

FCI SANDSTONE
ADMISSIONS AND ORIENTATION HANDBOOK

Updated December 2021



Introduction

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

INTAKE, CLASSIFICATION AND THE UNIT TEAM

Orientation

Inmates participate in social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the Admissions and Orientation Handbook, institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault, harassment, and abuse.

Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility.

Classification Teams (Unit Teams):

Each inmate is assigned to a housing unit. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for the inmates living in the unit. The unit offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. The Staff Psychologist, Education Advisor, and Unit Officer are considered members of the Unit Team, and provide input for classification purposes. Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit team will be at the institution from 7:30 a.m. to 7:00 p.m., and during the day, including weekends and holidays.

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 reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body that hears disciplinary infractions. The Unit Manager is ordinarily present during initial classification and subsequent program review(s) in which RRC placement is discussed.

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

Correctional Counselor: The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. 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

The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster increased 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.

Initial Classification/Program Reviews

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

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

Team Participation In Parole Hearings

The Case Manager prepares Progress Reports with input from all Unit Team members and compiles other information in your central file for presentation to the U.S. Parole Commission. Your Case Manager will ordinarily be present at your parole hearing. The Case Manager's function the hearing is to assist the Parole examiners, not as a staff representative for the inmate.

Know Your 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 an individual's right to vote at some point, although this is a state-by-state policy choice (see recent state action below for a chronology).

Currently, state approaches to felon disenfranchisement varies tremendously. The National Conference of State Legislatures (NCSL) has divided states into four categories.

In all cases, "automatic restoration" does not mean that voter registration is automatic. The person is responsible for re-registering through the normal process.

In summary:

- In the District of Columbia, Maine and Vermont, felons never lose their right to vote, even while they are incarcerated.
- In 21 states, felons lose their voting rights only while incarcerated, and receive automatic restoration upon release.
- In 16 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.

Reentry Pre-Release Programming

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

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

Additionally, to make the transition back to the community as smooth as possible, inmates should obtain at least two

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

Town Hall Meetings

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

Treaty Transfer for Non-U.S. Inmates

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

Foreign Consular

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

DAILY INMATE LIFE

It is also your responsibility to check in with the officer for accountability during inmate movement at the a.m. and p.m. census. The officer should not have to look for you.

Leisure Time Areas

Recreation, Laundry, Law Library, and Inmate Telephone Room: Inmates on work detail or who are on medical quarters, convalescence, unassigned, or vacation status must declare to their respective Unit Officer their destination prior to departing the unit for any of the areas listed above. Any inmate found away from his detail or unit without authorization will be subject to disciplinary action.

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 before work call (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. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. One chair is assigned to each cell, and will not be defaced or marked in any manner by the inmate. All personal property must fit inside the assigned locker.

Toothpaste, toothbrushes, razors, and soap for personal hygiene are issued by the institution. Inmates may purchase name brand items through the Commissary.

**INMATE PERSONAL PROPERTY LIST - FCI Sandstone – December 2021
AUTHORIZED FOR LOCAL USE/POSSESSION**

Clothing:

Bathrobe - W GRY (no hoods) C (1)
Belt and Buckle - I (1 each)
Cap - Baseball W GRY (no logos) C (1)
Cap - Stocking W BOP Issued (1) GRY C (1) (cannot be transferred) Total = (2)
Cap - Work W I (1) (issued to paint details)
Cap - Work Purple I (1) (issued to food svc details)
Coat - Winter or Summer I (1-Each)
Gloves - Winter I (1)
Handkerchief - W C (5)
Shirts - Khaki / Long Sleeve I (2)
Shirts - Khaki / Short Sleeve I (2) Shirts - White I (2) (culinary/dental asst. details)
Shirts - Black I (1) (Barber Wk. details) Shirts - Work Khaki I (1) (labeled with WS on pocket -issued to Garage, Paint, and VT Weld details)
Shoes - Athletic / Specialty W B BW (\$100 value max.no pockets) court, turf, running
Shoe - C (2 pair)
Shoes - Casual C (1 pair)
Shoes - Shower C (1 pair)
Shoes - Slippers C (1 pair)
Shoes - Work C (1 pair) I (1 pair) Total = (2 pair)
Shorts - Gym W GRY C (2)
Socks - Tube C W (5), I W (4) Total = (9)
Sweatshirt - GRY (pullover/no hood / no logos) C (2)
Sweatpants - GRY (cotton / no logos) C (2)
T Shirts and/or Sleeveless Undershirts - GRY W (no pockets /no logos) C (5) I W BR (4) Total = (9)
Trousers - Khaki I (3)
Trousers - Work Khaki I (1) (labeled with WP on waistband, issued to Garage, Paint, and VT Weld)
Underwear - W (boxer briefs or briefs) C (7)
I W BR boxers (4) Total = (11)
Underwear - Thermal I W (1 set issued to cold weather Work details) C GRY (2 sets) (cannot be transferred) Total = (3 sets)

Personally Owned Items:

Address Book - C (1)
Alarm Clock - (non-electric / non wind up) C (1)
Bag - Athletic Tote (no logos) C (1)
Batteries - (not including batteries stored in electronic items) C (4)
Blankets - I (2)
Books - (hard / soft) (5) **
Book / Reading Light - (non-electric) C (1) Bowl - C(2)(plastic, 24oz.)
Calculator - Small (electronically unsophisticated, non-print feature, battery / solar operated, inexpensive) C (1)
Comb / Pick - (plastic) C (1)
Combination Lock - C (2) (only 1 may be transferred)
Container - Clear plastic 8 oz. w/lid I (1) (for laundry detergent)
Cup - Plastic C (2)
Dentures - 1 set Earplugs - C (1 set)
Envelopes - C (1 box)
Eyeglasses - (plain / no stones / no logos) (2 pair)
Eyeglass Case - (soft) (2)
Hairbrush - C (1)
Hangers - (plastic) C (5)
Headphones - C (2)
Laundry Bag - (mesh) C (1)
Letters - (25)
Mirror - (small / plastic) C (1)
Pen - Ballpoint C (2)
Pencils - C (2)
Photo Album / Scrapbook w/Photos - C (1)
Photos - (single faced) (25)
Playing Cards - C (2 decks)
Radio w/Earplugs - (walkman type) C (1)

MP3 Player w/headphone- C (1)
Shaving Bag - C (1)
Sheets - I (2)
Stamps - C (total equivalent to 40 1st Class)****
Sunglasses - (non-reflective) C (1)
Towel - (white / large) C (1), I W (3) Total = (4)
Washcloths - I (2)
Watch - (\$100 max. value, no stones, electronically Un-sophisticated, i.e. cannot send signal) C (1)
Watchband - C (1)
Wedding Band - plain/no stone/white/yellow metal (1)
Writing Tablet - C (no wire binding) (2)

Hygiene Items:

Dental Floss and/or Pick (un-waxed) -(1 container)
Denture Adhesive - C (1)
Denture Brush - C (1)
Denture Cleaner / Powder - C (1)
Denture Cup - C (1)
Deodorant - C (2)
Hair Oil/Gel (non-flammable, non-alcoholic)-C (1)
Laundry Detergent - C (1)
Lens Cloth - C (2)
Mouthwash C -(1)
Nail Clippers (no file) - C (2)
Razor - C (1), I (3) Total = (4)
Scissors, Mustache (blunt tip) - C (1)
Sewing Kit - C (1)
Shampoo - C (2)
Shaving Cream/Lotion - C (2)
Soap Bar and/or Body Wash - C (3)
Soap Dish - C (1)
Toothbrush - C (1), I (1) Total = 2
Toothbrush Holder - C (1)
Toothpaste - C (2 tubes), I (1) Total = (3) Tweezers (blunt tip) - C (1)

Recreation / Hobby craft Items:

**** see also Warden's Disc. Items below** Athletic Supporter - C (2)
Eye Protection - C (1)
Gloves (fingerless / athletic) - C (1)
Gloves (handball) - C (2)
Harmonica - C (1)
Headbands / Sweatbands - W C (2)
Knee Wraps - C (2)
Knitting / Crochet Needles - C (1)
Mouth Piece - C (1)
Racquetballs - C (2 cans of 2) Total = (4) Hand Balls - C (1 can of 3) Total = (3)
Tools for Beadwork - C (1)
Weightlifting Gloves - C (1)
Weightlifting Wraps - C (2)
Yarn, Embroidery, Hoops / Needles - C (1 set)
Warden's Discretionary Items:
Magazines (10)
Newspapers (5)

All Commissary is Limited to the purchase limit noted on the Commissary List Order Form

Religious Items: ITEMS AUTHORIZED IN RELIGIOUS PRACTICES TRM, T5360.01

Personally Owned Items:

Books - One Religious book and educational books for current courses are exempt from the limit. Additionally, legal books, in accordance with the Program Statement, Inmate Legal Activities, Attachments A and B, or the institutional supplement will be sold for local use only.
B= Black BR = Brown
W= White BW = Combination Black/White
GRY = Gray C= Commissary Only
I= BOP Issue *unless otherwise indicated

UNIT RULES AND REGULATIONS

In order to provide a safe and clean living environment in the units and to ensure the orderly running of the institution, the following Rules and Regulations will apply to all inmates.

GENERAL SANITATION: Each person is responsible for the cleanliness of his cell or cubicle. It is the responsibility of the individuals living in the cell or cubicle to ensure it is ready for inspection from 7:30 a.m. – 4:00 p.m., Monday through Friday. Weekly official sanitation inspections may occur at any time. Inspections can also be conducted throughout the week by unit staff, e.g., Unit Officer, Counselor, Unit Manager, etc. You may be required to return to the unit if your area is left in an unsatisfactory manner. Any sanitation discrepancy, known as a “gig”, for a safety or sanitation violation can result in disciplinary action. Sanctions imposed for safety or sanitation violations will be handled in accordance with the Program Statement on Inmate Discipline and Special Housing Units. Unit orderlies are responsible for cleaning the common areas, e.g., TV rooms, corridors, walls, office areas, sink rooms, showers, laundry rooms, toilets, and hallway areas. Cooperation from all inmates is needed to assist the orderlies in performing their job.

Medical Restrictions: Three copies of any medical restriction issued by FCI Sandstone Health Services Department are provided to you. One copy should be taped to the inside of your locker door, one to the Unit Officer and another to your work supervisor. All incoming medical restrictions from prior institutions need to be reviewed and approved by the Providers within the residing facility. You are responsible for ensuring you provide a copy of the restriction to the day watch officer and also inform your unit team.

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.

The Program Statement on Inmate Personal Property, 5580.08, Commissary list, and corresponding Institution Supplement, sets limits to the amount of personal property you may accumulate. You can also review the Program Statement on Trulincs and/or the Law Library. The Institution Supplement is available for review at the Law Library in the Education Department. Items may be stored ONLY in the spaces designated for storage by the Unit Manager. Items must be neatly stored in the spaces provided.

Storage Space

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

In accordance with National Fire Protection Association, Life Safety Code 101, 23.7.2 Combustible Personal Property: Books, clothing, and other combustible personal property allowed in sleeping rooms shall be stored in closable metal lockers or an approved fire-resistant container. At all times covers shall be secured to legal boxes, unless actively removing/adding items.

Clothing

Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of

an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, orange, or camouflage clothing or clothing items. Commissary sales of clothing are limited to the following colors: only gray and/or white clothing may be sold in institutions for males. 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. Clothing may not be altered in any way. Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. – black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed.

Commissary/Special Purchase Items

These items are authorized to the point they can be contained in the storage area provided for personal property. Limits established on the commissary list will be the authorized limit for purchase and retention in personal property.

Letters, Books, Photographs, Images, Newspapers, and Magazines

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers according to Program Statement 5580.08 Inmate Personal Property, and corresponding Institution Supplement. Any item that has been altered from its original state will be confiscated. Nothing is to be tacked, stapled or scotch taped to any surface except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive media (individual prints or copies as opposed to those from publications), to include anime, which consists of images depicting children in a sexually suggestive manner 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 or image in which the subject is partially nude or nude, or when the photograph or image (cartoon drawings/sketches) depicts sexual acts such as intercourse, fellatio, or sodomy. Additionally, inmates will not be allowed media, to include anime, which consists of images depicting children in a sexually suggestive manner. These materials will be returned to the sender upon receipt at the institution. The size of a photo album may not exceed 12Lx12W and may not be more than 2 inches thick. Altered photo albums are prohibited.

Legal Materials

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

Title 18 U.S.C. § 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person. "Covered person" includes court officers, jurors, witnesses, informants, and Federal law enforcement officers, including Bureau of Prisons staff. Documents that can be used to harass or threaten "covered persons," including the filing of a lien against such persons, can constitute violations of these criminal statutes. Such documents are contraband and are not authorized for inmate possession. All inmates are prohibited from obtaining, possessing, or creating UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any "Covered Person" or their immediate family members. If you have a legitimate reason for possession of such information, e.g., you are a relative of a "Covered Person," you should notify your Unit Staff of this fact. If you are found to be in possession of these types of documents or information without authorization, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible federal criminal prosecution.

Hobby craft Materials

Inmates may store sufficient approved materials to complete one project in their assigned unit locker with an approval from recreation staff. The only hobby craft allowed to be worked on in the housing units will be bead work, knitting projects, and small art projects using colored pencils, pastels, or colored pens. Inmates doing this type of art and crafts work in the housing unit must have a current hobby craft authorization card. Only a sufficient amount of material to complete one simple project of one media may be in an inmate's cube. Excessive materials will be considered contraband and will be confiscated. Staff may make an exception for an item (for example, a drawing) where size would prohibit placing the item in a locker. This exception is made with the understanding that the placement of the item is at the inmate's own risk. Staff shall require that completed hobby craft items be disposed of or mailed out in accordance with Program Statement 5370.11 and corresponding Institution Supplement. An inmate in possession of completed hobby craft items, or unauthorized hobby craft materials in the unit, may be subject to disciplinary action.

Radios, Music Players, and Watches

An inmate may possess only one approved radio, BOP approved music player, and/or watch at a time. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, music player, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio, music player, or watch at the new institution, the inmate shall be permitted to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. When the inmate refuses to provide a mailing address, the radio, music player, and/or watch may be disposed of through approved methods, including destruction of the property. The BOP is not responsible for any damage players might receive while charging or while connected to a TRULINCS computer.

Jewelry

Inmates may have a plain wedding band and an appropriate religious medallion (no "hammers") and chain (less than 1/8 inch thick) without stones. Hobby craft jewelry is not authorized for retention. All religious jewelry must be approved by the chaplain.

Smoking

Inmate smoking is prohibited in all BOP facilities. Possession of any item associated with tobacco paraphernalia, lighting accessories, and e-cigarettes, is prohibited by inmates at FCI Sandstone.

Quarters Rules

Inmates are responsible for checking the posted callouts and change sheets daily, and responding accordingly, i.e. attending appointments for medical, dental, education, unit meetings, or work assignment changes, etc.

Inmates are ONLY authorized to enter their designated Unit, unless authorized by staff. Inmates in a housing unit where they are not assigned are out of bounds and may be subject to disciplinary action. For example: K1 inmates may not enter K2, unless approved by staff. Inmates who are not designated to the K-Units are out of bounds if they enter the K unit tunnel without staff authorization.

Sexually suggestive photographs are NOT authorized; provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on bulletin boards, locker, cubicle, cell or dorm.

Government issued safety shoes must be worn to work as designated in policy.

Unit televisions may be viewed during established off-duty hours. During normal working hours, unit televisions may be viewed at the discretion of staff. Sitting in the common area after the televisions are turned off for the evening is prohibited.

Showers will not be used after 10:00 p.m.

No playing games in the hallway or walkways at any time.

Garbage can lids must stay on the large unit garbage cans. Removing the lid to make a temporary game table is prohibited.

Plastic chairs available in units should not have any writing, graffiti, or items placed on the legs of the chairs. The only writing authorized on chairs is the location the chair is assigned. Removing the chair assignment from the chair is prohibited.

Inmates are prohibited from having permanent markers.

Chairs are not authorized to be in the bathroom or hallways.

A, B, C, F, H, I, J, and K Units/CELL SANITATION INMATE CUBICLE CHECKLIST

- Floors will be swept, mopped, corners and edges of the floor clean and free of dirt and buildup, and kept at a high luster, including the area under the bed, behind the partitions, and behind the lockers. Dirt and wax accumulation is not permitted on the tile, corners and edges of floors or baseboards. No rugs of any type, or towels, are allowed on the floor.
- Cardboard is not authorized to be in the inmates living area, and cardboard and/or other item such as clothing or towels may not be used to cover windows, or hung on the bed for any reason, i.e. attempt to create privacy.
- Beds are to be made daily, ordinarily by 7:30 a.m. during the week and 9:30 a.m. on weekends and holidays. Beds are to be made tightly, i.e., military style, as demonstrated by example displayed on the unit bulletin board. Only authorized issued quantities allowed. Only shoes, neatly lined up, are allowed to be stored under the bed.
- Approved legal bins (with a written permit from the Unit Manager taped to the top of the bin) Boxes are not permitted for storing personal belongings.
- Items are not to hang on bedposts or on the side of the bed. Clothing must be hung neatly on the wardrobe hook or stored in your locker. One laundry bag per inmate containing a reasonable amount of dirty laundry only and not to be utilized as storage.
- The wastebasket must be clean, empty, without a liner, and placed under the desk. Only one wastebasket per cubicle is authorized.
- Walls, cubicle walls, upper and lower shelving, windows, and the top of all desk divider units are to be clean and dust free. Items are not to be taped or attached to walls, lockers, lights, etc. No nude or sexually explicit pictures or photographs are permitted.
- Nothing will be stored on the tops of the steel lockers, on the tops of desk divider units, windowsills, on beds, under pillows, under the mattresses, or on chairs. Commissary food must be stored in the locker; food may not be stored on the floor. All plastic containers, including cups, are to be kept clean in lockers. All items stored in the visible area of the cubicle or cell must be stored neatly.
- All personal property and clothing, unless otherwise stated, is required to be stored inside the locker specifically assigned to each inmate.
- Nothing is to be placed in the windows, on window ledges, or is to protrude through or around the window screen at any time.
- Nothing is to come in contact with the smoke alarm or fire suppression equipment. No items are allowed to be hung on the bed frame, pipes, conduit, vents or anywhere else in the cube except in authorized locations with hooks. A clearance of 18" from the ceiling and/or sprinkler heads will be maintained at all times.
- Cleaning supplies, including spray bottles, are not allowed to be stored in the cubicle or cell. All spray bottles used when cleaning require an appropriate label approved by Safety, listing the contents.
- The wall of the cubicles, pillow, lockers, and inmate beds are not to be altered with hangers, excess hooks, nails, strings, or anything else considered contraband or altering government property to provide additional storage. Shelves and lockers should NOT be altered. Lockers should be clean, neat, and organized. Locker buddies must be clear plastic and purchased from commissary.
- Items are not to be taped or attached to walls, inside or outside of lockers, bed frame, or lights.

- Any secondary (unlabeled) containers are not authorized.
- The only hobby craft allowed to be worked on in the housing units will be bead work, knitting projects, and small art projects using colored pencils, pastels, or colored pens. Inmates doing this type of art and crafts work in the housing unit must have a current hobby craft authorization card. Only a sufficient amount of material to complete one simple project of one media may be in an inmate's cube. Staff shall require that completed hobby craft items be disposed of or mailed out in accordance with Program Statement 5370.11 and corresponding Institution Supplement. An inmate in possession of completed hobby craft items, or unauthorized hobby craft materials in the unit, may be subject to disciplinary action.
- One small laundry container, which was provided by laundry, may be stored on the shelf. Laundry supplies purchased in commissary must be stored in the inmate's assigned locker.
- An example photograph of a properly kept cubicle is on the unit bulletin board. An inmate not maintaining the cubicle to that posted standard may be subject to disciplinary action.
- No more than two inmates will be allowed in a cube to play any sort of recreational game.
- Shoes may be stored under the bed.
- Institution issued coats may be hung on a hook in the cube. All other clothing must be stored in the locker.
- A laundry bag may be hung on a hook in the cube. The laundry bag may contain dirty clothes. Personal property and clean laundry may not be stored in the laundry bag.
- Inmates are not authorized to have television remote controls or change channels on the television manually. Television channels may be changed by inmates using the channel changing box installed by staff below the television.
- Staff assign inmates to specific quarters assignments. Inmates are only authorized to utilize quarters/lockers assigned to them by staff.
- Property left unattended on chairs in the common area may be confiscated by staff, along with the chair.
- Units which provide chairs in the television viewing area, are on a first come first serve basis and may not be saved for later use, or for another inmate's use.

Chairs

- After chairs have been assigned to a cubicle, inmates are expected to keep the chair which corresponds with their bunk assignment stored neatly in the cubicle, clean, free of graffiti, and the quarter assignment intact. Chairs without the corresponding bunk assignment will be removed from the cubicle until they can appropriately be remarked.
- **A, B, & K Units:** chairs are assigned one chair per bunk. The issued chairs will be used for watching television, using the phone, or using Trulincs. Chairs are required to be placed back in the cubicle when not in use in the television or phone area. They cannot be left unattended for later use, or for another inmates use.
- **C, H, I, J Units:** chairs are assigned one chair per cube. Chairs must be marked with the corresponding cubicle number to be in the cubicle. Having more than one chair or having a chair from another cubicle or from the TV room is prohibited. Chairs from the television rooms must remain in the assigned room. Chairs with graffiti will be removed for a period of time and not replaced.
- **F Units:** 1 folding chair per room is authorized.

A & K

- All clothing, magazines, and commissary purchased items MUST be stored in locker. This includes cases of sodas and all hygiene items.
- The only items allowed to be stored on shelf areas will be detergent, one picture frame, and no more than five books per inmate (NO MAGAZINES). Shelves should be neat and orderly. No items may be stored on the desk or on top of the lockers.
- Wet towels should be hung on the hook attached to the lockers.
- No more than 4 inmates will be allowed to play any sort of game together at a time while in the game room.

J Unit

- All clothing, magazines, and commissary purchased items MUST be stored in locker. This includes cases of sodas and all hygiene items.
- The only items allowed to be stored on shelf areas will be detergent, one picture frame, and no more than five books per inmate (NO MAGAZINES). Shelves should be neat and orderly. No items may be stored on the desk or on top of the lockers.
- Wet towels should be hung on the provided hook, which is normally between the two lockers.

B, C, F, H, and I Units

- All clothing, magazines, and commissary purchased items MUST be stored in locker, or assigned storage bin, unless otherwise stipulated by the Unit Manager. This includes cases of sodas and all hygiene items.
- The only items allowed to be stored on shelf areas will be detergent, one picture frame, and no more than five books per inmate (NO MAGAZINES). Shelves should be neat and orderly. No items may be stored on the desk or on top of the lockers.
- Items may be stored ONLY in the spaces designated for storage by the unit manager. Refer to the photo in the unit to determine if the unit manager has approved a small amount of neatly folded clothing to be maintained on a shelf.
- No more than two inmates will be allowed in a cube to play any sort of recreational game.

BED MOVES/ASSIGNMENTS: All requests for a new bunk assignment should be submitted in writing to your unit counselor. Unit team will review your request and determine your eligibility.

F UNIT ASSIGNMENTS: Any inmate who has been approved to work on a “gate pass” assignment will be placed on a list to move in to F Unit.

Duress Phones in A, F, J and K-units:

The telephones located in K-Unit, J-Unit, A-unit, and F-unit are duress phones which are to be utilized by the inmate population only in case of an emergency. If an emergency situation exists, any inmates can pick up the telephone, which will automatically ring directly to a staff member.

A, F, J and K-units:

Due to safety regulations, in units with doors to the TV, Laundry Room, recreation room, etc., the doors must remain closed at all times and must not be propped open.

Violating any of the posted rules and regulations may result in disciplinary action!!

Wake-up

A general wake-up for all inmates is 6:00 a.m. It is the inmate’s responsibility to leave the unit for meals and work. Late sleepers who are unable to maintain sanitation or arrive at work on time are subject to disciplinary action.

Clothing Exchange & Laundry

Institution issued clothing to the inmate population is properly fitted, climatically suitable, and presentable. Institutions will furnish each inmate with sufficient clothing to allow at least three changes of clothes weekly. All inmates must be in uniform for the afternoon exchange.

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

Clothing items purchased through commissary may not be altered. Inmates may not place items inside of their undergarments, i.e. underwear, bra, etc.

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

Clothing which needs to be replaced or exchanged can be turned into Clothing Services on Monday, Tuesday and Thursday (excluding holidays) from 6:30 – 7:00 a.m. and 10:15 a.m. to the completion of the noon meal or 11:30 a.m., whichever is latest. Clothing Services reserves the right to issue previously issued, clean, serviceable clothing. All exchanges will be conducted at the discretion of the clothing services foreman.

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

Toiletries can be obtained on alternating Wednesdays between 6:30 a.m. – 7:00 a.m., and 10:15 a.m. – to the completion of the noon meal or 11:30 a.m., whichever is latest. The following items will be considered the standard issue of toiletry articles. Laundry soap (8 oz.) for use in the inmate self-serve Laundromat will be issued on alternate Fridays at the time stated above.

Clothing Services closed on Fridays.

Razors for shaving: 3 each
Shaving Cream: 1 each

Tooth Paste: 1 each
Toothbrush: 1 each
Laundry Detergent: 8 ounces

Commissary

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

Commissary and validation schedules are posted on the inmate bulletin boards. Funds are withdrawn after positive identification by 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.

Spending Limitations

The National Spending Limit is \$360.00. Each inmate account spending limitation is revalidated on a bi-weekly basis at FCI Sandstone.

Commissary Operations:

Sales Hours: Monday thru Thursday

Day sales hours are from approximately 6:00 am to 7:40 am and from 10:30 to 12:00 noon, or when it is announced food service is clear of all unassigned, whichever is later. Hours are subject to change with the opening and closing of compound and moves. General shopping lists must be dropped in the

mail slot, located in the exit doorway. Inmates must then go to the entrance door and listen for their name to be called. If you do not come to the sales window when your name is called, 3 attempts, your shopping list will be pulled and you will forfeit your shopping for the week.

SHU: Wednesday

All SHU orders will be reviewed and approved by medical and captain prior to delivery to commissary staff on Wednesday. Commissary staff will fill and deliver SHU orders on Wednesday.

Shopping day will be based on Unit Sanitation results from the most recent inspection day as follows:

Monday: 6:00 - Gate pass and Facilities workers

Monday: 10:30 – Units 1 & 2 Tuesday: 6:00 - RDAP

Tuesday: 10:30 - Units 3 & 4

Wednesday: 6:00 - Unicor and VT Wednesday: 10:30 - Units 5 & 6

Thursday: 6:00 - Food Service, Units 7 & 8 Thursday: 10:30 - Units 9 & 10

Friday: Closed

Deposits to Accounts

U.S. Postal Service

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

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

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

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

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

Western Union Quick Collect Program

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

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

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

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

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

1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes) followed immediately by Inmate's Last Name

2) Committed Inmate Full Name entered on Attention Line

3) Code City: FBOP, DC

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

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

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

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, the inmate must sign it in staff presence and hand deliver. The Supervisor of Education approves withdrawal requests for correspondence courses and materials for approved education programs. Unit Managers will approve all other withdrawal requests. Only an Associate Warden can approve inmate withdrawals exceeding \$500.00.

TRULINCS

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

Hours of Operation

West compound (7-11) 6:00 a.m. until 9:00 p.m. daily; K-Units 6:00 a.m. until 9:00 p.m. daily.

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 print postal mailing labels within this service.

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

inmate is blocked from sending any messages to that email address.

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

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

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

Prescription Refill – This service allows inmates to request prescription refills via TRULINCS of self-carry medications that are ready for refill directly to the Medication Room. Medication room 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. All inmate service or program departments accept email inmate requests to staff. There is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmate with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

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

Inmate Telephone System –TRUFONE

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

The hours of telephone operation begin at 6:00 am and end no later than 9:00 pm. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

Weekday Hours 6:00 a.m. to 7:30 a.m.

10:30 a.m. to 1:00 p.m.

4:30 p.m. to 9:00 p.m.

Weekend and Holiday Hours

7:00 a.m. to 9:30 a.m. – Saturday/Sunday/Holiday 10:30 a.m. to 3:30 p.m. – Saturday/Sunday/Holiday

4:30 p.m. to 9:00 p.m. – Saturday/Sunday/Holiday

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

Directions for use of TRUFONE are posted near the telephones. All calls are limited to 15 minutes. Telephone calls are subject to monitoring and recording by institution staff. Inmates are

limited to 300 minutes per month and may be used for any combination of collect or direct dial calls. Ordinarily, inmates will be allowed an extra 100 minutes per month in November and December. Telephone rates are posted throughout the institution.

TRUFONE 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 intent of this institution to provide visiting facilities and procedures, which will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate, motivating him toward positive behavior. It is the responsibility of the Visiting Room Officer to supervise the visits. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs:

1. Visits are permitted from 8:30 a.m. to 3:30 p.m. Saturday, Sunday, Monday, and federal holidays. Visitors will not be processed into the institution to visit before 8:30 a.m. or after 2:30 p.m. Visiting is on an odd/even basis for Saturday and Sunday, every other weekend. Odd and even is determined by the fifth digit of the register number (the number "0" is considered an even number). There are no odd/even restrictions for visits during the weekday or federal holidays. Exceptions to the odd/even rule may be made only with the prior approval of the Unit Manager. It is the inmate's responsibility to notify his visitors of authorized visiting days. Exception to the visiting schedule may be made in extreme cases. Each inmate is limited to six (6) visits per month excluding federal holidays. Any time an inmate is processed into and out of the visiting room is considered one visit.
2. Visitor parking is located on the east end of the main parking lot. Visitors are not permitted to park next to the fence and are prohibited from talking to inmates on the Recreation Yard.
3. An inmate's immediate family; mother, father, stepparents, brothers, sisters, wife, and children are routinely approved as visitors. Each inmate is responsible for obtaining Unit Team approval for their visitors. The number of visitors on an inmate's approved list will be limited to 20. The maximum number of persons who may visit an inmate at one time is six (6), which includes children. Visitors under the age of 18 must be accompanied by a responsible adult. Each adult visitor age 16 and older will be required to provide proof of their identity. Visitors will not be permitted entry without proper identification. Staff shall verify the identity of each visitor (photo identification must be a valid state or government issued photo identification) prior to admission of the visitor to the institution. Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision. Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, name of the inmate being visited, and an acknowledgement of his or her awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution, falsify information, or misrepresent is a violation of federal law (Title 18, U.S. Code 1001) and is punishable of up to five (5) years imprisonment, or up to a \$250,000.00 fine, or both.
4. Any items associated with tobacco or smoking products, lighting accessories, or e-cigarettes are not permitted in the Visiting Room. These materials will not be permitted to be brought into the Visiting Room.
5. On Saturday, Sunday, and legal holidays there will be a 10:00 a.m. count. Visitors will be allowed to enter the Visiting Room until 9:30 a.m. Visitors arriving after 9:30 a.m. will not be allowed to

visit and asked to leave the institution property until after the 10:00 a.m. count clears, which is approximately 10:30 a.m. If the visitor leaves the Visiting Room for any reason the visit will be terminated. When overcrowding conditions exist visits may be terminated, first for inmates who are having a visit on their off weekend, next local visitors who are able to visit frequently and next for those who have visited the longest time. Visiting may also be terminated because of institutional emergencies and improper conduct by the inmate or his visitor.

6. Embracing and kissing, as a greeting or farewell, is permitted within the limits of acceptable conduct only upon arrival and departure. When a visit is terminated due to unacceptable conduct, the inmate may receive a disciplinary report.

7. Visitors may not bring in anything for the inmate. It is permissible for the visitor to give an inmate any item from the vending machines to be consumed while in the Visiting Room only.

8. Visitors are to be dressed in good taste. Visiting is a family activity and order must be maintained. No khaki colored clothing, short shorts, miniskirts, short culottes, flip-flops, shower shoes, halter-tops, spandex clothing, sleeveless blouses/shirts, or any other apparel revealing in nature is permitted (i.e. tight clothing). All visitors must wear closed-toe footwear and proper undergarments; no underwire bras. Shorts and dresses/skirts should be no shorter than one inch below the knee while seated. The Lieutenant or Duty Officer will determine if a visitor is improperly dressed.

9. Visitors will not be permitted to take purses, briefcases, or any type of carrying case inside the Visiting Room. We do not permit cellular phones, cameras, or recording equipment in the Visiting Room. These items must be stored in visitors locked vehicle or in a storage locker issued by the Front Lobby Officer. Visitors are not allowed to bring any item to give to an inmate. Playing cards, toys, newspapers, magazines, chewing gum, food items, tobacco, or other such items will not be permitted.

10. Visitors must maintain complete control of their children while in the Visiting Room or on institutional property. For the convenience of visitors, various activities are provided to encourage interaction with children.

11. Documents or papers may not be brought in to be examined or signed by inmates without prior approval of a member of the inmate's Unit Team. The only exceptions will be attorney's briefcases and visitors with babies, who will be allowed to carry a reasonable amount of diapers, baby wipes, and bottles/food. These items will be closely inspected for contraband. Diaper bags or strollers will not be allowed. Diapers and bottles will be carried in hand or in a clear plastic bag. Visitors will be allowed one clear plastic change purse (approximately 5 X 8). No more than \$20.00 will be permitted in the Visiting Room. Currency will be of denominations up to and including a \$20.00 bill but no larger. When medication is necessary, the required amount may be kept by the visiting room officer, except cardiac medication, which may be kept by the visitor or inmate.

12. A visitor suspected of attempting to introduce contraband can be subject to a detailed search of his or her person and/or property.

13. No one is permitted to wait in the parking lot or remain on the grounds during the institution count or waiting for persons visiting. Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In this circumstance, the visitors must provide staff with certification that the dog is trained for that purpose. No animals will be left unattended in a vehicle.

14. Special Visits: special visits for family members not on the approved visiting list, family emergencies, or religious visitors must be approved in advance through the Unit Manager and by the Captain as circumstances dictate. Special visits will not be approved more frequently than once every six

months.

15. Please contact the Visiting Room Officer or the Front Lobby Officer if you have any questions about visiting.

Denial of Visiting: Visitors may be denied entry if either the inmate or visitor are not following the rules listed above. The Warden may reject a visitors request to enter the facility due to security concerns which arise from conducting a background investigation. Visits may be terminated due to visiting room occupancy, or if there are institution emergencies requiring visiting to be terminated for the day. Visitors not on an inmates approved visiting list or who are on the visiting list without proper state or federal issued photo identification will be turned around and not approved to enter the facility.

2022 WEEKEND VISITING SCHEDULE						
MONTH	DATES	ODD/EVEN		MONTH	DATES	ODD/EVEN
JANUARY				JULY	02-03	EVEN
					09-10	ODD
					16-17	EVEN
					23-24	ODD
					30-31	EVEN
FEBRUARY				AUGUST	06-07	ODD
					13-14	EVEN
					20-21	ODD
					27-28	EVEN
MARCH	05-06	ODD		SEPTEMBER	03-04	ODD
	12-13	EVEN			10-11	EVEN
	19-20	ODD			17-18	ODD
	26-27	EVEN			24-25	EVEN
				OCTOBER	01-02	ODD
APRIL	02-03	ODD			08-09	EVEN
	09-10	EVEN			15-16	ODD
	16-17	ODD			22-23	EVEN
	23-24	EVEN			29-30	ODD
				NOVEMBER	05-06	EVEN
MAY	30-01	ODD			12-13	ODD
	07-08	EVEN			19-20	EVEN
	14-15	ODD			26-27	ODD
	21-22	EVEN		DECEMBER	03-04	EVEN
	28-29	ODD			10-11	ODD
JUNE	04-05	EVEN			17-18	EVEN
	11-12	ODD			24-25	ODD
	18-19	EVEN			31-01	EVEN
	25-26	ODD				

WEEKDAY VISITING IS MONDAY 8:30 AM TO 3:30 PM

TRAVEL INFORMATION: The Federal Correctional Institution, Sandstone, Minnesota, is located 90 miles north of Minneapolis, Minnesota, and 70 miles south of Duluth, Minnesota. FCI Sandstone is located three miles southeast of Sandstone, off State Highway 123. Upon approaching the institution, the visitors will stop at the red light, located on the entrance road, and follow instructions posted. The red light is located on the right side of the entrance drive. There is no public transportation to and from the institution. The nearest airports are Duluth (70 miles) and Minneapolis/St. Paul Airport (90) miles.

LOCAL PUBLIC TRANSPORTATION:

AIRLINES: All major airlines fly into both Minneapolis and Duluth. **TAXICABS:** Local taxicab service is available.

SECURITY PROCEDURES

Attire: Inmates will be in the proper uniform, (khaki pants and khaki shirt), Monday thru Friday, between 7:30 a.m. and 4:00 p.m. This uniform is also required during visiting. The uniform will be maintained in a neat and professional manner, with shirt tucked in and pants around the waist line. Sweat shirts when wore with the Khaki uniform will be worn under Khaki shirt. Other than approved religious headgear, hats will not be worn while indoors.

Inmate Identification Cards: Inmates are required to have their identification cards at all times upon departing their assigned cell. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards.

Counts: Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period. On weekends and holidays, an additional count will be conducted at 10:00 a.m. The inmate is expected to be standing at bedside during official counts held at 4:15 p.m. and 9:30 p.m., on weekdays and 10:00 a.m., on weekends and holidays, and during any emergency count. Other official counts will be at 12:00 a.m., 3:00 a.m., and 5:00 a.m. 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

Call-Outs: Call-outs are a scheduling system for appointments (which include medical, dental, educational, team meetings and other activities) and are posted each day on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis.

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

During the evening hours, the first controlled movement period normally begins at the conclusion of a clear official 4:15 p.m. count. During the feeding of the evening meal, inmates can normally move to the recreation yard, gymnasium, or chapel; however, you remain secured inside those areas until the next controlled movement is announced. At the conclusion of the evening meal, the Compound will be secured and a ten minute, controlled movement will commence.

On Saturdays, Sundays, and holidays, normally the first controlled movement will begin at the conclusion of the morning meal. The Compound will be secured at 9:30 a.m., in preparation of the 10:00 a.m. count. During the feeding of the brunch meal, inmates can normally move to the recreation yard, gymnasium, or chapel; however, you must remain secured inside those areas until the next controlled movement is announced. The movement periods will resume after the brunch meal.

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

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

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

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

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

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

Shakedowns: The placement of metal detection devices throughout the institutions may be necessary for the control of contraband. A metal detector search may be done in addition to the pat search. Staff may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief that contraband may be concealed on your person or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing and work area, and personal items contained within those areas, without notice, randomly, and without the inmate's presence. The property and living area will be left as close to the same conditions as found. Inmates are not allowed to be in the area when the officer is searching their cube.

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

Fire Prevention and Control: Fire prevention and safety are everyone's responsibility. Inmates are

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

PROGRAMS AND SERVICES

Job Assignments

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

Institutional maintenance jobs are usually the first assignment an inmate receives. This might include work in Food Service, as a unit orderly, or in a maintenance shop. However, most institutions have a number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. Many institutions have a waiting list for factory employment.

UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the Federal government. Some examples of products and services UNICOR produces are electronic cable assemblies, executive and systems furniture, metal pallet racks, stainless steel food service equipment, mattresses, towels, utility bags, brooms, data entry, signage, and printing. UNICOR provides an opportunity to the inmates to pay their court ordered financial obligations to society on a faster pace than any other job in the institution. Most institutions give priority for employment in UNICOR to inmates with large court ordered financial obligations. The training and experience acquired in UNICOR is beneficial for re-entry into society.

Inmate Financial Responsibility Program

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

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. He 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 and living skills on the custody classification form. 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 program review 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.

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.

Inmates are not allowed to bring radios, papers, containers, or cups into Food Service. These items may be placed on the shelf along the wall outside the Food Service entrance door. Only allowed item is hot sauce. No food may be removed from Food Service.

When your unit is called for movement to the Dining Facility, it is your responsibility to proceed to that area and consume the meal prior to handling any other tasks. (Do not utilize the phone room, laundry area, commissary, or any other area or task before you attend mainline.) No inmate will be permitted to enter food service directly from working out in recreation without first changing into clean clothes. This poses a health risk and will not be tolerated.

Education

The mission of Education/Recreation Services is to provide mandatory literacy 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 Educational Development (GED) and English-as-a Second Language (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.

The GED Test 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 skill level in reading, language, math computation, and 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 Program Review team sheet.

In the Academic section of the Program Review team sheet., the inmate will not be scored/rated green (indicating demonstration of literacy skills) and should be scored/rated yellow (indicating unknown) until he scores a 9.0 or higher on TABE A or D. If an inmate scores below 9.0, he 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.

Vocational programming is available to the inmate population. The enrollment criteria for those wishing to enter into the vocational programs are the individual must have a GED or High School Diploma, must be within three years of release, have at least one year clear conduct, no institution security concerns, the course must be an area of interest or past experience, minimum of one year remaining to serve before half-way house eligibility, and inmates enrolling in the VT. Foods and VT Welding programs must be RDAP ineligible. Other inmates will be considered based on institutional need and staff recommendations.

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. Typical ACE classes include: typing, computer literacy, foreign language, and business skills. These classes are usually offered during evening and weekend hours.

Post-Secondary Education (Inmate Correspondence Courses)

Inmate are encouraged to enroll in PSE. If courses of study are not available on –site, inmates may enroll in programs through correspondence.

Inmate must receive approval from the PSE Coordinator and Supervisor of Education before enrolling in any correspondence program. If the postsecondary education coordinator determines that the course is appropriate in light of the institution's need for discipline, security and good order, the inmate may enroll provided that:

1. The inmate meets eligibility requirements for the course which have been set by the course

- provider, and
2. The inmate is responsible for payment of any tuition either through personal funds, community resources, or scholarships available to the inmate.
 3. The unit team determines that the course is appropriate for the inmate's apparent needs.

Tuition for correspondence courses will not be paid from Trust Fund or Salaries and Expenses appropriations.

Library Services

Leisure Libraries: Leisure libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction, and reference books. Institutions also participate in an interlibrary loan program with local, state, and college libraries and available bookmobile services. The Leisure Library is to be used for quiet reading, study, and reflection; it is not an area to gather for social groups or hobby crafting.

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

Recreation, Leisure, Wellness, and Social Programs

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

Leisure Programs

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

Art and Hobby Craft Programs

Artwork includes all paintings and sketches rendered in any of the usual media (e.g., pastels, crayons, pencils, inks, and charcoal). Hobby craft activities include leatherwork, clay, mosaics, crochet, knitting, etc.

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

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

Wellness Programs

Wellness programs include screening, assessments, goal setting, healthy living, diabetic education, fitness/nutrition prescriptions and counseling.

Recreation and Zimmer

The Zimmer Amendment was passed in 1996. The amendment does not allow for the BOP to use appropriated and non-appropriated funds to provide amenities or personal comforts in the Federal

Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform to the guidelines set by the law. The main sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate or other martial arts or any body building or weightlifting equipment; and (3) electronic or electric instruments.

However, at the Institution there are 2 weight lifting areas. One is inside the recreation area and one is outside. All inmates must wear safety/composite shoes while participating in the weight lifting areas.

Consequences for Rules Violation in Recreation

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

Religious Services

The Religious Services Department provides pastoral care and religious accommodations 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.

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 Services department at this institution is staffed by a Chief Psychologist, Staff Psychologist, a Drug Abuse Coordinator and four Drug Treatment Specialists. The department's offices are located above laundry and in the K4 office area. There are a number of ways to contact Psychology Services at this institution.

You may:

- Submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services.
- Visit the department during "Open House" hours. **This is typically during lunch times.**
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other BOP staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

Incarceration can be a difficult experience. At times, you may feel discouraged, frustrated, and helpless.

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

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

- threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
- feeling hopeless
- feeling rage or uncontrolled anger or seeking revenge
- increased alcohol or drug use
- withdrawing from friends, family, associates
- experiencing dramatic mood changes
- feeling anxious or agitated, being unable to sleep, or sleeping all the time
- seeing no reason for living or having no sense of purpose

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

Drug Abuse Programs

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

Drug Abuse Education Course

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment. If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor.

The Drug Abuse Education Course is available in every BOP institution. If you are required to complete

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

Nonresidential Drug Abuse Treatment

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

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

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

Residential Drug Abuse Treatment

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

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

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

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available at FCI Sandstone.

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

Early Release

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

Community Transition Drug Abuse Treatment

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

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

Specialized Mental Health Programs

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

The Sex Offender Management Program

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

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

The Residential Sex Offender Treatment Program [male institutions only]

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

The Non-residential Sex Offender Treatment Program

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

When you volunteer for treatment, BOP staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If eligible for

treatment, you will be transferred to a SOMP institution based on your treatment needs and security level.

If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

Institution Specific Programs

The Sandstone Psychology Department has a self-help library available. Additionally, at times throughout the year there are groups such as Basic Cognitive Skills, Criminal Thinking and Emotional Regulation offered. These groups will be advertised via Trulincs with information about how to express interest.

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 of OUT or COM. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

Furloughs

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

Central Inmate Monitoring System

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

Marriages

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

- Have a letter from the intended spouse, which verifies their intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.
- The marriage must not present a security risk to the institution. Marriage procedures are detailed in local Institution Supplement.

Barber Shop

There will be no limitations on length of hair unless there are documented medical reasons to impose restrictions. Shaved heads and long hair will be permitted. Artificial hairpieces will not be allowed. Inmates may not cut words or designs in their hair.

1. Inmates are expected to keep their hair clean and must avoid a disheveled appearance. Those who choose to wear long hair must assume the additional responsibility for maintaining its cleanliness and appearance.
2. Where long hair could result in a work related injury, hairnets or caps will be worn.
3. Barbershop equipment must never be used for the grooming of facial hair. In doing so, equipment has an increased susceptibility to the spread of infections.
4. When special protective headgear is required, the hair must be short enough to afford intended protection.
5. In accordance with policy, haircuts are available to inmates and will only be done in the institution barbershop. Razor cuts will not be permitted.
6. The barbershop is open for standard haircuts for the inmate population. The Compound Officer will make unscheduled random checks on the inmates and the inmate barbers. Only the authorized inmate barbers and inmates receiving haircuts are allowed in the barbershop; all other inmates will wait outside barbershop and exit immediately following your hair cut. Inmates are not allowed to cut their own hair or utilize any of the equipment. The hours of the barbershop are as follows:

Tuesday through Friday

DAY WATCH

7:00 a.m. to 10:00 a.m.

12:00 p.m. to 3:00 p.m.

Saturday/Sunday

DAY WATCH

7:00 a.m. to 9:00 a.m.

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

EVENING WATCH
5:00 p.m. to 9:00 p.m.

EVENING WATCH
5:00 p.m. to 9:00 p.m.

THE BARBERSHOP WILL BE CLOSED ON MONDAYS FOR GENERAL MAINTENANCE CLEANING.

1. Whenever there is a radical change in the physical appearance of an inmate, e.g., shaved head, extreme change of haircut/style, growth or removal of a beard or other facial hair, it will be necessary to replace the official institution photographs with the more accurate versions. All institution staff will monitor any such changes to an inmate's appearance and notify Receiving & Discharge, and the Lieutenants' Office. Correctional Services will ordinarily follow up within two business days to ensure new photographs are taken to appropriately update all identifying paperwork for security purposes.
2. The khaki shirt worn during regular duty hours (7:30 a.m. to 3:30 p.m.) will be tucked neatly into the trousers and buttoned, excluding the top button. The sleeves of long sleeved shirts may be rolled neatly above the elbow, or worn all the way down and buttoned. Sunglasses will not be worn in any building at any time unless medically authorized.
3. Inmates may not mix khaki clothing with gym clothing.
4. Inmates walking from the housing unit to the Recreation Yard during regular work hours, who are off duty, may wear gym clothing. However, inmates wearing gym clothing are only allowed to travel to and from the Recreation Yard and assigned living unit, with no stopping en route. All shirts must be tucked in when traveling to the Recreation Yard, Monday through Friday, 7:30 a.m. – 3:30 p.m., excluding holidays.
5. Inmates are required to wear their work uniform for the lunch meals on weekdays. For evening meals, morning meals, weekends, and holidays, inmates must be properly dressed to include shirt (with sleeves), pants or shorts, and shoes. All sleeves, trousers, and short-legged trousers will be hemmed. All shirts/sweat tops must be tucked in prior to entering and remain tucked in while in Food Service. All clothing worn must be reasonably clean, unaltered, and in serviceable condition.
6. Approved athletic shorts, shirts, and sweatshirts may be worn ONLY while participating in leisure time activities and will not be permitted in the Administration Building or Visitation Room. Inmates who are on off duty status will wear shoes while walking the compound.
7. The regular khaki dress uniform is required for organizational meetings, Chapel activities, Educational classes, 7-11, phone room, and when there are outside guests or instructors in attendance.
8. Footwear must be worn when outside the living units. Safety (composite) shoes will be worn on work details that require them, as designated by the Institution Safety Manager. When participating in athletics, all participants will be required to wear athletic or regular issue shoes. Athletic shoes may also be worn in the dining room or on the compound during off duty hours.
9. Shower shoes of any type will not be worn anywhere outside the living units.
10. Inmates must wear clothing at all times, except when showering. This includes leisure activities and living areas. Underwear, including thermal underwear, will not be worn as outer garments except in the individual's room. Thermal underwear will not

- be worn with shorts, sleeveless shirts, or tank tops.
11. Athletic uniforms and equipment issued by the Recreation Department will be returned immediately after use and will not be kept in the living units.
 12. During the winter months or inclement weather, rain gear and heavier jackets may be issued by the Clothing Room and are the only outerwear authorized on work details. Thermal shirts will be worn under the long sleeve khaki shirts, sweatshirts may be worn under the khaki shirt.
 13. Pants will be worn neatly around the waistline at all times. Inmates will wear clothing consistent with their size; inmates are not allowed to possess or wear baggy or excessively tight clothing. Pants will not be rolled or bloused.
 14. Headphones will not be worn while walking to or from any building or while working.
 15. The only headgear allowed to be worn in the dining room will be hairnets and hats issued by Food Service to workers and religious headgear listed in Section 5b.
 16. Hats approved for inmates working may be worn on assigned work details only. Caps or hats may be worn only inside those buildings where construction is taking place. Any hat or scarf that has been modified or color changed will be considered as contraband. Hobbycraft headgear or scarfs are not allowed.
 17. Inmates received in transfer from other institutions must comply with this supplement. Headgear not in compliance will be mailed home at the inmate's expense.
 18. Do Rags will not be worn outside of the housing unit and cannot be worn under hats/caps.
 19. Inmates with religious headwear should have receipt for the specific item and have religious preference identified with the Chaplain.

Health Services

The BOP inmate health care delivery system includes local ambulatory clinics as well as major medical centers. Locally, emergency medical care is available 24 hours a day in all BOP facilities. BOP clinical staff typically cover the day and evening shifts and community emergency personnel meet emergency needs when BOP clinical staff is not on-site.

Health services typically include episodic visits for new or recurring medical or dental symptoms through a sick call system, chronic care management for chronic and infectious diseases through enrollment in chronic care clinics for regular care, routine dental care, medical and dental emergency care for injuries and sudden illness, age-appropriate preventive care to promote optimal health and functional status.

Sick Call System

For episodic care, clinical staff will screen the inmate's complaint. Routine healthcare for urgent medical and dental conditions is provided through sick call. Sick call requests are received in Health Services via the medication room window Monday through Friday between 6:15 a.m. and 6:45 a.m. You must present your ID card with your sick call request. Vaccinations and HIV testing are offered and provided to all inmates upon request using the sick call process. Inmates will report to their assigned work details after making the sick call appointment. If the medical or dental sick call appointment is scheduled for the same day, the inmate will remain in health services until seen. Your sick call request will be given to your primary care provider and an appointment will be assigned. You need to check the Call Out sheets daily to know the day and time of your appointment. Inmates who become ill after the regular sick call sign-up period will notify their work supervisor or Unit Officer to call the Health Services Unit to arrange an evaluation. Inmates are not authorized to enter the department without health service staff approval.

Inmates requesting health services will be charged a co-payment fee unless staff determines they are indigent and not subject to a co-payment fee.

Inmates in detention or segregation who are unable to attend the scheduled sick call sign up event will access sick call by submitting a written request for evaluation or by verbally asking for a sick call appointment when the Health Services clinician makes daily rounds in the secured unit.

ROUTINE DENTAL CARE

Submit a cop out form directly to the Dental Service requesting that you be placed on the waiting list for routine dental cleanings. Routine care would include a periodic examination, cleaning of teeth, and tooth “fillings” as determined necessary by the attending dental officer. Routine dental care is not provided during a dental sick call visit.

CHRONIC CARE: If you have any chronic medical condition(s) like high blood pressure or diabetes, you will be enrolled in a chronic care clinic, by medical staff, to see a Primary Care Practitioner (PCP) and/or the supervising physician on an annual basis.

CARE LEVEL ASSIGNMENT: You will be assigned a Care Level (CL) designation upon arrival. That level may or may not be the same as you were assigned at your previous institution. As FCI Sandstone is a Care Level 1 institution, any inmate who is CL2 or higher will be reviewed for possible transfer to another institution. Many factors are considered when reviewing such a matter. A CL2 classification or higher does not in itself guarantee that you will be transferred to another institution.

PRESCRIPTION GLASSES: Although you may retain your non BOP procured non-tinted prescription glasses upon your initial arrival at FCI Sandstone, when the time comes to replace those glasses (broken frame, need new prescription, etc.), you must obtain replacement prescription glasses from the designated BOP optical laboratory. The HSA will approve contact lenses only after confirmation of such need is made by the BOP consulting optometrist. Anyone who alters Bureau-issued eyeglasses will be in violation of Inmate Discipline Code 329 and an incident report may be written. In addition, inmates may be charged restitution for the cost of glasses, which were reported broken, lost or stolen.

Emergency Medical Treatment

All emergencies or injuries receive priority for treatment. Appropriate medical care will be provided by institution clinical staff, on-call staff if after hours, or by community emergency medical providers. Clinicians covering evenings, weekends and holidays provide treatment for acute medical problems and directly observed pill lines.

Medication Administration (Pill Line)

Controlled medications are administered at regularly scheduled times of the day and evening in a specific location in the Health Services Unit known as the “pill line.” Medications that are prescribed for you must be picked up at pill line between 10:30 a.m. and 11:00 a.m., Monday – Friday, excluding holidays, at the medication room located in Health Services Department. If you are a gate pass inmate, you will be authorized to pick up your medications during morning pill line 6:15 a.m. – 6:45 a.m., Monday – Friday, excluding holidays. You will need to present your ID card to staff in the medication room before you can receive the prescribed medications. Prescribed medications should be taken as directed. Some medications will be prescribed to be taken under direct supervision on the pill line. Daily pill line is conducted weekdays at approximately 6:15 a.m. to 6:45 a.m. and 4:45 p.m. at the announced “pill line move.” Weekend and holiday pill line is at approximately 7:00 a.m. to 7:45 a.m., and 4:45 p.m., at the announced “pill line move.” For entrance into the department during these times, inmates must have a “pill line pass.” Clinical staff delivers controlled medications to inmates in detention or segregation units during established pill line times.

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 in BEMR.

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

RESOLVING HEALTH CARE GRIEVANCES: If you have an issue involving medical or dental care, the following avenues of resolution are available:

- by speaking to staff member at mainline: a Health Services staff member is available during the noon meal,
- Monday through Friday, excluding holidays
- by submitting an Inmate Request to Staff Member (Cop Out)
- by submitting an Informal Resolution Form to your Unit Counselor: the counselor will then contact Health Services.

RIGHTS AND RESPONSIBILITIES: The following patient rights and responsibilities are printed here for your information and reference. It is important to remember that each “right” has an inherent “responsibility” connected to it. While in custody of the Federal Bureau of Prisons you have the right to receive healthcare in a manner that recognizes your basic rights, and you also accept the responsibility to respect the basic human rights of your healthcare providers.

RIGHTS	RESPONSIBILITIES
1. You have the right to healthcare services based on the local procedures at this institution. Health Services include medical sick call, dental sick call, and all support services. Sick call at this institution is conducted as outlined in the sections below.	1. You have the responsibility to comply with the healthcare policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution healthcare staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the right to be offered a “Living Will”, or to provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital in the local community or the Bureau of Prisons.	2. You have the responsibilities to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the right to participate in health promotion and disease prevention programs, including education regarding infectious disease.	3. You have the responsibility to maintain your health and not to endanger yourself or others by participating in activity that could result in the spreading or contacting of an infectious disease.
4. You have the right to know the name and professional status of your healthcare providers.	4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the right to be treated with respect, consideration, and dignity.	5. You have the responsibility to treat staff in the same manner.
6. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.	6. You have the responsibility to keep this information confidential.

7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures.
8. You have the right to obtain copies of certain information in your health record.	8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the right to address any concern regarding your healthcare to any member of the institution staff including your physician, Health Services Administrator, members of your Unit Team, and the Warden	9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses, or the accepted Inmate Grievance Procedures.
10. You have the right to receive prescribed medications and treatments in a timely manner consistent with the recommendations of the prescribing healthcare provider.	10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other persons your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by BOP policy.	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as written in BOP policy.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean, and healthy environment, including smoke free living areas.	14. You have the responsibility to maintain cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.	15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept responsibility to sign the treatment refusal form.
16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.	16. You have the responsibility to be truthful not overstate your complaint of pain, and to adhere to the prescribed treatment plan.

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail from a sentenced inmate in a minimum or low security institution may be sealed by the inmate and is sent out unopened and uninspected. The outgoing envelope must have the inmate's committed name, register number, and complete institution return address in the upper left hand corner.

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

Incoming Correspondence

First class mail is distributed Monday through Friday (except holidays) by the evening watch Correctional Officer in each living unit. Legal and Special Mail will be distributed by Mail Room or Unit staff and opened in the presence of the inmate. Inmates are asked to advise those writing to them to

put the inmate's registration number and Housing Unit on the envelope to aid the prompt delivery of mail. All inmate packages must have prior authorization unless otherwise approved under BOP policy.

Incoming Publications

The BOP permits inmates to subscribe to and receive publications without prior approval, subject to appropriate content matter. 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.

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 that 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. CEO approval is required for requests to correspond with an inmate in a

non-federal institution.

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. All inmate telephone calls are subject to monitoring and recording with the exception of unmonitored inmate legal calls to attorneys as long as the inmate makes prior arrangements with the unit team. Telephones will not be used to conduct a business. Telephones are to be used for lawful purposes only. Threats, extortion, and other criminal or prohibited behavior on the telephone, may result in disciplinary action and/or prosecution. Inmates that place unauthorized telephone calls, i.e. three-way/third party calls; call forwarding, will be submit to disciplinary action.

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 housing units and the phone room for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers.

Inmates will be given their SECRET PAC (nine digits) number by your Correctional Counselor and completing the BIO metric process (V-PIN) through Trust Fund. This will allow you to place a call by first entering the telephone number followed by matching both your first and last pre-recorded name, then 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 contact will also result in disciplinary action. This could include, but is not limited to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact.

Normal General Population Weekday Phone Hours Day

Phones 6:00 a.m. to 9:00 p.m.

Work Phones 6:00 a.m. – 7:30 a.m.; 10:30 a.m. to 12:00 p.m. and 4:30 p.m. to 9:00 p.m.

Weekend and Holiday General Population Phone Hours All

phones 7:00 a.m. to 9:00 p.m.

EMERGENCY PHONE CALLS: In the case of an emergency involving an **immediate family** member, the family must initiate the notification through the institution control center. Inmates should ensure that family members have that phone number (320-245-2262). They should be able to provide their name, and nature of the emergency. Further information to assist in addressing the matter would be the name and location of the respective hospital and/or location and telephone number. If circumstances warrant, the chaplain is the preferred contact for emergency calls should ITS use not be an option. The Unit Team or the duty lieutenant would be only during unusual circumstances. The only phone that may be utilized for this purpose is located in the end office in the chapel complex.

ACCESS TO LEGAL SERVICES

Legal Correspondence

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

Attorney Visits

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

Legal Material

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

Attorney Phone Calls

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

Law Library

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

Document Verification Methods: Unsworn Declarations, Oaths, & Notaries

1. Unsworn Declaration

The preferred method for an inmate to verify documents is through an unsworn declaration signed under penalty of perjury. Under 28 U.S.C. 1746, an unsworn declaration signed under penalty of perjury may be used with “like force and effect” as a sworn declaration, verification, certification, statement, oath, or affidavit, when such action is required by any law, rule, regulation, order, or requirement of the United States. There are enumerated exceptions to 1746, including a deposition, oath of office, and an oath required to be taken before a specified official other than a notary public. Other than for these exceptions, staff need not administer oaths and witness inmate signatures to be filed in Federal courts or with Federal agencies, unless directly instructed to do so by the Court or the agency.

Inmates may make their own unsworn declaration by placing the following paragraph at the end of their document:

“I declare (or certify, verify or state), under penalty of perjury, that the foregoing is true and correct. Executed on (date).”

Signature

2. Sworn Documents

If an unsworn document signed under penalty of perjury in compliance with 1746 is not sufficient, an oath sworn before a Case Manager may be sufficient. State laws often refer to notary publics because notaries are the only officials authorized by state law to administer oaths. However, in contrast to many state laws, federal law provides: “The wardens and superintendents, associate wardens and superintendents, chief clerks, and record clerks, of Federal penal or correctional institutions may administer oaths to take acknowledgements of officers, employees, and inmates of such institutions, but shall not demand or accept any fee or compensation therefor.” 18 U.S.C. 4004.

In practice, the person giving the oath (inmate) must face the oath administrator (Case Manager) and raise his or her right hand, while the administrator states:

“You do solemnly, sincerely, and truly swear (or affirm and declare) that the various matters and things set forth in this paper which you are about to sign before me are true, and that you do this under the pains of perjury.”

After receiving the affirmative answer, the administrator affixes the proper stamp in the necessary places, and the parties sign in the places provided. The stamp should read:

(name) _____, (title) _____,
Authorized by the Act of July 7, 1955, as amended, to
administer oaths (18 U.S.C. 4004).

3. Notary Public

Only when the unsworn declaration and Case Manager's Oath are insufficient should a document be notarized. These incidences would include the exceptions to 28 U.S.C. 1746 identified above. A Notary Public is ordinarily available to review and notarize documents deemed appropriate for Notary during the Correctional Systems Department's open house hours. Notaries are not required to notarize any document they believe to be deceptive or fraudulent.

Copies of Legal Material

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

Federal Tort Claims

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

Freedom of Information/Privacy Act of 1974

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

Inmate Access to Central Files and Other Documents

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

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

Executive Clemency

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

Commutation of Sentence

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

Pardon

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

Compassionate Release/Reduction in Sentence

The Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances not foreseen by the court at the time of sentencing. See Program Statement 5050, 50, *Compassionate Release/Reduction in Sentence: Procedures for Implementation of 18 U.S.C. §§ 3582 and 4205 (g)*.

U.S.C. §§ 3582 was amended by the First Step Act of 2018 and the following circumstances have been identified as extraordinary or compelling for consideration by the BOP: Terminal Medical Condition, Debilitated Medical Condition, certain Elderly conditions, Death or Incapacitation of the Family Member Caregiver, and Incapacitation of a Spouse or Registered Partner.

The BOP will consult 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 order for the inmate's release. If the RIS is denied at any level, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedures, except for those denied by the General Counsel or the Director, as they are final agency decisions and are not appealable.

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** by discussing the situation with the relevant department head, 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 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time which should be documented in the complaint. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. The inmate will be notified of the extension.

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

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

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

- Statement of Facts
- Grounds for Relief
- Relief Requested

Sensitive Complaints

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

General Information

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

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

DISCIPLINARY PROCEDURES

Inappropriate sexual behavior towards staff and other inmates will not be tolerated. Inappropriate sexual behavior is defined as verbal or physical conduct perceived as a sexual proposal, act, or threat. Examples of inappropriate inmate sexual behavior include: displaying sexually explicit materials;

making sexually suggestive jokes, comments, proposals, and gestures; and engaging in stalking, indecent exposure, masturbation, or physical contact. Inmates who engage in this type of behavior will be disciplined and sanctioned accordingly, through the inmate discipline process.

Discipline

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.

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 from when staff became aware of the incident, excluding the day it was issued, weekends, and holidays. The Warden must approve, in writing, any extension over five (5) days. The inmate is entitled to be present at the initial hearing and may make statements and present documentary evidence. The UDC 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:
- (d) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;
- (e) Transfer: You are pending transfer to another institution;
- (f) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or
- (g) Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

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

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

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

In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles. Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed.

Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

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

RELEASE

Sentence Computation

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

Fines and Costs

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

Detainers

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

The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states. The United

States of America, the District of Colombia, 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 Time

Section 102(b)(1)(A)(i) of the First Step Act, Public Law 115-391, changed how the Bureau calculates good conduct time. The Bureau is in the process of updating applicable policies to reflect this change.

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.

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 if the offender has faithfully observed the rules of the institution and has not been disciplined:

Lump Sum Awards

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than

thirty (30) days. If the recommendation is for more than thirty days, and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

Good Time Procedures

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

Parole

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term. Federal inmates sentenced prior to 1987 are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXEMPTIONS: inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). Inmates sentenced in the District of Columbia Superior Court who are eligible for parole will normally receive a parole hearing 180 days prior to their parole eligibility date. If the inmate chooses not to appear before the Parole Board for the initial hearing, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file.

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

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

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

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

Residential Reentry Center Placement (RRC)

Unit team conducts a "Second Chance Act" RRC placement review for all inmates when they are 17-19 months from their Projected Release Date (PRD). The review is conducted in accordance with Program Statement 7310.04 Community Corrections Center Utilization and Transfer Procedures and the Second Chance Act of 2007, which requires each inmate be individually reviewed to determine the timeframe for RRC placement but the act does not mandate a certain result. The review is conducted utilizing the five factor criteria set in 18 U.S.C. 3621. After the Warden makes the recommendation to the BOP's corresponding Residential Reentry Management (RRM) office, they further review the referral packet also utilizing the five factor criteria, which includes, resources of the facility contemplated; the nature and circumstances of the offense; history and characteristics of the prisoner; statements by the court that imposed the sentence; and pertinent statements issues by the U.S. Sentencing Commission. The RRM

makes the final designation decisions for RRC placement.

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

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

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

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

The Adam Walsh Child Protection and Safety Act

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

Conclusion

Hopefully this information will assist inmates during their incarceration and help clarify any concerns they may encounter. New commitments should feel free to ask any staff member for assistance, particularly unit staff.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS		RESPONSIBILITIES	
1.	You have the right to expect that you will be treated in an impartial, and fair manner by all staff.	1.	You are responsible for treating inmates and staff respectful, in the same manner.
2.	You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2.	You have the responsibility to know and abide by them.
3.	You have the right to freedom of religious affiliation, and voluntary religious worship.	3.	You have the responsibility to recognize and respect the rights of others in this regard.
4.	You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4.	It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5.	You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in accordance with Bureau rules and institution guidelines.	5.	It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through correspondence.
6.	You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).	6	You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7.	You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7	It is your responsibility to use the services of an attorney honestly and fairly.
8.	You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	8.	It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9.	You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	9.	It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10.	You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.	10	You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11.	You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.	11	You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

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., hack-saw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
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.
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.
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.
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.
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.
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.
229	Sexual assault of any person, involving non-consensual touching without force or threat of force.
296	Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
297	Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
298	Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
Available Sanctions for High Severity Level Prohibited Acts	
A.	Recommend parole date rescission or retardation.
B.	Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1	Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary segregation (up to 6 months).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.
J.	Impound inmate's personal property.
K.	Confiscate contraband.
L.	Restrict to quarters.
M.	Extra duty.
Moderate Severity Level Prohibited Acts	
300	Indecent Exposure.
302	Misuse of authorized medication.
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
304	Loaning of property or anything of value for profit or increased return.
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
306	Refusing to work or to accept a program assignment.

307	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
308	Violating a condition of a furlough.
309	Violating a condition of a community program.
310	Unexcused absence from work or any program assignment.
311	Failing to perform work as instructed by the supervisor.
312	Insolence towards a staff member.
313	Lying or providing a false statement to a staff member.
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
315	Participating in an unauthorized meeting or gathering.
316	Being in an unauthorized area without staff authorization.
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
318	Using any equipment or machinery without staff authorization.
319	Using any equipment or machinery contrary to instructions or posted safety standards.
320	Failing to stand count.
321	Interfering with the taking of count.
324	Gambling.
325	Preparing or conducting a gambling pool.
326	Possession of gambling paraphernalia.
327	Unauthorized contacts with the public.
328	Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
330	Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
331	Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
332	Smoking where prohibited.
333	Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
334	Conducting a business; conducting or directing an investment transaction without staff authorization.
335	Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
336	Circulating a petition.
396	Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
397	Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
398	Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited

	acts.
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
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	
402	Malingering, feigning illness.
404	Using abusive or obscene language.
407	Conduct with a visitor in violation of Bureau regulations.
409	Unauthorized physical contact (e.g., kissing, embracing).
498	Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
Available Sanctions for Low Severity Level Prohibited Acts	
B.1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
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.

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

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2 nd offense 3 rd or more 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). Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2 nd offense 3 rd or more 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). Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2 nd offense 3 rd or more 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). Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).

U.S. Department of Justice Federal Bureau of Prisons



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.

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Contact your local Rape Crisis Center (RCC): FCI Sandstone has in effect a Memo of Understanding (MOU) with a local RCC, Program for Aid to Victims of Sexual Assault (PAVSA). Contact information is as follows:

Program for Aid to Victims of Sexual Assault 32

East 1st Street, Suite 200

Duluth, MN 55082

218-726-1931 (you must add this telephone number to your TRUFONE contacts)

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 101/(A): Assaulting any Person (including sexual assault)**
- **Code 114 (A): Sexual Assault**
- **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; where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury;

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

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

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

**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
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

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

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

Third-party reporting (outside of institution):

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