. In response to COVID-19 mitigation, social and legal visits will be non-contact only. To ensure non-contact visits, clear plastic shields serve as one barrier between inmate and visitor. Additionally, tempered Plexiglass barriers will continue to be used during every legal visit to ensure a barrier is maintained between inmate and counsel. Inmates and their visitors must wear a face covering consistent with CDC guidelines. Neck gaiters or masks with valves are not authorized. Some of your basic questions concerning visiting will be answered in this handbook. However, we recommend that you consult with your Correctional Counselor or other Unit Team members and become fully aware of the visiting regulations. Upon your arrival, you will receive a form on which to list the persons you wish to visit you. The proposed visitors are screened and your Correctional Counselor will notify you once a visitor has been approved or denied visitation. Contact your Correctional Counselor if you wish to add or delete an individual from your list. Cadre inmates are permitted to visit with members of their immediate family, other relatives, and friends. The inmate must have known the proposed visitor(s) prior to incarceration. The Wardens approval must be obtained for any exception to this rule.

Visiting for inmates classified as pretrial, holdover, or BICE detainee is ordinarily limited to immediate family members only. Immediate family is defined as mother, father, step-parents, foster parents, brothers, sisters, spouse, prior relationships that produced offspring, children, and step-children. Visitors under the age of 16 must be accompanied by a responsible adult (18 and over) on the approved visiting list. Approved adult visitors must provide a valid government-issued photo identification card prior to entry into the institution.

Inmates with approved visitors, to include children must be on the approved visiting list. Ordinarily, a total of ten (10) visitors may be listed on an inmate visiting list. Immediate family members using a different last name are required to submit proof of relationship. Upon arrival at FDC Honolulu, you should submit a list of your prospective visitors to your counselor for approval and they will need to fill out a Visitor Request form. The inmate must send the form to the proposed visitor and they must return the completed form to the appropriate unit staff member. Inmates are responsible for notifying their visitor regarding the status of their visiting application. Visiting hours will vary for each housing unit. Please refer to the unit bulletin boards for scheduled times, or refer to the institution supplement regarding Visiting Regulations.

All visits will be conducted in the designated visiting area.

Authorized items: Infant care items are permitted but must be inspected. Visitors with infants may take two diapers, one pacifier, one sealed bottle with contents, and one blanket into the visiting room. Smoking is not allowed. Inmates are not allowed to bring any personal items into the visiting room. For information regarding legal material, please refer to the section on Legal Visits. A plain wedding band may be worn into the Visiting Room by the inmate.

Due to limited space in the visiting room, only three (3) visitors per inmate are allowed at a time. Visits are limited to one (1) hour on weekends (Saturday & Sunday) and (1) hour during the week. (Monday thru Thursday). Under certain circumstances, such as family emergencies, special visits may be authorized by the unit manager, but cannot exceed one every 90 days. There will be no physical contact of any kind. This includes no embracing at the beginning or end of the visit. Additionally, inmates and their visitors will not be authorized photographs. If visitors live on a neighboring island, or out of state, they must follow Hawaii Safe Travels protocol. Visitors for Pretrial Inmates and

State of Hawaii inmates will be limited to immediate family members only. Visitors with children are responsible for providing proper supervision and maintaining control of their children. Inappropriate behavior of your children may result in the termination of the visit. Visitor processing will stop 30 minutes before visiting hours end.

Legal Visits: Legal visits will take place in the Visiting Room. Legal visiting hours are from 8:00 AM - 2:00 PM, Monday through Friday, and closed on Saturday, Sunday and Federal holidays. Legal visitors must make special arrangements in advance to visit at any other time. A legal visitor is defined as the attorney of record, vouchered paralegal, investigator, or recorder. You are allowed to take legal documents related to your current case to the Visiting Room; however, they are subject to inspection by staff. Your attorney may leave legal documents with you by depositing the legal mail into the Legal Mail Box located in the front lobby upon completion of the visit. You will receive the documents through normal legal mail processing. Legal documents from an official process server may be received in the Visiting Room. These documents are also subject to search by staff.

Directions: The Federal Detention Center, Honolulu, Hawaii is located at 351 Elliott Street, Honolulu, Hawaii. Visitors are to park only in established parking areas in the parking lot.

Local Transportation: There are a number of local taxi cab companies offering service to and from the institution and The BUS service is also available.

Charley's Taxi	233-3333
Hello Cab Company	386-8080
King Airport Shuttle	352-4670
Rainbow Taxi LLC	381-4648
Taxicab Hawaii	862-2333
The Cab	422-2222
The Bus	848-5555

COVID Social Visiting Procedures - The following procedures will be used to protect the health and safety of all inmates, staff, and visitors during social visitation:

Hours of Visiting: The hours of Social Visiting are 7:00 AM - 6:00 PM, Saturday through Thursday. Visits will occur in 60 minute blocks, scheduled at two hour intervals. This allows for the visiting room staff to ensure all chairs and surfaces

are sanitized between every rotation. The Unit you are assigned to will determine your exact date and time. No visitors will be processed after 5:00 PM. The Visiting Room Officer will not allow more than three visitors to visit one inmate at any given time without prior approval of the Associate Warden (Programs). Legal visiting hours will be held from 8:00 AM to 2:00 PM, Monday through Friday.

VISITING DAY	UNIT	SOCIAL VISITS	LEGAL VISITS
MONDAY	5A	7:00 AM - 6:00 PM	8:00 AM - 2:00 PM
TUESDAY	6B	7:00 AM - 6:00 PM	8:00 AM - 2:00 PM
WEDNESDAY	4A	7:00 AM - 6:00 PM	8:00 AM - 2:00 PM
THURSDAY	4B	7:00 AM - 6:00 PM	8:00 AM - 2:00 PM
FRIDAY	**	NONE	8:00 AM - 2:00 PM
SATURDAY	5A/4A	7:00 AM - 6:00 PM	NONE
SUNDAY	6B/4B	7:00 AM - 6:00 PM	NONE

** Friday visits will be scheduled when the planned visiting day falls on a Federal Holiday, or if another unit is opened.

**The visiting schedule is subject to change based on institutional emergencies.

Weekend visit will alternate monthly

- 4A - (Sunday) - February, April, June, August, October, December
- 4B - (Saturday) - February, April, June, August, October, December
- 5A - (Sunday) - January, March, May, July, September, November
- 6B - (Saturday) - January, March, May, July, September, November

Weekday visit will alternate monthly

- 4A - (Wednesday) - January, March, May, July, September, November
- 4B - (Thursday) - January, March, May, July, September, November
- 5A - (Monday) - February, April, June, August, October, December
- 6B - (Tuesday) - February, April, June, August, October, December

Scheduling of each visiting day will consist of 5, 1-hour blocks.

- Block 1: 7:00 AM - 8:00 AM
- Block 2: 8:30 AM - 9:30 AM
- Block 3: 11:00 AM - 12:00 PM
- Block 4: 2:30 PM - 3:30 PM
- Block 5: 5:00 PM - 6:00 PM

Visiting Regulations: Visitors will not be processed until 6:30 AM nor will they be processed into the FDC after 5:00 PM. For visiting during the evening on Fridays, visitors will be processed into the FDC starting at 2:30 PM. Visitors will not be allowed into the building of the FDC prior to these times.

Children less than 18 years of age must be accompanied by an adult family member who is on the inmate approved visiting list. If the Visiting Room becomes too crowded, visits for persons from the local area will be terminated according to the time of arrival, with the first to arrive being the first to be terminated. Anyone wishing to visit an inmate at this institution must be on an inmate's approved visiting list. Filing finger nails, braiding of hair, etc., are not appropriate activities in the Visiting Room and are not permitted.

Once seated, inmates are not allowed to walk around the visiting room, nor are they allowed to accompany the visitor to the restroom. Unnecessary lingering, walking the aisles, etc., is distracting to other visitors and interferes with staff supervision of the Visiting Room.

Identification Required: For identification purposes, any visitor over the age of 18 will be required to present a valid and current state or federal issued picture identification card (i.e. driver's license and/or passport). Your identification is subject to be scanned for authenticity. Visitors possessing altered or false identification will be denied entry into the facility. Visitors entering the institution may be subject to a search.

Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. Title 18, U.S.C. § 1001 states, the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both. Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

All visitors must clear the metal detector. The hand held metal detector may be used. An inmate visitor not able to clear the hand held metal detector (unable to identify if the person has contraband), qualifies as a Reasonable Suspicion for justification

for a pat search of the visitor as outlined in P.S. 5510.12, Searching, Detaining, or Arresting Visitors To Bureau Grounds and Facilities. A search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member. The visitor will be present during the time when all items are being searched. The visitor may be required to be checked with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates.

Approved Dress Code: Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit at the institution. Visitors must wear appropriate attire. Fish-net stockings, miniskirts, or skirts shorter than the top of the knee, spandex, or see-through or revealing materials are considered inappropriate attire. Skirts are permissible provided they are not shorter than the top of the knee. Visitors are prohibited from wearing shorts (except for children under the age of 12) and/or culottes, low cut, or see-through clothing, tube or tank tops, backless clothing, sleeveless apparel of any kind, or any kind of top that reveals the midriff area of the anatomy (this applies to male and female visitors), swim suits, sweat suits, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, etc.). If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearer's leg, at the back of the knee. This requirement includes any type of slit or cut in the dress. No hats or scarves may be worn during visits, except religious headgear. Sunglasses, long hair picks or fresh/fake flowers are not permitted. Flip flops and/or slippers are not permissible. All visitors are required to wear closed toe footwear. All clothing that is comparable to inmate khaki and or green uniforms are prohibited. Sunglasses, long hair picks or fresh/fake flowers are not permitted. Visitors dressed inappropriately will not be permitted to visit.

All visitors are also required to wear undergarments. Inmates are responsible for advising their visitors of the dress requirements in the visiting room, including not wearing clothing khaki in color. **Visits may be denied by the Institution Staff Duty Officer or Operations Lieutenant for noncompliance.** Excessively provocative attire is reason to deny and/or preclude visiting.

Inmates are required to be in appropriate uniform (khaki shirts and pants, green shirts and pants) and institutional footwear issued before they will be processed into the Visiting Room.

Inmates housed in the quarantine unit, or in isolation, will not participate in social visiting. General population inmates will submit requests to unit management staff and be assigned one, one-hour block, on their unit's assigned visiting day. The request must be sent via email to Unit Team staff at **HON/InmateToUnitFA**. These details will be shown on the unit call out. All visitors shall be symptom screened and temperature checked in the front lobby. Visitors who are sick or symptomatic will not be allowed to visit.

Items not authorized: Visitors are not allowed to bring in anything to give to an inmate. Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, or packages into the Visiting Room. Any item that cannot be thoroughly searched will not be allowed into the FDC. Vending machines are off limits until further notice. It is requested that visitors not bring excessive items with them to visit an inmate (i.e., suitcases, large/oversized bags or purses, packages, etc.). These items should remain in their or automobile or placed in a locker located in the lobby of the FDC.

Business transactions and written messages may not be exchanged during a visit. Inmates are not allowed to receive food from outside sources.

Visitors are not allowed to bring in food items to be consumed by them to include gum, candy, and breath mints. The use of tobacco products is strictly prohibited. No cigarettes, e-cigarettes, cigars, chewing tobacco, lighters, matches, or other related items will be allowed into the Visiting Room. Inmates may not receive money through the Visiting Room. All monies for an inmate must be mailed to the Lockbox (Post Office Box 474701, Des Moines, Iowa, 50947-0001).

Special Rules for Children: It is the responsibility of the adult visitor to supervise their children at all times. Children should be supervised to ensure they do not disrupt other inmates and their visitors. Children, regardless of age, will be counted as one person. Should the child require care, such as diaper change, feeding, etc., the visit will be terminated. There will be no in/out privileges for visitors. Children over the age of 16 are required to have a government issued identification card. The room designated for children is off limits until further notice. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. No toys will be allowed to be brought inside the institution.

Occasionally, children may participate in the activities as part of the Parenting Program. Any crafts or other items made will become the property of the visiting child and will be removed from the institution at the termination of the visit. Inmates will not be allowed to remove any items from the Visiting Room.

Visits for Special Housing Unit Inmates: Inmates housed in the Special Housing Unit (SHU) will receive social visit through the video visiting program. Visitors will be at a video monitor in the institutions front lobby and the inmate will be located at a video monitor in the SHU. The length of the social visit may not exceed two (2) hours. Only one visit will be conducted at any time with three (3) total visitors. Visitors must continue to wear their face covering during the video visit.

ANY VIOLATION OF VISITING PRIVILEGES MAY RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.

Special Visits for Family Emergencies: At the inmate's request, the Unit Team may submit a special visit request to the Unit Manager for approval. Details of the visit should be written in an Inmate Request to Staff Member (Cop-Out) and submitted to your Unit Team Member.

SECURITY PROCEDURES

Attire: Inmates will be in the proper uniform, (normally khaki or dark green pants and khaki or dark green shirt), Monday thru Friday, between 7:30 a.m. and 3:30 p.m. The uniform will be maintained in a neat and professional manner, with shirt tucked in and pants around the waistline. Other than approved religious headgear, hats will not be worn while indoors. Recreation attire will be a T-shirt or sweatshirt and recreation shorts or sweat pants.

Inmate Identification Cards: Inmates are required to wear their identification cards at all times upon departing their assigned cell. The inmate identification card will be worn on the upper front torso, with the inmate's picture clearly visible for staff to identify the inmate. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards.

Count Procedures: There are six (6) official counts conducted during each 24 hour period. On weekends and holidays, a seventh official count will be conducted. Count times are as follows:

1. 12:00 AM
2. 3:00 AM
3. 5:00 AM
4. 10:00 AM (Saturday, Sunday, and Holidays - Stand-up Count/**Including the Special Housing Unit**)
5. 4:00 PM (Stand-up Count/**Including Special Housing Unit**)
6. 9:00 PM (Stand-up Count/**Including Special Housing Unit**)

During counts all inmate movement will cease when count begins and will not resume until the count is correct and cleared by the Control Center. In the inmate living quarters, inmates are required to be in their cells for all counts. Inmates will not be counted in the showers. The 4:00 PM count and the 10:00 AM count (on Saturday, Sunday and Holidays) are lockdown stand-up counts. All inmates will be secured in their cells and required to STAND by their beds facing the staff members during the count. Should you delay or disrupt the count, you will be subject to disciplinary action. Delays in the count will also delay your return to normal activities and meals.

Call-Out/Pass System: "Call-Out" rosters of appointments are prepared and distributed to all housing units for posting on a daily basis. Call-Outs usually involve an appointment you must keep other than your regular duties. It is your responsibility to check the Call-Out roster daily.

Controlled Movement: During non-working hours, movement throughout the institution will be regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure all inmate movement is orderly when an institution pass system is not in effect. Controlled movement generally begins ten minutes before the hour and ends on the hour. Normally, these moves are a one way move; meaning, "in bound" or "out bound" move. During the movement period, normally ten minutes, inmates may move from an area of the institution to another without a pass or staff escort. The start and end of each movement period will be announced by staff.

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

On Saturdays, Sundays, and holidays, normally the first controlled movement will begin at the conclusion of the morning meal. The Compound will be secured at 9:30 a.m., in preparation of the 10:00 a.m. count. During the feeding of the brunch meal, inmates can normally move to the recreation yard, gymnasium, or chapel; however, you must remain secured inside those areas until the next controlled movement is announced. The movement periods will resume after the brunch meal. **This institution does not use controlled movements.**

Contraband: Items possessed by an inmate ordinarily are not considered to be contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property.

Contraband includes material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution.

Staff shall consider as nuisance contraband any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

Staff shall seize any item in the institution which has been identified as contraband whether the item is found in the physical possession of an inmate, in an inmate's living quarters, or in common areas of the institution. An inmate may not purchase, give, or receive any personal property from another inmate.

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

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

Shakedowns: The placement of metal detection devices throughout the institutions may be necessary for the control of contraband. A metal detector search may be done in addition to the pat search. Staff may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief that contraband may be concealed on your person or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing and work area, and personal items contained within those areas, without notice, randomly, and without the inmate's presence. The property and living area will be left as close to the same conditions as found.

Special Housing Unit Status: There are two types of special housing. These are Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a 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 necessary). Inmates in the Special Housing Unit are authorized one phone call every thirty days, provided the inmate does not have a current phone restriction.

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 review of their housing status.

Communication between inmates housed in the Special Housing Unit and inmates in the general population is strictly prohibited.

"Each cell is equipped with an **"Emergency Duress Button."** The duress button is reserved for critical medical or life threatening emergencies. Misuse of this emergency response mechanism can have a detrimental effect on the population as a whole and encourage others to participate in this same behavior. If others participate in this inappropriate behavior for non-emergency situations, the response time to an actual emergency may not be immediate as staff are tending to a non-emergency situation. Therefore, disciplinary measures may be exercised to curtail this behavior."

Drug Surveillance: The Bureau operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. 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 disciplinary action.

Alcohol Detection: A program for alcohol surveillance is in effect at this institution. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to the test will result in disciplinary action.

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

PROGRAMS AND SERVICES

Job Assignments: All inmates, who have been medically cleared, will maintain a regular job assignment. Many job assignments are controlled through an Inmate Performance Pay (IPP) system, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit staff assign work and approve all job changes. They also see that the changes are posted on the Daily Change Sheet.

Institutional maintenance jobs are usually the first assignment an inmate receives. This might include work in Food Service, as a unit orderly, or in a maintenance shop. However, most institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. Many institutions have a waiting list for factory employment. **This institution does not have a UNICOR factory.**

Inmate Financial Responsibility Program: Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. He/She will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in responsibility on the progress report. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

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

Food Service: The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy and no-flesh dietary options. At the Warden's discretion items may be added to the National Menu by adding to a salad bar, hot bar, beverage bar (if these are part of Food Service program) or by adding condiments.

Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal unless menu items fail to meet the medical requirement. Menu item replacements may not always be provided as inmates may have to avoid certain foods in the self-selection process; however, if a dietitian determines a Special Diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating.

The religious diet program, called the Alternative Diet Program, consists of two distinct components: one component provides for religious dietary need through self-selection from the main line, which includes a no-flesh option. The other component accommodates dietary needs through nationally recognized, religiously certified processed foods and is available through the approval of Religious Services.

Food Service Work: The morning shift positions include Cook, Vegetable Preparation, Dish Room, Pots and Pans, Tray Line, Bakery and Special Diets from 5:30 - 9:00 AM. The PM shift that covers the Officer Mess, Warehouse and Sanitation runs from 10:30 AM - 2:30 PM. The Second PM shift that covers Sanitation and Food Cart Deliveries, runs from 5:00 - 6:00 PM. Proper uniforms will be worn by all Food Service workers, including beard guards, hair nets or paper hats and steel-toed boots. Pay grades are based on job assignments within the Food Service Department.

Meal Schedules:

Weekday	Breakfast: 6:00 AM - Until completed
	Lunch: 10:30 AM - 12:00 PM
	Dinner: After 4:00 PM count
Weekend	Brunch: After 10:00 AM count
	Dinner: After 4:00 PM count

Education: The Philosophy of the Education Department at FDC Honolulu is to provide an education program in the belief that a coherent pattern of courses will help the inmate attain an education that will enhance effectiveness, success and productivity as a person and a citizen. Inmates can, and do, change their behaviors only when they themselves are motivated to

do so. It is with these principles in mind that the education staff is personally committed to assist each inmate in attaining personal, educational, and occupational and life skill goals. The Education Department supports these principles as well as those governing the occupational, recreational, and personal dimension of the inmate's lifestyle. In fulfilling its function as a center of learning, the Education Department offers opportunities provided for Federal inmates include General Equivalency Diploma (GED) and ESL programs, as required by law. Various nationally recognized tests will be used to place inmates in appropriate education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

Admission Policy: Inmates who are citizens of the United States will be mandatorily enrolled in the General Education Development (GED) Program for 240 hours if the individual was sentenced on or after May 1, 1991, and does not have a documented High School Diploma or GED Certificate. Inmates will have 60 days from the date of their arrival at FDC Honolulu to provide verification of a GED or High School Diploma through one of the three methods identified as acceptable in Program Statement 5350.28 Literacy Program (GED Standard). Inmates may elect to withdraw from the program when the required time in class (240 hours) has been satisfactorily fulfilled or a GED has been attained. Further, all inmates sentenced after May 1, 1991, will be required to obtain a GED or show documentation of a high school diploma to be eligible for promotion above pay grade 4. In addition, the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA) mandates that any inmate, with a date of offense on or after September 13, 1994, but before April 26, 1996, who does not have a high school credential, must participate and make progress toward attainment of a General Education Development credential (GED) in order to vest earned Good Conduct Time. The Prison Litigation Reform Act (PLRA) provides that in determining Good Conduct Time Awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress toward attainment of a GED credential. Inmates with Deportation Detainers who were sentenced under either act must participate and make satisfactory progress in order to vest Good Conduct Time (VCCLEA), or be eligible to earn the maximum amount of Good Conduct Time (PLRA). An alien who is subject to a final order of removal, deportation, or exclusion is eligible for, but is not required to, participate in a literacy program, or to be making satisfactory progress toward earning a General Educational Development (GED) credential, to be eligible for a yearly award of good conduct time. The amount of good conduct time awarded for the year is also subject to disciplinary disallowance.

An inmate makes satisfactory progress unless one of the following occurs:

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

Likewise, all inmates who are citizens of the United States and are not proficient at an 8th grade competency level of reading, speaking, and understanding English will be mandatorily enrolled in English as a Second Language (ESL) if the individual was sentenced on or after May 1, 1991. Individuals with a deportation detainer are not required to attend. Participation in all other classes is voluntary. All course work is recorded and entered into a reporting system, and a complete file is maintained by the Education Department. The Education Coordinator for each program initiates the scheduling procedures necessary for actual enrollment.

Educational Interview: Education staff will interview you prior to your classification with the Unit Team. During this meeting, they will go over your test scores and discuss educational programming based on your educational/vocational needs or desires. Educational staff will answer any questions you have concerning school and explain the programs offered. Educational staff is primarily responsible for monitoring your educational progress and reporting any needs or problems to your Unit Team. This is the first person you should contact on any education related problems, concerns, requests or questions.

Attendance: Education programs at this institution are considered an assignment. Unless you have a verified medical excuse in writing or are on call-out, you must be in class during your assigned class. Inmates will be notified by call-out when enrolled in any education program. Once enrolled in a course, the inmate is expected to report promptly to class and work toward completion of the course.

Testing Requirements: All inmates who do not have a high school diploma or a GED are required to complete the Test of Adult Basic Education Test (TABE) or the Spanish Assessment of Basic Education (SABE). Once this test is taken, inmates will be enrolled into the appropriate GED class. These tests should be taken seriously and completed to the best of your ability. A high score could lead you straight to the GED Examination. The **GED Examination** will be administered at FDC Honolulu for those inmates successfully completing the GED program or achieving a high passing score on the TABE test.

Course Descriptions

Pre-GED (Literacy): The low level reading skills course is designed for those inmates who score below the 8th grade reading level as determined by the TABE test.

These courses are held during the week. A schedule can be found posted on the Education Bulletin Board in each housing unit. This course involves more intense individualized prescriptive instruction. A conglomerate of testing assessments will be utilized to determine each student's strengths and weaknesses.

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

The General Equivalence Diploma (GED) program is designed to help each inmate attain a High School Equivalency or GED. The GED program is designed as preparation for the GED Exam. Within the program, the student pursues a course of study that enables him to develop a more advanced general knowledge in the five GED test areas; writing, mathematics, reading, science, and social studies. Specialized instruction and workbooks are available to the student. Academic level placement is determined by the results of the TABE exam administered to all applicable inmates within 90 days after arrival.

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

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

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

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete additional 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

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

Special note on GED scores: A new English GED test will be launched on January 1, 2014. A new Spanish GED test will follow later. Once a new GED test is issued, scores from the current GED test cannot be combined with the new test. If inmates have taken the English GED test between January 1, 2002, and now, they are strongly encouraged to see the education staff and retake the GED test before December 31, 2013. English GED scores from the current GED test will no longer be valid.

The new GED Test will be taken on the computer. Inmates are strongly encouraged to enroll in a keyboarding or typing course, when offered. **This institution does not participate in this program.**

English as a Second Language (ESL): The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmates' communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the education department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test. If indicated by test scores, participation in ESL will be required regardless of education degree status. Inmates with high school diplomas or college degrees may be required to participate in the ESL program.

This program affords inmates who do not speak English the opportunity to learn. Non-English speaking inmates are required to attend this program if they are citizens of the United States and the Comprehensive Adult Student Assessment System (CASAS) placement test is not passed with a score of 225 or higher. The exception to this requirement is inmates who have a detainer and are deportable. The first objective of the program is to teach basic vocabulary and conversational skills. As the student progresses, the vocabulary is expanded and written English is added to the curriculum. This program will have beginning and advanced levels.

Incentives: Incentive awards are provided to recognize inmates making satisfactory progress and successfully completing the literacy (i.e., GED and ESL) program. Inmates may also receive incentives for progressing to various levels in the GED or ESL Programs. Graduation ceremonies recognize GED, ESL, and Occupational Education completions.

Other Programs: The completion of the literacy program is often the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as advanced occupational training or college are needed in today's world. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills.

Occupational Education Programs: Occupational Education programs prepare inmates for a specific occupation or cluster of occupations. Inmates can earn a Certificate, Associate of Arts Degree, Associate of Science Degree, or an industry accepted certificate upon the completion of occupational training programs. Occupational education programs vary institution-to-institution.

- Inmates must request initial enrollment through the Supervisor of Education. Education staff will determine an inmate's academic eligibility for enrollment and deportation status (if applicable).
- The Supervisor of Education will notify an inmates' unit team of enrollment consideration for occupational education programs. **This institution does not have Occupational Education Programs.**

Apprenticeship: Apprenticeship training provides inmates the opportunity to participate in training which prepares them for employment in various trades. Apprenticeship programs in the BOP are registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. These programs are structured to offer on-the-job learning in industries. Upon completion of a registered trade, inmates can earn a Certificate of Completion from the Department of Labor. **This institution does not have Apprenticeship Programs.**

Adult Continuing Education (ACE): Correspondence courses are authorized at FDC Honolulu. However, all correspondence courses must be approved through the Education Department prior to enrollment and delivery of any materials. Financial responsibility for these courses is the responsibility of the inmate.

ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. ACE classes are organized differently in different institutions. Typical ACE classes include: typing, computer literacy, foreign language, and business skills. These classes are usually offered during evening and weekend hours.

Post-Secondary Education (Inmate Correspondence Courses): Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses. In general, inmates are permitted to enroll in any correspondence course that involves only "paper and pencil." Courses requiring equipment are generally not authorized. The cost for correspondence courses must be paid by the inmate. If an inmate has sufficient funds available in his commissary account, a Form 24 may be used for payment. Inmates interested in enrolling in correspondence courses are required to contact the Staff Coordinator prior to enrollment. Catalogs are available from the Staff Coordinator. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

Parenting: The Parenting Program provides inmates information and counseling through directed classes on how to enhance their relationship with their children even while incarcerated. All Parenting Programs include a classroom and visitation component. In addition, social service outreach contacts are often established to facilitate the provision of services to the inmate parent, visiting custodial parent, and children.

Pre-Release Preparation: The Pre-Release Preparation classes were organized to assist inmates who have less than two years remaining on their sentence with the transition of reentering the mainstream of society. The course involves the following subjects: interviewing, resume writing, job hunting, completing applications, job retention skills, personal financial management, and pursuing further education and training.

Library Services: Leisure Libraries: Leisure libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction, and reference books. Small Unit libraries are available in each unit. An Inter-Library Loan program is being offered in conjunction with Hickam Air Force Base. Book requests from the main library on the second floor may be made using the form provided in the units. Specific questions or concerns should be addressed to appropriate Education Staff.

Electronic Law Libraries (ELL): Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund. Electric typewriters are available in the law library for legal use only, on a first come first served basis. Typewriter ribbons, correction ribbons and key-cards for photocopies are sold through the Commissary. Legal materials have been provided per Program Statement 1315.07, Legal Activities, Inmate, via the Electronic Law Library implemented at FDC Honolulu since July 2009. Black's Law Dictionary will be available and stored in the TRULINCS printer cabinet. Inmates can access it by requesting it from the TRULINCS orderly.

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

Inmates may request assistance from staff in obtaining legal copies as a result of imminent legal deadline and lack of funds but must provide verifiable proof and documentation.

Hours of Operation: The hours of operation for the Main Law Library and access to legal copies are 6:00 AM to 2:30 PM Monday through Friday. Each Unit's scheduled days and times are provided on the Education Bulletin board in each unit. The Main Law Library is located in the Education Department located on the second level. An ELL station and Black's Law Dictionary are provided for the Special Housing Unit (SHU).

The Main Law Library will continue to provide access to photocopying services. An Inmate Request to Staff form should be handed to the Unit Officer well in advance of your unit's designated Law Library day for use of photocopying services. Inmates interested in legal/personal photocopies can obtain them for a cost. Copier debit cards are available for purchase in the commissary for \$6.50, 50 copies per card. The debit photocopying machine is located in the Education Department. Photocopies requested outside the normal operating hours (2:30 - 6:00 PM) scheduled, he/she should contact anyone on their **Unit Team**, who will make arrangements with the education/recreation staff on duty to respond to the request.

Law Library Time: For extra law library time, inmates will be required to complete and submit an Inmate Request to Staff form at least one (1) week before the requested extra time. If an inmate needs to use a typewriter he/she needs to complete and submit an Inmate Request to Staff form. This will allow use of the typewriter located in the main library on the second floor. IBM typewriters are available for legal use only in the Library.

All typewriter ribbons and correction ribbons will be purchased by the inmate from the commissary. Arrangements will be made for indigent inmates once verified as indigent. Inmates housed in SHU should submit an Inmate Request to Staff Member form addressed to their SHU officers to request the use of the ELL. **Black's Law Dictionary will not be removed from the SHU Basic Law Library for use in an inmate's cell.**

Incentives and Recognition: Inmates who obtain a GED or complete the ESL program with qualifying scores will receive a monetary incentive of \$25.00 in their inmate pay in the month that results are received. Inmates completing the Pre-GED course will receive a Certificate of Achievement recognizing this accomplishment. Annually, the Education Department will conduct a graduation ceremony recognizing inmates who have completed the GED or ESL programs.

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

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

Leisure time is free time available to inmates not having scheduled daily work or program assignments. A well-rounded recreation program has been established to meet inmate needs. Programs include but are not limited to physical fitness and wellness, special events, Hobby craft, music, movies and other leisure time activities. Specific interests and additional recreational activities will be considered when a demand appears to be sufficient to make other programs feasible. An outer recreation deck and an inner recreation room are available in seven (7) of the eight (8) housing units. The common areas or the recreation/library room located on the upper tier of each housing unit is available for passive recreational activities such as; board games, card playing or aerobics. All hobby craft activities require enrollment, authorization and compliance with all regulations. Specific rules are posted on the Recreation Bulletin Board located in each housing unit or in the Recreation Handbook. Please refer to the Recreation Handbook regarding Recreation Programs, for specific rules and procedures and also a listing of approved hobby craft items. Various card and table games are available for use in the housing units.

Flagrant unsportsmanlike conduct of a verbal or physical nature will not be tolerated, and may result in a seasonal suspension from the activity and/or disciplinary action. The official rules and regulations governing all structured and informal activities are posted in the recreation handbook. In response to COVID-19 mitigation, face covering must be worn while exercising or participating in recreational programs.

Art and Hobby Craft Programs: Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, inks, and charcoal). Hobby craft activities include ceramics, leatherwork, models, clay, mosaics, crochet, knitting, sculptures, woodworking, and lapidary, etc.

Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income. Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny.

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

Wellness Programs: Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions and counseling.

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

Consequences for Rules Violation in Recreation: Inmates are strongly encouraged to participate in recreation activities. However, when inmate behavior violates established rules, consequences may include an incident report and/or suspensions from programs.

Religious Services: The Religious Services Department provides pastoral care and religious accommodation to individual and group religious beliefs and practices in accordance with the law, Federal regulations and BOP policy. The Chaplains offer religious worship, education, counseling, spiritual direction, support and crisis intervention to meet the diverse religious needs of inmates. BOP Chaplains also oversee the religious diet program, ceremonial religious meals and religious holiday observances. All Chaplaincy Services' programming is directed to promote BOP reentry goals. The Life Connections and Threshold programs highlight our faith-based reentry priorities.

FDC Honolulu Religious Services Department offers the following:

Pastoral Services: Chaplains provide pastoral services and are available for counseling and religious consultation. If you have any pastoral concerns that you wish to communicate to the Chaplain, you can see the Chaplain personally when he comes to your housing unit; send your request using a cop-out form; or by e-mail on TRULINCS. Pregnant inmates will be offered religious counseling on pregnancy issues.

Religious Programming: The housing unit Chapel is open (11:00 AM - 1:00 PM and 6:00 - 8:00 PM) for your use in reading, prayer, study and meditation. We also provide assorted religious materials that you may use in the Chapel Library. Worship services, meetings, and study are available during the week in the Chapel. Chaplains and volunteers lead weekly services and programs. In general, there are no inmate-led programs in the chapel. Inmates are not to hold their own programs without the approval of the warden. A schedule of religious programs is posted in the Chapel. You may request time and space in the chapel for your religious practice by contacting the Chaplain. All religious programs are open to the entire population. Chaplains hope that you will utilize religious and spiritual resources available to you while you are incarcerated to prepare you for your reentry into the community. It will increase your chances of not returning to prison.

Religious Property: Religious Property must be approved by the Chaplains. Personal religious property must meet BOP policy, and be purchased by the inmate through the commissary. Some religious items are available on a loan basis. They must be returned to the Chaplain when leaving the institution. The Chaplain will assist you in obtaining religious items of your faith.

Religious Diet, Ceremonial Meals and Fasts: Inmates may request, in writing, an alternative diet appropriate for your religious dietary obligation. You will be interviewed to determine the accommodation which meets your religious needs. An inmate may request to participate in a ceremonial or commemorative meal in writing at least 45 days prior to the established date. Only inmates whose religious preference reflects the specific religion celebrating the meal may attend. If an inmate wishes to participate in a religious fast, he must request to do so by writing to the Chaplain at least 30 days prior to fasting.

Clergy and "Minister of Record" Visits: The Chaplains may approve a special religious visit from a clergy person or religious leader. These visits will take place on the Visiting Room and all regulations regarding visiting will apply. You may request that your pastor, minister, or priest, be placed on your visiting list as your Minister of Record. This will allow for pastoral visits during your scheduled visiting hours. You should forward this request for approval to the Chaplain.

Special Housing Unit: Chaplains make weekly visits to the Special Housing Unit and provide inmates with specific religious materials and pastoral care.

Emergency Notifications: Generally, a Chaplain will notify an inmate of a serious illness or death of a family member. Before an inmate will be notified, the information must be verified by the hospital, police, mortuary, etc. When a Chaplain is not available, a Psychologist or Lieutenant will notify the inmate as soon as possible. Inmate families should call (808)838-4200 and indicate that they are making an inmate emergency notification. Chaplains are available to provide pastoral care to inmates facing crisis situations.

Life Connections and Threshold Programs: **Life Connections** program is open to inmates from all faiths. It is a Residential program on the mainland for inmates who are within 24 to 36 months of their projected release date. **The Threshold program** is a local 5 month spiritual reentry program for those 12-18 months before release. All interested inmates should contact the Chaplain to indicate interest in these programs. **Contact the Chaplain for any religious issues or concerns that you may have.**

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

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

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

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

Here at FDC Honolulu, the Psychology Services Department is made up of the Chief Psychologist, the Drug Abuse Program Coordinator, the Staff Psychologist, the Drug Treatment Specialist, and the Psychology Services Secretary. There are a number of ways to contact Psychology Services at this institution.

You may:

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

Suicide Prevention: 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.

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in this institution's inmate companion program. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past 3 years; (3) may not be in FRP, DRG ED, or GED refusal status; and (4) must pass a screening process. If you would like more information about this program, please speak with a member of the department.

Drug Abuse Programs: Drug abuse programming is available in all BOP institutions. The BOP offers a drug education course as well as treatment options for inmates who have abused alcohol/drugs.

Drug Abuse Education Course: The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment. If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this

required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor.

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

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

- inmates with a relatively minor or low-level drug abuse problem,
- inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),
- inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,
- inmates with a drug use history who chose not participate in the RDAP, but want to prepare for staying sober in the community, and
- inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (half-way house).

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

Residential Drug Abuse Treatment: The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment.

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

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

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 62 BOP institutions. **This institution does not have a RDAP.**

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

Early Release: The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to 1 year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. § 3621(e)(2)). For more information, talk to an institution drug abuse treatment specialist or drug abuse program coordinator.

Community Transition Drug Abuse Treatment: To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The BOP ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC, is structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The BOP contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

In addition to these drug abuse programs, drug abuse treatment services may also be provided within the context of other specialized treatment programs with the BOP, such as the Resolve Program and the Challenge Program.

The Resolve Program: 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. **This institution does not have this program.**

The Trauma in Life Workshop:

The Resolve Program includes a psycho-educational component, the Trauma in Life Workshop. This workshop addresses the challenges individuals face following exposure to traumatic life events and the strategies these individuals may use to enhance their resilience or ability to survive and thrive following these events. Any female inmate with a history of abuse or an interest in learning about this topic may participate in the Trauma in Life Workshop.

Nonresidential Counseling Groups: The Resolve Program also includes a treatment component-non-residential counseling groups. Only those inmates with a history of trauma and an associated mental health problem may participate in Resolve Program counseling groups. These groups are designed to improve coping skills, build healthy relationships, and enhance emotional stability. **This institution does not have a Resolve Program.**

Specialized Mental Health Programs: The BOP also has several residential mental health programs designed to help inmates with severe emotional, cognitive, and behavioral problems. These programs are indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. They are designed to improve the day to day functioning of inmates with the goal of helping them return to a mainline institution or preventing the need for hospitalization. Psychology Services has additional information about these programs and can make recommendations for participation.

The Sex Offender Management Program: The BOP offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures that treatment volunteers feel safe about participating in programming.

The BOP's sex offender treatment programs are stratified into two program levels:

The Residential Sex Offender Treatment Program [male only]

The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high-risk sexual offenders - ordinarily inmates with multiple sex offenses, or a history of contact sexual offenders. The SOTP-R is offered at the Federal Medical Center (FMC) in Devens, Massachusetts.

The Non-residential Sex Offender Treatment Program: The Non-residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR.

When you volunteer for treatment, BOP staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level.

If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between

24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

Institution Specific Programs: We work to plan and organize services that help you. Although we are considered a short-term facility, we will be offering group therapy sessions in addition to the Drug Abuse Program discussed below. If you have not seen a sign-up sheet for a group on your floor and you are interested in a particular group, you can always submit a Request for Services Form to the Chief Psychologist or the Staff Psychologist.

Alcoholics Anonymous and Narcotics Anonymous are available to inmates based on instructor availability and inmate interest. If you are interested in participating in either of these two programs, please submit a Request for Services Form ("copout") to the Drug Abuse Program Coordinator.

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 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 halfway house, 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.

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

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

Central Inmate Monitoring System: The Central Inmate Monitoring System (CIMS) is a method for the Agency to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager.

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

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

Marriage procedures are detailed in local Institution Supplement's.

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

Medical Services: The BOP inmate health care delivery system includes local ambulatory clinics as well as major medical centers. Locally, emergency medical care is available 24 hours a day in all BOP facilities. BOP clinical staff typically covers the day and evening shifts and community emergency personnel meet emergency needs when BOP clinical staff is not on-site. Health services typically include episodic visits for new or recurring medical or dental symptoms through a sick call system, chronic care management for chronic and infectious diseases through enrollment in chronic care clinics for regular care, routine dental care, medical and dental emergency care for injuries and sudden illness, age-appropriate preventive care to promote optimal health and functional status, restorative care to promote achievable functional status, long-term care and end-of-life care.

Health Rights/Responsibilities:

RIGHTS	RESPONSIBILITIES
<p>1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, health Services cannot be denied due to lack of verified personal funds to pay for your care.</p> <p>2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.</p> <p>3. 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.</p> <p>4. 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</p>	<p>1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.</p> <p>2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.</p> <p>3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, e-mail Inmate to Health Services, main line, or the accepted Inmate Grievance Procedures.</p> <p>4. 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</p>

admitted as an inpatient to a hospital.

5. 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.
6. You have the right to obtain copies of certain releasable portions of your health record.

7. You have the right to be examined in privacy.

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

9. 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

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.

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

6. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, e-mail Inmate to Health Services, main line, or the accepted Inmate Grievance Procedures.

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

8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading/catching of infectious disease.

9. 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

information about pain and pain management, as well as information on the limitations and side effects of pain treatments.

10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
12. You have the right to request a routine physical examination, as defined by BOP Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year within one year of your release).
13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.
14. You have the right to a safe, clean and health environment, including smoke-free areas.

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. 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. You have the responsibility to eat health and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others.

<p>14.</p> <p>15. You have the right to refuse medical treatment in accordance with BOP Policy. Refusal of certain diagnostic tests for infectious disease can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.</p> <p>16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.</p> <p>17. You have the right as an offender to health care and will not be denied due to lack of funds.</p>	<p>15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.</p> <p>16. You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.</p> <p>17. You have the responsibility for co-pay if you are not indigent when seeking medical/dental care.</p>
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Health Services Duty Hours: Regular duty hours for FDC Honolulu medical staff are from 6:00 AM - 2:00 PM, Monday through Friday. Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only. Medical staff are on duty 16-hours a day, 7-days a week. The Health Services Department is located on the second floor of the institution. This facility does not provide inpatient medical care. Inmates who require medical care at a local community hospital are subject to security precautions, commensurate with their security and custody requirements. In case of emergency medical situations, both life-threatening and non-life threatening, the inmate will be stabilized with basic life-support treatment and transported to a local community hospital as soon as possible.

Co-Payment fees: Inmates will be charged a \$2.00 copay fee for a medical evaluation requested by non-clinical staff if the condition is not an emergency.

If an inmate is evaluated by more than one provider during a health care visit, the inmate will only be charged for one visit.

Inmates in Special Housing Units (SHU) will not be charged a copay fee for daily visits (rounds) by Health Services staff.

HEALTH CARE SERVICES PROVIDED WITHOUT A COPAY FEE.

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

Examples of health care services based on staff referrals, follow-up treatment for chronic conditions, and preventive health care include, but are not limited to:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic Care Clinics;
- Testing for tuberculosis;
- Vaccinations;
- Wound care; and
- Patient education, etc.

APPEALING THE FEE. Inmates may seek review of issues related to health service fees through the Administrative Remedy Program. INMATES WITHOUT FUNDS (INDIGENT). Inmates will not be denied care and will not be charged a health care service fee if they are considered indigent and unable to pay the health care service fee. Indigent is defined as an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

PROCEDURES TO COLLECT INMATE COPAY FEE. Based on the health care provider's clinical evaluation & diagnosis of the inmate, Health Services staff will determine if a copay fee will be charged. All inmate health care visits will be entered into TRUFACS by registration number and pay status (i.e., paid, non-paid).

Sick Call System: For episodic care, clinical and dental staff will screen the inmate's complaint, and give a future Sick call that will be announced during Pill Line. It is the Inmates responsibility to report to pill line and sign up to be evaluated. After pill line is completed the triage staff (RN, EMT, etc.) will return to see the inmate and triage their complaint. If the triage staff are not able to address the concern they will be scheduled to see an APP or physician. Timing of the appointment will be prioritized based on the assessment of the triage staff.

Inmates in SHU will notify the Health Services Staff member conducting rounds of their needs. The inmate will be triaged and scheduled appropriately at that time.

Periodic Examinations:

Intake: An intake will be conducted on all inmates upon arrival to the institution or the next business day if the inmate arrives after hours.

History and Physical: An H&P will be conducted within 14 days of arrival for all inmates new to the BOP or who transfer without a prior H&P.

Dental A&O: Will be conducted within 30 days of arrival for all inmates new to BOP or who transfer without a prior Dental A&O.

14 Day Dr. Visit: A 14 Day doctor evaluation will be conducted on all inmates who are enrolled in CCC and transfer from another facility.

Chronic Care Clinics: Inmates with chronic medical conditions will be enrolled in Chronic care clinics and seen at least once a year by the physician for management of their condition.

Preventative Health Visits: Designated inmates will be provided a preventative health visit within six months of arrival or designation. Follow up visits will be based on risk factors.

Emergency Medical Treatment: All emergencies or injuries receive priority for treatment. Appropriate medical care will be provided by institution clinical staff or by community emergency personnel after regular Health Services Unit operating hours when institution clinicians are not on-site. Clinicians covering evenings, weekends and holidays provide treatment for acute medical problems and directly observed pill lines.

Medication Administration (Pill Line): Controlled medications are administered at regularly scheduled times of the day and evening in a specific location in the Health Services Unit known as the "pill line." Clinical staff delivers controlled medications to inmates in detention or segregation units during established pill line times.

Dental Emergencies: are defined as dental/oro-facial conditions that are immediate, acute or grave which without care could cause uncontrolled bleeding, debilitating pain, or significant irreversible loss of function and severe infections or may be life-threatening. Due to the transient nature of inmates at FDC Honolulu, only emergency care/dental sick call will be available to inmates who are housed at the facility for less than a 12 month period; non-sentenced pretrial, holdover, inmates in segregation, special housing or in jail units. To access emergency care, submit a sick call request to dental. Health service staff is also available to evaluate dental concerns and will notify dental services of urgent cases. Other problems or concerns can be addressed by submitting an Inmate Request to Staff (BP-A0148) form (cop-out). The dental clinic's normal hours of operation are Monday, Tuesday, Wednesday, Thursday and Friday from 0700 to 1200. Inmate generated sick call encounters are subject to copayment. Exception may include: referrals from another healthcare provider; requests as result of recent prior treatment (i.e., lost restoration) by a BOP provider; adjustment of dental prostheses recently (up to three months) delivered by a BOP provider.

Routine Dental Care: Federal inmates who are designated to the Bureau of Prisons or non-designated inmates who have been housed continuously for more than one year at FDC Honolulu are also eligible to sign up for routine dental care. Non-designated inmates include non-sentenced pretrial inmates, state inmates, holdovers, inmates in segregation, special housing or in jail units who have been housed continuously for more than one year at FDC

Honolulu are also eligible to sign up for routine dental care. To sign up for routine care, eligible inmates must submit a copout to the dentist. Inmates will be placed on the electronic medical record (EMR) national waiting list for routine care based on the date they qualify for routine treatment. Inmates must be on the waiting list to receive routine care. Care will be provided in chronologic order, that is, those waiting the longest will be seen first. Inmates transferring from another BOP institution will be seen according to their status on the national waiting list. Treatment is continued per the receiving dentist's updated recommendations and dental schedule. Routine dental care includes comprehensive exams, x-rays, fillings, elective extractions, dental cleaning, partial (if indicated) and complete denture.

Dental screening examinations for new intakes are provided within thirty days (30) of arrival to the Federal Detention Center. Toothbrushes, toothpaste, and flossing aids are available from the commissary.

Accessory Dental Care: Accessory treatment is considered elective and extends beyond the scope of routine care. The following treatments are not available at the facility: crown and bridge treatment, porcelain bonding, cosmetic procedures, orthodontic treatment, dental implants, edentulous ridge augmentation, orthognetic surgery, TMJ surgery and periodontal surgery.

On-the-job Injuries: Inmates injured while performing an assigned duty, must immediately report this injury to their work supervisor. The work supervisor reports the injury to the institution Safety Manager who completes mandatory occupational injury documentation. The inmate must be evaluated by clinical staff and an injury report completed for inclusion in the inmate's health record under the Occupational Medicine section of BEMR.

Inmates who suffer a work-related injury may be eligible for compensation if the injury prevents the inmate from performing his or her usual work duties. However, the inmate may be disqualified from eligibility for lost-time wages or compensation if he or she fails to report a work injury promptly to the supervisor.

Inmate Grievances Related to Health Care Concerns: If you have a grievance with the Health Services Unit you may seek review of these issues through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence: In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail from a sentenced inmate in a minimum or low security institution may be sealed by the inmate and is sent out unopened and uninspected. Except for "special mail," outgoing mail from a sentenced inmate in a medium or high security institution, or an administrative institution may not be sealed by the inmate and may be read and inspected by staff. The outgoing envelope must have the inmate's committed name, register number, and complete institution return address in the upper left hand corner.

Inmates will be responsible 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 result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

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

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

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

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

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

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

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

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

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

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

Change of Address/Forwarding of Mail: Mail Room staff will make available to an inmate who is being released or transferred a change of address form. General correspondence (as opposed to special mail) will be forwarded to the new address for 30 days. After 30 days, general correspondence is returned to sender with the notation "Not at this address - return to sender." Staff will use all practical means to forward special mail. After 30 days, the SENTRY address will be used to forward special mail.

Certified/Registered Mail: Inmates may use certified, registered, or insured mail services. Other mail services such as stamp collecting, express mail, cash on delivery (COD), and private carriers are not provided.

Telephones: Telephone privileges are a supplemental means of maintaining community and family ties. Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager to arrange an unmonitored attorney call.

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

Inmates are allowed to have thirty (30) approved numbers on their phone list. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers.

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

It is each inmate's responsibility to maintain their PAC in a way to ensure no other inmate has access to it. Inmates found to be sharing their telephone account with other inmates will result in disciplinary action taken with all inmates involved. Third part telephone contact will also result in disciplinary action. This could include, but is not limited to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact.

ACCESS TO LEGAL SERVICES

Legal Correspondence: Legal correspondence from attorneys will be treated as Special Mail if it is adequately marked. The envelope must be marked with the **attorney's name** and an indication that he/she is an attorney and the front of the envelope must be marked as "Special Mail - open only in the presence of the inmate" or with similar language clearly indicating the particular correspondence qualifies as legal mail and the attorney is requesting the correspondence be opened only in the inmate's presence. It is the responsibility of the inmate to advise his/her

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

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

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

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

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

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

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

Federal Tort Claims: If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form by submitting an Inmate Request to Staff Member or requesting one through your Correctional Counselor.

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

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

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

Executive Clemency: The BOP advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge

the record of conviction. A pardon restores civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

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

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

Compassionate Release/Reduction in Sentence: The Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense. If the RIS is granted, the judge will issue an order for the inmate's release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

PROBLEM RESOLUTION

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

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

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

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

exhibits. The regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension.

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

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

- Statement of Facts
- Grounds for Relief
- Relief Requested
-

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

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

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

DISCIPLINARY PROCEDURES

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

Discipline: Inmates must have respect for the rights and property of others. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to ensure an orderly operation of this facility. Certain privileges are granted to eligible inmates provided the privileges are not abused. Violation of regulations may result in an Incident Report (BP-288) and imposition of sanctions, as outlined later in this handbook. In the event of misconduct, an incident report may be written by staff. Reports are first investigated by the lieutenant on duty and the results forwarded to your Unit Team. The team meets as the Unit Disciplinary Committee (UDC) and may impose limited sanctions for most misconduct; for example, taking of privileges, removal from preferred quarters, job change, assigning extra duty, etc. For minor prohibited acts, staff may suspend disciplinary proceedings for a period of time not to exceed two weeks, while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage they were suspended. The time requirements then begin again, at the same point in which they were suspended. If charges are more serious, the case may be referred to the Discipline Hearing Officer (DHO) who can impose more serious sanctions among which include: disallowance of good conduct time, forfeiture of good time, or recommendation of transfer to a higher level institution. Additionally, it should also be noted that at any stage of the disciplinary process, policy provides referrals to other outside law enforcement agencies (i.e., FBI, DEA, ATF, etc.) for further investigation and/or prosecution of any criminal activity if warranted. The internal disciplinary system is outlined in detail in Program Statement 5270.07, Inmate Discipline & Special Housing Units, which is available in the Law Library.

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

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

Discipline Hearing Officer (DHO): The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements

and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

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

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

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

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

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

You may be placed in A/D status for the following reasons:

(a) Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.

(b) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.

(c) Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:

(1) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;

(2) Transfer: You are pending transfer to another institution;

(3) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or

(4) Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

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

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

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

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

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

RELEASE

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

Fines and Costs: In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean that the inmate will remain in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under

the provisions of Title 18 USC, Section 3569 (Discharge of indigent prisoner). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

Detainers: Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states. The United States of America, the District of Columbia, and any U.S. state or territory that has codified the IADA into its statutes have been identified as party states. The states of Mississippi and Louisiana, the Commonwealth of Puerto Rico, and the territories have not joined the IADA to date.

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

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

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

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

The amount of GCT an inmate is eligible to receive is based on the amount of time served on the sentence, not the length of the sentence. This calculation method has been upheld by the U.S. Supreme Court.

THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

Good Time: Good Time awarded by the BOP under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of Good Time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date.

Statutory Good Time: Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

- Not greater than one year - 5 days for each month of the not less than six months or more than one year sentence.
- More than 1 year, less than 3 years - 6 days for each month of the stated sentence.
- At least 3 years, less than 5 years - 7 days for each month of the stated sentence.
- At least 5 years, less than 10 years - 8 days for each month of the stated sentence.
- 10 years or more - 10 days for each month of the stated sentence.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

The following applies only to inmates sentenced for an offense committed prior to November 1, 1987.

Extra Good Time: The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, performing duties of outstanding importance, or for employment in an Industry or Camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or Camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the DHO may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may disallow or terminate the awarding of any type of Extra Good Time, (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A disallowance means that an inmate does not receive an Extra Good Time award for only one calendar month. A disallowance must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which Extra Good Time has been disallowed or terminated.

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

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

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

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

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

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

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months.

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

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

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

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

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

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

Community-Based Residential Programs: The community-based residential programs available include both typical RRCs and work release programs provided by local detention facilities. The RRCs provide a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring

and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's gross income.

Most BOP community-based residential programs are provided in RRCs. These facilities contract with the BOP to provide residential correctional programs near the offender's home community. RRCs are used primarily for three types of offenders:

- Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.
- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S. Probation.
- Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is more restrictive. Except for employment and other required activities, the offenders are required to remain at the RRC, where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the community corrections component in a RRC, serving to facilitate the transition from the institution to the community.

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

Conclusion: Hopefully this information will assist inmates during their incarceration and help clarify any concerns they may encounter. New commitments should feel free to ask any staff member for assistance, particularly unit staff. For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the BOP's RRM or the staff at the institution to which they have been designated can help clarify any other concerns.

INMATE RIGHTS AND RESPONSIBILITIES

- | <u>RIGHTS</u> | <u>RESPONSIBILITIES</u> |
|--|--|
| 1. You have the right to expect that you will be treated in a respectful, impartial, and fair in the same manner. | 1. You are responsible for treating inmates and staff manner by all staff |
| 2. You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution. | 2. You have the responsibility to know and abide by them. |
| 3. You have the right to freedom of religious affiliation, and voluntary religious worship. | 3. You have the responsibility to recognize and respect the rights of others in this regard. |
| 4. You have the right to health care, which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment. | 4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it. |
| 5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in accordance with Bureau rules and institution guidelines. | 5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual Acts and introduction of contraband, and not to violate the law or Bureau guidelines through correspondence. |
| 6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.) | 6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court. |

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|-----|---|-----|--|
| 7. | You have the right to legal counsel from an attorney of your choice by interviews and correspondence. | 7. | It is your responsibility to use the services of an attorney honestly and fairly. |
| 8. | You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program. | 8. | It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance. |
| 9. | You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions. | 9. | It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material. |
| 10. | You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities. | 10. | You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities. |
| 11. | You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules. | 11. | You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have. |

SUMMARY OF DISCIPLINARY SYSTEM

Table 2 provides a summary of the disciplinary system, while Table 3 provides a listing of prohibited acts by level of severity and shows the range of sanctions which may be imposed for violating institutional rules.

TIME LIMITS IN DISCIPLINARY PROCESS TABLE 2

SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.

|
Ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges by delivering Incident Report.

|
Maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident.
(Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)

3. Initial review (UDC)

4. Discipline Hearing Officer (DHO) Hearing minimum of 24 hours after UDC Hearing (unless waived)

|
Sanctions Imposed by Convening Authority

NOTE: These time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period of time, not to exceed 2 weeks, during informal resolution.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE TABLE 3

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.

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

225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.

226 Possession of stolen property.

227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

228 Tattooing or self-mutilation.

229 Sexual assault of any person, involving non-consensual touching without force or threat of force.

231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.

296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).

297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.

298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

300 Indecent Exposure.

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.
- 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.

LOW SEVERITY LEVEL PROHIBITED ACTS

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

407 Conduct with a visitor in violation of Bureau regulations.

409 Unauthorized physical contact (e.g., kissing, embracing).

498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR <u>GREATEST</u> SEVERITY LEVEL PROHIBITED ACTS	AVAILABLE SANCTIONS FOR <u>HIGH</u> SEVERITY LEVEL PROHIBITED ACTS
<p>A. Recommend parole date rescission or retardation.</p> <p>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).</p> <p>B.1. Disallow ordinarily between 50% and 75% (27-40 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).</p> <p>C. Disciplinary segregation (up to 12 months).</p> <p>D. Make monetary restitution.</p> <p>E. Monetary fine.</p> <p>F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).</p> <p>G. Change housing (quarters).</p> <p>H. Remove from program and/or group activity.</p> <p>I. Loss of job.</p> <p>J. Impound inmate's personal property.</p> <p>K. Confiscate contraband.</p> <p>L. Restrict to quarters.</p> <p>M. Extra duty.</p>	<p>A. Recommend parole date rescission or retardation.</p> <p>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).</p> <p>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).</p> <p>C. Disciplinary segregation (up to 6 months).</p> <p>D. Make monetary restitution.</p> <p>E. Monetary fine.</p> <p>F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).</p> <p>G. Change housing (quarters).</p> <p>H. Remove from program and/or group activity.</p> <p>I. Loss of job.</p> <p>J. Impound inmate=s personal property.</p> <p>K. Confiscate contraband.</p> <p>L. Restrict to quarters.</p> <p>M. Extra duty.</p>

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% (1-13 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.

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

- A. None
- 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 a year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband
- L. Restrict to quarters.
- M. Extra duty.

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

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

NOTE: Disallowance of Good Conduct Time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year. Once awarded, the credit is vested, and may not be disallowed; however, for crimes committed on or after September 13, 1994, and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress towards a high school diploma or an equivalent degree. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall vest on the date the inmate is released from custody. Once disallowed, the credit may not be restored, except by immediate review or appeal. Only the DHO can take action to disallow good conduct time.

VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

(1) Greatest Category Offenses: A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good conduct time) for each act committed.

(2) High Category Offenses: A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available good conduct time) for each act committed.

(3) Moderate Category Offenses: A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.

(4) Low Moderate Category Offenses: A minimum of 6 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

Additional information on SGT and GCT is contained in Program Statement 5270.07.

**U.S. Department of Justice
Federal Bureau of Prisons**

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



An Overview for Inmates

July 2018

You Have the Right to be Safe from Sexually Abusive Behavior. The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse and sexual harassment. While you are incarcerated, no one has the right to pressure you to engage in sexual acts.

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

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

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

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

What Can You Do if You Are Sexually Assaulted?

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

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

How Do You Report an Incident of Sexually Abusive Behavior?

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

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

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

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

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

Note: These e-mails:

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

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

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

Management Program for Inmate Assailants

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

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

Code 114/ (A): Sexual Assault By Force

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

206/ (A): Making a Sexual Proposal

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

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

Code 300/ (A): Indecent Exposure

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

Policy Definitions *per 28 CFR 115.6:*

Sexual abuse includes—

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

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

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

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

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

Sexual harassment includes—

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

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

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

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

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

Contact Offices:

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

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

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

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

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

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

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

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

Third-party reporting (outside of institution):

https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

PREA Video Script

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

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

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

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

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

Sexual Abuse Treatment Center



Crisis Intervention

- 24-hour confidential crisis hotline (808)524-7273 or National victim advocate services 1-800-656-4673. A staff member or supervisor can assist with this call. The call is unmonitored and confidential.
- Address: 55 Merchant Street #22 - Honolulu, HI 96813
- Medical-Legal exams completed at Kapi'olani Hospital
- Crisis Counseling

Counseling

- On-going therapy to address sexual impact

Prevention and Education

- School and community outreach

Contact Offices:

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

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

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

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

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

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

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

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

Third-party reporting (outside of institution):

https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

Consulates & Other Foreign Government Representatives in Honolulu

American Samoa Office
3049 Ualena Street.....847-1998 or 845-3420

Australian Consulate General
Consulate Du Canada
1000 Bishop PH.....529-8100

Consulate General of Japan
1742 Nuuanu Ave.....543-3111

Consulate General of Russia
4117 Kahala Ave(temporarily closed).....202-298-5700/Washington, DC

Consulate General of the Republic of Korea
2756 Pali Hwy595-6109 or 529-6274

Consulate of Austria
1549 Wilhelmina Rise.....206-4394

Consulate of Brazil (permanently closed)

Consulate of Chile
2240 Kuhio Ave., PH 3804 or 1329 Lusitana Street, #206.....561-1722

Consulate of Finland
1650 Ala Moana Blvd.....943-2640

Consulate of France
1436 Young Street.....726-3866

Consulate of Germany
3919 Sierra Drive.....377-4606

Consulate of Hungary
1960 East West Rd, Biomed T415
John A. Burns School of Medicine.....956-9452

Consulate of Indonesia
3457 Wilshire Blvd., Los Angeles, CA 90010..... 213-383-5126

Consulate of Malaysia
55 Merchant Street.....595-0999

Consulate of New Zealand
733 Bishop Street.....675-5555

Consulate of Norway
949 Wainiha Street.....396-9484

Consulate of Peru
 324 Magellan Ave.....536-2680

Consulate of Poland
 2825 S. King St., Apt 2701.....225-1115

Consulate of Sweden
 700 Bishop St., Suite 2100.....528-4777

Consulate of Switzerland
 555 Hahaione Street, PH1.....233-8982

Consulate of Netherlands
 55 Merchant Street.....954-6190

Consulate of the Republic of Kiribati
 95 Nakolo Pl., Suite 264.....864-5494

Federated State of Micronesia
 3049 Ualena St., Suite 910.....836-4775

Marianas Hawaii Liaison Office
 1221 Kapiolani Blvd., Suite 820.....592-0300

Philippine Consulate General
 2433 Pali Hwy.....595-6316

Royal Thai Consulate General
 1035 Kikowaena Place.....524-7787

Taipei Economic & Cultural Office in Honolulu
 2746 Pali Hwy.....595-6347

Consulate of Mexico
 818 S. King Street, #2100.....265-3050

STATE OF HAWAII

FREQUENTLY ASKED QUESTIONS

1. When is my release date?

ANSWER: Submit an OCCC/Inter-Unit Request form requesting your release date.

2. My release date is incorrect. Who can I talk to about it?

ANSWER: Submit an OCCC/Inter-Unit Request Form to have your release date reviewed.

3. When I get released, do I get released from the FDC or OCCC?

ANSWER: You are returned to OCCC to be processed for release.

4. I'm a State inmate from an outer island. How do I release?

ANSWER: You are returned to OCCC to be processed for release or transfer to an outside island.

5. When will my money be transferred here to the FDC?

ANSWER: Within five (5) working days from the time the State inmates are transferred to the FDC, OCCC/Business Office will cut checks from the inmate's spendable accounts and forward a check to the BOP Lockbox.

6. Can I get access to my "restricted" funds too?

ANSWER: Submit an OCCC/Inter-Unit Request form specifying the basis for your request.

7. I need to request for an extension on my property at OCCC. Who can I talk to?

ANSWER: Admitted State inmates are apprised that their personal property must be picked up by authorized representatives within 30 days. Inmates who do not submit a written authorization for property pickup, will have their property disposed of after 30 days. Individuals who have been authorized to pick up inmates personal property must do so either on Tuesdays or Thursdays between 10 AM - 4 PM, excluding recognized State holidays. You must request for a property extension before the 30 days expiration with reason(s) for the extension by submitting an OCCC/Inter-Unit Request form. Individuals who are authorized to pick up property must present a current valid picture ID to the Property Officer at the time of pick up.

8. If I don't have anyone who can pick up my property, can they hold onto it for me until I get released from OCCC?

ANSWER: Submit an OCCC/Inter-Unit Request for extension.

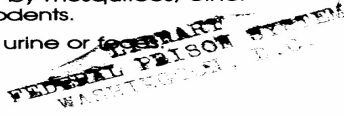
9. How can I get my legal paperwork.

ANSWER: State inmates were previously apprised, prior to transfer, to bag their legal documents separate from their other belongings and label the bag to ensure legal documents are accepted during transfer.



AIDS Is Not Transmitted by:

- Casual contact.
- Public toilets, drinking fountains, telephones, public transportation, swimming pools, handling money, or trying on clothes.
- Eating where someone with AIDS is working as a cook or waiter.
- Being in the same room with someone who has AIDS.
- Working with people who have AIDS.
- Being bitten by mosquitoes, other insects, or rodents.
- Exposure to urine or feces.



AIDS



AIDS Is Transmitted by:

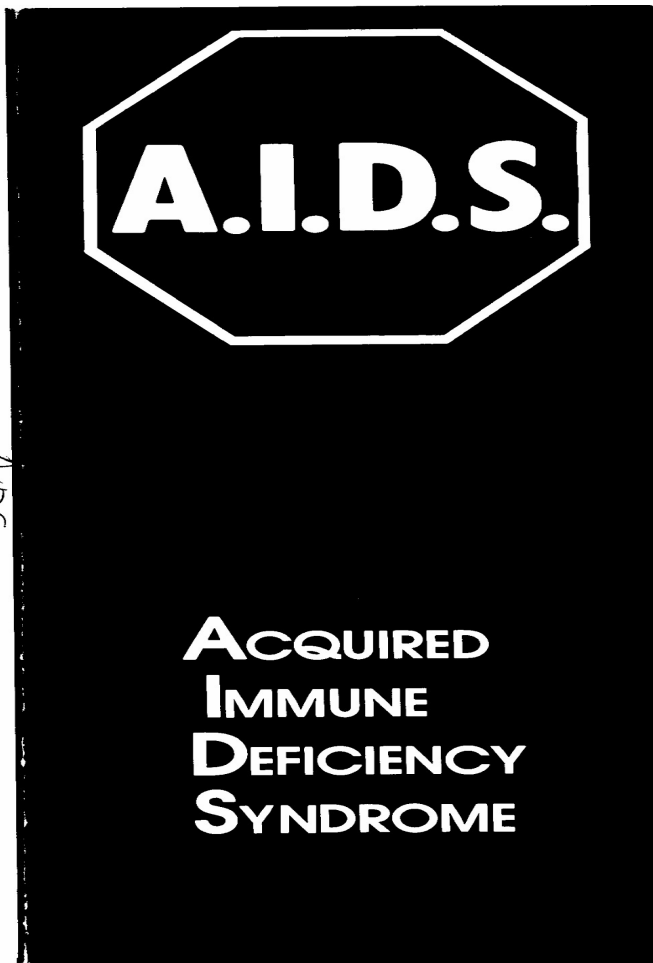
- Promiscuous sexual contact and anal intercourse.
- Intravenous drug abuse or tattooing.

GT



U.S. Department of Justice
Federal Prison System

This publication was printed at the UNICOR Print Plant,
Federal Correctional Institution, Ray Brook, NY



What Can You Do to Protect Yourself While In Prison?

Your risk of contracting ADS from casual contact with the people around you is very, very small. However, there are precautions you can take to reduce that risk even further:

- Don't share items that could draw blood. This includes razors, fingernail kits, tattoo needles, or anything else that could puncture the skin.
- Avoid contact with others that might lead to an exchange of body fluids.
- Wash well with hot water and soap after coming into contact with someone else's body fluids such as blood and perspiration. Hot water and soap kill the ADS virus, which is very fragile outside the body.
- Clean up spills of blood and other body fluids using industrial strength disinfectant, the kind in use at your institution

On Furlough or After Release

While on furlough or after release, there are further steps you can take to minimize your risk of getting AIDS:

- Limit your sex partners to those whom you know to be safe
- Use condoms to avoid the exchange of body fluids.
- Never share needles of any kind.

The Federal Bureau of Prisons is Concerned About You

The Bureau of Prisons takes its responsibility for your health and welfare very seriously. By following these simple steps, you can help the Bureau make your environment a healthy and safe place to live and work.

What Is AIDS?

AIDS is caused by a virus known as HTLV-III which damages the body's natural immune system. Thus, the individual's ability to fight disease is severely weakened. People with AIDS develop life-threatening diseases and infections that are usually fatal. Unlike other viruses, the AIDS virus works very slowly in the body. It may take years before symptoms appear, and they may never appear. Scientists find it convenient to classify the disease process into three aspects:

- HTLV-III Positive (Asymptomatic Carrier). A person who is HTLV-III Antibody Positive has been infected with the AIDS virus and has developed antibodies to it. Such persons may show no symptoms of illness of any kind but they can pass the virus on to others through their blood or through sexual contact.
- ARC (AIDS Related Complex), A person with AC is infected with the AIDS virus, suffers from symptoms, and develops immune deficiency, but does not have true AIDS. Some of the symptoms are swollen glands, shortness of breath, continuing fever, weight loss, and persistent diarrhea. With treatment some of the symptoms may go away but the immune deficiency is not eliminated.
- AIDS (Acquired Immune Deficiency Syndrome). People with AIDS have severely depressed immune systems. They develop unusual diseases and infections such as rare skin cancers and pneumonia. Since the body can't fight off these diseases and infections, they are practically always fatal. It is estimated that for every individual with AIDS, there are possibly 40 others who have ARC, and 100 that are HTLV-III Antibody Positive.

Who Is At Risk of Getting AIDS?

Nearly 95% of AIDS cases have occurred in people belonging to one of the following groups:

- Sexually active homosexual and bisexual men, usually with multiple sex partners. Present or past intravenous drug abusers,
- Women who prostitute, use intravenous drugs, or who have repeated sexual contact with multiple partners.
- Sexual partners of persons with AIDS or persons in high risk groups for ADS.
- Infants and children born to mothers infected with the AIDS virus.

How AIDS Is Transmitted

- AIDS can be transmitted through intimate sexual contact with an infected individual. Anal intercourse is the most risky form of sexual practice.
- AIDS can also be transmitted through blood-to-blood contact with an infected individual. This happens most frequently through sharing intravenous drug needles. It can also happen through sharing tattoo needles, razors, or any other items that may puncture the skin or allow contaminated blood into an open cut or wound. ADS can also be transmitted from an infected mother to her fetus.

How AIDS Is Not Transmitted

There is no evidence that AIDS is transmitted through:

- Being closely associated with an infected individual over a long period of time.
- Shaking hands, touching, or other non-sexual physical contact with an infected individual.
- Using utensils, linens, or food that has been touched or used by an infected individual.
- Coming into contact with toilet seats, showers, recreational equipment, or any other facilities used by an infected individual.
- Being sneezed on, coughed on, or spit at by an infected individual.

Why Do Hospitals Take Special Precautions with AIDS Patients?

- All hospitals must carry out infection control procedures with any patient who has a potentially transmittable condition. Nurses and doctors caring for bedridden, seriously ill patients come in direct contact with blood samples, body fluids and excrement, used needles, and other materials that can spread disease. Care must therefore be taken in handling these materials and disposing of them safely.
- Special precautions also are taken with AIDS patients to protect them from infectious germs which may be present in a hospital. Doctors and nurses wear gloves, gowns, and masks to guard against transmitting hospital germs to an AIDS patient whose damaged immune system cannot help fight against infections.

HTLV-III Test

- Blood tests are now available that can tell whether a person has been infected with the AIDS virus (HTLV-III) and has developed antibodies to it. These tests do not tell whether a person has or will get AIDS. Consistent with the guidelines issued by the Centers for Disease Control, the Bureau of Prisons is not testing inmates except when symptoms indicate the possible presence of the disease.

Are Prisoners at High Risk?

- There is no evidence that being in prison increases the risk of developing AIDS. Nearly all of the prison inmates who have developed AIDS had a previous history of intravenous drug use or homosexual activities. Their risk of developing AIDS was therefore related to drug use or previous life style, not to imprisonment. All information indicates these inmates had been infected prior to their imprisonment. The disease has an incubation period of from one to several years before symptoms begin to appear. Prisoners who have not engaged in homosexual activity, intravenous drug abuse, tattooing, or sexual activity with multiple partners have no greater risk of developing AIDS than any other person in the community population. This risk is quite small,

If You Feel You May Have Symptoms

- If you feel that you may have symptoms of AC or AIDS, you should see the medical staff immediately. You can be assured that you will receive the best treatment possible and that your condition will be treated confidentially.

VOTING RIGHTS FOR INCARCERATED INDIVIDUALS

Some people incarcerated in Federal Bureau of Prisons (BOP) facilities maintain their right to vote. This handout provides information to help you understand your rights and the voting process. It includes information about who can vote if they are detained before trial and also after a conviction. It also includes information about how BOP will treat incoming and outgoing Board of Election mail, including ballots. Finally, it covers how you can restore your voting rights upon release from prison if you lost them while in custody. BOP will provide more information about your voting rights during its Admissions & Orientation Program, as well as during its Release Orientation Program.

If you have questions about your voting rights, including about voting by mail, please contact the Reentry Affairs Coordinator (RAC) or your unit team.

Individuals in Pretrial Detention

If you are held in custody prior to your trial or conviction, it does not affect your voting rights. So if you were eligible to vote before your pre-trial confinement began, you are still eligible to vote while your case proceeds. You can ask about options for registration and voting in your state while you are in BOP custody during your trial proceedings.

Individuals Who Are Currently Serving a Sentence for a Misdemeanor Conviction

People serving sentences for misdemeanor convictions can still vote in most but not all cases. This means that, if you could vote before your misdemeanor conviction, you still can vote while you serve your sentence, in most instances. You can ask about options for registration and voting in your state while you are serving a misdemeanor sentence.

Individuals Who Are Currently Serving a Sentence for a Felony Conviction

Many states take away the right to vote for all voters with felony convictions during their incarceration, but that is not true everywhere. In some states, whether you lose your voting rights depends on the details of your conviction.

Four jurisdictions – the District of Columbia (D.C.), Maine, Puerto Rico, and Vermont – currently allow people in prison to vote, no matter why they were convicted. Detailed information regarding how to register and vote by mail in these jurisdictions is provided below:

- **District of Columbia:** If you lived in D.C. before your incarceration, you can register and vote in D.C. elections while serving your sentence. You can make updates to your registration information, including your address, by mailing a completed voter registration form to:

District of Columbia Board of Elections
1015 Half Street SE, Suite 750
Washington DC 20077-0859

- **Maine:** If you lived in Maine before your incarceration, you may register and vote in Maine elections during your incarceration. You can request to have an absentee ballot mailed to your correctional facility by calling or making a written request to local election officials or applying online through the Secretary of State’s website. An immediate family member may also submit an absentee ballot application on your behalf.
- **Puerto Rico:** If you lived in Puerto Rico before your incarceration, you may register and vote in Puerto Rico during your incarceration.⁸ You may request an absentee ballot by emailing or sending a signed application to the Absentee Voting Administrative Board:

Absentee Voting Administrative Board (JAVA)
 Puerto Rico State Election Commission
 San Juan, PR 00919-2359
 Phone: (787) 764-5601
 Fax: (787) 777-8358
 Email: java@cee.pr.gov

- **Vermont:** If you lived in Vermont before your incarceration, you may register and vote in Vermont elections during your incarceration. You may request an absentee ballot by telephone, fax, email, mail, or by using the My Voter Page online resource.

Registering to Vote or Requesting Absentee Ballot

If you are eligible to vote while incarcerated, you must register to vote before you can request an absentee ballot. You must use your home address as the “residential address,” not your prison address, when completing your voter registration application. Once you are registered to vote, you should list the jail or correctional facility on your absentee ballot application as the “mailing address.” You can find additional voting materials posted on TRULINCS. You can also find this and other material in the Reentry Resource Library. BOP will update information regarding voting rights-related changes in relevant states periodically.

If you have questions regarding how to register to vote or how to request an absentee ballot, contact the RAC or your unit team.

Incoming and Outgoing Voter Mail

Incoming mail from election officials labeled “Official Election Mail,” “Official Election Ballot,” “Ballot Enclosed,” or with similar language indicating that the envelope contains an election ballot, will be treated as legal mail, meaning that it will be opened in your presence and you will be asked to sign for receipt of the mail. Incoming ballots are the only election-related material that will be treated as legal mail. Other types of informational mail are considered general correspondence. All outgoing inmate mail addressed to election officials will be treated as legal mail and will not be opened or inspected by BOP staff.