



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Safford, Arizona

Inmate Orientation Handbook

FCI Safford
Safford, Arizona

August 2022

Table of Contents

Introduction.....	5
Department Overviews	
Correctional Services	6
Inmate Counts	
Call-Out / Change Sheets	
Controlled Movement	
Contraband	
Searches	
Drug Surveillance/Alcohol Detection	
Barber Shop	
Inmate Identification Cards	
Visiting Procedures	
(Dress Code for Visitors, Identification of Visitors, Items Authorized, Items Permitted to be provided to the Inmate, Special Visits, Special Rules for Children, Press or Media Visits, and Visiting Denial/Termination)	
Correctional Systems	11
Open House Hours	
Correspondence	
Incoming Publications	
Special Mail	
Correspondence with News Media	
Correspondence Between Inmates	
Rejection of Correspondence	
Notification of Rejected Correspondence	
Mailing of Inmate Property	
Forwarding of Mail	
Certified / Registered Mail	
Sentence Computation	
Detainers	
Good Conduct Time	
Inmate Personal Property	
Education	17
Literacy	
English as-a-Second Language	
Occupational Education	
Parenting	
Adult Continuing Education	
Post-Secondary Education	
Release Preparation	
Leisure/Law Library	
Environmental & Safety Compliance Dept.	21
Violation of Safety Rules	
Fire Safety	
Fire Drills	

Facilities	23
Financial Management	23
Food Service	24
Medical Diet	
Religious Diet	
Meal Schedule	
Health Services	27
Sick Call Procedures	
Inmate Co-Pay	
Over the Counter Medication (OTC's)	
Pill / Insulin Line Procedures	
No Shows/Refusals	
Medical Emergencies	
Dental Sick Call Procedures	
Routine Dental Care	
Missed Appointments	
Eyeglasses	
Footwear	
Hearing Aids	
Physical Examinations	
Consults / Non BOP Medical Staff	
HIV Information	
Sexual Assault Prevention	
Advance Directives (Living Wills)	
Inmate Health Care Rights & Responsibilities	
Smoking Cessation	
General Questions	
Public Notice	
Inmate Services	33
Commissary	
Deposits to Commissary Account	
Commissary Fund Withdrawals	
Account Inquires	
Spending Limitations	
Laundry & Clothing Operations	
Inmate Telephone System	
TRULINCS	
Psychology	38
Residential Drug Abuse Program	
Prevention of Sexually Abusive Behavior	
Reporting Sexually Abusive behavior	
Investigative Process	
Counseling for Victims	
Programs for Inmate Assailants	
Policy Definitions	
Sexually Assaulted, What You Can Do	

Recreation	45
Hours of Operation	
Leisure Programs & Intramural Leagues	
Hobby Craft Program	
Religious Services.....	50
Family Emergencies	
Volunteers & Contractors	
Accessing Chaplains	
RE-Entry Programs	
UNICOR	52
Unit Management.....	52
Treaty Transfer for Non-US Inmates	
Release Planning	
Residential Re-entry Center Placement	
Mandatory DNA Collection	
Inmate Financial Responsibility Program	
Job Assignments	
Marriage	
Intake Screening	
Dress Code / Sanitation	
Inmate Discipline	58
Initial Hearing	
Discipline Hearing Officer	
Appeals of Disciplinary Actions	
Prohibited Acts and Disciplinary Scale	
All Severity Level Offenses	
Access to Legal Services.....	69
Legal Correspondence	
Attorney Visits	
Notary Public	
Legal Material	
Copies of Legal Material	
Federal Tort Claims	
Inmate Access to Central / Medical Files	
Inmate Access to Other Documents	
Freedom of Information / Privacy Act of 1974	
Administrative Remedies / Problem Resolution	72
Inmate Request to Staff Member	
Administrative Remedy Process	
Sensitive Complaints	
Inmate Voting Rights.....	74
Directions to Institution / Local / Transportation.....	75

Introduction

The purpose of this handbook is to provide incoming inmates with general information regarding institution rules, regulations, and various programs. Most of the information in this handbook is consistent throughout the Federal Bureau of Prisons and will help inmates during their initial adjustment at an institution.

The information contained in this handbook will serve as a guide for all inmates assigned to the Federal Correctional Institution, Safford, Arizona. This information will help you to understand what is expected of you. This handbook will explain the general operations of this facility. You are encouraged to read this handbook carefully upon your arrival.

During the first 28 days of each inmate's arrival at FCI Safford, each inmate will attend an Admission and Orientation (A&O) program. During the program, staff from various departments will inform inmates of policies and procedures concerning specific programs and services at FCI Safford.

There should be open communication and cooperation between inmates and staff. You will find staff to be knowledgeable, firm, and fair as they address any inmate concerns. The staff will perform their duties according to policy.

FCI Safford

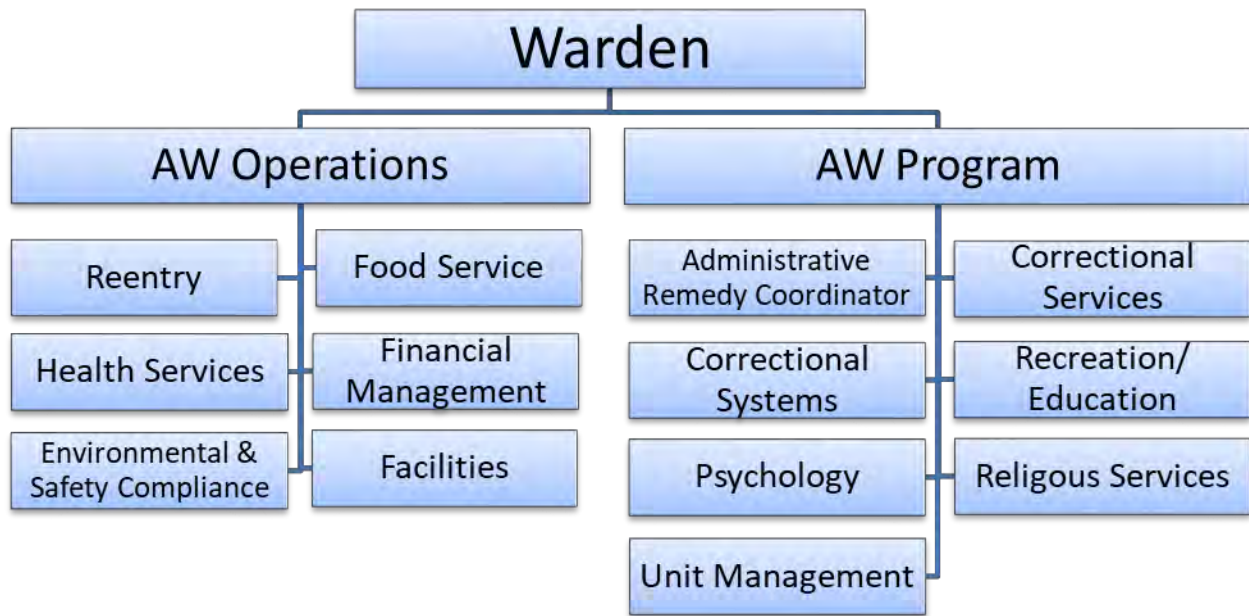
The Federal Correctional Institution at Safford, Arizona, is a Care Level 1 Low Security level facility. It is located within the Western Region of the Federal Bureau of Prisons.

The staff at FCI Safford are dedicated to the successful reentry of all inmates releasing back into our communities. By utilizing the tools available through the Insight Program, we are able to address the inmate's strengths and weaknesses. Through the use of the Insight Program, FCI Safford provides numerous educational programs, vocational training programs, psychology programs, religious programs, and counseling groups to assist inmates in obtaining the skills needed for the transition to become productive, law abiding citizens.

FCI Safford's mission is to build local community ties, foster partnerships, and develop resources that enhance the successful return of offenders to their communities.

Administrative Staff

The organizational chart below indicates who supervises what department here at FCI Safford.



Department Overviews

Correctional Services

The Correctional Services Department consists of the Captain, SIS staff, Lieutenants, Correctional Officers, and Security Officers. This department is responsible for the overall security of the institution.

Inmate Counts

Upon the announcement of count, each inmate must return to his room or bed area, and remain there quietly until it is announced the count is clear. There will be no talking and radios are to be turned off during count. Official counts will ordinarily be taken at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m. and 10:00 p.m. On weekends and federal holidays, there is an additional count at 10:00 a.m. Staff may conduct counts at other times than mentioned above. The 4:00 p.m., 10:00 p.m. and 10:00 a.m. count are Stand Up counts. All inmates must be standing next to their beds.

An inmate is subject to disciplinary action if he is not in his assigned area during count or leaves an assigned area before the count is cleared. Staff must actually see and count each inmate during an official count, even if the inmate must be awakened.

Call Out / Change Sheets

A call out sheet is a form used to schedule inmates for specific appointments. Appointments may include hospital, dental, education, team meetings, and other activities. It is the inmate's responsibility to check the callout sheets for daily appointments. An inmate is subject to disciplinary action if he fails to report to an appointment at the specified date and time. Inmates should check with their Unit Team in order to determine where the call outs are located within the unit.

Controlled Movement

Movement throughout the institution is regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure the movement of inmates is systematic. Controlled movements will begin generally on the hour and will end at ten (10) minutes after the hour. The beginning and end of each move will be announced over the loudspeaker. During controlled movement, inmates may move from one area of the institution to another. Inmates are not to be standing around socializing during movement periods, travel to your destination is to be continuous. During controlled movements, inmates are not allowed to step outside the housing units and observe, if the inmates are not leaving the unit for another destination, they are to remain inside the assigned unit.

During the evening hours, the first controlled movement will begin at the end of the evening meal. This means after dinner, inmates may travel to any unrestricted area of the institution during these hourly moves. On Saturday, Sunday, and holidays, the first controlled movement will begin at the end of the morning meal. Inmates are not authorized to enter a housing unit other than their assigned housing unit, unless prior approval is granted by staff.

Contraband

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the Commissary. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report their findings of contraband in the institution. Any item in an inmate's personal possession must be authorized and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if it is an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

Searches

Any staff member may search an inmate or his room in search of contraband or stolen property. Inmates will not be present during the search of inmates' living area. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

Drug Surveillance / Alcohol Detection

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

Barber Shop

Only approved, assigned inmate barbers will be permitted access to the Barber Shop for the purpose of cutting hair. No more than three inmates excluding the inmate barbers will be allowed in the Barber Shop at any time. No gratuities, fees, or services are authorized to be provided to the inmate barber. Due to structural limitations at this time, perms and shampoos are not allowed. Hours of operation are posted outside the Barber Shop.

Operations will be conducted using the Barbershop rules posted in the Barbershop. Do not let inmates clean your neck with paintbrushes. The paintbrush is made of horsehair and will hold skin and blood from one inmate and be deposited on your neck. The skin and blood may contain blood Borne pathogens. All barbers found in possession of paintbrushes will receive an incident report and the brushes will be confiscated.

Inmate Identification Cards

INMATES MUST BE IN POSSESSION OF THEIR INMATE IDENTIFICATION CARDS AT ALL TIMES.

Any alterations to the identification card could lead to disciplinary action. See Receiving and Discharge staff during open house if a replacement card is needed due to normal usage or damage (i.e. number or photo are not legible).

Visiting Procedures

Visiting hours are from 8:00 a.m. to 3:00 p.m. on weekends and observed Federal holidays. Only visitors on your approved list will be allowed to enter the institution. To ensure a prospective visitor the opportunity to visit, they must arrive in the lobby no later than 2:00 p.m. Visitors will not be processed between 9:30 a.m. and until the control center officer has received a good verbal count for the 10:00 a.m. count. Inmates will not be called to the visiting room until the count has cleared.

Immediate family will include: father, mother, step-parents, brothers, sisters, wife, children, step-children or one having served as parents, such as legal guardian, foster parents or grandparents (validated in the inmates' presentence report). A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state, which recognizes such a status. A total of 6 other relatives, friends, and associates may be placed on the visiting list upon receiving clearance. Attorney visits will be approved and arrangements made in advance by the inmate's Unit Team.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only on arrival and departure.

Inmates and visitors must be properly dressed in order to be admitted to the visiting room. Inmates receiving extended medical treatment at a local hospital will not normally be permitted to have visitors. However, in extenuating circumstances, visits with those persons on the inmate's visiting list requires the approval of the Associate Warden, Clinical Director, and Captain.

SHU Visitation:

All inmates in Administrative Detention and Disciplinary Segregation will conduct visiting on Friday's only, by appointment excluding any Federal holidays. Inmates will be required to submit an Inmate Request to Staff form (cop-out), to the SHU Lieutenant, requesting a visit with a maximum of 2 visitors. Visits will be conducted in the Visitation building in the non-contact room. The following time slots will be available for scheduling: 8:00 a.m. to 9:00 a.m., 9:30 a.m. to 10:30 a.m., 11:00 a.m. to 12:00 p.m., 12:30 p.m. to 1:30p.m. and 2:00 p.m. to 3:00 p.m. This request needs to be made as far in advance as possible for adequate scheduling.

Dress Code for Visitors

All visitors for inmates are expected to use good judgment and taste in their dress attire. The following guidelines will be used to determine proper attire for visitors. The front entrance officer is responsible for determining suitable attire.

- A. Visitors (male and female) may wear walking shorts (or culottes) no more than 3" above the knee.
- B. No see through clothing.
- C. No military style clothing similar to inmate wear. (i.e. Camouflage)
- D. No tank tops or other wear that exposes the midriff or cleavage area. Must have sleeves.
- E. Footwear is required. Closed toe shoes only no sandals or flip-flops.
- F. Skirts must be within 3" of the knee. No splits up higher.
- G. No spandex type clothing or other tight fitting apparel.
- H. No solid grey sweatpants or sweatshirts.
- I. No solid colored khaki/tan colored clothing.
- J. No solid orange colored clothing.
- K. No solid green colored clothing.
- L. No medical scrubs .

If it is determined a visitor is dressed inappropriately, the visitor will not be allowed entrance, but will be given the option to visit the inmate only after appropriate dress has been obtained.

Any questions regarding proper attire will be referred to the Operations Lieutenant or Institution Duty Officer.

Inmates may only take a religious medal or pendant (no rosaries or prayer beads), eyeglasses, religious head wear (authorized), plain wedding band, and inmate identification card.

Identification of Visitors

Photo identification is required for visitors. A valid, **U.S. Government-Issued ID** is required for all visitors age 16 or above. Birth certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors must be able to clear the walk through metal detector and all possessions must pass the X-ray machine. Visitors with medical conditions which prevent them from passing through the metal detector or other conditions (i.e. oxygen tank, prosthetics) must have written documentation and prior approval from the inmate's Unit Team. Visitor's purses, attorney's briefcases, etc. may also be searched. Other personal articles belonging to visitors must be left in their vehicles.

Items Authorized

Visitors are permitted to bring quarters not exceeding \$25.00 into the visiting room to purchase items from the vending machines. Also, a reasonable number of diapers and other infant care items and sanitary napkins may be brought into the visiting room. No food may be brought into the visiting room.

Vending Machines

Inmates are not allowed to receive coins or money while in the visiting room. Visitors are not permitted to give the inmate any items other than food items purchased from the visiting room vending machines. These items must be consumed in the visiting room and cannot be taken out of the visiting room by the inmate/visitor. Money for commissary accounts must be sent to the national lock box.

Special Visits

Except in cases of emergency or demonstrated need, visits will be restricted to visiting hours. Other special visits may be approved by the Associate Warden where it is evident the visit cannot occur during visiting hours. Special visits must be approved at least 24 hours in advance. These visits will ordinarily be supervised by Unit Staff.

Special Rules for Children

As stated above, children two years and older, who require a seat, will be counted as an adult, as it relates to the number of visitors allowed in the visiting room. Children only, are permitted in the children's play area. All other rules apply to children just as they do for adults. Failure of your visitor to adequately control the behavior of children they are responsible for may result in the termination of your visit.

Press or Media Visits

Written consent of the inmate is required prior to a visit from a member of the press. The Warden will be the final approving official for any visit by the press or media.

Visiting Denial/Termination – Visitors can be denied entry into the institution for a variety of reasons, including, but not limited to the following: visitor is not on the approved visiting list, improper clothing, improper/expired identification, introduction/attempted introduction of contraband; inmate's visiting restricted, violation/attempted violation of any visiting regulation, improper conduct with staff, improper conduct during visitation. Additionally, visitation may be terminated early due to any violations of visiting regulations and during times of visiting room overcrowding.

Correctional Systems

Records Office Open House Hours for General Population

- Monday and Wednesday 6:30 a.m. to 7:30 a.m.

Mail Room Open House Hours for General Population

- Monday through Friday 6:45 a.m. to 7:10 a.m.

Receiving and Discharge Open House Hours for General Population

- Monday and Wednesday 6:30 a.m. to 7:30 a.m.

Correspondence

In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing mail will be placed in the mail drop box located in front of each housing unit entrance. Inmates will seal their mail prior to depositing into drop box. The outgoing envelope must have the inmate's full committed name, register number, and the return address in the upper left-hand corner. **The name of the institution MUST be spelled out (Federal Correctional Institution) and not abbreviated.** All outgoing mail is required to have TRULINCS labels affixed to the envelope indicating the recipient's address. Inmates can obtain these labels from the computers in Education. There is no mail service on weekends and holidays.

Inmates must assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

First class mail, newspapers, and magazines are ordinarily distributed Monday through Friday, except holidays, by the evening watch officer in each living unit. Unit staff will deliver legal and special mail to inmates within 24 hours. Inmates are instructed to notify those writing to them to put the inmate's committed name (no nicknames or aliases), registration number, and the living unit on the envelope for prompt delivery of their mail.

All inmate packages received at the institution must have prior authorization or they will be rejected. Ordinarily, the only packages inmates will be allowed to receive are release clothing and medical devices. Packages addressed in care of staff will be returned to sender without an approved package authorization. An item is considered a package if it weighs 16 ounces or more or received in bulky packaging.

Inmates are not allowed to receive through the mail stationary items including letterhead; writing pads/paper, blank envelopes, and blank cards. Publications received with CD/DVD discs will result in the entire publication being returned to the sender. Free gifts included in book orders will be returned to the sender. Hobby craft items may not be received in the mail. They must be purchased through

the Commissary.

IT magazines, books, and other publications that supply information on computer crimes, malicious activities, all computer codes/language, and software, including computer instructions in software development and computer maintenance and hardware are prohibited from inmate possession. If these items are mailed in, they will be reviewed to determine the contents and if the item falls under the previous description, the item will be rejected. If these items are found during a search, they will be confiscated.

Incoming Publications

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term publication means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs.

Inmates may receive hard-cover publications (paper-back books, magazines, etc.) from an easily identifiable book store, book club, or publisher. Soft cover publications may be received from any source.

Inmates may receive newspapers and hardcover publications only from the publisher, bookstore or book club. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity.

Publications which meet one of the following criteria may be rejected:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings, or similar descriptions of Bureau of Prisons institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.
- It is sexually explicit material, or features nudity (reference only P.S. 5266.11) that by its nature or content poses a threat to the security, good order, or discipline of the institution.
- Magazines without a publication date will be rejected by the mailroom.

Special Mail

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

In order for special/legal mail handling to be provided, Bureau policy requires the sender to be adequately identified on the envelope **and** that the envelope be marked **“Special Mail – Open Only in the Presence of the Inmate”** or with similar language.

Inmates wanting to send out Special Mail should report to the mail room window during open house hours Monday through Friday 0645 to 0715 with their identification card and the Special Mail being mailed. Any Mail weighing 16 ounces or more must be accompanied by a signed Authorization to Mail a Package.

Special Mail also includes mail received from the following: President and Vice-President of the United States, attorneys, members of U. S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other federal law enforcement officers, U.S. Attorneys, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by a member of the unit team. These items will be checked for physical contraband and for qualification as Special Mail. The correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and front of the envelope clearly indicates the correspondence is Special Mail, only to be opened in the presence of the inmate. Without adequate identification as Special Mail, staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected. (See PS 5265.14, Correspondence, for detailed instructions).

Inmates should use the following address to receive their incoming mail and for the return address for their outgoing mail.

Inmates Committed Name
Inmates Register Number
Federal Correctional Institution (**this must be spelled out, the use of “FCI” is not sufficient**)
P. O. Box 9000
Safford, Arizona 85548

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, and inspected for contraband, for qualification as media correspondence, and for the content which is likely to promote either illegal activity or conduct contrary to regulations.

Correspondence Between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in an ongoing legal action (or witness) in which both parties are involved.

The following additional limitations apply:

- Such correspondence is always inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).
- The Unit Managers at both federal institutions may approve inmate to inmate correspondence. The Warden must approve all inmate correspondence to inmates in non-federal institutions.

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.

Examples include:

- Matter which is non-mailable under law or postal regulations (such as child pornography).
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 334). An inmate may not direct a business while confined. This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his confinement. An inmate may correspond about refinancing a mortgage for his home or sign insurance papers; but he may not operate a mortgage or insurance business while confined in the institution.
- Sexually explicit material including photos, drawings, and/or depictions of nudity, sex acts, simulated sex acts, male and female genitalia, female breasts which expose the nipple and/or areola, and the anus. This includes exposure through "see through" materials (clothing). Pictures of individuals who meet the above description but have the areola or genitalia blurred out or blacked out are also considered nude and will not be authorized.
- Material including bestiality, sadomasochism, and photos/publications (including text) which involve the victimization of children and photos of persons intending to appear to be children in sexual positions are considered to pose a threat to the good order of the institution and are prohibited.

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 will 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.

Mailing of Inmate Property

Inmates wishing to have personal items mailed into the institution will send an Inmate Request to Staff to the department head responsible for the requested item as follows:

- Correctional Counselor - release clothing

Forwarding of Mail

The mail room staff will forward general correspondence mail (as opposed to special mail) to the new address provided by the inmate of release for a period of 30 days. After the 30 day period, general mail received will be returned to the sender with the notation not at this address - return to sender. After the 30 days, the address provided will be used to forward special/legal mail.

Certified/Registered Mail

Inmates desiring to use certified or registered mail may do so by attending mail room open house. An inmate may not use express mail, private carrier services, or collect on delivery (COD). Stamp collecting is prohibited.

Sentence Computation

The Designation and Sentence Computation Center (DSCC) is responsible for the computation of inmate sentences. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, are resolved by staff upon the inmates request for clarification. If an inmate is dissatisfied with the response provided, the inmate should address their issue through the Administrative Remedy process.

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 the inmate initiate efforts to clear up these cases to the degree he can. 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 will depend on individual circumstances.

Federal and State detainers may be quickly processed under the procedures of the Interstate Agreement on Detainers (IAD). This agreement applies to all detainers based on untried pending charges which have been lodged against an inmate by a member state, including the U.S. Government, regardless of

when the detainer was lodged. This does not apply to Probation and Parole violation detainers. These types of detainers/pending charges do not meet the criteria for an IAD.

For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and District Attorney.

Good Conduct 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 amount of Good Conduct Time authorized is 54 days per year). This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited.

There is no statutory good time or extra good time for people sentenced for crimes committed after November 1, 1987.

For inmates whose date of offense is after April 26, 1996 and serving a United States Code sentence or a District of Columbia sentence, they are eligible to receive fifty-four (54 days) Good Conduct Time for each year physically served of the sentence. The good time does not vest until the inmate's release date. In addition, an inmate's award of Good Conduct Time can be impacted by the inmate's progress or status of earning a GED through the Education Department. If the inmate goes into an unsatisfactory GED status, as determined by Education staff, the amount of Good Conduct Time is reduced to forty-two (42) days while the inmate is in an unsatisfactory status.

Inmate Personal Property

Items which may be retained by an inmate are limited for sanitation, security, and safety reasons. This is done to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of your living area.

The only time an inmate may be authorized to receive a package will be for medical devices and release clothing. Inmates will not be permitted to receive packages from home with the exception of release clothing. Inmates are only authorized to possess items issued, sold in the commissary or purchased through Special Purchase Order. All personal property, including commissary items, will be stored in lockers. Inmates should only purchase commissary or other items that will fit in their locker. Inmates may purchase personal locks in the institution commissary.

Inmates may store their legal materials and supplies in their locker. Inmates may request additional storage space for legal material through their Correctional Counselor. In order to receive a blue legal locker you must be in an active appeal. Verification will be conducted by your Unit Team.

The total value of an inmate's accumulated commissary items (excluding special purchase) will be limited to the monthly spending limitation of \$360. Special limits on various items may apply.

Before leaving the commissary window all 12-packs of sodas will be emptied into your commissary bag without the cardboard container. No cardboard containers will be allowed in the housing units.

If your water jug becomes damaged and the outer shell becomes separated from the inner core it will be confiscated.

Exposed food items create a health hazard. Inmates must properly seal their food when not consumed. Empty jars may not be kept or used as drinking containers. Those empty jars are to be thrown away.

Inmates are limited in the number of magazines stored in the locker or shelf provided in each room. Inmates may have in their room/cubicle three newspapers (current), five magazines (up to 30 days from date published) and five books.

Upon completion of educational courses, books and materials should be mailed out. If any books are kept, they will be counted as one of the allowable books. All personal property, including commissary items, will be stored in lockers when not in use or when the inmate is not present at their assigned locker. Picture frames sold in the commissary may be displayed on locker tops."

An inmate may not own or possess more than one (1) approved radio or MP3 player and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios with a CD/tape recorder and/or CD/tape player are not authorized. Only Walkman-type radios are permitted and headphones are required at all times. Inmates may not give any items of value to another inmate i.e., radio, watch, sneakers and commissary items.

Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones. The declared value of the item must be less than \$100.00.

Education

FCI Safford Education Department is dedicated to the success of every inmate designated to the institution. We take pride in leading the way with innovative and state of the art programs and reentry-focused learning opportunities.

TESTING

The TABE (Test of Basic Adult Education) 9/10 tests will be administered to all new commitments who do not have a verified GED or high school diploma, within ninety days of arrival. For the Spanish-speaking inmates, the Spanish Assessment of Basic Education/2 (SABE/2) or the TABE Español is used. Results of the tests are used by the Education Department to place you in the appropriate educational program. Testing is usually conducted on Wednesday afternoons. CASAS (Comprehensive Adult Student Assessment Systems) placement tests are administered to all inmates who may have limited English proficiency to aid in placement.

LITERACY

Bureau of Prisons Program Statement 5350.28, Literacy Program (GED Standard), dated 12-1-03, requires that an inmate confined in a federal institution who does not have a verified General

Educational Development (GED) or high school diploma is required to attend an adult literacy program for a minimum of 240 instructional hours or until a GED is achieved, whichever occurs first. The inmate will be placed in the appropriate literacy program based upon the results of a required standardized achievement test. All promotions in institutional work assignments beyond the entry-level grade are contingent upon successful completion of a literacy program. Each inmate attends class for a 90 minute period each day, Monday-Friday. Instructional periods are scheduled in the morning or afternoon. Attendance is mandatory for literacy classes.

VCCLEA / PLRA / D.C. Offenders

The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that an inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, participate in and make satisfactory progress toward attainment of a GED credential in order to vest Good Conduct Time (GCT). The Prison Litigation Reform Act (PLRA) provides that in determining GCT 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 in order to be eligible to earn the maximum GCT. Program Statement 5884.01, Educational Good Time Sentence Credit for D.C. Offenders was amended on December 9, 2009 and became effective March 11, 2011. This program establishes procedures for awarding educational good time credit under D.C. Code 24-429 (DCEGT). Previously, inmates received D.C. Educational Good Time (DCEGT) credit for completions only. The amended DCEGT law gives credit for both completions and participation. In addition to completions, the amended DCEGT law gives credit for participating and withdrawing from eligible education programs.

ENGLISH-AS-A-SECOND LANGUAGE

All federal prisoners will be evaluated to determine English proficiency. Each inmate who is determined to have limited English proficiency is required to take the Comprehensive Adult Student Assessment System test (CASAS). Based upon the results of the placement tests, the inmate will be placed in the appropriate English-as-a-Second-Language program until he is able to function at the equivalence of the eighth grade in competency skills, as measured by a minimum score of 225 on the CASAS reading certification test and a score of 215 on the CASAS listening certification test. Instructional periods are scheduled for a 120 minute period each workday, Monday-Friday, in the morning or the afternoon. Attendance is mandatory.

INCENTIVE AWARDS

An incentive award system has been established which recognizes achievement at intervals within the literacy program with special recognition upon achievement of GED, Vocational Technical Education, and ESL certification. Incentives shall be one or more of the following:

- ❖ Consumable items for satisfactory progress toward literacy goals or for periodic classroom achievements, i.e., hardest worker, best test score, perfect attendance.
- ❖ \$25.00 award for successful completion of the GED or ESL program.
- ❖ Public recognition (graduation), with name and picture placed on a plaque within the Education Department.

ADULT CONTINUING EDUCATION

Adult Continuing Education activities are, typically, short-term, non-credit special interest activities, i.e., Spanish, history of space exploration, etc. Ordinarily, these activities will be offered

in the evenings. On occasion, a class may be scheduled during the daytime. Announcements for such activities will be posted on the inmate bulletin boards.

ADVANCED OCCUPATIONAL EDUCATION

Post-secondary instruction is offered through a regionally accredited institution of higher education. We currently offer certificate programs in Building Trades, General Business Administration, Retail Management, and HVAC. Classes are offered throughout the year during daytime hours.

Attendance is mandatory. Application materials are available through the Vocational Technical Education Coordinator. A verified high school diploma or GED is required prior to enrollment. See the VT Education Program bulletin board in Education for more details. You must have clear conduct for the last 12 months to qualify.

POST-SECONDARY EDUCATION

Several institutions of higher learning offer correspondence courses which you may want to take advantage of during your time at Safford. All correspondence courses have to be approved by the Supervisor of Education prior to being ordered or they may be rejected by the mail room. Tuition and materials needed for courses taken outside the institution's Advanced Occupational Education program (listed above) are the sole responsibility of the inmate.

LIBRARY

Law Library: Legal reference materials through the Electronic Law Library (ELL) and required legal reference books, including *Black's Law Dictionary*, are available in the library, along with typewriters and a copy card photocopier. **NO legal materials are to leave the library.** Library hours are posted. Staff do not conduct legal research, nor provide any state legal forms. All that is due to you is available on the ELL.

Leisure Library: Paperbacks and leisure books may be checked out for a designated period. Reference books, newspapers, and periodicals are restricted to **in-library** use only. An inter-library loan program is available. A limit of one request per month has been set. The borrower is personally and financially responsible for damage or loss of ILL books.

The collection in the library will include books, magazines, newspapers, reference material, fiction, and non-fiction. Reference books, newspapers, and periodicals are restricted to "in-library" use only. Other materials can be checked out for a designated period. You will be financially responsible for any damage or lost books.

The population is encouraged to participate in the book selection process. Acquisition will be in the area of high interest reading as determined by the request to the Education staff. Inmate library clerks will serve in an advisory capacity for book selection. At a minimum, new materials will be purchased annually.

A person's right to use the library will not be denied or abridged because of origin, age, background, or views. The library is a "leisure" library and should only be used when off duty or for legal work during normal work hours with the approval of your Unit Team and the Associate Warden. Unauthorized use during your work hours is cause for disciplinary action.

RELEASE PREPARATION PROGRAM

Pre-release activities are scheduled throughout the year. Quarterly calendars are posted in each housing unit plus Education and Facilities bulletin board areas. You are responsible for petitioning the responsible department for entrance to a given program. Classes range from approximately one hour to two weeks in length. Those with closer release dates, ordinarily, receive priority with the program enrollment.

VETERANS BENEFITS

Incarcerated veterans are still entitled to certain educational allowances. Benefits are paid to eligible veterans, dependents, reservists, and service members while they are in an approved training program. Major programs include the Montgomery GI Bill, Veterans Educational Assistance Program (VEAP) and Survivors & Dependents Educational Assistance. Veterans have ten years from the date they were last released from active duty to use their education benefits. Spouses generally have ten years from the date first found eligible. Children are generally eligible from age 18 until age 26. See the Veterans Administration Handbook in the library.

SOCIAL SECURITY BENEFITS

To gain insight into the overall operation of the Social Security Administration, including benefits, eligibility, application processes, and constraints due to incarceration, sign up for the Social Security Release Preparation Program offered twice annually. See the Reentry Coordinator or your Case Manager for details.

APPRENTICESHIP

Apprenticeship programs range from 2,000 to 8,000 hours in length. In order to be enrolled in an Apprenticeship program, an inmate must meet the following:

- Have a work assignment in the training activity.
- Have enough time in BOP custody to be able to complete required hours
- Have a high school diploma or GED

Apprentice training opportunities are registered with the U.S. Department of Labor and currently include the following:

▪ Baker	6000 hours
▪ Barber	2000 hours
▪ Carpenter	8000 hours
▪ Cook	4000 hours
▪ Education and Training	2200 hours
▪ Electrician	8000 hours
▪ HVAC	8000 hours
▪ Inspector Quality Assurance	6000 hours
▪ Maintenance Repairer Building	4000 hours
▪ Plumber	8000 hours
▪ Quality Control Inspector	4000 hours
▪ Quality Control Technician	4000 hours

- Teacher's Aide 4000 hours

Again, to enroll, obtain the above work assignment and approach the Apprenticeship Coordinator in Education for enrollment in the program.

Environmental & Safety Compliance Department

Each new inmate will be required to read and sign the safety regulations. In the event the inmate cannot read, these regulations will be read and explained to him by his detail supervisor. Each inmate will be provided with a copy of the Inmate Accident Compensation Procedures booklet, which is available in both English and Spanish editions.

1. Every effort will be made to provide a safe work area and environment for each inmate worker and to provide the appropriate safety equipment for each individual.
2. It is the responsibility of each inmate to use the safety equipment issued to protect him against physical injury and/or health hazards. Make certain you have all required personal, protective equipment on before you begin any operation.
3. You must wear safety goggles when performing any grinding, chiseling, filing, chipping or spraying operation.
4. Hearing protection must be worn at all work stations designated as a high noise level area **or** where high levels of noise will be produced while conducting work.
5. Tennis shoes are not authorized on any work assignment. While engaged in weight lifting, safety shoes must be worn. Safety shoes will be worn in all work areas with the exception of Dorm Orderly, Compound, Education, and Psychology detail positions. All other areas will be designated as a safety shoe area.
6. Report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded.
7. Inmate workers will perform only work that is assigned to them. Operation of machines or equipment, or performing any operation that has not been specifically assigned, is strictly forbidden.
8. Operating equipment without using the safety guard(s) provided, or removal of the safety guards, is forbidden.
9. The fabrication or repair of personal items on government equipment is against safety regulations.
10. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while it is in motion. Stop the machine first. Use lockout devices where possible.

11. Do not lift weights at the recreation facility until authorized by the Health Services Department. Failure to have proper approval will result in an incident report or temporarily removal from participating in Recreation activities until you have the proper clearance.
12. Inmates who are injured while performing their assigned duties will immediately report such injury to their work supervisor (staff member). Failure to report a work injury to your supervisor within a maximum of 48 hours may disqualify you from eligibility for lost time wages or compensation.
13. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in performing his assigned work. Horseplay on the job will not be tolerated.
14. Any inmate who sustains a work injury and still retains some degree of impairment at the time of release should contact the Environmental & Safety Compliance Administrator (ESCA) not less than 45 days prior to release or transfer to a CTC for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.
15. Any tampering with the fire safety equipment in the dormitories and other buildings in the absence of an emergency is forbidden.
16. Inmates will wear safety shoes when at work in all designated work areas not listed in section 5.
17. The use of headphones is not permitted for safety purposes while on the job.
18. **JOB ORIENTATION:** Upon assignment to a job or detail each inmate will receive initial training by his supervisor concerning safe work methods and will include a demonstration of safety features and practices. Workers will be trained to recognize the hazards involved in the work place, and to understand the protective devices & clothing provided i.e Gloves, goggles, ears protection, safety shoes, machine guards. Workers will also be trained to recognize deficiencies in their work area and to report the deficiencies to their supervisors.
19. **HAZARD COMMUNICATION, & SAFETY DATA SHEETS:** Hazardous Materials Communication program for the Bureau of Prisons will apply to all departments using hazardous materials as part of a manufacturing process' maintenance operations, construction projects and daily operations within a department. Every chemical being used must be properly labeled and have an SDS (Safety Data Sheet) SDS will be readily accessible to inmates when they are in their work areas. The SDS lists information relative to the storage, use, and disposal of the material, as well as the personnel protective equipment required. Master copies of the SDS will be kept on file in the Environmental Safety Compliance Department. Copies of SDS are also required to be on file at any site where that particular product is in use. These SDS are available to all staff and inmates working with or exposed to the products.
20. **DESERT WILDLIFE:** During the warmer months, desert animals find their way onto the compound. This includes rattlesnakes, venomous spiders, scorpions, ants and other pests. Do not try and remove any snake off the compound on your own. Notify a staff member so the snake can be removed safely. If you want to be a snake wrangler you will be written an incident report.

VIOLATION OF SAFETY RULES: When you violate a safety rule, you not only risk receiving disciplinary action, but loss of life, limb, sight or hearing. Therefore, it is to your benefit in every respect to know safety regulations and follow them. In case of doubt, consult your supervisor or the ESCA.

Facilities

The Facilities Department consists of a variety of details that are responsible for maintenance and construction, the details are as follows:

Maintenance Shops: These shops are responsible for painting, landscaping, concrete repair, sheet rock repair and installation, roof repair, window replacement, and repairs to furnishings of all types.

Electric Shop: Responsible for all electrical repairs from lighting to heavy industrial and electrical controls.

HVAC Shop: Maintenance, repairs, and installation of all heating and cooling systems as well as refrigeration systems.

Plumbing Shop: Maintenance, repairs and installation of hot and cold water supply, all plumbing fixtures and returns, and sewage lines.

- Morning work call: 6:55am
- CMS to lunch: 10:30am
- After lunch work call: 11:15am
- Back to housing units: 3:00pm
- Specific work detail assignments will be made by the General Foreman and the supervisor according to individual skill levels, education class enrollment, and current shop quotas.

Pay scales available: Grade 1, \$0.40 per hour
 Grade 2, \$0.29 per hour
 Grade 3, \$0.17 per hour
 Grade 4, \$0.12 per hour
 Maintenance pay \$5.25 per month

All grades can receive a bonus of up to 50% of your base pay monthly, at the Detail Supervisor's discretion.

Financial Management

Release Funds: Financial Management Staff will distribute personal, transportation and gratuity funds based on documentation obtained from Unit Management. You will be escorted to the Business Office by R&D staff where your funds will be issued to you at the time of release.

The institution uses debit cards. All of your funds will be loaded onto a debit card which also has your name and picture on it. The PIN is factory sealed in the envelope which holds the card and the directions. The directions include what number to contact if you have a problem using the card or the PIN. It is highly suggested that you DO NOT change the PIN. There have been some problems after someone has changed their PIN. These cards can be used anywhere you would use a debit card: at the store or ATM. Please note, you may be charged a fee if used at the ATM. The cards are issued from MetaBank Money Network and can easily be deposited into your bank account with them. Other banks may charge you a fee so discuss with them.

Do not destroy the cards after you have retrieved the funds. Any additional funds which come in after your release can be loaded one time after you leave.

Transportation and gratuity, if any, will be given to you in cash.

Food Service

Hours of Operation

Monday through Friday:

Breakfast: 6:00 am until 7:00 am or at the discretion of Operations Lieutenant.

Short line 10:00 am

Lunch: 10:30 am until 11:30 am or upon conclusion of work and housing rotation.

Dinner: 4:30 pm until 5:30 pm or after institution clears the 4:00pm count and will close upon conclusion of weekly housing unit meal rotation.

Short line is afforded as a means of allowing service areas to function during lunch hours. All request for short line will be submitted via memorandum through the detail supervisor to the Food Service Administrator.

Weekends and Holidays:

Breakfast: 6:30 am to 07:30 am

Brunch: 10:30 am until 11:30 am or after Institution clears the 10:00 am count and will close upon conclusion of weekly housing unit meal rotation.

Dinner: 4:30 pm until 5:30 pm or after institution clears the 4:00 pm count and will close upon conclusion of weekly housing unit meal rotation.

Note: All meals will conclude with a "Last call" announcement via Public Address (PA) system this will be announced 10 minutes prior to the Food Service doors closing.

Rules and Regulations

1. Inmates will be in Proper uniform in accordance with Institution "Dress Code" (page 52 A&O handbook).
2. Dishes, bowls, cups, or bottles will not be permitted in Food Service.
3. Only condiments will be allowed in Food Service. No food. Personal items will not be permitted in Food Service.

4. Hats, beanies, and sunglasses will be removed upon entrance of Food Service.
5. Jackets will be unbuttoned all the way upon entrance of Food Service.
6. As reminder, ALL INMATES MUST HAVE THEIR ID CARDS WITH THEM AT ALL TIMES. Hence, you must have your identification card with you to eat. Your card will be scanned as you arrive at the serving line. This will provide Food Service with data of a consumed total for each meal and inmates attempting multiple trips. In the rare instance an Inmate reports to staff they do not have their ID for the parenthesized reasons (misplaced, stolen, lost, other institutional circumstances) staff will assess the situation and determine if appropriate to eat at "last call."
7. Inmates are only allowed one tray/entrance per meal.
8. No food or items will be permitted to be taken from the Food Service department.
9. MP3 players or headphones will not be permitted during mainline.

Meals

The Food Service Department follows the Bureau of Prisons National Menu 5 week cycle. A current menu is posted on the bulletin board outside of the Food Service Department. Regular meal items, heart healthy and no flesh options are available at all meals in accordance with the national menu. The Food Service Department also provides items for self service on the hot bar located in the dining room. Items served on the hot bar are at the discretion of the Food Service staff. Heart healthy and no flesh options are only served on the south serving line (use Saguaro side entrance).

Medical diets may be met by self-selection of items provide on the serving line such as heart healthy or no flesh options. In the event nutritional needs are not met due to allergies or other medical concerns, inmates are required to request assistance from Health Services. A Dietarian or Physician will determine the necessity of a special diet and will consult with Food Service for appropriate options; Food Service may use pre-plating or controlled plating as necessary.

Religious diet program is offered only upon approval from religious services. The Religious Services Department will provide an authorized participation list to the Food Service Department. Inmates participating in the religious diet program are prohibited from receiving regular meal items and or giving away religious diet items to other inmates. Religious diet trays are only served on the north serving line, (use entrance near Lieutenants Office).

Religious meals are will be requested through Religious Services, after approval has been granted from Religious Services a religious meal request form will be presented to the Food Service Administrator. All items permitted for religious meals are menu items already approved as part of the national menu. Any additional items must be approved by the Food Service Administrator.

Employment

The Food Service Department employs approximately 145 inmate workers. Inmates will not be assigned to Food Service work details until they are cleared by Health Services. If a complete history and physical examination has been documented but is more than one year old, a brief in-person examination will be conducted to update the inmate's history and screen for the conditions listed below. Annual Food Handler examinations will not be required, however, upon orientation to Food Service, Food Service staff will provide inmates with an information sheet instructing them to report to their detail supervisor should they display symptoms of any of the following:

- Acute or chronic inflammatory conditions of the respiratory system.
- Acute or chronic skin conditions.
- Acute or chronic intestinal infections (vomiting or diarrhea).
- A communicable disease.

Inmates will sign and date a copy of the information provided to them and this copy will be maintained on file in the Food Services Department. When an inmate notifies the detail supervisor of the presence of any of the above signs or symptoms, he/she will be referred to the HSU for re-examination. Inmates will be monitored daily for health and cleanliness by the Food Services Administrator, or designee. Inmates exhibiting signs of infected cuts or boils will be referred to the HSU for re-examination. The primary care provider will determine the inmate's suitability for Food Service. Food Service and or related work experience is preferred, however not necessary. All requests for Food Service job assignments will be submitted using the "FCI Safford Application for Employment" and turned into Food Service staff. Applications can be obtained from Unit Team.

The Food Service work details are as follows:

"FS Kitchen" consists of Butcher and Bakery workers, the work hours are normally 4:00 am to 12:00 pm with various days off. Experience in these skilled areas is preferred, however not necessary.

"FS Production 1" consists of cooks, vegetable prep, pots and pans, utility kitchen cleaning, janitorial services. Work hours for this detail is 4:00 am until 12:00 pm, hours and days off will vary depending on job assignment.

"FS Dine 1" consists of dish room, line servers, dining room, beverage bar, floor maintenance and janitorial services. Work hours for this detail is 4:00 am until 12:00 pm, hours and days off will vary depending on job assignment.

"FS Production 2" consists of cooks, pots and pans, utility kitchen cleaning, janitorial services. Work hours for this detail is 11:00 am until 6:30 pm, hours and days off will vary depending on job assignment.

Employment

"FS Dine 2" consists of dish room, line servers, dining room, beverage bar, floor maintenance, and janitorial services. Work hours for this detail is 11:00 am until 6:30 pm, hours and days off will vary depending on job assignment.

"FS Admin" consists of inside warehouse workers, administrative assistant, and Staff Dining Room cooks/servers. Work hours for this detail is 6:00 am until 2:00 pm with various days off depending on job assignment.

"FS Outside Warehouse" consists of warehouse work as well as janitorial and building maintenance. **MUST HAVE GATE PASS** to be considered for this job assignment.

Conclusion

Questions, concerns, or suggestions, should be addressed to the appropriate Food Service staff member at the appropriate times. Food Service staff members are available during all main line hours or can be addressed via Inmate Request to Staff Member (Cop-out).

Health Services

Sick Call Procedures

A Registered Nurse and/or other qualified health care practitioner shall provide routine sick call on four regular work days per week, unless there is a holiday involved. Inmates who attend sick call will be triaged or wait to be seen if indicated. Emergency services will be available at all times, 24 hours a day, seven days a week.

For those inmates housed in Special Housing (SHU), Health Services Staff shall provide sick call services seven days a week.

Inmates who attend sick call will be triaged, if needed. An appointment will be scheduled with the appropriate provider within a time frame appropriate for the inmate's condition and medical needs. The inmate will present this appointment time to his housing officer or detail supervisor to validate the need for returning to the Health Services Unit. If no follow-up appointment is warranted, the inmate will be advised of other options (e.g. obtaining over-the-counter medications from the Commissary, submitting an Inmate Request to Staff (BP-A0148), etc.

Individuals who become sick or injured after routine sick call, on weekends, holidays, or evenings should request that their unit officer or work supervisor call the Health Services directly, or the Operations Lieutenant if no Health Service staff are available. **DO NOT GO DIRECTLY TO THE HEALTH SERVICES DEPARTMENT WITHOUT PRIOR APPROVAL BY THE MEDICAL STAFF.**

There is no routine medical sick-call sign-up on Wednesday. Wednesday has been reserved for:

A & O examinations, which includes: Physical examination and required laboratory tests

Inmate Co-Pay

A co-payment fee of \$2.00 will be charged to the inmate's commissary account through the TRULINCS system for all healthcare visits initiated by an inmate, to include both medical and dental sick call. Inmates seen for preventive healthcare, chronic care appointments, emergency visits, immediately reported injuries, and provider initiated follow-up appointments will not be charged.

Any grievances with the co-payment assessment should be addressed with the Health Services Administrator through the "Inmate Request to Staff", or via inmate email to Health Services. The TRULINCS system will automatically deduct or not deduct the funds depending on pay vs. non-pay status entered by the Health Services staff member. In addition, the TRULINCS system also will determine the indigent vs. lack of fund status and assess charges accordingly.

Over the Counter Medications (OTC's)

During institution triage/sick call, medical staff will refer inmates to the commissary in response to complaints related to cosmetic and general hygiene issues or minor medical ailments. Indigent inmates (an inmate without funds who has not had a trust fund account balance of \$6.00 for the past 30 days), can obtain an OTC (over-the-counter) request through referrals by the health care provider. **However, most OTC's must be purchased at the Commissary.**

Pill/Insulin Line Procedures

Only those medications approved by the Federal Bureau of Prisons (FBOP) will be dispensed at this facility. No personal medications may be sent into this facility nor can they be brought from home even upon the advice of the inmate's private physician.

Provisions for inmate access to prescribed medication is made through the use of scheduled "pill lines". An I.D. card is required to receive medications. Pill lines are held at pill line window which is located in the Health Services Department, and the hours are specified as follows, and are subject to change depending on facility operational status.

MONDAY TO FRIDAY

AM PILL LINE	6:30 - 7:00 a.m. (Also medication pick-up)
NOON PILL LINE	11:00-11:30 a.m. (Also medication pick up)
PM PILL LINE	3:00 – 3:30 p.m. (No medication pick up)

WEEKENDS / HOLIDAYS

AM PILL LINE	9:30 – 10:00 a.m. (Also medication pick-up)
PM PILL LINE	3:00 – 3:30 p.m. (No medication pick up)

No Shows and Refusals

Although inmates are not required to take any pill line medication or insulin, they are required to report at the appropriate time to the respective line. If an inmate comes to pill or insulin line but refuses their medication, they will be required to sign a refusal form. Inmates can submit a refill request by entering their refills in the Trulincs system. Refills are usually available for pick up after two business days at 11:00 a.m. pill line.

Medical Emergencies

Medical emergencies will be determined by the medical staff, but are not limited to "loss of life or limb" situations. Inmates who become ill during the work day, weekends, or after normal sick-call hours, should report to their unit officer or their work supervisor. Staff will notify medical staff about the inmate condition. If the inmate's provider is available at the time of referral, he/she will triage the symptoms appropriately; otherwise, a different medical staff may triage the inmate. Inmates will be considered "Out-of-Bounds", if they appear in the Health Services Unit without the required staff referral.

Dental Sick Call Procedures

Dental sick-call sign-up is four regular work days per week, from 6:30 a.m. to 7:00 a.m., unless there is a holiday involved. Current days of the week for routine dental sick call are posted on the outside and inside Health Services bulletin boards. Inmates will be provided a form exclusively for dental sick call use.

Urgent or Emergency Dental Care: After normal work hours or on weekends, emergency care will normally be evaluated by a clinician and will be referred to the dental officer, as needed. Dental emergencies during working hours are handled similar to medical emergencies.

Emergency dental care implies evaluation of a problem area, placement of a temporary restoration (fillings), extraction of a hopeless tooth, and/or treatment of infection with adequate antibiotic medication. Emergency dental care does not include cleaning or permanent fillings of teeth.

Routine Dental Care

Routine dental care is provided based upon the availability of staff, time and resources. Routine dental care includes radiographs, oral health instruction, dental prophylaxis (cleaning), amalgam or composite restorations, and fabrication of dentures.

Access to routine dental care is controlled through a treatment list. Inmates will be taken from the National Dental Routine Waiting List. Inmates can request placement on the waiting list by submitting a cop-out to the Dental Program. The Dental Program will place the inmate on a chronological list and maintain a copy of the cop-out. If a paper cop-out was submitted, the inmate will be given a copy for his records.

Your name will be placed on call-out as it comes to the top of the list. It is very important that you carefully check the call-outs. If you miss the appointment for your cleaning, you will be placed at the end of the waiting list.

Missed Appointments

Due to the number of inmates requesting medical and dental visits, any inmate who fails to arrive during open movement will be considered a “no show” and will have their appointment cancelled and be subject to disciplinary action. This also applies to inmates on a “Waiting List” status. In case of the latter, his name will be removed, and/or placed at the end of the list. Change Sheets and Daily Call-Outs are to be checked on a daily basis and it is the responsibility of the inmate to check these daily. It is the inmate’s responsibility to notify the Unit Officer if a Change Sheet or call-out list is not available in the Unit. Your Unit Officer or work supervisor should call the clinic to inform the clinician why you have missed your appointment or failed to arrive during the open movement.

Eyeglasses

The Bureau will furnish prescription eyeglasses to any inmate requiring them, as documented through a professional prescription. Federal Prison Industries, FCI Butner, NC, is the only approved vendor at Government expense. Inmates may purchase reading glasses at commissaries which stock them. Inmates may retain their previously authorized eyeglasses at admission. All such glasses are subject to inspection for contraband. Inmates may retain this pair of eyeglasses until the lenses or frames must be changed or repaired, at which point the Bureau will furnish a replacement pair of eyeglasses through Federal Prison Industries. All inmates needing eyeglasses must be referred to see the Eye Doctor (optometrist) by a clinician. Inmates requesting to be seen for vision screening will be charged \$2.00.

Not all inmates who report blurring of vision will be referred to an optometrist. The medical providers will determine the necessity of the referral and the severity in the error of refraction. Contact lenses will not be allowed unless on the recommendation of an optometrist/ophthalmologist in consultation with the Clinical Director and the Health Services Administrator per the ophthalmology guidelines. Health Services Staff shall determine whether an inmate possessing contact lenses on admission may retain them for use.

Inmates are only authorized to have two pairs of eyeglasses in their property. Inmates will pay the costs for replacement of bureau issued prescription eyeglasses, due to damage or loss, prior to one year since issue. It is required for inmates to return any broken eyeglasses that were issued by the BOP before receiving the new pair.

Footwear

The FBOP and OSHA requires all inmates to wear steel-toed or composite toed shoes at work. The Bureau is responsible for providing one pair of safety shoes to each inmate, suitable for their job assignment. Inmates with special medical needs will be evaluated by the medical staff and referred to the staff physician for evaluation if needed. All exceptions to this policy must have the signature of the medical provider to which the inmate is assigned.

Hearing Aids

Inmates found to have hearing deficits, will be referred to a certified audiologist. If audiometric testing concludes there is sufficient hearing loss requiring a hearing aid, the inmate will be provided a hearing aid at no cost. Inmates who arrived in the institution with personal hearing aids may be allowed to retain their hearing aids. Inmates may not purchase a personal hearing aid once they are admitted to the institution. Batteries for hearing aids will be supplied to inmates by Health Services and will be exchanged one for one.

Physical Examinations

All inmates arriving at FCI Safford will receive a medical screening during the Intake Screening procedures in R&D. All newly incarcerated inmates or inmates who do not have a current documented physical examination, will be scheduled for an A&O Physical Examination within 14 days of arrival. Inmates arriving with chronic care medications will receive a health assessment also within 14 days of arrival. For an inmate transferred from another Bureau facility, the medical provider does not need to complete a new physical examination on an inmate who has had one documented, provided that the inmate has been in continuous custody and the examination is current and accurate, unless otherwise clinically indicated. Any other health evaluation will be provided if indicated by completing the medical visit form.

Inmates under the age of fifty may request a periodic health examination every three years from their last physical examination, and inmates over the age fifty may request it annually by submitting an "Inmate Request to Staff" to the Health Services Department.

Inmates being released from federal custody may request a physical examination if they have not had one within one (1) year prior to the expected date of release. This request should be submitted at least sixty (60) days prior to the expected date of their release.

Consultants/Non-BOP Medical Staff

The need for an inmate to be seen by a specialist or consultant will be made by the Health Services staff only. The decision made by the consultants or specialists is only a recommendation and the Clinical Director along with the Utilization Review Committee reserves the right to agree or disagree.

HIV Information

HIV testing is for the purpose of evaluating an inmate’s exposure to the AIDS Virus. This testing is required for all inmates prior to furlough, halfway house placement, parole, or release. Inmates may request an HIV test due to concerns about previous lifestyles. Submit an Inmate Request To Staff to Medical Records or the HSA. Results of HIV tests are confidential. The infectious disease coordinator will inform the inmates of the test results through the call out system.

Advanced Directives (Living Will)

During life-threatening situations, an inmate can express whether he wants care to be given which will preserve or extend life. Inmates have the fundamental human right to make a decision relating to their own care, including the decision to have life-sustaining procedures withheld or discontinued. However, the Bureau of Prisons remains committed to the principle to provide resuscitative measures within the correctional setting.

Because the institution does not have in-patient services, any inmate wishing to have a Living Will (notarized Advanced Directive), will be provided with the proper paper work to complete. The information will be incorporated in their electronic medical records. This information can also be provided to a local hospital if requested by the attending physician where the inmate is confined; however, when an inmate is admitted to a local hospital, the policy and directive of the local hospital regarding Advance Directives will prevail.

The declaration shall be signed by the inmate in the presence of two witnesses. This directive may be revoked at any time.

Inmate Health Care Rights and Responsibilities

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

<p>Health Care Rights:</p> <ol style="list-style-type: none">1. You have the right to health care services based on the local procedures at your institution. Health Care Services include medical sick call, dental sick call and all support services. Sick call at this institution is conducted as posted.2. You have the right to be offered a Living Will, or to provide the Bureau of Prisons with Advance Directives that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.	<p>Your Health Care Responsibilities:</p> <ol style="list-style-type: none">1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in spreading or contracting of an infectious disease.
--	--

<p>4. You have the right to know the name and professional status of your health care providers.</p> <p>5. You have the right to be treated with respect, consideration and dignity.</p> <p>6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.</p> <p>7. You have the right to be examined in privacy.</p> <p>8. You have the right to obtain copies of certain releasable portions of your health record.</p> <p>9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.</p> <p>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.</p> <p>11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.</p> <p>12. You have a right to request a routine physical examination, as defined by B.O.P. policy. If you are under the age of 50, once every two years; over the age of 50, once a year.</p> <p>13. You have the right to dental care as defined in B.O.P. policy to include preventative services, emergency care and routine care.</p> <p>14. You have the right to a safe, clean, and healthy environment, include smoke free living areas.</p> <p>15. You have the right to refuse medical treatment in accordance with B.O.P. policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.</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>4. You have the responsibility to respect these providers as professional and follow their instructions to maintain and improve your overall health.</p> <p>5. You have the responsibility to treat staff in the same manner.</p> <p>6. You have the responsibility to keep this information confidential.</p> <p>7. You have the responsibility to comply with security procedures.</p> <p>8. You have the responsibility of being familiar with the current policy to obtain these records.</p> <p>9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses, or the accepted Inmate Grievance Procedures.</p> <p>10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.</p> <p>11. You have the responsibility to eat healthy and not abuse or waste food or drink..</p> <p>12. You have the responsibility to notify medical staff that you wish to have an examination.</p> <p>13. You have the responsibility to maintain your oral hygiene and health.</p> <p>14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.</p> <p>15. You have the responsibility to be counseled regarding the possible ill effects that may 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>
---	---

Smoking Cessation

For all newly committed inmates who are trying to quit smoking, FCI Safford offers a smoking cessation program that addresses:

- Nutrition.
- Physical activity (exercise).
- Stress management.
- Nicotine Replacement Therapy (NRT).

Institutions conduct these activities through a combination of:

- Videos.
- Classroom presentations.
- Recreation activities.
- The sale of nicotine replacement patches in the Commissary.
- Group or individual counseling.

Nicotine Replacement Therapy (NRT). Nicotine replacement patches may assist with the gradual tapering of nicotine consumption. The Commissary will stock or sell patches through the Special Purchase Order (SPO) process. Inmates may purchase patches with staff approval.

An inmate requesting NRT must have an initial medical assessment to purchase a six to ten-week supply of patches. The inmate then obtains an initial written approval from a Bureau health care provider using the Nicotine Replacement Therapy Approval form (BP-A1019), certifying that the inmate's health status has been reviewed and he is approved to use the patches. Additional information is also provided in the Institution Supplement entitled Smoking/No Smoking Areas.

Preventative Health Care: Preventative Health Care is offered to promote healthy living and prevent disease. It includes:

- 1) Recommendations for Infectious Disease Screening
- 2) Cancer Screening
- 3) Chronic Diseases/Lifestyle
- 4) Sensory Screening

If you are interested in participating in Preventative Health Care, you may request a preventative health appointment at sick call. All newly incarcerated inmates will be automatically scheduled for baseline preventative health maintenance.

General Questions

If you have any questions about the level or type of medical care received at this facility, you may submit an Inmate Request To Staff. You may also direct your questions to the CD or HSA, or submit a grievance through the Administrative Remedy Process.

Inmate Services

Commissary:

The Federal Bureau of Prisons 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 Bureau or a different quality than that provided by the Bureau. 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 money at FCI Safford. Upon release, an inmate will receive or have mailed home all remaining funds in his account. More information regarding release funds is outlined in the Financial Management section.

Commissary sales are conducted Monday through Thursday. The shopping rotation and times are posted on the inmate bulletin boards. It is the inmate's responsibility to know the amount of money available in his account. Inmates may verify their account balances by utilizing the TRULINCS or the

inmate telephone (118+PAC). It is each inmate's responsibility to review his sales receipt and merchandise, prior to leaving the sales window, for accuracy and completeness. Inmates are required to verify their identity at the time of purchase using a fingerprint reader, unless designated as "Fingerprint Exempt" by the Trust Fund Supervisor. Fingerprints may be registered and re-registered in the Commissary. After the inmate signs his sales receipt and leaves the Commissary sales window, ALL SALES ARE FINAL.

All items are sold on an "AS IS" basis with no warranty implied. Absolutely no additions or corrections shall be made, except in the case of administrative error.

NOTE: Inmates must have their commissary card in their possession at all times for identification purposes.

Deposits to Commissary 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 Bureau of Prisons 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. At no time will funds (i.e., money order, cash, check) be accepted through the mail at this institution for deposit in the inmates Commissary account. All funds received in the mail will be returned to sender with instructions for forwarding funds to the National Lockbox.

The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure that 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 Bureau of Prisons shall dispose of all items included with the funds.

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

Western Union Quick Collect Program

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

- 1) At an agent location with cash: The inmate's family or friends 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 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. 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.

Money Gram Express

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

1. Valid inmate eight-digit register number (entered with no spaces or dashes), followed immediately by inmate's last name
2. Company Name: Federal Bureau of Prisons
3. City & State: Washington, DC
4. Receive Code: Must always be 7932
5. Committed inmate full Name entered on beneficiary line

Funds sent to an inmate through the Money Gram Express Payment 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 Money Gram Express Payment Blue Form. To find the nearest agent, they may call 1-800-926-9400 or go to www.moneygram.com.
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.

Commissary Fund Withdrawals

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 the Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$500.00. Payments requiring enclosures or documentation to accompany the check should be marked "C/O Cashier" in TRULINCS, and a stamped and addressed envelope should be included with the BP-199 form.

Account Inquiries

Account inquiries may be made through the inmate phones or TRULINCS. In addition, requests can be made by submitting an electronic Request to staff, a BP-148 (Inmate Request To Staff) to Unit staff (open house) or Trust Fund.

Spending Limitations

All purchases are limited to \$360 dollars monthly with the exception of O.T.C. medications, Nicotine Replacement Therapy patches, copier cards and stamps. Another \$50.00 is added during the November/December time frame for a period of 30 days.

Postage Stamps

Stamps sold in the commissary are intended solely for use as postage, and are not permitted to be exchanged between inmates or possessed in quantities exceeding that limit established by Institution Supplement SAF 5580.08D, Inmate Personal Property.

Stamps may be purchased at the commissary in quantities not to exceed total value equivalent to 40, 1st Class. They are commonly sold in a book of twenty and no inmate may possess more than two books (40 stamps) at any time. Inmates found in possession of more than 40 stamps will have them confiscated as contraband and an incident report will be written for Code 305, Possession of Anything Not Authorized.

Because stamps may only be used for mailing personal letters, legal mail, and properly approved packages, inmates are to take stamps purchased at the commissary directly back to their housing units and secure them in their issued locker. Thereafter, no inmate may possess any stamps outside the housing unit, unless that postage is affixed to a properly addressed envelope or package and in route to the mail room for deposit in the postal system. Upon approval, Recreation Department staff may authorize bringing stamps to the hobby craft area for a project already completed. Aside from these specific programs, inmates found in possession of stamps outside their housing unit (regardless of

quantity) will have the stamps confiscated, and bear the burden of proving ownership.

Stamps are to remain in the original packaging (book) until used for mailing. Stamps which remain in the inmates possession will remain on the book or sheet provided by the commissary. If stamps are found bundled or packaged in a manner causing staff to suspect they are being used as currency (whether inside their housing unit or on the compound), they will be confiscated, and the inmate will bear the burden of proving ownership. This may include a review of commissary activity which will validate the claim. If stamps are found bundled together, they will be confiscated, a confiscation form will be issued and an incident report will be written.

At any time, staff may conduct a review of commissary activity and compare the postage purchases against the quantity possess. If inmates are found in possession of excess postage which cannot be accounted for by commissary sales, the stamps will be confiscated, a confiscation form will be completed, and an incident report will be issued. Where inmates are unable to establish proof of ownership, the stamps will be disposed of as abandoned property in accordance with Program Statement 4400.05 Property Management Manual.

Finally, Program Statement 5265.11 Correspondence states, an inmate may be authorized to purchase (per commissary visit) and or possess postage in excess of 60 postage stamps or the equivalent only upon approval of the Associate Warden.

Laundry and Clothing Operation

Consolidated laundry is used. All inmates must utilize the institution laundry to have their clothes and linens cleaned. There are laundry schedules posted at the institution laundry, Unit Bulletin Boards and on the TRULINCS bulletin board. Identification is required for laundry pickup.

Irons may be checked out from the Unit Officer and must be returned in a timely manner. Ironing boards are located in the units for your use. It is expected that the irons will be used with care and for their intended purpose. Any misuse or abuse may result in loss of the iron or disciplinary action.

Inmate Telephone System

1. Inmates must add their contacts in TRULINCS and may place up to thirty active phone numbers on their account.

2. Phone Access Codes (PAC) are not to be shared and must be kept confidential. Replacement numbers will not be given until a BP-199 payable to US Treasury for \$5.00 is processed. 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.

3. Phone credits are transferred from your commissary account to your telephone account by dialing 118 + your pac number and following the directions on the phone. You can check your commissary balance by pressing #1, phone balance by pressing # 2, and transfer funds by pressing #3. Inmates with ITS accounts are limited to 300 minutes of completed calls per calendar month from January to October. Ordinarily, an additional 100 minutes will be added to existing minutes for the month of November and December for greater access to family and friends. The minutes may be used for any combination of collect or debit calls at the inmate's discretion. Inmates who exhaust their 300 minute

limitation may be provided additional minutes, at the Warden's discretion, for good cause.

4. Inmates are not permitted to use or possess another inmate's PAC Number or make three way calls, conference calls, or use phone cards. The use of call forwarding services is prohibited. Any phone abuse or misuse may result in disciplinary actions and loss of phone privileges.
5. Inmates will be required to register on the Inmate Telephone System utilizing the V-Pin feature prior to making phone calls. V-PIN is an added security feature that uses a sample of your voice, which will be collected when you state your name during the registration process. This feature will ensure that you will be the only person who can utilize your PAC and should alleviate the chance of another inmate accessing your account. Any inmate not registered will need to notify staff to be assisted in the registration process. Inmates can dial 111+PAC to register their full committed name, once authorized to do so, and 112+PAC to listen to their name recording. Names should be registered using a normal speaking voice, with no unnatural pauses, to prevent issues with name verification when making calls.

TRULINCS

Inmates will access TRULINCS by entering their register number without the hyphen, PAC, and fingerprint scan within the 30 second timeframe. TRULINCS accounts are not to be shared and must be kept confidential.

Inmates are able to perform the following:

- | | |
|---|---------------------------------|
| -Purchase TRU-Units | -Telephone Number List (30) |
| -Public Messaging (E-Mail) | -Portal Mailing List for Labels |
| -View Account Transactions | -Print Services |
| -Send Funds (BP-199s) | -Electronic Law Library |
| -Contact List Management (100 Total Contacts) | -Inmate to Staff Messaging |
| -E-Mail List (30) | -View Local Documents |

Psychology

All inmates will be screened by a psychologist during the institution's admission and orientation program. The screening will include a self-report form followed by an individual interview. If there is a determined need, services are offered in the areas of substance abuse treatment as well as other behavioral or emotional problems. Available programming is posted outside of Psychology Services, and/or on TRULINCS. Inmates interested in services may submit a request to Psychology Services, or talk to a member of the department in the dining hall weekdays during mainline.

An important responsibility of the Psychology Services Department is the prevention of suicide. All staff are trained to detect warning signs of suicide; however, other inmates frequently see these signs earlier than staff. If you become aware of a situation that suggests an inmate is thinking about hurting himself, you are encouraged to notify staff so that appropriate prevention measures can be taken.

Residential Drug Abuse Program

The RDAP is nine months of intensive treatment, for inmates who meet the diagnostic criteria for substance abuse or dependence. It follows a modified therapeutic community model which seeks cooperation and self-disclosure from community members. Qualified participants enter the program

based on projected release date. Inmates interested in participating are interviewed about 36 months from their projected release date. New groups begin about every 12-14 weeks (3 to 4 months).

Inmates who successfully complete the 500 hours shall normally be recommended for 6 months of RRC placement. To address any concerns, you may submit an Inmate Request to Staff or attend weekly open house hours in Psychology Services, Monday through Friday, 8:00 AM to 3:00 PM. The Drug Education Program at FCI Safford is a mandatory program for sentenced offenders who meet one of the following criteria:

- (1) All offenders for whom there is evidence in the Presentence Investigation (PSI) that alcohol or other drug use contributed to the commission of the instant offense;
- (2) Individuals whose alcohol or other drug use was a reason for a violation of parole or probation supervision for which the subject is now incarcerated; and
- (3) Offenders for whom there is a court recommendation for drug programming.

The program is also open to volunteers; however, priority will be given to offenders with alcohol and other drug abuse histories. This program is offered in both English and Spanish. A standardized certificate of completion will also be awarded to all who successfully complete the course.

Open House Hours: Please check the bulletin board to see list of hours.

Sexual Abuse/Assault and Sexual Harassment Prevention

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.

Contact Information: Mt. Graham Safe House
PO Box 1202
Safford, AZ 85548
928-348-9548

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.

Policy Definitions

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

Code 114/ (A): Sexual Assault by Force

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

Code 206/ (A): Making a Sexual Proposal

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

Code 229/ (A): Sexual Assault without Force

Policy Definitions *per 28 CFR 115.6:*

Sexual abuse includes—

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

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

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

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

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

Sexual harassment includes—

- (1) **Repeated** and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another;

(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 Ave
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.

Recreation

Recreation Mission

The Bureau of Prisons encourages inmates to make constructive use of leisure time and offers group and individual activities. At FCI Safford physical fitness and leisure programs are provided to promote positive lifestyle changes. Inmates will be encouraged and assisted to adopt healthy daily lifestyle traits through participation in physical fitness and health education programs. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being. Fitness activities are a mandatory program with the emphasis of population management, and the reduction of health care costs and inmate idleness. Leisure activities are designed to enhance inmate participation regardless of ethnic, racial, age or sex difference, or handicap considerations, and to enhance the potential for post release involvement. These programs are intended to promote healthy behaviors, which will lead to the successful reintegration in the community.

Hours of Operation

The Recreation Department consists of the equipment issue room, hobby shop, music room, weightlifting area, auditorium, and outdoor activities. All recreation areas are open on a daily basis from:

Monday-Friday

5:55 a.m. to 10:00 a.m.

11:00 a.m. to 3:30 p.m.

4:30 p.m. to 9:30 p.m.

Saturday-Sunday & Holidays

6:30 a.m. to 9:30 a.m.

10:30 a.m. to 3:30 p.m.

4:30 p.m. to 9:30 p.m.

Outer areas of the Recreation Department will be cleared and closed one hour before the daily closure time to ensure hobby shop tools, recreation equipment and recreation detail inmates are accountable prior to recall. Also outer areas of the Recreation Department can and will be cleared and closed due to adverse weather, safety and/or security of the institution by the Recreation Department or Operations Lieutenant.

Recreation Department Facilities

Recreation Yard

Basketball Courts (Pavilion)

Handball/Racquetball Courts

Walking/Jogging Track

Soccer & Football Field

Softball Diamond

Horseshoe Pits & Bocce Ball Court

Weight Pile

Gymnasium

Auditorium

Leisure Center Equipment Check-Out

Board Games
Athletic Equipment
Music Equipment
Fitness Equipment

Scheduled Holidays

The Bureau of Prisons recognizes numerous federal holidays throughout the year. Generally, special activities, tournaments, etc., above those normally offered, are conducted by the Recreation Department on the following holidays:

The Bureau of Prisons recognizes numerous federal holidays throughout the year. Generally, special activities, events, tournaments, or programs are provided, above those normally offered by the Recreation Department on the following holidays:

New Year's, Martin Luther King, President's Day, Memorial Day, 4th of July, Thanksgiving, Labor Day, Columbus Day, Veteran's Day and Christmas.

Health Awareness Resource Area

The Health Awareness Resource area is located in the Education Department. Inmates may view resource material, pamphlets and fliers in that area. Books focusing on health education, fitness and nutrition can be checked out from the Education Department.

Physical Fitness and Health Education Programs

The Recreation Department offers a Physical Fitness and Health Education component which sponsors a variety of classes to promote a healthy lifestyle. Health education classes are offered in a classroom environment as well as indoor and outdoor exercise classes. Fitness assessment and body fat testing are offered to all inmates enrolled in the program. These programs provide a variety of information concerning nutrition, physiology, stress management, risk factors, and fitness concerns. Inmates who successfully complete these classes will receive education credit, certification of achievement and advancement opportunity of additional Fitness/Health classes.

A Health Awareness Resource Area containing magazines, books and videos is offered for your enjoyment and education. Additional reading materials can be obtained directly from recreation staff. To enroll in a program, a Request to Staff Member (Cop-out) form must be submitted to recreation staff.

Leisure Game Program

Participating in leisure activities is a great way to relax and enjoy social interaction with other inmates. Inmates may check out and play a variety of board games. Chess and dominoes leagues, as well as periodic tournaments are also offered.

Music Program

The Recreation department offers a comprehensive music program for the inmate population which includes individual practice times for various instruments as well as organized band slots for individual participants. Each new quarter requests are accepted for selection of band time and individual music slots. Inmates may submit requests by submitting an Inmate Request to Staff (Cop-out).

Special Purchase Orders (SPO's)

Special Purchase Orders (SPO's) are authorized allowing inmates to obtain various hobby craft materials not available through Commissary Sales. The Recreation Department assists inmates by providing a list of authorized items and SPO order forms. Recreation staff will route the orders to the Business Office for processing. If purchasing yarn, the limit is six skeins of yarn, economy size only per SPO.

Incentive Awards

Certificates of Accomplishment are presented to each participant who completes structured exercise and leisure programs through the Recreation Department. Additionally, Consumable Incentive Awards will be awarded for tournament winners during the federal recognized holidays.

General Recreation Rules

1. "Out Of Bounds" areas are strictly enforced. Inmates may not cross into "Out Of Bounds" areas for any reason.
2. Do not sit or lay down on the tables within the department.
3. Inmates are required to wear shirts in all recreation areas.
4. Blankets and sheets are not permitted in Recreation.
5. Only authorized rubber cleats are permitted during league play.
6. Absolutely no food items will be allowed in Recreation. You're only allowed to bring drinking containers filled with water or Gatorade mixtures.

Institutional Movie Program

The Recreation Department shows movies that are paid for by the Inmate Trust Fund. The movies are shown throughout the institution via the institutional television system. The inmate population may provide Recreation Staff with an inmate request to staff member (Cop-Out) to request specific movies. All movies must fall under our current public performance licensing agreement and comply with the following ratings; G, PG, or PG 13.

Photo Program

Trust Fund operates the Institution Photo Program. Any issues with pictures can be addressed with Trust Fund. Recreation is the location where photos will be taken. Inmates will have the opportunity to have individual and group photos taken. The photo schedule is posted in the Recreation Department for the inmate population. Inmates must possess an inmate identification card and photo ticket voucher they purchased from commissary in order to have pictures taken. All inmates may have their photos confiscated for violations of the photo program rules. At no time will an inmate be allowed to purchase a photo ticket voucher and give it to another inmate to have his picture taken. The only designated area for photos to be taken on the walkway facing the large rock near the steps to the Leisure library.

Hobby Craft Program Sign-Up and Enrollment

Inmates interested in participating in the Hobby Craft Program may submit an Inmate Request to Staff Member form (Cop-out) to the Recreation Specialist responsible for the inmate hobby craft programs. Inmates are placed in the program in the order their names appear on the sign-up sheet, as current participants withdraw or complete their six (6) month limit. If an inmate chooses not to enter the

program at the time his name reaches the top of the waiting list, he is dropped from the list. He may choose to sign up again at the bottom of the waiting list. When a participant completes his six (6) months or voluntarily withdraws from the program, he may sign up to participate in the program again. Inmates must sign up at the bottom of the list. Inmates that are enrolled in painting and leather craft programs have access to hobby craft areas and lockers. Inmates that are not enrolled in these programs are not allowed in the hobby craft rooms.

Requirements for Participation

Inmates are required to purchase their own art/craft supplies through the Commissary Sales Unit or by Special Purpose Orders. Participants are required to read and sign the Hobby Craft Rules prior to entering the program

Unit Art Program

All inmates are authorized to pursue basic art within their living quarters regardless of their participation in the Recreation Department Hobby Craft Program. The following rules govern art work in the living quarters:

1. Basic drawing supplies are the only mediums authorized. (Pencil, 8.5x11 letter paper)
2. All supplies must be kept inside the Inmates assigned locker when not in use.
3. Completed projects are mailed out of the institution via hobby craft mail-out procedures

Unit Crochet Program

Crochet Program participants must keep all their material inside of their personal locker and perform all work on their approved project in their assigned housing unit. Participants are only allowed to work on ONE (1) project at a time in the housing unit. Each project must be accompanied by an approved project sheet. Completed projects are mailed out of the institution via hobby craft mail-out procedures. Red, gold, navy, and black colors are restricted and may not be ordered.

Safety and Safety Equipment

The Recreation Department will provide safety equipment, personal protective equipment and clothing for all inmates participating in recreational leagues. The Supervisor of Recreation will enforce and monitor all personal protective equipment guidelines to make sure that they are being adhered to. Additionally, the Supervisor of Recreation will have written procedures in place to disseminate and enforce guidelines.

Points of Emphasize

- ALL inmates are required to wear proper issued clothing to include a top shirt and bottom pants/shorts at all times in Recreation.
- Sunbathing is **NOT ALLOWED AND WILL RESULT IN DISCIPLINARY ACTION.**
- Steel toed or non-metallic toed shoes are required when in the weight lifting area. Dropping or throwing exercise equipment onto the ground is not permitted.
- Clothing worn by food service will not be utilized as athletic wear in any of the recreational program areas.

- The use of a “Buddy System” while utilizing the exercise equipment is recommended for safety purposes.
- Proper foot wear should be worn for the activity you are participating in. (i.e.: basketball shoes for basketball play, cleated shoes for softball or soccer.)
- Blankets and sheets are not permitted on the recreation yard.
- Steel toed or non-metallic toed shoes or boots are not permitted on the gym floor.
- Any broken equipment found is to be reported to the recreation staff immediately.
- No inmate is authorized to carry their commissary goods (food) to recreation
- The intentional misuse of any of the recreation equipment will be grounds for disciplinary action and/or removal from recreation. There should be no misuse of any exercise equipment, soccer goals, bleachers, etc. for the purpose of upper body enhancement.

Information for Upcoming Events

The Recreation Department programs and activities are publicized to the inmate population via the following methods:

- * Trulincs
- * Fliers
- * Monthly Activity Calendars
- * Memos
- * Public Address System (Loud Speaker)

This information is posted on Recreation’s bulletin boards as well as in the housing units.

Procedures for Enrollment

Inmates that want to participate in a program being offered need to submit an inmate request to staff (cop out) to the staff member that is listed on the flier. For Holiday activities and special programs a sign-up sheet will be located inside the Recreation Department.

Rules of Conduct

The primary purpose of our Intramural Sports Program is to provide an organized, safe and enjoyable form of recreation for all interested inmates. Emphasis is placed on creating a positive non-threatening atmosphere in which players, coaches, officials and spectators can relax and enjoy the social interaction of athletic competition. As such, there is no tolerance for Unsportsmanlike Conduct.

All inmates that participate in any recreational organized, leisure, hobby or wellness based programs will be aware of the following rules:

Unsportsmanlike conduct or inappropriate behavior will not be tolerated in the Recreation Department. This applies to all recreational activities and/ or areas. Recreation staff has sole discretion and authority to interpret unsportsmanlike and/or inappropriate behavior.

Misuse or destruction of recreational equipment is prohibited.

Unsafe practices during any recreational activity are prohibited.

Insolence toward staff will not be tolerated and can result in immediate removal from the program

Explanation of Consequences

The Recreation Department has several guidelines in place for all participants to follow. The rules, regulations, and sanctions for all recreational programs are clearly outlined. The consequences are clearly defined for all inmates who violate established rules.

Intramural Program - Sanctions for rule violations:

Ejection from a Game (The Player or Coach must leave the Recreation Area or their team will receive a loss and that player or coach will be removed from league.)

The first ejection is a two game suspension.

The second ejection will result in removal from league.

Hobby Craft Program - Sanctions for rule violations:

1st Offense - 30 Day Suspension

2nd Offense - 60 Day Suspension

3rd Offense - Removal from program indefinitely

Music & Band Program - Sanctions for rule violations are as follows:

1st Offense - One Month Suspension

2nd Offense - Six Month Suspension

3rd Offense - Removal from program

Religious Services Department

It is the mission of the Religious Services Department, FCI Safford, to provide inmates of all religious faiths with adequate and equitable opportunities to pursue individual religious beliefs and practices within the parameters of budgetary limitations and the security and orderly running of the institution. As Chaplains, we are committed to high standards of professionalism and to the development, implementation and periodic evaluation of inmate religious programs.

We are likewise, dedicated to being available to provide pastoral care as needed. Our mission is inspired and lived out by the following goals:

1. Provide pastoral care with sensitivity, approachability and availability to inmates and staff,
2. Ensure impartial religious leadership to meet the diversity of different faith groups,
3. Provide necessary management through administrative techniques, and
4. Communicate the mission and goals of the department.

Religious Services accommodates weekly studies and services for various faith groups. Please note if you are assigned a work detail and/or another programming during a chapel event you wish to attend, you need to submit an Inmate to Staff Request to be placed on a call out in order to be excused from the assignment and attend. All religious events are posted and addressed through timely requests.

Ceremonial meals first initial request for service is 45 days prior. Timely request is defined as submission of a request no earlier than 30 days prior to the event and no later than 14 days before the event. The time frame of submission is for all religious programming to include but not limited to work proscriptions, observances, fasts, and special chapel events. Electrical email cop-outs are required. You are afforded access to a religious library composed of books, CDs, and DVDs addressing various faith concerns and/or experiences. All of these programs mentioned are posted in the Chapel and on the electronic bulletin board. If you have questions regarding religious diet accommodation or other accommodations, please submit a request to the Chaplain. Congregational prayer, studies and activities by any faith group is ONLY authorized in the Chapel or areas designated by Religious Services. In this instance, congregational is defined as two or more persons. Congregational activity of any description is not authorized in education, recreation, work details, or the housing units.

Family Emergencies

If a family emergency occurs, please have a family member call the institution at 928-428-6600 and request to speak with the Chaplain. Family is defined as parents or guardian, siblings, spouse and/or children. Upon verification of information, Chaplains will make notifications.

Volunteers and Contractors

Staff chaplains are assisted in meeting the various faith needs by using local contract employees and volunteers.

Accessing Chaplains

The best way to access a Chaplain is by submitting a request so you can be placed on a call out—affording you the best quality time. If you are off duty, you may walk into the Chaplain's office and make a request. Please note the Chaplain will accommodate in relationship to his alternate duties and responsibilities of the day. If you are at work and need to see the Chaplain due to an emergency, then you must speak to you Detail Supervisor first. The Detail Supervisor will then access the situation and call Religious Services, if warranted, for the first available opportunity.

The Chapel is considered a sacred place for spiritual activities. Where there are no scheduled activities, it is a quiet place for prayer and meditation. It is important that everyone be respectful of others while in the chapel. It is hoped that the chapel and its resources will be a place of encouragement and healing for you.

Re-entry Programs

Threshold, which is a re-entry program, is offered here at FCI Safford. Those wanting to participate in the Life Connections, a more advanced re-entry program offered at five other institutions, should stop by the Chapel for the orientation and interview phase of the program. However, in order to be considered for participation in Life Connections, inmates must have between 24 and 36 months remaining on their sentences. If you are interested, please see a Chaplain for more information.

Staff chaplains, contract employees, and volunteers are available to provide support to the various inmate faith communities. Information concerning religious issues, programs or activities are discussed during orientation by the Chaplain/s. A weekly schedule of activities is posted in units and

departments throughout the institution. If your faith group is not listed on the Religious Services weekly schedule, please write an Inmate to Staff request directed to the Chaplain.

UNICOR

UNICOR employs large numbers of inmates and specializes in the production of textile products for sale to governmental agencies. Products are produced by an assembly line method. Assignments to UNICOR are made from a waiting list. To be placed on the waiting list you must file an application with your Unit Counselor. If eligible, while in UNICOR, you automatically earn Industries Good Time at the rate of three days per month for the first year and five days per month for each month thereafter. By law, you cannot earn Industries Good Time in UNICOR and Meritorious Good Time at the same time. Everyone assigned to UNICOR begins at the lowest pay grade, unless they have prior UNICOR experience and have not received a disciplinary transfer. UNICOR at FCI Safford currently operates on an incentive pay plan; however, there are a few hourly positions within the factory. Depending on the quality of your work, interest, initiative, prior work history in UNICOR, and education level, you may progress to first grade pay if the position is an hourly position (see attached pay schedule). Whenever you are absent from your job, you will not be paid. You will receive pay for all legal holidays. During the first year, it is possible to earn up to six days vacation and up to 12 days for each year thereafter. Depending on the factory status, you may take your vacation or work and receive vacation and work pay.

1st grade = \$1.15 per hour
2nd grade = \$.92 per hour
3rd grade = \$.69 per hour
4th grade = \$.46 per hour
5th grade = \$.23 per hour

Unit Management

Unit Team is a management concept used by the Federal Bureau of Prisons to place staff in direct proximity to inmates assigned to their unit. Each Unit Team includes a Unit Manager, Case Manager, Correctional Counselor, Secretary, and a Unit Officer. A Psychologist and an Education Advisor is also available. The Unit Team staff offices are ordinarily located in the inmate living unit so staff and inmates can be accessible to each other. The Unit Team is available to help with planning, developing, and coordinating individual programs tailored to meet the needs of each inmate. The Unit Team will also assist the inmate with parole matters, release planning, personal and family problems, and counseling.

Unit Managers, Case Managers, and Correctional Counselors will be scheduled to work a late night (excluding weekends/holidays). A late night is defined as a shift that ends no earlier than 7:00 p.m. Specifically, every Unit Manager, Case Manager, and Correctional Counselor will be required to work one late night per week (Monday-Friday). There is no requirement that all nights per week be covered. Schedules will include coverage by either a Unit Manager, Case Manager, or Correctional Counselor on weekends/holidays during day watch hours.

Each inmate will be initially classified by the respective Unit Team within 28 days of arrival at this institution. After initial classification, program review meetings will be scheduled by the Unit Team every 90 to 180 days depending on the amount of time remaining on an inmate's sentence. At initial classification; program goals will be established, educational enrollment, participation and progress will be examined, release plans will be discussed, and other pertinent information concerning your sentence, work assignment and security level will be reviewed. Any concerns may be addressed to Unit Staff.

Town hall meetings are held periodically by the Unit Staff to encourage communication. Discussions regarding changes in policies and procedures will be conducted. You are encouraged to ask pertinent questions. Your questions should pertain to the unit as a whole rather than personal questions or problems.

Treaty Transfer for Non-US 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. This is possible for inmates whose country has a formal prisoner exchange treaty with the United States and who have not been convicted of an immigration offense.

The Unit Team will provide information about these transfers and will inform an inmate if their home country has a formal exchange treaty with the United States.

Release Planning

The Release Preparation Program (RPP) is designed to prepare each inmate to re-enter the community successfully and particularly, the work force. Inmates will be given aid in developing plans for their personal lives and work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Quarterly scheduled information sessions with U. S. Probation Officers, Residential Reentry Center representatives and other agencies are presented. Participation begins 30 months prior to release. The program includes completion of one class in each of the following areas: health, employment, community resources, personal growth and development, personal finance, and release requirements.

Inmates who refuse to complete any course within the core curriculum recommended by the Unit Team will be considered as refusing program participation. Accordingly, any inmate who refuses to participate in the RPP will ordinarily be recommended for minimum time in community based programs (i.e. Residential Re-entry Center placement).

Residential Re-Entry Center Placement

Residential Re-entry Centers, commonly referred to as "halfway houses", provide suitable residence, structured programs, job placement, and counseling, while the inmates' activities are closely monitored.

An inmate's case is reviewed for consideration for placement in an RRC 17-19 months prior to their release date. Once the release address is approved, the RRC referral packet is ordinarily submitted to the Residential Re-entry Manager 11 to 13 months prior to the inmate's projected release date.

Mandatory DNA Collection

Statutory Provisions: Public Law No. 106-546, Section 3, 114 Stat. 2726 (December 19, 2000) requires a mandatory condition of supervision that the defendant cooperate in the collection of a DNA sample for any qualifying offense. 18 U.S.C. 3563 (a)(9). The Justice for All Act of 2004 (Public Law 108-405 (October 30, 2004), amended 42 U.S.C. 14135a(d)(1) and provided that qualifying offenses include: 1) Any felony, 2) Any offense under chapter 109A of Title 18, United States Code, 3) Any crime of violence (as that term is defined in section 16 of Title 18, United States Code, and 4) Any attempt or conspiracy to commit any aforementioned offense. DNA sample collection will ordinarily be taken prior to your release from custody.

Inmate Financial Responsibility Program

The Federal Bureau of Prisons works closely with the Administrative Office of the Courts and the Department of Justice. The Bureau administers a systematic payment program for court imposed fines, fees, and costs. All designated inmates are encouraged 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). Unit Staff assist the inmate with financial 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 to the Unit Team. If an inmate refuses to meet his obligations, the inmate cannot work in UNICOR, and can only receive maintenance pay of \$5.25 per month.

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 institution programs. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

Job Assignments

All inmates are expected to maintain a regular job assignment. Job assignments are controlled through the performance pay system, which provides monetary payment for work within the institution or at Federal Prison Industries (UNICOR).

Institution maintenance jobs are usually the first assignment an inmate receives. These jobs include work in Food Service, Facilities, or as a Unit Orderly. Job assignments are made by the Unit Counselors. Inmates can request job assignments every 90 days. All job assignments and changes are noted on the daily change sheet posted on every unit bulletin board.

Inmates working in non-specialized positions will not work more than 12 months in that position and will be required to find a new job in a different work assignment.

Marriages

If an inmate wishes to be married while incarcerated, the Warden may authorize this, under certain conditions.

All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If an inmate request permission to marry, the following is required:

- ! Have a letter from the intended spouse which verifies her intention to marry.
- ! Demonstrate legal eligibility to marry.
- ! Be mentally competent.

Intake Screening

Upon an inmate's arrival at an institution, Unit Management, Health Services and Psychology staff will screen the inmate for suitable placement within the institution.

Dress Code/Sanitation

Shirts must be tucked in at all times unless you are within the housing units and in Recreation. All inmates will be in the proper uniform, (khaki pants and khaki shirt), Monday through Friday, between 6:30 a.m. and 4:00 p.m. The uniform will be maintained in a neat and professional manner, with shirt tucked in and pants around the waist line. Wearing of pants below the waist line or leaving the shirt un-tucked may result in disciplinary action. During the summer months, defined as May through September, inmates will be permitted to wear a white t-shirt with no holes or tears, neatly tucked in, rather than the khaki button up shirt. Proper work uniforms must be worn at all times on all working assignments.

Other than approved religious headgear, hats will not be worn while indoors and in Food Service. A personal sweat shirt or thermal underwear may be worn under your uniform shirt. Specifically, no uniform pants with personal sweat shirts or vice versa. Hats and non-prescription sunglasses must be taken-off prior to entering a building. Radio headsets, earpieces, or ear-buds can only be worn in the Units, TV cabanas, or while in Recreation. They cannot be worn inside any other buildings, on work details, or while going to or from work details or Recreation. Worn includes on the ears, on the head, or around the neck. These dress codes are in effect both on the compound and in the dining hall.

Inmates may only wear institution issued clothing, shirts with a collar, pants with belt, underwear, socks and shoes. Tee shirts will not be worn as outer garments unless authorized during high temperatures on work details or during the summer months. Thermal clothing will not be worn as outerwear at any time. Winter coats will not be worn during the summer months as indicated in paragraph one. Altered clothing will not be permitted and may result in an incident report. The Operations Lieutenant may approve other shoes in special circumstances, such as an inmate possessing a soft shoe permit pending arrival of his special medical shoes. In the housing units, you must have a shirt on at all times except in the bathroom. Before exiting the bathroom/showers, you must have a shirt and shorts/sweats/pants on when exiting the bathroom. Wrapping a towel around or draping a towel around your body is not allowed.

It is each inmate's responsibility to check his living area immediately after being assigned there and to report all damage to the Correctional Officer. An inmate may be held financially liable for any damage to his personal living area. Each inmate is responsible for making his bed before work call at 7:30 a.m. (including weekends and holidays). On weekends and holidays, inmates may return to bed and are permitted to sleep on top of the covers, but must readdress their bed/area after rising. Each inmate is also responsible for sweeping and mopping his personal living area, to insure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. No personal items may be adhered to walls, lockers, under beds, or to the ceiling. Cell windows may not be covered at any time. Additionally, your water jug (1) may be stored under the bed near your locker or at the foot of the bed. If you are in an active appeal and need a legal locker, please see your counselor. No grey legal bins are permitted. You will receive a blue legal chest if you are in an active legal case and it can be verified. Only items related to your appeal may be stored in the blue locker chest. If items are found inside that are not related to your case the entire blue chest will be confiscated and subject to disciplinary action.

Items permitted to be stored under beds include one laundry bag containing dirty laundry, athletic bag, and your shoes neatly arranged. Commissary items, your one plastic Tupperware container (24 oz or less) and excess books will be stored in lockers.

Books authorized by Education will no longer be stacked on the top of the locker. All Education books will be stored in your locker.

Only clear, hanging, locker storage systems (locker buddies) may be affixed to the inside locker door. Locker buddies made of fabric are not permitted.

Possession of linens is authorized as outlined in Institution Supplement 4500.10, Trust Fund/Deposit Fund Manual. During summer months (May-September) inmates may possess one blanket, two bed sheets, three towels, one pillow, one pillow case, and three wash cloths. During winter months (October-April) inmates may possess one additional blanket and a jacket.

Inmates may not store cleaning equipment that includes; buckets, spray bottles, brushes, etc in your living area. These items can be checked out from the Unit Officer. Mop buckets are not to be used as coolers to store food and drink and to wash your cloths.

Possession of completed hobby craft articles is not authorized as outlined in Institution Supplement 5370.11C, Recreation Programs, Inmate. Completed hobby craft (IE; yarn projects, leather work, MP3 cases, wallets, art) must be mailed home within 15 days of completion.

You may possess up to two rolls of institution toilet paper. You may also purchase one pack (4 rolls) of toilet paper from commissary. All toilet paper must be stored in your assigned locker.

All pictures found to be offensive in nature are not to be taped and displayed to the exterior or interior doors of your locker. They are to be placed in your one approved photo album.

Your gym bag is not a storage compartment for your personal property. Your gym bag may only contain items used in Recreation when stored under your bed. No personal clothing or commissary

items will be stored in your gym bag while placed under your bed. All baseball hats will be worn with the bill of your hat facing forward. Hats will not be worn facing the back or tilted to either side of your head. Also, bending or folding the bill of your hat is also prohibited.

Wet towels may be hung on the locker hook, or draped across the back of your chair until it's dry. When it's dry, it will be folded neatly and placed in your locker. Winter jackets will be allowed to lie at the foot of your bed neatly during the winter months. Clothes lines are not allowed anywhere in the housing units. Khaki's will be neatly folded and placed in the locker. Clothing will not be hung anywhere on the bed frame. Clothes hangers are not authorized.

Card games are only to be played in day rooms or outside tables, with the exception of Ocotillo Unit (Ocotillo inmates may play card games at their bunk area, as there are no day room tables inside Ocotillo Unit). At no time may there be more than 4 people playing any card game inside the units. Outside card tables may not have more than eight players, if table size permits. At no time will staff allow inmates to gamble. Inmates found to be gambling will be subject to the disciplinary process.

1. Inmates are not allowed in housing units they are not assigned to, unless given authorization to complete a work assignment or escorted by staff. Inmates should check with the housing unit officer upon entering and exiting, when the assignment is completed.
2. Inmates must remain in their assigned living areas (at their assigned beds) after 10:00 p.m., except for the use of the bathroom and the use of the drinking fountain.
3. No games are allowed to be played after the 10:00 p.m. count.
4. Plastic chairs in the housing units must remain at the assigned bed. Do not take chairs to the day rooms or outside of the housing units.

All shoes may be placed under the bed in a uniformed fashion.

Hoarding commissary has been an ongoing issue and is strictly prohibited. ALL COMMISSARY items must be in your locker. Understandably, you're allowed to spend \$360 every month. However, inmates who have an extreme amount of one product give the impression it's not being used for individual use, but rather "unauthorized exchange." For example: If you're on maintenance pay \$5.25 and not receiving money from the outside but your locker is full of food/commissary items that tends to be a sign you're doing something against policy.

Unit Orderlies are responsible for unit sanitation. However, everyone is responsible to clean up after themselves. Inmates may be assigned cleaning tasks in the unit during off duty hours if the need arises.

Showers are available every day, but inmates may not be in the shower during an official count. Food service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit.

During the noon meal on regular work days, inmates entering the dining room are required to wear

institutional issued clothing consisting of a shirt and trousers with belt. Shirts will be buttoned, except the collar button, and optional the next button down can be unbuttoned and shirttails tucked in. Personal tennis shoes, sneakers, etc., are not authorized. Shoes will be laced and tied. Shower shoes, flip-flops, or bedroom slippers are not permitted in the dining room. No flip flops or showers shoes are to be worn outside the housing unit. Hats will not be worn in the dining room unless you are working in Food Service. Personal sweatshirts may be worn as undergarments only. Inmates who report to the dining room in inappropriate attire may be subject to disciplinary action.

During coffee hour and brunch on weekends and holidays and during all evening meals, inmates entering the dining room may wear sweat suits. Shorts higher than three inches above the knee are not authorized to be worn in the dining room. Sleeveless shirts are not authorized to be worn in the dining room at any time (i.e., basketball jerseys, tank tops, etc.)

Inmate Discipline

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC), and for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's prohibited acts, as well as local regulations.

If a staff member observes or believes he/she has evidence an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident or once the report is released for administrative processing following a referral for criminal prosecution. An informal resolution of the incident may be attempted by the Correctional Supervisor.

Initial Hearing

Inmates must ordinarily be given an initial hearing within (5) work days of the time staff become aware of the inmate's involvement in the incident, excluding the day staff became aware of the incident, weekends, and holidays. The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days, and the inmate must be provided with written reasons for any extension. The UDC will either make a final disposition of the incident, or refer it to the Discipline Hearing Officer for final disposition

Discipline Hearing Officer (DHO)

The Discipline Hearing Officer conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of inmates in the special housing unit. An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. He will be provided with a full-time staff member of his choice to represent

him if requested. He may make statements in his own defense and may produce documentary evidence.

The inmate may present a list of witnesses and request they testify at the hearing. Only the DHO may directly question witnesses at the DHO's hearing. Any questions by you or your staff representative must be submitted to the DHO, who will present the question to the witness in his/her discretion. An inmate may submit a list of questions for the witnesses to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. The inmate may make statements in his own defense and may produce documentary evidence. The inmate may be present throughout the DHO hearing, except during deliberations. The inmate may be excluded during appearance of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

NOTE: Time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through Administrative Remedy procedures. UDC appeals are made to the Warden on the BP-9 form. DHO appeals are made to the Regional Director on a BP-10 form. On appeal, the following items will be considered:

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

Prohibited Acts and Disciplinary Scale

There are four categories of prohibited acts – Greatest, High, Moderate, and Low. We describe the prohibited acts in the attached table Prohibited Acts and Available Sanctions. If you commit repetitive prohibited acts, we can impose increased sanctions, as listed in Table 2 – Additional Available Sanctions for Repeated Prohibited Acts within the Same Severity Level.

(1) **Greatest Severity Level Offenses.** The Discipline Hearing Officer (DHO) imposes one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated “violent” (an inmate who, per the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (an inmate sentenced for an offense committed on or after April 26, 1996, per the Prison Litigation Reform Act). The DHO may impose any available sanctions (A through M) in addition to sanctions A through E. All Greatest severity level charges must be referred to the DHO.

(2) **High Severity Level Offenses.** The DHO imposes one or more of sanctions A through M, and except as noted in the sanction, may also suspend one or more sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate. All High severity level charges must be referred to the DHO.

Prohibited Act Code 225, Stalking, is for the purpose of punishing repetitive inmate behavior, e.g., loitering, staring, leering, inappropriate remarks (short of insolence, profanity, or sexual proposals), that are not clearly covered by another prohibited act code. When staff encounters such behavior, the inmate should be specifically warned that it is inappropriate and must cease. If the behavior fits another prohibited act code provision, the inmate should be charged with violating that specific provision instead of stalking. Examples of other prohibited act code behavior that may be used instead of Code 225, Stalking, include, but are not limited to Insolence (Code 312), Being in an Unauthorized Area (Code 316), Threatening (Code 203), and Making a Sexual Proposal or Threat (Code 206).

(3) **Moderate Severity Level Offenses.** The DHO imposes at least one sanction A through M, but, except as noted in the sanction, may suspend any sanction(s) imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate. Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction F through M, but may suspend any sanction(s) imposed.

The UDC ordinarily refers to the DHO a moderate severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate was found to have committed two moderate offenses during his/her current anniversary year (the 12-month period for which an inmate may be eligible to earn good conduct time [GCT]). The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.

A prohibited act charge for 331 involving tobacco or nutritional supplements must be referred to the DHO for final disposition.

(4) **Low Severity Level Offenses.** The DHO imposes at least one sanction B.1, or D through M. The DHO may suspend any sanction(s) imposed; however, a B.1 sanction may not be suspended. Except for charges referred to the DHO, the UDC imposes at least one sanction F through M, but may suspend any sanction(s) imposed.

The UDC ordinarily refers to the DHO a low severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate had been found to have committed three low offenses during his/her current anniversary year. The UDC must document the reasons why a charge for such an inmate was not referred to the DHO.

Sanction B.1 may be imposed on the Low severity level only if the inmate has committed a Low severity level prohibited act more than once within a six-month period (except for a VCCLEA inmate rated “violent” or a PLRA inmate).

All Severity Level Offenses. In all categories of severity, aiding another person to commit any of these offenses, attempting to commit them, or making plans to commit them, is considered equivalent to committing the offense itself. In these cases, the letter “A” is combined with the offense code. For example, planning an escape is Escape, Code 102A. Attempting to adulterate food or drink is Code 209A.

Suspensions of any sanction cannot exceed six months. Suspended sanctions may only be revoked and executed if the inmate is found to have committed a subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of Sanctions A through E (B and B/1 may never be suspended). The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions F through M. The DHO may execute UDC – suspended sanctions. However, the UDC may not execute DHO – suspended sanctions A through E.

When an inmate receives an incident report while on a DHO – imposed, but suspended sanction, the new incident report is forwarded by the UDC to the DHO, both for a final disposition on the new incident report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new incident report. The DHO may return an incident report to the UDC if a decision not to execute the suspended sanction is made.

The UDC or DHO may impose increased sanctions for repeated, frequent offenses per the guidelines in Table 2.

Not all UDC or DHO decisions finding an inmate committed a prohibited act will result in a change to the inmate's security designation score, the Unit Team may recommend a greater security transfer, using their professional judgment, and in accordance with the policy on Inmate Security Designation and Custody Classification.

DHO SANCTIONS

If you arrive from another facility with loss of Commissary as a restriction and that restriction is still active you are only allowed to buy the following items listed below in the next paragraph under UDC/DHO Commissary Restrictions. If you buy anything outside the list below, you will receive an incident report for Possession Anything Unauthorized.

(5) **UDC/DHO Commissary Restrictions.** Inmates who receive commissary restrictions from either UDC or DHO hearings will only be authorized to purchase the following items on their normal shopping day.

- 1) 1 Book of .49 cent stamps
- 2) 1 Stick of Deodorant any brand
- 3) 1 Bottle of Lotion any brand
- 4) 1 Bar of Soap any brand
- 5) 3 Dental Items (Toothpaste, Toothbrush, Dental Floss)
- 6) 4 Hair Care Items (Shampoo, Conditioner, Hair Grease, Comb)
- 7) 3 Medical Needs (Aspirin, Band Aides, Cough drops)
- 8) 3 Shaving Items (Shaving Cream, Razor, Razor Blades)
- 9) 1 8 ½ x 11 Writing Pad
- 10) 1 Pen
- 11) 5 Legal Envelopes

Table 1

Code	Prohibited Act – Greatest Severity		Sanction(s)
100	Killing		A. Recommend parole date rescission or retardation.
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).		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).
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.		B.1 Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
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).		C. Disciplinary segregation (up to 12 months).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.		D. Make monetary restitution.
105	Rioting		E. Monetary fine.
106	Encouraging others to riot		F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation, mattress).
107	Taking hostage(s)		G. Change housing (quarters).
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).		H. Remove from program and/or group activity.
110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.		I. Loss of job.
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.		J. Impound inmate's personal property.
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.		K. Confiscate contraband.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.		L. Restrict to quarters.
114	Sexual assault of any person, involving non-consensual touching by force or threat of force.		M. Extra duty.
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.			

Code	Prohibited Act – High Severity		Sanction(s)	
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.		A.	Recommend parole date rescission or retardation.
201	Fighting with another person.		B.	Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
			B.1	Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
203	Threatening another with bodily harm or any other offense.		C.	Disciplinary segregation (up to 6 months).
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.		D.	Make monetary restitution.
205	Engaging in sexual acts.		E.	Monetary fine.
206	Making sexual proposals or threats to another.		F.	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation, mattress).
207	Wearing a disguise or a mask.		G.	Change housing (quarters).
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.		H.	Remove from program and/or group activity.
209	Adulteration of any food or drink.		I.	Loss of job.
211	Possessing any officer’s or staff clothing.		J.	Impound inmate’s personal property.
212	Engaging in or encouraging a group demonstration.		K.	Confiscate contraband.
213	Encouraging other to refuse to work, or to participate in a work stoppage.		L.	Restrict to quarters.
216	Giving or offering an official or staff member a bribe, or anything of value.		M.	Extra duty.
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, 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.			
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.			

Code	Prohibited Act – Moderate Severity	Sanction(s)	
300	Indecent Exposure.	A.	Recommend parole date rescission or retardation.

Inmate Information Handbook
 FCI Safford

August 2022

302	Misuse of authorized medication.		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).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.		B.1	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
304	Loaning of property or anything of value for profit or increased return.		C.	Disciplinary segregation (up to 3 months).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.		D.	Make monetary restitution.
306	Refusing to work or to accept a program assignment.		E.	Monetary fine.
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).		F.	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation, mattress).
308	Violating a condition of a furlough.		G.	Change housing (quarters).
309	Violating a condition of a community program.		H.	Remove from program and/or group activity.
310	Unexcused absence from work or any program assignment.		I.	Loss of job.
311	Failing to perform work as instructed by the supervisor.		J.	Impound inmate's personal property.
312	Insolence towards a staff member.		K.	Confiscate contraband.
313	Lying or providing a false statement to a staff member.		L.	Restrict to quarters.
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).		M.	Extra duty.
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.			

Code	Prohibited Act – Low Severity		Sanction(s)
402	Malingering, feigning illness.		B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
404	Using abusive or obscene language.		D. Make monetary restitution.
407	Conduct with a visitor in violations of Bureau regulations.		E. Monetary fine.
409	Unauthorized physical contact (e.g., kissing, embracing)		F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation, mattress).
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.		G. Change housing (quarters).
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.		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.

Table 2

Additional available sanctions for repeated prohibited acts within the same severity level

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

Access to Legal Services

Legal Correspondence

Legal correspondence from attorneys will be treated as Special mail if it is properly marked. The envelope must be marked with the attorney's name and indication he/she is an attorney and the front of the envelope must be marked Special mail - open only in the presence of the inmate. It is the responsibility of the inmate to advise his/her attorney of this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits

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

Notary Public

An unsworn declaration under penalty of perjury is usually sufficient for documents to be submitted to federal courts or agencies, unless specifically directed to do otherwise. See 28 U.S.C. 1746. When an unsworn declaration is insufficient, 18 USC 4004 authorizes Case Managers to administer oaths and affirmations and to witness signatures on documents, which is a function similar to that of a Notary Public. In some cases, a state might not accept a signature witnessed pursuant to 18 USC 4004. In these cases, it will be necessary for the inmate to find a notary in the local community and submit the name of the notary to the Unit Team so they can conduct a background check before the notary can enter. The inmate will be responsible for any notary fees.

Attorney Legal Calls

Inmates requesting an unmonitored attorney call must submit a Request to Staff Member form, BP-148, (cop-out) to their assigned unit team member. All requests will be submitted at least one (1) week prior to the call being placed when the inmate demonstrates that communication with attorneys by correspondence, visiting, or normal telephone use is not adequate. Once authorized, all collect, unmonitored, attorney phone calls will be placed from the assigned unit team room, and will be initiated by the assigned unit team member.

Copies of Legal Materials

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copy machine is available in the Education Department's law library area for inmate use. 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.

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 (FTCA) or small claims. To file a claim under the FTCA for personal injury, you must complete a standard form 95. To file a request under small claims for property loss, you must complete a Small Claims Request. You must mail the form to the Regional Office where the incident occurred. You may obtain a copy of the forms by submitting an Inmate Request to Staff to your Correctional Counselor or other designated staff member.

Tort/Small claims are not accepted for filing at the institution. It is the inmate's responsibility to mail his claim directly to the Regional Counsel in the regional office having jurisdiction over the institution where the loss or injury occurred. For example, if the loss occurred at FCI Safford, then the claim should be mailed to the Western Regional Office.

A copy of the program statement on tort claims is maintained in the inmate law library. Addresses to all of the Regional Offices, along with institutions in each region are published in Title 28 Code of Federal Regulations (CFR) Part 543. A copy of the CFR is maintained in the law library. You may also obtain addresses to the Regional Offices from members of your Unit Team.

Inmate Access to Central and Medical Files

An inmate may request to view his/her central file, with the exception of the Freedom of Information Act (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 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 FOIA Request to the Director of the BOP, Attention: FOI Request.

Inmate Access to Other Documents

An inmate may 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. The request must be in writing and mailed by the inmate directly to:

Federal Bureau of Prisons
ATTN: FOIA/PA Section
320 First Street, N.W.
Washington, DC 20534

Such a request must briefly describe the nature of records wanted and appropriated dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney or any other person, for records concerning the inmate must be in writing and submitted to the central office address above. The request should not be mailed to the institution. The attorney or other person must include with the request the inmate's written consent or authorization to disclose the requested records.

Freedom of Information/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the records pertained, except for specific instances. All formal request for access to records about another person and/or agency records other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the FOIA, 5 USC 552.

Administrative Remedies / Problem Resolution

Inmate Request to Staff

The Bureau form BP-Admin-70, commonly called a cop-out, is used to make a written request to a staff. Any type of request can be made with this form. It can be obtained in the living units from the Correctional Officer on duty. Staff members who receive a cop-out will answer the request in a reasonable period of time. The answer will be written on the bottom of the request form, or typed on a separate sheet of paper. You also have the ability to send cop-outs electronically using TRULINCS. There is a limitation on how many cop-outs you may send daily when using this option.

Administrative Remedy Process

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or formally on a written or electronic Inmate Request to Staff. When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy. Complaints regarding tort claims, inmate accident compensation, FOIA, privacy act requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy procedure.

The first step of the Administrative Remedy procedure is the documentation of the informal resolution attempts written on an Attempt at Informal Resolution form (BP-8). Inmates can obtain this form from their Correctional Counselor or other designated unit staff member. On the Attempt at Informal Resolution form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally. An inmate shall place a single complaint or reasonable number of closely related issues per form. If you need more space than provided on the form, you may add one 8 ½ x 11" sheet of paper (one side only).

After the form is complete, turn it in to your Counselor. Your Counselor will normally have 5 days to attempt to resolve the problem, have it reviewed by the Unit Manager and return the completed form to you. If you are not satisfied with the attempt at informal resolution, you may file a BP-9 with the Warden. You need to fill out the top half of the form stating what the problem is, what you have done about it and what you want the Warden to do about it. You need to sign it, date it, and attach a copy of the completed Attempt at Informal Resolution form. If you need more than the top half of the form, you may add one additional 8 ½ x 11" sheet of paper (one side only). The deadline for completion of the Informal Resolution and submission of 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.

Once the request or appeal has been accepted, institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate.

If the inmate is not satisfied with the 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 Warden's signed BP-9 response. The regional appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form and response attached. The Regional Director has thirty (30) calendar days to respond in writing.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The national appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses. The appeal must be received in the Central Office within 30 calendar days of the date the Regional Director signed the BP-10 response. The national appeal must be answered within forty (40) calendar days.

All forms must be obtained from the Correctional Counselor or unit staff member.

In writing a BP-229, BP-230, or BP-231, the form should be written in three sections:

1. Statement of facts
2. Grounds for relief
3. Relief requested

Time limits for Filing (in calendar days)

BP-9:	20 days of incident
BP-10:	20 days from BP-9 response
BP-11:	30 days from BP-10 response

	Response	Extensions
BP-9	20 days	20 days
BP-10	30 days	30 days
BP-11	40 days	20 days

Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that 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 that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, the complaint will not be returned to the inmate. Therefore, the inmate should keep a copy of his complaint. The inmate may then pursue the matter by filing a BP-9 at the institution.

See Program Statement 1330.17 Administrative Remedy Program, if you have any specific questions regarding the program.

INMATE VOTING RIGHTS

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

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

Voting materials for DC, Maine, and Vermont are posted on TRULINCS. This and other material is also available in the Reentry Resource Library.

Prior to release or transfer to a Residential Reentry Center or Home Confinement, you will receive additional information regarding Restoration of Voting Rights.

The BOP will update information materials regarding changes in voting rights for relevant states as needed.

Incoming and Outgoing Voter Mail

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

All outgoing inmate mail addressed to a Board of Election will be treated as legal mail.

RESTORATION OF VOTING RIGHTS

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

- In the District of Columbia, Maine and Vermont, felons never lose their right to vote, even while they are incarcerated.
- In 18 states, felons lose their voting rights only while incarcerated and receive automatic restoration upon release.

- In 19 states, felons lose their voting rights during incarceration, and for a period of time after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees or restitution before their rights are restored as well.
- In 11 states, felons lose their voting rights indefinitely for some crimes, or require a governor's pardon in order for voting rights to be restored; face an additional waiting period after completion of sentence (including parole and probation), or require additional action before voting rights can be restored.

Directions / Local Transportation

FCI Safford is located approximately seven miles south of downtown Safford, Arizona off Highway 191. It is approximately 120 miles East of Tucson, Arizona, and 180 miles Southeast of Phoenix, Arizona. From Tucson, Arizona, visitors should travel East on Interstate 10 to highway 191 North. They should travel on Highway 191 North to Highway 366 and turn left. Visitors from Phoenix, Arizona, should travel East on Highway 60 to Highway 70, then East on Highway 70 to Highway 191. Turn South on Highway 191 to Highway 366, then turn right.