



## ADMISSION AND ORIENTATION HANDBOOK

**Rules and Regulations  
of the Federal Bureau of Prisons and the Federal Detention Center at Sheridan, Oregon**

### The Federal Bureau of Prisons Mission Statement

*It is the mission of the Federal Bureau of Prisons to protect society by confining offenders in the controlled environment of prison and community-based facilities that are safe, humane, cost-efficient, and appropriately secure, that provides work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.*

---

**DeWayne Hendrix, Warden**

**October 2021**

## **Introduction**

The purpose of this handbook is to provide you and others interested in the Federal Bureau of Prisons with general information regarding the Bureau, its programs, institutions, and the rules and regulations you will encounter during confinement. It is not a specific guide to the detailed policies of the Bureau and FDC Sheridan, that information will be made available during the institution's Admission and Orientation Program, rather, the material in this handbook will help you more quickly understand what you will be encountering when you enter prison, and hopefully assist in initial adjustment to institution life. You can make your time here as pleasant as possible by showing reasonable behavior, respect for the rights of others, and compliance with the rules and regulations of the Federal Bureau of Prisons and FDC Sheridan.

## **ACCOMMODATIONS**

Appropriate auxiliary aids and services are available, and inmates should request auxiliary aid or services as needed for consideration. For example, to ensure effective communication with inmates who are deaf or hard of hearing, written communication or a Telephone-Teletype system may be used. For inmates suffering from blindness or low vision, alternative formats ( e.g., audio recordings, large print) may be used.

Inmates demonstrating difficulty with the English language may receive accommodations such as:

1. Information may be translated into the required language and given to the inmate as a packet.
2. If the inmate has questions, the inmate may submit the question in his native language for translation, with a staff response provided in the inmate's native language.
3. A Telephone Translation Service (i.e. the designated phones in medical and other areas where the inmate and staff member can converse through an interpreter in real time) may be utilized.
4. Lastly, a designated staff member might assist with translations.

## **The Institution**

FDC Sheridan, Oregon, is an Administrative security institution that serves the District of Oregon, as a detention facility for adult male offenders who are pre-trial, pre-sentenced, and/or pending transfer to other federal facilities in the United States. FDC Sheridan operates under the Unit Management System. This system has the Unit Staff located within or near the housing unit, making them available for problem solving, information, case management, etc.

## **ADMINISTRATIVE STAFF**

**Warden:** The Warden is Chief Executive Officer of the Institution and is responsible for its total operation. In order to perform this function most effectively, the Warden delegates some of his/her authority to senior staff members. He or she evaluates the advice of staff and committees appointed by him/her and is the final authority for approval for all major activities, including transfers, furloughs, and other community activities. Should you have a problem which cannot be solved and you have exhausted all other resources, you may either submit an Inmate Request to a Staff Member Form to the Warden or talk with him/her at the noon meal, from 10:45 a.m. to Noon, Monday through Friday.

**Associate Warden (Operations):** The Associate Warden of Operations reports directly to the Warden. He or she has delegated responsibility to oversee and supervise the day-to-day operations of the following departments: Food Service, Health Care Services, Safety and Sanitation, Mechanical Services, Business Office, Commissary, and Laundry. Should you have a problem which concerns one of his/her areas of responsibility and you have exhausted all other resources, you may contact him/her through the institutional mail by submitting an Inmate Request to a Staff Member Form, or speak with him/her at the noon meal, from 10:45 a.m. to Noon, Monday through Friday.

**Associate Warden (Programs):** The Associate Warden of Programs reports directly to the Warden. He or she has delegated responsibility to oversee and supervise the day-to-day operations of the following departments: Correctional Systems Department (Record Office and Mail Room), Case Management, Correctional Services, Unit Management,

Psychology Services, and Religious Services. Should you have a problem which concerns one of his/her areas of responsibility and you have exhausted all other resources, you may contact him/her through the institutional mail by submitting an Inmate Request to a Staff Member Form, or speak with him/her at the noon meal, from 10:45 a.m. to Noon, Monday through Friday.

**Field Financial Administrator:** The Field Financial Administrator reports directly to the Deputy Controller in Washington D.C. He or she has delegated responsibility to oversee and supervise the day-to-day operations of Industries (UNICOR) Department. Should you have a problem which concerns UNICOR, and you have exhausted all other sources, you may contact him/her by submitting an Inmate Request to Staff Member Form through the institutional mail.

**Discipline Hearing Officer (DHO):** The DHO conducts administrative fact-finding hearings covering alleged acts of misconduct and violations of prohibited acts. This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings. The DHO imposes appropriate sanctions on incidents of inmate misconduct referred for disposition following the UDC hearing as required by FR 541.15.

**Captain:** The Captain reports directly to the Associate Warden of Programs. He or she has been delegated the responsibility for the overall security of the institution, and the safety of those who live and work here. He or she supervises the Lieutenants and Correctional Officers. Any questions concerning his/her areas of responsibility should be addressed to him/her directly, or one of the Lieutenants.

**Case Management Coordinator:** The Case Management Coordinator reports directly to the Associate Warden of Programs. He or she is considered an expert regarding case management and is delegated the responsibility of coordinating this area. You may request to see him/her by submitting an Inmate Request to Staff Member Form, after attempting to resolve related issues with your Unit Team members.

### **Intake, Classification and the Unit Team**

#### **Admission**

When you first arrive at FDC Sheridan, you will be processed in the Receiving and Discharge (R & D) department, by the on duty Correctional Systems Officer, a member of Unit Team, as well as medical and psychological screenings. In general, this interviewing process involves obtaining a synopsis of your social, criminal and medical history, filling out identification forms, completing personal property inventories and the issuance of institution bedding and clothing. During admissions you will be issued an inmate account/identification card. When out of your assigned living quarters, you are required at all times to be in possession of your inmate account/identification card. Failure to comply with this rule may result in disciplinary action.

#### **Orientation**

Unit Admission and Orientation is held upon arrival. Additional Institution Admission and Orientation (A&O) lectures will be held as needed. You are required to attend this process within 28 days of your arrival to the facility. The purpose of this orientation process is to enable you to familiarize yourself with the programs and operations of the Institution.

### **GENERAL FUNCTIONS OF UNIT STAFF**

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

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

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

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

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

### **Communications**

Normally, a unit staff member is available each day of the week and most evenings until 4:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit staff may utilize monthly Town Hall meetings when necessary to dispense information and foster improved communications. Unit team members will utilize either open house hours or an open door policy to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing or via TRULINCS.

### **Initial Classification/Program Reviews**

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

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

### **Central Inmate Monitoring System**

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

### **Reentry Pre-Release Programming**

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

It is imperative at initial classification that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Each time an inmate goes to team, you will receive a progress update and new recommendations as warranted.

Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's work detail supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least one forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, Medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application and begin the application process if applicable prior to release.

### **Town Hall Meetings**

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

### **Treaty Transfer for Non-U.S. Inmates**

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

### **Foreign Consular**

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

### **Voting**

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.

### **DAILY INMATE LIFE**

#### **Sanitation**

It is the inmate's responsibility to check his cell immediately after being assigned there and report all damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making his bed in accordance with posted regulations, including weekends and holidays when he leaves the area. Each inmate is also responsible for sweeping and mopping his cell floor, removing trash, and ensuring it is clean and sanitary. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature.

Toothpaste, toothbrushes, combs, razors and soap for personal hygiene are issued upon arrival by the institution from Laundry. They are made available through commissary thereafter unless indigent and they can be received at laundry weekly.

#### **Personal Property Limits**

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

#### **Storage Space**

Staff set aside space within each housing area for use by an inmate. The amount of personal property allowed to each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

#### **Clothing**

Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) is not authorized for retention by the inmate. Pre-release civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. Commissary sales of clothing are limited to the gray or white. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), and athletic/specialty (1 pr. – black, white, grey, or a combination thereof with a maximum value of \$100.00). Footwear will be placed neatly under

the bed with toes facing outward.

### **Commissary/Special Purchase Items**

These items are authorized to the point they can be contained in the storage area provided for personal property.

### **Letters, Books, Photographs, Newspapers, and Magazines**

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

### **Legal Materials**

Staff may allow an inmate to possess legal materials in accordance with the provisions on inmate legal activities. Excess legal work will be stored in a designated area by the Unit Team.

### **Radios, MP3 Players, and Watches**

An inmate may possess only one approved radio and one watch at a time. MP3 Players are available for purchase at the FDC. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio or watch at the new institution, the inmate shall be permitted to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. Where the inmate refuses to provide a mailing address, the radio and/or watch may be disposed of through approved methods, including destruction of the property.

### **Jewelry**

Inmates may have a plain wedding band and one appropriate religious medallion and chain without stones.

### **Smoking/Tobacco**

Inmate smoking, or any other tobacco use, is prohibited in all BOP facilities. Any inmate found smoking, or in possession of any tobacco item, will be formally disciplined.

## **HOUSING/QUARTERS RULE**

In order to minimize maintenance costs, permit uniform inspection, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers and Counselors inspect cells daily. Failure to comply in these rules will result in disciplinary action.

1. Lights in the unit will be turned on at 6:00 AM and will be turned out at 10:00 PM.
2. Quiet time within the units is from 9:15 PM count to 6:00 AM.
3. Inmates must be in their assigned rooms during the day when not involved in work, education, recreation, or another authorized activity.
4. There will be no cell to cell visitation. Being in a cell where you are not assigned can result in an incident report for being in an unauthorized area.
5. Floors will be swept and mopped daily, paying close attention to the areas beneath the beds and under the lockers.
6. Walls will be cleaned daily, assuring that any spills are cleaned off the walls. Walls are to remain clear of any writing or graffiti. Any drawings or graffiti found on the walls, beds or any other area of the cell will result in the receipt of an incident report. Pay close attention to the corners in order to prevent formation of cobwebs.
7. Beds are positioned so that the Unit Officer may readily count the inmate in bed. Beds will be tightly made,

military style, with the blanket being the top cover. Extra blankets will be neatly folded at the foot of the bed and nothing will be left lying on the bed. The only items allowed to hang from the bed frame are listed in rules 14 and 20 below. During the weekdays, Monday through Friday, beds must be made by 7:30 A.M. On weekends, you may remain in bed. Once up for the day, your bed must be made. Only one mattress is allowed per bed. Pillows are only authorized through Heath Services. When linen is being exchanged, the mattress may be left lying flat on the bed.

8. No loitering is allowed on the upper tier. Inmates will not lean on or rest their feet on the railings. Walking laps is permissible on the upper tier. Eighteen laps is one mile.
9. Shoes will be neatly stored underneath the bed facing outward.
10. Boxes and paper bags cannot be kept in the cell.
11. You are responsible for cleaning your windows daily. No coverings of any type are to be placed on the windows, including cell door windows.
12. Rooms will be cleaned by occupants, including trash cans, sink and toilet fixtures.
13. Ceiling light fixtures are not to be tampered with in any manner.
14. Dirty clothing will be stored in a clothing bag that is provided to you.
15. Pictures, calendars, etc., will not be attached to the walls in any manner.
16. Wooden items and cardboard materials will not be kept inside the room; they are considered to be a fire hazard.
17. Wall mirrors in the rooms are not permitted. Should you desire to have a personal mirror, you may purchase one from the commissary.
19. In addition to your personal living area, you are expected to do your part in helping to maintain the highest possible sanitation level for the overall institution. You are to refrain from littering and may be required to work on a crew assembled to pick up litter in the housing unit or other FDC areas.
20. Towels and face cloths may be hung on the foot of the bed in order to dry. When they are dry, they are to be stored away.
21. Magazines, newspapers, and books (hardcover and paperback) must not exceed the following limits:

<b>Newspapers-5</b>
<b>Magazines -10</b>
<b>Books-10</b>

(Correspondence courses or educational study texts are the only exceptions to the book limit)

22. Inmates are to wear institution jumpsuits completely when out of their cells except when moving to or from the shower.
23. Shoes, socks and jumpsuits (completely on and buttoned to the collar) are required during meals and visitation. The top of the jumpsuit may be worn down around the waist after the "evening meal" on weekdays, on weekends, holidays, and when on the recreation yard.
24. When using the showers, inmates will change clothes in the shower stalls. At no time are inmates permitted to be unclothed in the shower room. Shower shoes are only authorized to be worn in the showers.
25. Inmate access to upper bunks is provided by a step welded into the frame of the bed. This is the only approved mechanism for inmates to use when accessing the upper bunk. Any other method could result in injury.

### **Clothing:**

Following your arrival, you will be given your clothing issue. This issue includes the following:

2 Jumpsuits	3 Underwear	1 Pair of Shoes
1 Jacket	3 Pairs of Socks	3 T-Shirts
2-Towels	2 Washcloths	2 Sheets
2 Blankets		

### **Personal Clothing**

Washers and dryers are located on the first floor of the housing units. Only those inmates who are assigned as laundry workers by the Unit Counselor are authorized to be in these rooms. The unit laundry inmate worker will wash personal



clothing. Your clothing is to be placed in your assigned laundry bag and provided to the inmate laundry worker and he will operate the unit's washer/dryers. No blankets or sheets are to be in your personal laundry. Clothing is to be washed at a minimum of once per week. An accumulation of dirty clothing could result in disciplinary action for being unsanitary. Orange R&D shoes are not authorized once you receive your laundry issued shoes.

Upon release or transfer, all clothing, blankets, and lines are to be returned to the unit's laundry bins.

### **Bulletin Boards & Call Outs**

Inmate bulletin boards are located in each housing unit. You are expected to review the inmate bulletin boards daily for pertinent information. The review of the call out sheet is your responsibility.

### **Television Hours**

Unit televisions are provided for regular viewing. Television sound operates from the radios purchased from the institution commissary. Televisions will be turned on at the conclusion of the morning meal and remain on until approximately 9:00 pm. Television privileges may be suspended for disruptive behavior.

### **Commissary**

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

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

### **Operation of Commissary**

This institution's trust fund is located in the Administrative section of the Federal Detention Center with access to the recreation yard. During some periods, commissary will be issued to the inmates inside the units.

### **OPERATION OF THE SALES UNIT**

- A. Sales are limited to one sale per week per inmate.
- B. Sales will be made during regular sales hours on Tuesday and Wednesday.
- C. Special purchase items will be sold during regular sale hours.
- D. The sales unit will be closed the last week of each quarter for inventory purposes.
- E. Each inmate must have a written list for items off the approved commissary list when he enters the sales unit. No substitutions.
- F. Items are sold on an as-is basis with no warranty implied. You are responsible for proper use for each item.
- G. Any complaints an inmate has about his purchase must be settled before he leaves the sales window.
- H. Validation limits can be found within the Commissary Management Manual or posted in the Trust Fund Sales Unit.

### **SALES HOURS**

All sales will be held at the recreation yard window and in the Administrative Unit corridor when weather does not permit. The schedule for commissary is:

Unit J1 - Tuesday mornings  
 Unit J2 – Wednesday mornings

**THE SALES UNIT IS CLOSED ON WEEKENDS, HOLIDAYS AND DURING PERIODIC INVENTORY.**

**Re-Validation:** Validation dates are based on the last digit of the first 5 digits of the inmate's federal register number. To determine the exact date, take 3 x the last digit of the first five numbers and add 1 (one). In example, 12345-678 [5 x 3 + 1 = 16]. This inmate re-validates on the 16th of the month.

**Spending Limitations**

The National Spending Limit is \$360, but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle.

**Deposits to Accounts**

U.S. Postal Service

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

**Federal Bureau of Prisons**

**Insert Valid Committed Inmate Name**

**Insert Inmate Eight-Digit Register Number**

**Post Office Box 474701**

**Des Moines, Iowa 50947-0001**

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

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

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

**Western Union Quick Collect Program**

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

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

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

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

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

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

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

#### **MoneyGram ExpressPayment Program**

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

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

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

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

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

- 2) ONLINE using a credit, debit or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on

www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending. If you are a first time user you also must set up a profile and account. Any questions or concerns regarding MoneyGram ExpressPayment transfers should be directed to MoneyGram by the sender (general public). Questions or concerns should not be directed to the BOP.

### **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 an Associate Warden can approve inmate withdrawals exceeding \$500.

### **TRULINCS**

The Trust Fund Limited Inmate Computer System (TRULINCS) is the inmate computer network that provides inmates access to multiple services. At no time do the inmates have any access to the Internet. Inmate's access dedicated TRULINCS workstations installed in various housing units and common areas to perform various functions using their register number, Phone Access Code (PAC), and the fingerprint process or Commissary Personal Identification Number (PIN). Inmate access to these workstations varies depending on the institution.

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

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

**Contact List** - This service is used by inmates to manage their email address list, telephone list, and postal mailing list. Inmates also mark for print postal mailing labels within this service. Text services are not authorized.

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

The use of three-way (3-way) text messaging services is unauthorized.

**Law Library** – This service allows inmates to perform legal research.

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

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

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

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

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

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

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

### **Inmate Telephone System –TRUFONE**

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

The hours of telephone operation begin at 7:30 am and end no later than 9:00 pm. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

7:30 am until 10:30 am  
and  
12:30 pm until after 4:00 pm count.

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

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

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

### **Visiting Procedures**

It is the policy of the Bureau of Prisons to encourage visiting by family to maintain the morale of the inmates and to develop closer relationships between family members. Some of your basic questions concerning visiting will be answered in this Handbook. However, we recommend that you consult with your Correctional Counselor or other Unit Team members and become fully aware of the visiting regulations.

When you arrive at your housing unit, you will need to mail a Visiting Application with the local regulations to your

intended visitor. These forms can be obtained from the Unit Officer's station. Pretrial, Holdover, and Designated inmates are ordinarily limited to social visits from **immediate family members**, i.e. **spouse, father, mother, brothers, sisters and the inmate's children**. The proposed visitors are subject to screening. Talk to your Correctional Counselor if you wish to add or delete an individual from the list. The Visiting Room is located in the Administration Section of the Federal Detention Center.

### FDC Visiting Times

J1 Inmates	J2 Inmates
Friday: 8:30 - 3:00 PM	Sunday: 8:30 - 3:00 PM
Saturday: 8:30 - 3:00 PM	Monday: 8:30 - 3:00 PM

Inmates may receive visits during the scheduled periods. A limit of two adult visitors and 4 children per visit will be enforced. Due to space limitations, the Operations Lieutenant and/or Institutional Duty Officer are authorized to terminate visits early to avoid overcrowding.

Visiting at the Federal Detention Center is on the point system. Each inmate is allotted 12 points per month. Points are accumulated in the following manner: One point per weekday and two per weekend. Points will not be carried over to the next month. There will be no points charged on THANKSGIVING, CHRISTMAS, and/or at the discretion of the Warden. All other holidays will be charged at two (2) points per day.

Attorney visits are not assessed any visiting points.

### VISITING REGULATIONS

1. Visiting hours are from 8:30 AM to 3:00 PM each Friday, Saturday, (J1) Sunday and Monday (J2). No visitors will be processed during the 10:00 am count on weekend and holiday schedules. The number of visitors is limited to two adult visitors and up to four children. Children over the age of sixteen will be counted as one adult.
2. Children under sixteen (16) years of age must be accompanied by an approved adult visitor. If the visiting room becomes too crowded, visits for persons from the local area will be terminated according to the time of arrival, with the first to arrive being the first to be terminated.
3. Everyone visiting the institution must be on an inmate's approved visiting list or be approved in advance for a special visit. Visits by special visitors ordinarily are for a specific purpose and ordinarily are not of a recurring nature. The conditions of visiting for special visitors are the same as for visitors. It is your responsibility to ensure that your potential visitors do not arrive at the FDC to see you until the Correctional Counselor assigned to your unit advises you they have been approved.
4. For identification purposes, visitor's will be required to present a valid state or government issued ID. i.e. valid driver's license, passport, State I.D. or Federal Government I.D.
5. Appropriate dress shall be worn by visitors. Due to the general and diverse types of visitors, and the fact that the visiting room is a public facility, certain restrictions must be placed on visitors clothing. Unacceptable clothing includes, but is not limited to, see-through garments, halters, tube/tank tops, strapless dresses, swim suits, athletic/yoga pants, shorts, etc. Failure to comply with this dress code will be sufficient grounds to deny entry for a visit.
6. Visitors are not allowed to bring food, gifts, games, needlework, pocket books, wallets, baby strollers, letters/photographs or packages into the visiting room. Any item that cannot be thoroughly searched will not be allowed into the institution. Business transactions and written messages may not be exchanged during a visit. Items

purchased in the visiting room vending machines will be consumed inside the visiting room.

Note: Baby diapers, food and bottles, etc., will be allowed, but only the amount that will be consumed or used during the visit. Also, baby car seats will be allowed if it is the type that can be thoroughly searched.

7. A kiss and embrace are permitted at the beginning and at the end of the visiting period. Heavy petting is PROHIBITED. Filing nails, braiding of hair, etc., are not appropriate activities in the visiting room.
8. Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from the restrooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc., is not only distracting to other visitors, but prevents proper staff supervision. Inmates are not allowed in the vending area or to handle money.
9. It is the responsibility of the visitor to control the behavior of their young visitors. Children will not be allowed to move up and down the aisles. Children should be under the direct supervision of an adult visitor at all times.
10. All doors to the visiting room area are to remain locked and controlled by the visiting room officers. This is necessary to account for all movement in and out of the area.
11. Coin purses (clear) are allowed. Visitors are allowed to bring no more than \$10.00 into the visiting room.
12. Smoking is not allowed in the visiting room or inside any part of the Detention Center.
13. Title 18 USC, Section 1701, provides a penalty of not more than ten years imprisonment or a fine of not more than \$25,000.00 for any person who introduces or attempts to introduce into or upon the ground of a Federal Penal Institution, or takes or attempts to take or send there from ANYTHING whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to Title 18 USC, Section 1001, visitors shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons/vehicles entering into a Federal Correctional Institution are subject to search. All articles are likewise, subject to search.

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

**NOTE:** It is your responsibility to inform your visitors of these regulations before they come to the Detention Center to see you.

**Transportation and Lodging:**

FDC Sheridan, Oregon, is located off State Highway 18, on the outskirts of the town of Sheridan. The institution is situated approximately 50 miles southwest of Portland and 25 miles northwest of Salem.

**From Portland:** Interstate Highway 5 south to Highway 99W. Proceed west on Highway 99W toward McMinnville. Take the Highway 18 bypass (Ocean Beaches) around the town of McMinnville. Continue on State Highway 18 toward the beach. Approximately 13 miles west on State Highway 18, take the second Sheridan exit, and turn right off of the ramp. The Institution is located on the south side of the highway and is noticeable from the exit.

**From Salem:** State Highway 22 west toward Dallas/Beach Cities. Continue on State Highway 22 to the Valley Junction turn-off to Highway 18 East. Continue on Highway 18 East to Sheridan off ramp. Turn left, and the institution is approximately 1/4 of a mile on Ballston Road.

**Lodging:** FDC Sheridan is located in a rural area, and lodging is limited. However, listed below are the facilities nearest the institution:

<p>SHERIDAN COUNTRY INN 1330 W. Main Street Sheridan, Oregon (503) 843-3151 or (503) 843-3226</p>	<p>AMERICAS BEST VALUE INN &amp; SUITES 345 N. Highway 99W McMinnville, Oregon (503) 472-5187 <a href="http://www.americasbestvalueinn.com">www.americasbestvalueinn.com</a></p>
<p>Motel 6 2056 S. Highway 99W McMinnville, Oregon (503) 472-9493 <a href="http://www.motel6.com">www.motel6.com</a></p>	<p>BEST WESTERN VINEYARD INN 2035 S. Highway 99W McMinnville, Oregon (503) 472-4900 or 800-285-6242 <a href="http://www.bestwestern.com">www.bestwestern.com</a></p>

**Transportation:** This area has no public transportation (city bus service) between the Institution and the surrounding areas. There are private transportation services that are available. However, privately owned vehicles or rentals would be optimum.

### **SECURITY PROCEDURES**

#### **Counts**

Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period.

- 12:00 a.m.      Counted in your Assigned Cell
- 3:00 a.m.      Counted in your Assigned Cell
- 5:00 a.m.      Counted in your Assigned Cell
- 10:00 a.m.(weekends and holidays)      Standing Count in your Assigned Cell
- 4:00 p.m.      Standing Count in your Assigned Cell
- 9:15 p.m.      Standing Count in your Assigned Cell

Institutions with secure cell space are required to lock the inmates in their cells for all official counts, unless the inmates are on out-counts in areas such as Food Service, Health Services, Visiting, etc. Do not distract those counting by talking. All radios and TV sets will be turned off. During ALL counts, inmates will show "flesh." If flesh cannot be seen, the inmate will be called upon to show flesh in order to be counted. When you are on out-count (for example, on kitchen duty, etc.) respond quickly and accurately if asked your name and unit number so that the out-count can be reported promptly.

**DISCIPLINARY ACTION WILL ALSO BE TAKEN AGAINST INMATES FOR LEAVING AN ASSIGNED AREA BEFORE THE COUNT IS CLEAR.** The inmate must actually be seen at all counts, even if the inmate must be awakened.

#### **Contraband**

Contraband will be anything that is not:

- Issued to you by an institution staff member.
- Purchased by you in the Commissary, and you have a valid receipt for proof of purchase.
- Purchased through approved channels.
- Approved for issue by an appropriate staff member.



Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action.

Items possessed by an inmate ordinarily are not considered to be contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property. Contraband includes material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution.

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

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

#### **Shakedowns**

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

#### **Drug Surveillance / Alcohol Detection**

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

#### **Fire Prevention and Control**

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

## **PROGRAMS AND SERVICES**

### **Job Assignments**

Upon completion of the Admission and Orientation process, you may be given a work assignment by the Unit Counselor based on institutional needs and if you are medically cleared for that assignment. You will remain on this assignment until a change is authorized by your Unit Counselor or detail supervisor.

### **Inmate Financial Responsibility Program (IFRP)**

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

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate cannot receive performance pay above the maintenance pay level. He will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in responsibility on the progress report. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

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

### **Food Service**

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

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

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

### **Meals**

Meals are served cafeteria style in the units during the following hours:

**Breakfast:** Monday through Friday 6:00 AM - 7:00 AM

Lunch: Saturday and Sunday 7:00 AM - 8:00 AM  
Monday through Friday 10:45 AM

Dinner: Daily: will be served immediately after 4:00 PM count clears.

Inmates must be fully dressed in institutional jumpsuits (completely on), socks and shoes during all meals. All institution issue food **MUST** be consumed at the tables and not taken to your cell. No radios are to be used at the tables during feeding times.

### **Education**

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

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

### **Literacy/GED**

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

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

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

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

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

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

GED testing will be taken on the computer. Inmates are strongly encouraged to enroll in a keyboarding or typing course, when offered.

### **Inmates with a Verified High School Diploma**

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

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

In the Academic section of the Insight, the inmate will not be scored/rated green (indicating demonstration of literacy skills) and should be scored/rated yellow (indicating unknown) until he/she scores a 9.0 or higher on TABE A or D. If an inmate scores below 9.0, he/she should enroll in remedial classes offered by the Education Department to improve his/her literacy levels.

### **ESL**

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

### **Incentives**

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

### **Other Programs**

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

### **Occupational Education Programs**

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

- Inmates must request initial enrollment through the Supervisor of Education.
- Education staff will determine an inmate's academic eligibility for enrollment and deportation status (if applicable).
- The Supervisor of Education will notify an inmates' unit team of enrollment consideration for occupational education programs.

### **Apprenticeship**

Apprenticeship training provides inmates the opportunity to participate in training which prepares them for employment in various trades. Apprenticeship programs in the BOP are registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. These programs are structured to offer on-the-job learning in industries. Upon completion of a registered trade, inmates can earn a Certificate of Completion from the Department of Labor.

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

ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. ACE classes are organized differently in different institutions.

### **Post-Secondary Education (Inmate Correspondence Courses)**

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

### **Parenting**

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

### **Library Services**

There are leisure lending libraries on mobile book carts in each housing unit from which inmates can check out books. Inmates wanting to conduct legal research are now afforded access to the Electronic Law Library (ELL) in the each housing unit. There are three terminals in each unit that have access to the ELL.

## **Recreation, Leisure, and Wellness**

The BOP encourages inmates to make constructive use of leisure time and may offer group and/or individual activities. 1 hour of outdoor recreation (weather permitting) or 2 hours of indoor recreation are generally provided Monday-Friday. Various wellness resources and indoor exercise equipment are provided in order promote positive lifestyle changes. These activities and resources strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being. Recreation hours and wellness information will be posted on inmate bulletin boards.

### **Leisure Programs**

Recreation offers a variety of activities in which inmates may participate when not performing assigned duties. Leisure

activities may include: organized and informal games, outdoor sports, indoor physical fitness equipment, table games, newsletters, books, and television.

**Wellness Programs:**

Wellness programs and activities may include fitness screening, assessments, goal setting, fitness and nutrition counseling, and monthly wellness newsletters.

**Unit Programs:**

There are passive recreation activities such as board games, playing cards, and puzzles that are offered in the housing units utilizing the check-out system from the housing unit officer.

**Tournaments & Holiday Events:**

Special tournaments and holiday events may be offered at the discretion of the recreation officer.

**Photo Program:**

A photo program is not authorized at the Federal Detention Center.

**Recreation Work Detail:**

Recreation inmate work detail crews include jobs in such things as general maintenance, cleaning/sanitation, program instructors, sports officials/recreation aides, outside yard orderlies, equipment checkout clerks, and/or general clerks. Inmates interested in working for Recreation should submit a written cop-out to the FDC Recreation Officer along with a resume indicating any previous experience related to the recreation field.

**Recreation and Zimmer:**

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

**Code of Conduct and Rule Violations:**

Recreation staff will develop a written Code of Conduct/Rules for leisure and structured programs. Inmates participating in such programs will be required to read and sign the Code of Conduct/Rules. All participants are advised that violations of the Code of Conduct/Rules, constitutes a violation of Bureau of Prisons policy and may result in disciplinary action above and beyond those stated in the Code of Conduct/Rules for Leisure and Structured Programs. Removal and time restriction from the program will be at the discretion of the recreation program supervising staff and will be based on the severity of the violation. At no time will un-sportsmanlike conduct be tolerated in any recreation activity. Inmates violating this rule will be subject to disciplinary action.

**Dress Code:** The same rules and regulations of the housing units concerning the dress code also apply to all recreational areas. Pants must be worn at the waist/hip level. Sunglasses will not be covering your eyes. When speaking with staff, your headphones will not be on. All religious items must be worn underneath your shirt, with the exception of authorized religious head-wear approved by the Chaplain.

**Recreation Incentives:** There is an incentive award program in place to acknowledge achievements for various

participants in recreation programs. Various consumables such as candy bars or popcorn may be awarded at the discretion of the Supervisor of Recreation.

**Recreation Consequences:** Just as there are incentive programs for participation in events, there are consequences for violations of the code of conduct within the recreation department.

1. Violations of any of the Institution and/or Recreation rules will receive a verbal warning or an incident report for disciplinary action.
2. Violations of Good Sportsmanship during events could result in removal from the game/activity, suspension for numerous games, complete removal, and/or disciplinary action through the Unit Disciplinary Committee or Disciplinary Hearing Officer. Poor Sportsmanship will not be tolerated at any time. This includes any altercations outside of recreation that may stem from recreation events.
3. Theft or misuse of equipment will result in disciplinary action and/or restriction from use of recreation equipment.

#### **GENERAL OUTDOOR RECREATION YARD RULES:**

1. Conversing and/or communicating (verbally and/or nonverbally) with the inmates in the other housing unit is unauthorized. You will be removed from the yard at the staff's discretion.
2. No kicking of volleyballs or basketballs.
3. While wearing a jumpsuit, it will remain on at all times. You may roll it down to the waist.
4. At no time is touching or hanging any item(s) from the recreation yard fence authorized. You will be removed from the yard at the staff's discretion.
5. At no time is looking in the building windows or hanging items from the window bars authorized. You will be removed from the yard at the staff's discretion.
6. Handball will only be played in the designated area.
7. You may wear sweats or shorts to the recreation yard. Boxer shorts are not authorized at any time.
8. No cups or radios can be taken out to the recreation yard.
9. Food is not allowed on the recreation yard at any time.
10. Shirts will be worn at all times.
11. Disobeying a direct order given by any staff member while on the yard may result in removal from the yard and/or disciplinary action.
12. Recreation staff have the authority to refuse inmates access to any and all recreational areas if they believe it's not conducive and/or in the best interest to the safety and security of the recreational area. At the discretion of recreation staff, unruly and/or disruptive inmates will be removed from the area for the remainder of that day and an incident report may be written.

Violation(s) of any of the Institution and/or Recreation rules will be removed from the recreation yard and subject to disciplinary action.

#### **OTHER SERVICES**

##### **Religious Services**

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

**Religious videos may be checked out with a commissary card in the Unit Officer's Station.**

### **Psychology Services**

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

If you are new to the BOP, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. A psychologist may make recommendations to support your successful adjustment to prison and prepare you for your eventual release. We encourage you to participate actively in this process. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

The Psychology Department at FDC Sheridan consists of 1-full time Staff Psychologist.

### **Suicide Prevention**

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

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

- threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
- feeling hopeless
- feeling rage or uncontrolled anger or seeking revenge
- increased alcohol or drug use
- withdrawing from friends, family, associates
- experiencing dramatic mood changes
- feeling anxious or agitated, being unable to sleep, or sleeping all the time
- seeing no reason for living or having no sense of purpose
- If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him/her examples of what you see that worries you. Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching", it is showing concern for the welfare of a fellow human being. If you report your



concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

### **Confidentiality**

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

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

If you tell a staff member, including a Psychology Services staff member, that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment, I want to assure you that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

### **Escorted Trips**

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

### **Barber Services**

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

### **Medical Services**

Emergency medical care is available 24 hours a day. BOP clinical staff are on-site from 6 AM to 8 PM daily. Community emergency personnel meet emergency needs when BOP clinical staff is not on-site.

**Sick Call Procedures**

Sick call appointments for medical services are scheduled by submitting a **paper** Inmate Request to a Staff form. There is a drop box for medical in the unit officers' station. Notify your work detail supervisor or unit officer if you are having an urgent medical issue.

**Medication/Pill Lines**

Non-controlled self-carry medication will be dispensed at the pill line window during pill line daily. Utilize TRULINCS to request a refill of a self-carry medication (that has refills remaining), it is your responsibility to pick it up during pill line. If your prescription has expired or no longer has refills submit a request to staff form. Inmates will receive controlled prescription medication on a single dose basis at pill line. Pill line is conducted at 7 AM and 3 PM daily. Note that pill line is not an opportunity to discuss a sick call concern.

**Medical Records**

Requests to obtain a copy of your medical record must be done by submitting an "Inmate Request to a Staff member" Form BP-148 through the institutional mail.

**On-the-job Injuries**

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

**Dental Services**

**Dental Sick Call:** for the management of urgent dental concerns such as severe pain, abscesses, traumatic injuries, etc. Dental Sick call is conducted by paper cop-out or by staff referral. Notify your unit officer if you are experiencing an urgent dental issue. A co-pay will be charged for sick call visits at a rate of \$2.00 per visit. Co-pay will not be charged for follow-up visits, or routine dental care.

**Routine Dental Care:** Federal inmates who are designated to the Bureau of Prisons or other special designated inmates are eligible to sign up for routine dental care. Non-sentenced pretrial inmates, holdovers, inmates in segregation, special housing or in jail units, who have been housed continuously for more than 1 year at FDC Sheridan are eligible to sign up for routine dental care. To sign up for routine care, eligible inmates must submit a copout to dental. Inmates will be placed on the electronic medical record (EMR) national waiting list for routine care based on the date they qualify for routine treatment. Inmates must be on the waiting list to receive routine care. Care will be provided in chronological order, that is, those waiting the longest will be seen first. Inmates transferring from another BOP institution will be seen according to their status on the national waiting list. Treatment is continued per the receiving dentist's updated recommendations and dental schedule. Routine dental cares includes comprehensive exams, x-rays, fillings, elective extractions, dental cleaning, partial (if indicated) and complete dentures. Routine dental care visits are not subject to copayment. Dental screening examinations for new intakes are provided within thirty days (30) of arrival to FDC Sheridan. Toothbrushes, toothpaste, and flossing aids are available from the commissary.

**Accessory Dental Care:** Accessory treatment is considered elective extending beyond the scope of routine care. The following treatments are not available at FDC Sheridan: crowns and bridges, porcelain bonding, cosmetic procedures, orthodontics, dental implants, edentulous ridge augmentation, orthopedic surgery, TMJ surgery, and periodontal surgery.

**Health Care Visits with a Fee:**

You must pay a fee of \$2 for Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf you will be charged a \$2 co-pay fee for that visit.

**Health Care Visits with no Fee:**

Health care services based on health care staff referrals,  
Annual Chronic Care Visit  
Preventive health care services  
Emergency services  
Diagnosis or treatment of chronic infectious diseases  
Mental health care or Substance abuse treatment  
Forensic Examination if victim of sexual assault

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

**Indigency**

An indigent inmate is an inmate who has a trust fund account balance of \$6.00 or less for the past 30 days. If you are indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account. If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

**Complaints**

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

**Chronic Care Clinics**

Chronic Care Clinics are regular call-outs with a physician or P.A. for a checkup on conditions such as high blood pressure and diabetes. If you take medications on a daily basis for a chronic disease or condition, you will be automatically placed on one of these clinics and put on a call-out annually. If you are not on a clinic list but feel you should be, please submit an Inmate Request to a Staff Member form to Health Services.

**Routine Physical Examinations**

A history and physical exam are performed on all new commitments to the Bureau of Prisons, whether the inmate is a self-surrender or transfer from a county jail or state facility. Routine screening for tuberculosis is done on a yearly basis using the PPD skin test. Positive PPD tests are followed up with a chest x-ray and referral to the Infectious Disease chronic care clinic. Frequent PPD testing on a person who has not been exposed to TB will not cause a false positive skin test. Tuberculosis testing and chest x-rays are mandatory with sanctions for refusal. Inmates should be aware that policies exist for involuntary PPD testing, with restraints if necessary. Other procedures and lab tests are done based upon clinical findings during your physical examination.

Inmates over 50 years old may request a yearly health screening. Lab work performed includes a chemistry panel, complete blood count, thyroid stimulating hormone, free T4, and a lipid panel. An electrocardiogram (EKG), a screening test for glaucoma, a rectal examination with Hemocult (a test for blood in the stools), and a Prostate Specific Antigen (PSA) test will also be performed. Requests for PSA testing without a rectal exam will not be honored. Additional testing and procedures will be performed based on the clinical findings during your physical.

**Advance Directives**

An Advance Directive may be submitted to the Health Services department for those inmates interested in expressing their health care wishes, should they become incapacitated and unable to express those wishes while in a community hospital or BOP Medical Center. These are often referred to as “Living Wills” or “Durable Power of Attorney.” A copy of this Advance Directive will be made part of your Inmate Health Record, and will accompany you to an outside medical facility. Advance Directives are recognized with respect to medical treatment provided within the institution; for example, request for withholding of CPR within the institution would not be honored.

Advance Directives at this facility will conform to guidelines in the Health Services Manual and Oregon law. If you wish to consider the preparation of an Advance Directive, please submit an Inmate Request to the Clinical Director for more information.

**HIV and Hepatitis Testing**

If you have a history of IV drug use, unprotected sex (with males and/or females), tattoos, or blood transfusion, you may be offered HIV and hepatitis tests.

**Infectious Diseases**

Infectious diseases, such as colds, flu, and skin infections, are easily spread within a crowded environment. Good hygiene is very important – keep your body, clothes, and areas clean. Wash your hands frequently. Cough into your elbow or upper arm. If you cough or sneeze into your hands, wash your hands immediately. Keep scratches and open areas clean and covered. Dispose of soiled bandages appropriately and wash your hands. Flu vaccinations will be offered each fall.

Health Services does not provide over the counter medication that is commonly taken for colds and allergies. Utilize the commissary as needed.

**CONTACT WITH THE COMMUNITY AND PUBLIC****Correspondence**

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Except for “special mail,” outgoing mail from FDC may not be sealed by the inmate and may be read and inspected by staff. The outgoing envelope must have the inmate’s committed name, register number, and complete institution return address in the upper left hand corner (hand written).

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday.

**Incoming Correspondence**

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

**Incoming Publications**

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

### **Special Mail**

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

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

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

### **Inmate Correspondence with Representatives of the News Media**

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

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

### **Correspondence between Confined Inmates**

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

### **Rejection of Correspondence**

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

activity.

### **Notification of Rejection**

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

### **Change of Address/Forwarding of Mail**

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

### **Certified/Registered Mail**

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

### **Telephones**

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

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

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

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

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

### **Inmate Phone Usage**

The FDC telephone room will have four telephones open for use during those hours. These telephones are for those on day off, or who work early morning, or late shift hours.

Upon the completion of a telephone call, inmates will not be permitted to make another call for 15 minutes.

**Telephone use may be suspended pending investigation of suspicious telephone conversations (talking in code, making an illusion to criminal activity, etc.)**

#### **SUMMARY OF CURRENT PROHIBITED TELEPHONE ACTIVITY**

When using the Inmate Telephone System, you must not engage in the following activities or you will be subject to disciplinary action:

Use of the telephone during your work hours without prior authorization of your unit team.

Making a 3-way telephone call.

Making a call that is forwarded to another telephone number, regardless of whether that telephone number is on your approved telephone list.

Discussing or engaging in any business related activities over the telephone. Use the telephone to gamble, call gambling hotlines, or discuss gambling odds. Actively trade stocks, commodities, or anything of value or instruct others to do so.

Using the telephone to work for or assist with any on-going law enforcement activity without the Warden's prior approval.

Using the telephone to convey or pass messages from another inmate to a third party.

Making or implying any threat or speaking in code to another person over the telephone.

Use another inmate's PAC number (Phone Access Code number).

Passing the telephone to another inmate or accepting the telephone from another inmate after a telephone call has been connected.

Participating in conference calling.

Attempting to use the telephone while on telephone restriction.

Using the telephone to contact a volunteer, contract worker, staff member, or any former inmate who is in a halfway house or on supervised release.

Arranging to have anything of value sent to another inmate or inmate family without staff authorization.

You must not engage in any other activity or conduct over the telephone which staff interpret as an effort to circumvent our policies and regulations.

## **ACCESS TO LEGAL SERVICES**

### **Legal Correspondence**

Legal correspondence from attorneys will be treated as Special Mail if it is adequately marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney and the front of the envelope must be marked as "Special Mail - open only in the presence of the inmate" or with similar language clearly indicating the particular correspondence qualifies as legal mail and the attorney is requesting the correspondence be opened only in the inmate's presence. It is the responsibility of the inmate to advise his/her attorney of these requirements. If legal mail is not adequately marked, it may be opened as general correspondence.

### **Attorney Visits**

Attorneys are authorized to visit 7-days per week, 8:30-3:00 PM. Visits may be scheduled via Unit Team; however, appointments are not required. Special Visitors, to include investigators, psychologists and paralegals, required prior authorization before visitation is granted. Attorney visits will be subject to visual monitoring, but not audio monitoring.

### **Legal Material**

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

### **Attorney Phone Calls**

In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. Phone calls placed through the regular inmate phones are subject to monitoring.

### **Law Library**

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

### **Notary Public**

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

### **Copies of Legal Material**

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

### **Federal Tort Claims**

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can



obtain this form by submitting an Inmate Request to Staff Member or requesting one through your Correctional Counselor.

#### **Freedom of Information/Privacy Act of 1974**

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

#### **Inmate Access to Central Files and Other Documents**

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

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

#### **Executive Clemency**

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

#### **Commutation of Sentence**

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

#### **Pardon**

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

#### **Compassionate Release/Reduction in Sentence**

The Director of the Bureau of Prisons may motion an inmate's sentencing court for Reduction in Sentence (RIS) for an

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

### **PROBLEM RESOLUTION**

#### **Inmate Request to Staff Member**

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

#### **Administrative Remedy Process**

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

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

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

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

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

Statement of Facts  
Grounds for Relief  
Relief Requested

### **Sensitive Complaints**

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

### **General Information**

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

For detailed instructions see the Administrative Remedy Program Statement.

### **Disciplinary Procedures**

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

### **Discipline**

The inmate discipline program helps ensure the safety, security, and orderly operation for all inmates. Violations of BOP rules and regulations are handled by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Upon arrival at an institution, inmates are advised of the rules and regulations and are provided with copies of the Prohibited Acts and Available Sanctions, as well as local regulations.

**Pretrial inmates should be advised that any disciplinary actions are reported to the Court and are considered by the Bureau of Prisons when designating an individual to an institution for service of his sentence.**

### **Inmate Discipline Information**

When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing. An informal resolution of the incident may be attempted at any stage of the discipline process. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal

resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended. Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

### **Initial Hearing**

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

### **Discipline Hearing Officer (DHO)**

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

### **Appeals of Disciplinary Actions**

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

### **Special Housing Unit Status**

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

inmates removed from the general population.

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

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

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

- (a) Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U.S. Marshals Service.
- (b) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.
- (c) Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:
  - (1) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;
  - (2) Transfer: You are pending transfer to another institution;
  - (3) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or
  - (4) Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

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

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

Disciplinary segregation (D/S) status: D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing a prohibited act(s). When you are placed in D/S status, as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing. In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles. Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

Program staff, including unit staff, will arrange to visit inmates in a SHU within a reasonable time after receiving the inmate's request. A Health Services staff member will visit you daily to provide necessary medical care. While in SHU,

you may continue taking your prescribed medications. In addition, after every 30 calendar days of continuous placement in either A/D or D/S status, a Mental Health staff will examine and interview you.

### **Sentence Computation**

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

### **Fines and Costs**

In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean that the inmate will remain in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Discharge of indigent prisoner). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

### **Detainers**

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

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

### **Good Conduct Good Time**

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

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

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

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

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

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

**Good Time**

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

**Statutory Good Time**

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

Not greater than one year - 5 days for each month of the not less than six months or more than one year sentence.

More than 1 year, less than 3 years - 6 days for each month of the stated sentence.

At least 3 years, less than 5 years - 7 days for each month of the stated sentence.

At least 5 years, less than 10 years - 8 days for each month of the stated sentence.

10 years or more - 10 days for each month of the stated sentence.

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

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

**\*\*\*Extra Good Time**

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

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

terminated.

**\*\*\*Residential Reentry Center Good Time**

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

**\*\*\*Camp Good Time**

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

**\*\*\*Lump Sum Awards**

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

**\*\*\*Good Time Procedures**

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

**\*\*\*Parole**

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

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

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

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

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiner must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. Federal inmates may appeal a decision made the Parole Commission by obtaining the appropriate forms from the Case Manager. Inmates with a District of Columbia Superior Court case cannot appeal a decision made by the Parole



Commission. If granted a presumptive parole date ( a parole date more than six months following the hearing), a parole progress report will be sent to the Parole Board three to six months before the parole date.

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

## RELEASE PLANNING

### Residential Reentry Center Placement

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

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

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

### Community-Based Residential Programs

The community-based residential programs available include both typical RRCs and work release programs provided by local detention facilities. The RRCs provide a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's gross income.

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

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

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

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an

offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the community corrections component in a RRC, serving to facilitate the transition from the institution to the community.

### **The Adam Walsh Child Protection and Safety Act**

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

### **INMATE RIGHTS AND RESPONSIBILITIES**

<b><u>RIGHTS</u></b>	<b><u>RESPONSIBILITIES</u></b>
1. You have the right to expect that you will be treated in an impartial, and fair in the same manner.	1. You are responsible for treating inmates and staff manner by all staff.
2. You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you need it.
5. You have the right to visit and correspond with family members and friends, and correspond with members of the new media in accordance with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through correspondence.

6. You have the right to unrestricted and confidential access to Courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving other of their equal right to the use of the material.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.	10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family in accordance with Bureau rules.	11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court imposed assessments, fines, and restitution. You also have the responsibility to make use of your fund in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

### PROHIBITED ACTS AND AVAILABLE SANCTIONS

#### Greatest Severity Level Prohibited Acts

- |     |                                                                                                           |
|-----|-----------------------------------------------------------------------------------------------------------|
| 100 | Killing.                                                                                                  |
| 101 | Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting |

any person at this level is to be used only when serious physical injury has been attempted or accomplished).

- 102      Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103      Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104      Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105      Rioting.
- 106      Encouraging others to riot.
- 107      Taking hostage(s).
- 108      Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109      (Not to be used).
- 110      Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111      Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112      Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113      Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114      Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115      Destroying and/or disposing of any item during a search or attempt to search.
- 196      Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197      Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

#### **AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS**

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

#### **HIGH SEVERITY LEVEL PROHIBITED ACTS**

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.

- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or

other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).

- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 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.

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

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him



through regular channels.

- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.

- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau

of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

#### **AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

#### **LOW SEVERITY LEVEL PROHIBITED ACTS**

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).

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

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

- 3.1 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).
2. Make monetary restitution.
2. Monetary fine.
3. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
3. Change housing (quarters).
3. Remove from program and/or group activity.
4. Loss of job.
- . Impound inmate’s personal property.
4. Confiscate contraband

RestRICT TO QUARTERS.

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 <sup>nd</sup> 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 <sup>rd</sup> or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2 <sup>nd</sup> 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 <sup>rd</sup> or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2 <sup>nd</sup> 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 <sup>rd</sup> or more offense	Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 <sup>nd</sup> or more offense	Disciplinary Segregation (up to 18 months).

## Quick Reference

### Executive Staff

Warden:	D. Hendrix	
A/W Programs:	A. Cooper	Federal Bureau of Prisons
A/W Operations:	B. Dorethy	Central Office
Executive Assistant:	F. Sliver	320 First St. NW
Captain:	J. Galberth	Washington DC 20534

### Department Heads

CMC	J. Bunsold	U.S. Department of Justice
CSD:	C. Lawson	Office of the Inspector General
DHO:	J. Hudson	950 Pennsylvania Ave. NW, Suite 4322
Education:	C. Johnson	Washington DC 20530
Facilities:	D. Mills	
Business Office:	vacant	Western Union
Food Service:	E. Jemison	To send money by phone with credit/debit card
Health Services	A. Huston	(800)634-3422
Psychology:	C. Campagna	Online with credit/debit card
DAP Coordinator:	S. Griswold	<a href="http://www.westernunion.com">www.westernunion.com</a>
Recreation:	B. Powell	Select : "Quick Collect"
Religious Services:	J. Myers	Enter:
Safety:	B. Ingram	Inmate Register Number
Trust Fund:	M. Deboer	Inmate Committed Name
UNICOR:	vacant	City Code: FBOP
Unit 1 Manager:	L. Dorsett	State Code: DC
Unit 2 Manager:	B. Russell	U.S. Parole Commission
Unit 3 Manager:	B. Smith	90 K Street, NE, Third Floor
Unit 4 Manager:	J. Baumeister	Washington DC 20530

### Addresses

FCI Sheridan Staff Only Mail	Consulate of Mexico
"Staff Member"	1305 SW 12 <sup>th</sup> Avenue
P.O. Box 8000	Portland, OR 97201
Sheridan, OR 97378	(503)274-1540

### Inmate Mailing Address

"Committed Name"	Canadian Consulate
"Register Number"	805 SW Broadway Ave., Suite 1900
P.O. Box 5000	Portland, OR 97205
Sheridan, OR 97378	(503)224-5560

Federal Bureau of Prisons  
Western Regional Office  
7338 Shoreline Dr.  
Stockton, CA 95219

To mail money in:  
Federal Bureau of Prisons  
"Inmate Committed Name and Register  
Number"  
P.O. Box 474701  
Des Moines, IA 50947-0001



**Sexually Abusive Behavior  
Prevention and Intervention**

## An Overview for Offenders

### **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 To Prevent Sexually Abusive Behavior?**

Here are some things you can do to protect yourself and others against sexually abusive behavior:

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

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

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

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

### **What Can You Do if You Are Sexually Assaulted?**

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

### **How to 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 confidentially 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 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. 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:

[http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp).

### **Understanding the Investigative Process**

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

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

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

FDC Sheridan will provide inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses and arranging telephone contact with community advocates. Community services may include a toll-free hotline number and local victim advocacy and/or contact with rape crisis organizations.

The National Sexual Assault Hotline number is [1-800-656-4673](tel:1-800-656-4673).

FDC Sheridan shall enable reasonable communication between inmates and these organizations and agencies, in as confidential a manner as possible.

There are qualified victim advocates at FDC Sheridan. You may request to speak with them by submitting a written request or visiting the Psychology Department.

Access to emergency services/ongoing victim advocacy is provided without financial cost whether or not you name the abuser or cooperate with any investigation.

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

Those who sexually abuse/assault/harass 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 following Prohibited Acts under the Inmate Disciplinary Policy.

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

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

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

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

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

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

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

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

**What is sexually abusive behavior?** According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

**Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will.

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

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

**Carnal Knowledge:** contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight;

**Oral Sodomy:** contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;

**Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

**Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

**Sexual Harassment:** repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

**Sexual Misconduct (staff only):** the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

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

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

**\*\* 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. 20530-0001**

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

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

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

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

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

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

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

**Third-party reporting (outside of institution):**  
[http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp)