

**FEDERAL CORRECTIONAL INSTITUTION**

**TALLADEGA, ALABAMA**

**Admission and Orientation Handbook**



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**English-Language Document**

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## ADMISSION AND ORIENTATION PROGRAM

### **Introduction**

The purpose of this handbook is to provide arriving inmates with information regarding the Bureau of Prisons (BOP), its programs, and 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 are given a social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse.

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 FCI Talladega.

#### **Classification Teams (Unit Teams)**

Custody classification is based upon numerous facets and is individually handled. However, prior record, length of sentence, type of offense, etc. are significant in determining custody. The unit team has the responsibility of assigning custody classification or, in certain cases, making recommendations to the Warden. There are four levels of custody in the prison system: Maximum, In, Out and Community. FCI, Talladega is designated to handle only "In" Custody inmates. Questions regarding custody classification should be referred to your unit team.

FCI Talladega has six different housing units for inmates.

- |          |            |
|----------|------------|
| 1. Sigma | 4. Beta    |
| 2. Delta | 5. Alpha A |
| 3. Gamma | 6. Alpha B |

Delta/Gamma/Beta - These units are considered general population inmates.

Alpha B - Inmates housed in the Special Housing Unit.

Sigma Unit- Generally used to house inmates who work in UNICOR, along with unit orderlies and inmates next on the hire list for UNICOR.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 6:00 a.m. to 7:00 p.m., and during the day on weekends and holidays. Special needs inmates or inmate with disabilities should see their assigned unit manager for any housing or other needs you feel are necessary.

## GENERAL FUNCTIONS OF UNIT STAFF

**Unit Manager:** The Unit Manager is the administrative head of the housing unit. He/she is responsible for the total supervision of the unit program as well as the planning, developing, and implementation of individual program designed to meet the particular needs of each inmate in the unit. The unit manager supervises all staff and is responsible at any time to both staff and inmates for consultation concerning problems.

**Unit Secretary:** The unit secretary performs clerical and administrative duties generated by the unit staff. The secretary is under the direct supervision of the unit manager.

**Case Manager:** The case manager is responsible for all professional case work services for all inmates assigned to the unit. Included in the preparation of classification material are progress reports, verification of information, parole board meetings, preparation for material for transfers, pre-release functions, and admission and orientation functions. The case manager assists inmates in organizing an institutional program plan.

**Correctional Counselor:** A counselor has the important function of keeping the unit team advised of an inmate's progress in his assigned program and any problems he may have during his stay at this institution. He works with the case manager and the unit team in establishing goals, approving phone calls, etc. Talking with him regularly, both in group or individual counseling sessions, may answer many questions for the inmate and solve problems with little delay. All counselors have received intensive training in necessary skills and receive continuing training and support from all staff members.

**Correctional Officer:** The correctional officer is responsible for maintaining security and custody at the institution and will often be an inmate's supervisor on the job. Correctional officers are for an inmate's welfare and all inmates should feel free to discuss problem with them. If they cannot be of assistance, they will direct the individual to a staff member who can be of help. As a member of the unit team, the correctional officer also submits periodic reports on an inmate's adjustment and work attitudes which are used in preparation of material presented to various agencies. Each member of the unit team is a professional who will assist you in planning and accomplishing your program goals in preparation for your release. You are the most important member of the team and your accomplishments here depend upon your own desires and motivation.

### **Communication**

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

A schedule is posted on each unit's bulletin board to inform you of that particular unit's activities and programs developed and implemented by the Unit Manager.

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

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

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

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

### **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 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 inmate's 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 inmate's chances of successful reentry. Each time an inmate goes to team, he 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 Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

### **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 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 of 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

### **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.

It is the responsibility of each inmate to keep his own room clean and in good order. The furniture in each room must be arranged in the manner prescribed in each unit's rules. No pictures are allowed to be attached to the walls or outside of furniture. Brooms, mops, and cleaning materials are available in each unit. These items are not permitted to be stored in cells when not in use, each unit has a designated area for the cleaning materials. The beds should be made in a "military fashion" whenever the room is left. Personal articles should be arranged in an orderly fashion. Questions regarding room appearance should be directed to the unit staff. The air vents, light fixtures, and windows are not to be blocked at any time. Neither card board or paper sacks are allowed in the inmate's room.

At the time of admission, each inmate is issued soap, toothpaste, comb, razor blades, etc. When these articles are exhausted, they may be purchased by the inmate from the institution commissary, or re-issued from unit staff.

FCI Talladega is a tobacco free institution. A SMOKING CESSATION PROGRAM FOR INMATES entitled "Freedom from Smoking" is currently available to FCI inmates through the Psychology Department. This is an eight week program designed to help inmates that want to kick the habit.

### **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 impede staff searches of the cell. FCI Talladega has an Institution Supplement regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain.

### **Storage Space**

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

### **Clothing**

As a general rule, inmates should be dressed in Khaki shirts and trousers provided by the institution. ***Clothing will not be altered in any way.*** Khaki shirts and pants are to be worn from 6:00 am through 4:00 pm, Monday through Friday. House shoes or shower shoes are not appropriate footwear outside the unit. Each inmate is authorized to wear "approved" shorts during their off duty hours on the recreation field and in the units. Shirts are not required for inmates on the recreation yard during off duty hours. Footwear must be worn in the living

units. Tennis shoes or house slippers may be worn if an inmate is off duty. Tennis shoes or house slippers are not permitted in the visiting room. Safety footwear will be worn on all assignments which require hard toed shoes. Inmates are required to have their identification cards in their possession at all times.

Inmates will present acceptable appearance at all times, utilizing approved issued clothing. Hair may be worn in any length and style, as long as it is neat in appearance and does not jeopardize sanitation rules and regulations. Inmates will be properly dressed (i.e.; pants and shirt) when in common areas of the unit such as TV rooms, phone room, and office area. Inmates on off-duty status, during normal business hours (6:00 a.m. to 4:00 p.m.), may wear personal athletic clothing in the unit and recreation areas. They may not wear their personal clothing in any other area of the institution. The mixing of institution clothing with recreational clothing is not allowed and grey sweatshirts will not be worn as a top shirt. Inmates must wear proper attire in the housing units. This means inmates must wear pants, athletic shorts, or bathrobes to and from the showers. Wave caps (Do-Rags) will only be allowed in the housing units. Sagging, or wearing your pants below your hips will not be tolerated.

**Normal Business Hours:** Between the hours of 6:00 a.m. to 4:00 p.m., Monday through Friday, all inmates in duty status must be clothed in their institutional work clothing. All buttons up shirts must be buttoned with the exception of the collar button. Shirts are to be tucked into the pants. Pants should be pulled up and belts should be worn. Absolutely no sagging will be allowed. Head gear will be a grey or white baseball cap. During the winter months, the orange knit cap may be substituted. Inmates must wear a shirt at all times while on the compound or working. Inmates will only be allowed to remove their shirts on the recreation yard. Grey sweatshirts will not be worn as a top shirt during the noon meal.

**Non-Business Hours:** Non-business hours are defined as those hours after 4:00 p.m. weekdays, and all day on holidays and weekends. The type of clothing worn during those hours is optional for all off-duty inmates. Underclothing, except T-shirts, will not be worn as outer garments. Authorized sports clothing, (i.e., sweats, athletic shorts) may be worn. Shorts are limited to athletic shorts purchased through the commissary. Clothing such as khaki pants or sweat pants which have been cut into shorts are not allowed. Such clothing is considered altered clothing. At no time will any form of altered clothing be allowed to be worn. Inmates on duty status, such as Food Service must wear the prescribed work uniform regardless of the time or day of the week.

Inmates may purchase white baseball caps from the commissary. These caps may only be worn in outside areas of the institution. Caps of any type, other than authorized religious headgear, may not be worn inside the buildings. All head gear must be worn properly. The bills of baseball caps will be worn forward. Inmates are not allowed to have hobby craft knitted toboggans. Religious head gear must be approved or ordered through the Chapel. Caps authorized through Receiving and Discharge or purchased through the commissary may not be modified in any manner. Inmates may inscribe their name and number on the inside of the cap. Sweat clothing and shorts may be purchased at the commissary. These articles are considered athletic clothing and may not be modified. Inmates may inscribe their names and register number on the inside band of sweat clothing and shorts. Inmates may wear athletic clothing during leisure time only.

The marking of any institution or personal clothing with any emblem, design, or other marking is considered altering and will make the item contraband. No personal clothing with emblems, designs, or markings will be

allowed through Receiving and Discharge. Loaning, giving, borrowing, or exchanges of institution or personal clothing in any way will result in the clothing being confiscated.

On normal business days, inmates entering the dining hall are required to wear institution issued clothing. Shirts are to be tucked in at all times in the dining hall. Shower shoes/flip flops are not permitted outside the unit. Only head wear approved as a religious item by the Chaplain will be worn in the dining hall. During the evening meals, and all weekend and holiday meals, inmates may enter the dining room wearing either institution clothing or personal clothing items. Shorts purchased from the commissary are permitted in the dining room.

### **IPP**

Inmate Performance Pay Program at FCI, Talladega is administered by a committee composed of the Associate Warden (Operations), Case Management Coordinator, and the Controller.

All inmates have the opportunity to work and earn performance pay. The rate of pay is based upon the pay grade of the particular inmate position, inmate performance, and percentage of time worked during a month. In some instances more inmates can be assigned to a work detail than allocated in the department budget.

Inmates in this category can be granted "maintenance pay", \$5.25 provided funds are available in the department budget. If funds are not available, then no pay will be granted.

The inmate performance pay schedule is divided into four pay grades. The amount of pay is as follows:

- Grade 1 -- .40
- Grade 2 -- .29
- Grade 3 -- .17
- Grade 4 -- .12

In addition, inmates can earn achievement awards in the amount of \$25.00 upon completing educational requirements.

### **Commissary/Special Purpose Items**

Commissary items are authorized to the point they can be contained in the storage area provided for personal property. The maximum dollar amount allowed for Special Purpose Orders (SPO) items is \$300 (cost price excluding shipping charges) per quarter. Ordinarily, no more than one order is processed per month for any inmate.

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

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated space. 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 unit according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such.



For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

### **Legal Material**

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

### **Hobby craft Materials**

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

### **Radios & MP3 Players**

Inmates may only possess radios and MP-3 players which have been purchased from a BOP commissary. Radios and MP-3 players may be played on the recreation yard, the housing units, and in individual inmate rooms. Alteration of a radio or MP-3 player is not permitted. Altered radios and MP-3 players will be confiscated as contraband. Radios or MP-3 players may not be taken to the work detail. Color televisions are located in each living unit. Operations of the television sets are subject to the specific procedures of each unit. (See unit staff.)

### **Jewelry**

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

### **Smoking**

Inmate smoking is prohibited in all BOP facilities.

### **Quarter Rules**

Each inmate in the unit is expected to maintain himself in an orderly fashion. Inmates are expected to abide by the policies and procedures of the unit, FCI, Talladega, the Federal Prison System and the laws of the United States of America. Our common goal is to create an environment in the unit of mutual respect and concern in which every person can contribute to, share in, and fulfill himself as a worthwhile and productive human being.

- A. Loitering: Inmates may stand on the ranges and flats in front of their respective rooms for brief periods of time. However, there will be no individual loitering or gathering of groups of inmates on the tiers at any time.
- B. Horseplay: Horseplay too often results in injury. Horseplay will not be tolerated in the unit. Any activity of this nature is prohibited and will result in disciplinary action.
- C. Noise level: Excessive noise such as loud talking and yelling inside individual rooms, the card areas, T.V. rooms and common areas will not be tolerated.

### **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 rooms or arrive at work on time are subject to disciplinary action.

All inmates are required to make their beds, clean their rooms, empty their trash containers and turn off their lights prior to leaving for work, on a daily basis. Daily inspections will be made by unit staff for cleanliness and sanitation.

**Attention in the housing units and special housing units, both male and female staff routinely work and visit inmate areas.**

**Clothing Exchange & Laundry**

Laundry Washing Procedures: Laundry carts for clean and dirty clothing will be utilized to launder the inmate clothing. Carts to place soiled clothing in will be sent to the housing units the day prior to their assigned wash day. Personal clothing carts are washed on Mondays and Thursdays. Institutional clothing is washed on Tuesdays and Fridays. Inmates will be allowed to place their dirty clothing into the carts from 8:30 pm until 9:00 pm on the evening prior to scheduled wash day. Clothing carts will be picked up from the housing units at 6:15 a.m. and returned to the housing units later that same evening once washing is complete.

All inmate clothing is laundered in the institutional laundry. You will be issued (2) laundry bags. One will be used for personal and one for institutional clothing. You are responsible for separating your clothing to prevent cross contamination of colors and for securing your bag to prevent loss of property. Laundry staff do not inventory clothing due to the large number of articles being turned-in for washing.

Each inmate will be issued the following

Khaki trousers	.....	4 pair
Khaki shirts	.....	4 each
T-Shirts	.....	4 each
Undershorts	.....	4 each
Belt	.....	1 each
Towels	.....	3 each
Washcloth	.....	3 each
Socks	.....	6 pair
Shoes	.....	1 pair
Raincoat	.....	1 each
Jacket (in season)	.....	1 each
Sheets	.....	2 each
Blanket	.....	1 each

Laundry staff will place a clothing label on all Khaki colored institutional issued clothing. Unlabeled clothing will not be replaced until the proper paperwork has been completed and returned to the laundry.

Linen/Blanket Exchange Schedule is determined by the fifth digit of the inmates register number. (0-4) will be conducted on Mondays. (5-9) will be conducted on Tuesdays. Example: Register number 1235(4)-001 would exchange on Monday (0-4). Register number 1235(5)-001 would exchange on Tuesday (5-9).

Linen Exchange: (2) sheets will be exchanged during each scheduled linen exchange according to your register number. Sheets will be exchanged each week.

Blanket Exchange: (1) blanket will be exchanged during each scheduled blanket exchange day according to your register number. Blankets will be exchanged every two weeks.

Holiday Schedule: If the holiday falls on Monday then sheet exchange for numbers (0-4) will be on Tuesday. Numbers (5-9) will be on Wednesday. If the holiday falls on Tuesday numbers (5-9) will exchange on Wednesday.

When the laundry receives an inmate's initial clothing request, laundry staff will issue to the inmate, a full issue of T-shirts and undershorts the day the inmate arrives. All other clothing will be issued within one working days of confirmation of the inmate's clothing size.

All clothing articles issued to an inmate are the responsibility of that inmate. A second issue of an institutional clothing item which has been lost, stolen, or willfully damaged, destroyed or altered will not occur unless monetary restitution for the first issue is made. In order to make restitution, inmates will request the cost of the item be taken off their commissary account via a TRUFACS BP-199, Request for Withdrawal of Inmate's Personal Funds. If an inmate does not have funds in their account at the time, their commissary account may be encumbered for that amount, after receipt of a hand written BP-199, Request for Withdrawal of Inmate's Personal Funds. A debt will be established for the outstanding debt. Laundry staff will coordinate with Trust Fund staff to ensure the BP-199 has been processed prior to issue of the replacement clothing. When the inmate is paid or receives funds into their commissary account, the amount of the debt will be deducted from their commissary account.

Clothing exchange is conducted twice a month normally on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday. Inmates are to submit a cop out to laundry on Tuesday morning during the morning meal. The request will be filled and clothes will be picked up on Thursday morning during the morning meal. Inmates will have to bring their exchange along with them on Thursday when picking up their six months exchange.

T-shirts and undershorts are exchanged for new every eight months. Shoes are exchanged for new every eighteen months. The inmate is issued one pair of safety toed work boots/shoes. This pair must be worn with the uniform of the day. Inmates may bring soiled linen (sheets) to the laundry on Thursdays of each week on a one-for-one exchange basis during the serving of the morning meal. A complete bedroll (consists of two sheets and a blanket) will be exchanged every other week. On months with five Thursdays only sheets will be exchanged.

Clothing Replacement: All institutional Khaki clothing is issued with a laundry label attached to the item. This label has the inmate's name, register number and laundry bin number imprinted on it. This label must remain on the item. In the event the label starts to peel off, it is the inmate's responsibility to report to the laundry with the clothing item and have a new label affixed to the item. Clothing without a label will be confiscated. Inmates can be held financially responsible for lost/stolen clothing. The inmate must obtain a Replacement form from the laundry for lost or stolen clothing items, complete it and provide it to their counselor. The counselor will ensure that the clothing is in fact missing and return the form to the laundry for processing. Inmates are not allowed to return the form to the laundry.

Laundry staff will process Replacement forms on Wednesday of each week. The clothing items may be picked up by the inmate on the next business day.

Complaints: Inmates should first attempt to resolve any complaints they have with the appropriate staff. If unsuccessful, they may see the Trust Fund Supervisor, or designee at main line during the noon meal.

### **Commissary**

The commissary sales unit is located next to the Laundry. The commissary offers a variety of food items, beverages, and toiletry items. Each inmate is allowed to shop **ONCE** per week. The commissary uses the fingerprint program to conduct all purchase transactions. New inmate commitments will be entered into the fingerprint system by commissary staff when they make their first commissary purchase. On rare or unusual circumstances inmates will be allowed to use their inmate identification card to shop if all other means to acquire a fingerprint fails. You should have your inmate identification card, provided by Receiving and Discharge, with you at all times to prove your identification.

### Commissary Procedures

#### Commissary Sales Times:

Monday – Thursday

Day Sales conducted after the morning and noon meals.

Shopping Requirements: The fingerprint system is currently in use at FCI Talladega. Inmates must possess their Inmate Identification Card in order to shop in case the fingerprint system is not functioning.

Shopping Day: Inmates will shop according to their housing unit assignment.

The first time an inmate shops, he may shop any day. Thereafter, he must shop on his assigned sales day. Inmates may only shop once a week for general commissary items.

Sales to general population inmates will be conducted after the feeding of the morning and noon meals. Sales will begin at approximately 7:30 a.m. and continue while there is a steady line. Sales will stop at 10:30 a.m. for the feeding of the noon meal. Sales will begin at approximately 11:30 a.m. for the evening shoppers. Each inmate will have the opportunity to purchase commissary items once per week. In the event commissary staff are unable to complete sales on an assigned day arrangements will be made to allow inmates scheduled to shop for that day.

Inmates must shop on their scheduled day except as noted. Trust Fund staff will arrange an alternate shopping day for those inmates unable to shop as scheduled if a staff error prevented the inmate's payroll from being posted on time. Inmate payroll, money orders, domestic or international checks, and cash not being posted by the inmate's shopping day, but posted as scheduled, attendance of a scheduled recreation event or institution special event, or the inmate's failure to read the posted sales schedule are not sufficient reasons to allow an inmate to shop on an alternate day. Additionally, inmates released from Administrative Detention to the compound must wait until their assigned sales day to shop. Inmates without any record of prior purchases are considered first time shoppers and may shop any day.

Thereafter, they must shop with their assigned housing unit. Inmates who cancel their purchase once the sale has started may not shop again until their next assigned sales day. Inmates must turn in their own completed commissary list and remain in the commissary line once they have turned their list into the commissary. Inmates who fail to report to the sales window when their name is called will have their commissary items returned to the end of the line. Inmates who fail a second time to report to the sales window when called will forfeit their privilege to shop for that week and not be allowed to shop until the following week on their assigned shopping day. Inmates will normally be called to the sales window by use of the commissary public address system. However, in the event the public address system is inoperative, the inmate names will be announced through the sales lobby window. Changes to the commissary list are not allowed once the list has been submitted to commissary staff. Inmates may request a replacement item when an item ordered is out of stock and the commissary did not post a listing of those out of stock items.

Returns, Warranties, Exchanges: Except as noted, all sales are final once the inmate signs his receipt and steps away from the window. An exchange is authorized when:

- 1) The inmate remains in the commissary booth and reports that he was sold an incorrect item.
- 2) He has his receipt and the item in question.
- 3) The inmate's commissary list reveals that the inmate correctly marked the item he wanted and not the item he was sold.
- 4) Staff is confident the inmate did not request a change in items or was sold a substitute because the requested item was not available.

All four of the above conditions must be met before commissary staff will make the exchange.

All radios and watches are sold as is. Inmates must verify the radio or watch is fully functional before stepping away from the sales window. These items may be sent out for repair at the inmate's expense, but due to security concerns, may not be returned to the inmate.

Receiving Funds:

The institution does not accept funds for placing on the inmate's commissary account. All funds must be sent to:

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

Money from another federal prison – Funds are available to the inmate once he arrives at his destination. Upon the inmate's request, Financial Management staff will contact another federal prison if the inmate's funds are not received at this institution within five working days. The inmate's counselor will contact all non-federal prisons.

Western Union Quick Collect - An inmate's family or friend may send funds to an inmate by means of the Western Union Quick Collect program. The sender must use the inmate's committed name and register number to complete the transaction. The city is FBOP and the state is DC. Once the transaction is successfully completed, the inmate's funds will normally appear in the inmate's available balance within four hours of transmittal.

**Negotiable Instruments Without Holds.** Ordinarily, the following items are not held and funds are immediately available to the inmate. However, some negotiable instruments may require a hold if they are deemed a financial risk:

- U.S. postal money orders.
- Privately contracted correctional facility checks.
- **Postal** money orders issued by Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, British Virgin Islands, Coronado, Dominica, Grenada, Montserrat, St. Christopher, Nevis, St. Lucia, and St. Vincent and the Grenadines.
- Canadian postal money orders payable in U.S. dollars.

There are no vending credits sold here at FCI Talladega. The Commissary sales a copy card which is pre-loaded with credits to be used in the inmate copier.

Monthly Spending Limitation: The current spending limitation (validation) is \$180.00 Bi-Weekly. The only items excluded from the spending limitation are:

- Postage stamps.
- Nicotine Replacement Therapy (NRT) patches.
- Over-the-counter medications/medical products/vitamins/mineral supplements as defined in Section 3.3.f(14).
- Kosher/Halal shelf-stable entrees for inmates who are FRP Refuse.
- Copy cards and copy paper

RE-VALIDATION OF SPENDING LIMIT – The spending limit automatically revalidates on the first and fifteenth day of each month. You will receive \$180.00 on the first and then another \$180.00 on the fifteenth of each month.

#### **Deposits to Accounts**

Inmate payroll and money received from outside sources are credited to your commissary account. **All negotiable instruments (money orders and checks) must be sent to the bureau Lockbox in Des Moines, Iowa, at the following address: Federal Bureau of Prisons, Inmate Name, Inmate Register Number, P.O. Box 474701, Des Moines, Iowa, 50947-0001.** Inmates are cautioned that due to the high volume of negotiable instruments sent to the Lockbox, the funds may not appear on your account for several days. All checks, with the exception of government issued, are credited into your account but are placed on a fifteen-day hold. Therefore,

you cannot spend the money for fifteen days. Foreign checks are held for thirty days. This procedure allows time for the check to clear the bank that it was issued against.

The Federal Bureau of Prisons has centralized the processing of all incoming inmate funds. All funds being sent to inmates at FCI Talladega must be sent to the National Lock Box location at the following address:

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

The institution mail room at FCI Talladega will no longer accept funds received from outside the institution. Any funds received will be returned to the sender with specific directions on how to send the funds to the national Lock Box. Please notify all persons who will possibly send you funds that they must send all funds to the national Lock Box mailing address (above) and adhere to the following instructions:

Instruct them NOT to enclose personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The national Lock Box cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.

Instruct them they must have the inmate's committed name (no nicknames) and register number printed on all money orders; U.S. Treasury, state, and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.

Instruct them their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they cannot be posted to the inmate's account.

#### **MoneyGram Express Payment Program**

Inmates may receive money directly to their account by use of the Western Union Quick Collect. Money sent to you this way will appear on your account usually within four

s. However, there is a Western Union charge for this service.

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

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

#### **Commissary Fund Withdrawal**

Each inmate may send money out for various reasons. This procedure is accomplished by completing a BP-199 form on the TRULINCS computer and then going to the library to print it out. It must then be taken to your Unit Team member and signed in front of them after showing your ID card to verify you are who you are. Money forms for amounts greater than \$500.00 must be approved by the Associate Wardens and Superintendent of Industries, so it may take a little longer to clear. Forms are processed weekly. It takes approximately four weeks from the time the form is received by Financial Management until the payee receives a check; plan accordingly.

## TRULINCS

- Participation in TRULINCS Electronic Messaging Program Form (BP-0934) is needed to access the messaging function.
- You will use TRULINC's to maintain your Contact List – you are limited to 100 Active contacts, 30 Email addresses, and 30 Telephone numbers.
- Outgoing mailing labels can be printed at no cost in the Law library. All outgoing mail must have a printed label! Mailing labels are only placed on outgoing postal mail. Inmates who use mailing labels for other than their intended purpose may be subject to disciplinary action for misuse of Government property. Limited to printing no more than 10 labels per day.
- TRULINC's will be used to access all account information.
- BP 199's will be processed and can be printed at no cost in the Law library. Do not sign until delivered to Unit Team for processing.
- TRULINCS can only be accessed from your assigned housing unit and for research in the Law library.
- Session time is 15 minutes for Unit TRULINCS stations and 120 minutes for Law Library stations with 30 minutes between sessions.

### Charged Services:

TRU-Units can be purchased for \$.05 a unit (purchased in the following 40; 100; 200; 300; 600)

Public Messaging – 1 TRU-Unit per minute

Printing (messages, law research, account statements, contact list) – 3 TRU-Units per page

Free Services-No Cost

AIM

BP-199 (process and print)

Contact List

Printing mailing labels (limited to 10 a day)

ELL (Law library)

### Inmate Telephone System-TRUFONE

It is policy of FCI, Talladega, to provide inmates access to public telephones for private, long distance, collect and local telephone calls. (See unit staff for hours, regulations, etc.) Inmates are limited to 300 minutes a month/15 minutes per call. Telephones are provided for long distance collect calls and are located on each side of the living units. Only inmates assigned to a particular unit may use the telephone in that unit. Collect calls



will be made only to the party legally responsible for the telephone charge incurred. No third party calls are permitted.

A Phone Access Code (PAC) is established for each inmate upon his arrival at FCI Talladega. The form containing the PAC is placed in the inmate's unit folder to await pick up by unit staff. PACs will not be sent through the institution mail. Inmates transferring in from another institution with an established ITS-II account will be able to use their current PAC and telephone list at this institution. If an inmate reports his PAC as compromised, staff will immediately notify the Trust Fund Supervisor. The inmate's compromised PAC will be deleted and a replacement PAC will be assigned to the inmate's account at a charge of \$5.00..

Each individual is responsible for the content of his calls; therefore, care must be taken to avoid embarrassment to any person, family, etc. Care should be exercised to eliminate undue burden of expense to the recipient of the call. Each individual is solely responsible for his behavior while using the telephone. Threats, extortion, etc., may result in prosecution for violation of regulating telephone usage. When violators are detected, they may be referred to the appropriate law enforcement agency.

Inmate telephones are subject to monitoring with regard to institutional security. In the event an inmate wishes to place a call to his attorney of record and doesn't want the call subject to monitoring, he must submit his request in writing to his unit manager or case manager in advance. Once approved, the call will be placed at the inmate's expense. Incoming calls will not be accepted. Should an emergency arise, the calling party may contact the inmate's unit team. If necessary the inmate may return the call.

### **Barber Shop Procedures**

A schedule will be posted in the housing units. There will be no deviations for the posted schedule. Correctional Services will be responsible for supervision of the Barber Shop and the daily operation. The Compound Officer will periodically make rounds to ensure all safety and sanitation requirements are being adhered to. Inmates will only be permitted to enter the Barber Shop during a five minute outbound move to program areas. All inmates will have the opportunity to receive a haircut/shave. There will be a maximum of 12 inmates in the Barber Shop at any given time. No other activities will be conducted in Barber Shop. This is not a place to "hang out".

Days of Operation will be Monday through Saturday.

Barber Shop "Hours of Operation" will be:

Monday-Friday: 7:30 a.m. – 2:30 p.m.

Saturday: 8:00 a.m. – 9:30 a.m.

Wednesday-Thursday: 5:00 p.m. – 7:30 p.m.

Barber shop is closed during the noon meal.

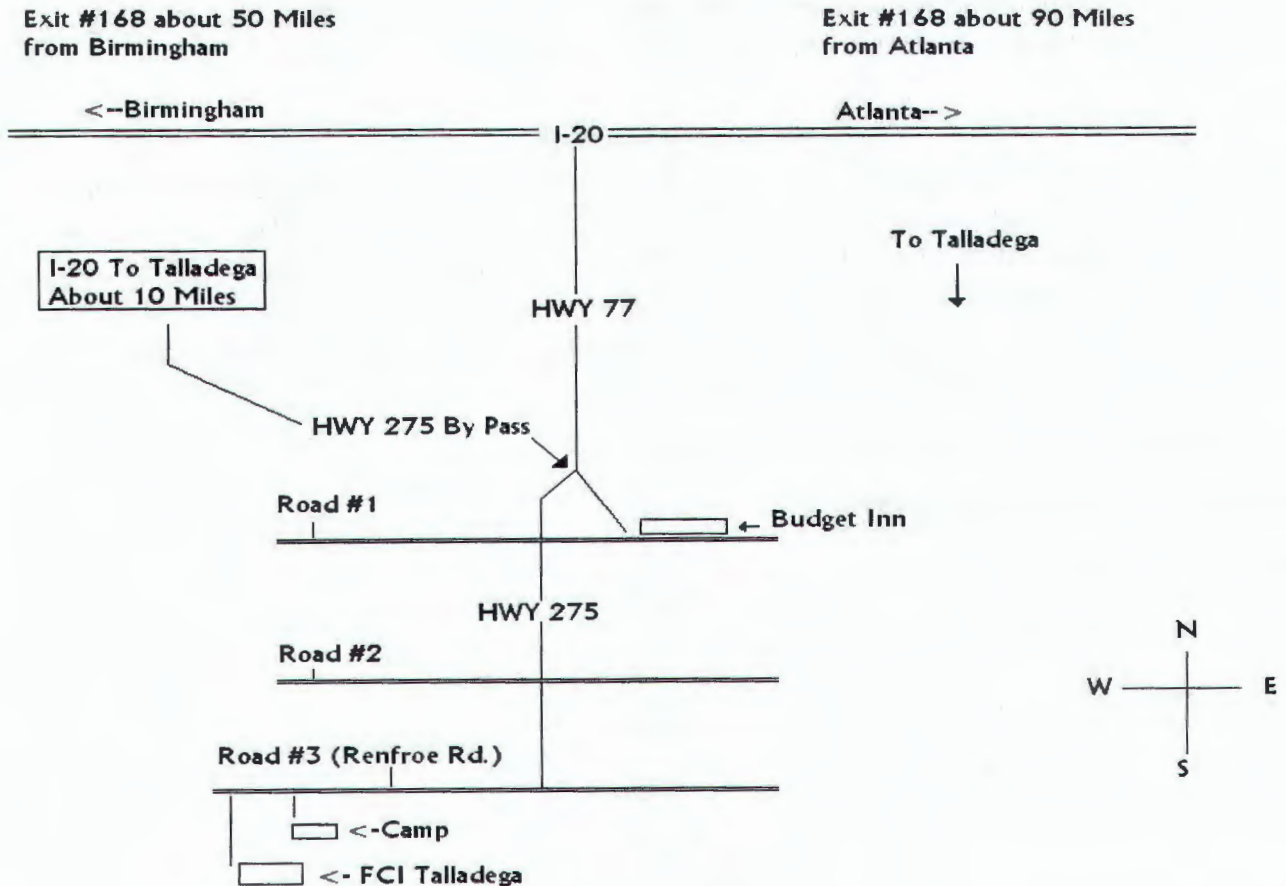
## VISITING PROCEDURES

### Directions from Atlanta, GA to FCI Talladega:

Take I-20 West (toward Birmingham) to the Lincoln/Talladega exit (#168). Turn left from the exit on Highway 77 (four lanes). After approximately 10 to 15 miles, turn right on highway 275 towards Montgomery). Turn right at the 2nd caution light (approx. 2 miles from highway 275). The institution is located on the left after passing the staff training center and the Camp.

### Directions from Birmingham, AL to FCI Talladega:

Take I-20 East (toward Atlanta) to the Lincoln/Talladega exit #168). Turn left from the exit on Highway 77 (four lane). After approximately 10 to 15 miles, turn right on highway 275 towards Montgomery). Turn right at the 2nd caution light (approx. 2 miles from highway 275). The institution is located on the left after passing the staff training center and the Camp.



**Local Transportation:** There is a local taxi cab company offering service to and from the institution. Bus service is unavailable.

**Hours of Visiting:** Visiting takes place on Friday, Saturday, Sundays, and Federal holidays. The hours are: 8:30 a.m. to 3:00 p.m. An unlimited amount of visiting time is granted; however, only four adult visitors are allowed to visit at one time. Once your visitors leave the visiting room, the visit is terminated. All children under the age of 17 must be accompanied by an adult. You, as an individual are responsible for the supervision of children. An embrace and kiss within the bounds of good taste and propriety is permitted at the beginning and end of the visit. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

**Items that Visitors May Give to an Offender:**

Visitors will not be allowed to bring in anything to give to an inmate to include cigarettes, cigars, and other tobacco products, mail, or legal materials. It is requested that visitors not bring excessive items with them to visit an inmate (i.e., suitcases, large/oversized bags or purses, packages, etc.). These items should remain in the hotel room or automobile. Inmates may not receive money through the Visiting Room. All monies for an inmate must be sent Western Union (instructions posted on inmate bulletin board) or mailed to the National Lockbox through the U.S. Postal Service at the following address:

Federal Bureau of Prisons

*Insert Inmate's Name*

*Insert Inmate's Reg. No.*

P.O. Box 474701

Des Moines, Iowa 50947-0001

**Special Visits for Family Emergencies:**

An inmate's unit team at the inmates request may submit a special visit request to the Unit Manager for approval. Details of the visit should be written in an Inmate Request to Staff Member (Cop-Out) and submitted to the Unit Manager.

**Approved Dress Code:**

Visitors are expected to be appropriately dressed when visiting inmates. All visitors are required to wear footwear. All visitors must be properly dressed when coming to visit at the institution. Visitors will not be allowed to wear see-through clothing, halter tops, tank tops, spandex pants or tops, sun dressed or strapless dresses. Skirts or dresses with splits must come to the top of the knee. Shorts may be worn by visitors if they are knee length or do not come more than 3 inches above the knee. Apparel of a suggestive or revealing nature will not be allowed. Provocative attire will be reason to deny a visitor entrance to the visiting room. The Operations Lieutenant will make the decision concerning denial or termination of inmate visitors and notify the visitor if the visit is denied or terminated. This decision will normally be make in concert with the Duty Officer.

**Identification Required:**

All visitors must be on the inmate's approved list, and must produce proper identification at the institution. Proper identification is considered a picture identifying the visitor, i.e. a driver's license, state ID with picture. Persons arriving without such identification will not be permitted to visit. All visitors must clear the X-ray machine prior to entering the institution.

Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A search will be made of all carry-in items of a visitor. This visitor will be present during the time when all items are being searched. The Visiting Room Officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code states, "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or take or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

**Special Rules for Children:**

Adult visitors are responsible for the conduct of children under their supervision. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. No toys will be allowed to be brought inside the institution.

Items Authorized: A small, see-through, coin purse is preferred with proper ID and sufficient money for the vending machines. Paper currency, in denominations of \$5.00 or less, and coins may be brought into the visiting room by visitors. The total amount of money allowed to be brought in to the visiting room is \$20.00. Inmates are not allowed to receive food from outside sources.

Visitors are not to bring food, packages, or articles of clothing to give to an inmate. Visitors are not allowed to bring in food items to be consumed by them to include gum, candy, and breath mints. Refreshments may be obtained from the vending machines available in the Visiting Room. Only the amount of food necessary for an infant will be permitted for the infant's consumption during visiting hours.

Smoking is prohibited throughout the visiting areas. No cigarettes, cigars, lighters, matches, or other related items will be allowed into the Visiting Room.

**IT IS ILLEGAL FOR ANY PERSON TO INTRODUCE OR ATTEMPT TO INTRODUCE ITEMS OF CONTRABAND ONTO THE GROUNDS OF ANY FEDERAL CORRECTIONAL INSTITUTION.**

The Administration of this institution has every desire to make your visit as pleasant as possible. Should you have any questions regarding visiting, contact the Visiting Room Officer, or a member of your unit team?

## **SECURITY PROCEDURES**

### **Counts**

Official counts are conducted at Federal Bureau of Prison institutions to ensure a continuous accountability of all inmates is maintained. The count system in all institutions shall provide for at least five official counts every 24 hour period. At this institution, we have five (5) regularly scheduled official counts. These counts are conducted at 12:01 a.m., 3:00 a.m., 5:00 a.m., 4:10 p.m., and 9:30 p.m., daily. On federal holidays and weekends a count will be conducted at 10:00 a.m.

The 4:10 p.m., daily count, the 9:30 p.m. count, and the 10:00 a.m., count conducted on the weekends and federal holidays are stand-up counts throughout the institution. All inmates will be secured in their cells during official counts. The cell doors will be unlocked once the count is clear. If inmates are authorized to be in a T.V. room during an official count, the T.V. room will also be secured until the unit count clears. In addition to the regularly scheduled official counts, special counts will be conducted when necessary. Special counts are official counts that are called in the event of an emergency or an unusual situation. All special counts are in-cell counts and conducted in the same manner as the 4:10 p.m., count.

Inmates are not allowed to move about or talk while an official count is being conducted. Each inmate should also be aware that the counting officer must visually see each inmate when conducting a count. Any inmate who is covered in such a manner that the counting officer cannot see him will be awakened and made to uncover so the officer can be sure he/she is counting a live person. Inmates should be aware that interfering with an official count or failing to stand-up for count is considered a very serious offense. An incident report will be written and disciplinary action taken against the inmate interfering with the count.

### **Census Checks**

In addition to the official counts, census checks are conducted to ensure appropriate accountability of inmates. There are three (3) types of census checks conducted during normal duty hours: (1) Housing unit census checks. Each housing unit officer will conduct a census check of all inmates assigned to his/her unit each work period. A morning census check will be conducted between 8:00 a.m., and 9:00 a.m., and the afternoon census check between 12:30 p.m., and 1:30 p.m., Monday through Friday, excluding federal holidays; (2) Detail accountability checks: Detail accountability checks are checks of the inmates assigned to the work detail. This check is completed by a Lieutenant daily, excluding weekends and federal holidays; (3) Lock-down accountability checks: Lock-down accountability checks will be conducted at least monthly.

The purpose of accountability checks is to identify inmates in unauthorized areas throughout the institution. Accountability checks will be announced over the public address system at a random time and date with no prior notification. Upon hearing the announcement of an accountability check, staff will secure all entrances and exits, and disallow all inmate movement. Staff will survey their area of supervision to account for and verify inmates authorized to be in the area. In addition, staff shall identify inmates which cannot be accounted for and properly identify inmates who are in unauthorized areas. Inmates who are identified as missing from their detail, assigned area, or are found in an unauthorized area during any of these census checks will receive an incident report.

### **Controlled Movement**

At FCI, Talladega, a five minute control movement of inmates to move from program areas to housing units is conducted first. Then a five minute move from housing units to program areas is conducted. This is done every hour from 8:00 a.m., until 8:00 p.m., daily. This move will be announced over the public address speaker and on staff radios, during normal duty hours between 7:30 a.m., and 3:30 p.m., Monday through Friday, excluding weekends and federal holidays, or requested by staff to move from one area of the institution to another after the move is closed. Talladega no longer uses the written pass (except for work details). Call-Outs are used as a

pass to a specific area if you are not there at the end of the move you are considered out of bounds. **Inmates at no time are allowed to have personal headphones/ear buds on their heads listening to music during control movements.**

### **Searches of Housing Units, Inmates, and Inmate Work Areas**

In order to further the safe, secure, and orderly running of its institutions, the Bureau of Prisons conducts searches of inmates and of inmate housing and work areas to locate contraband. Staff shall employ the least intrusive method of search practicable, as indicated by the type of contraband and the method of suspected introduction. Any article that is not issued by staff, purchased by the inmate at the institution's commissary, or for which the inmate does not have special authorization is considered contraband.

Inmates are subject to pat searches and visual searches at any time. Any staff member, male or female, may perform pat searches of inmates, but only male staff members will perform visual searches, except under emergency conditions. Inmate living quarters and recreational areas will be searched on a regular basis. An inmate does not have the right to be present when staff is searching his cell. Any contraband found during a search will be confiscated and an incident report written when appropriate. Inmates should be aware of the fact that they are responsible for any contraband found in their cell or on their person. If neither inmate claims the contraband item found in areas of the cell accessible to both inmates, then both inmates will be accountable for the contraband item. An incident report will be written on both inmates, when necessary.

Inmates should be aware that refusing a search and/or possession of contraband items are considered serious violations of institution rules and regulations. Such violations will not be tolerated and will result in an incident report being written on the inmate(s) concerned and appropriate disciplinary actions will be taken.

The daily unit census counts are made only in the general population housing units. The second type of census is called an area census. These counts are done at random times and on random days during the work week. A specific area of the institution or specific detail is selected and all the inmates are identified to make sure everyone is in their proper area.

## **PROGRAMS AND SERVICES**

### **Job Assignments**

There are numerous job assignments at FCI, Talladega established to meet the institution needs. Additionally, they provide an excellent opportunity to learn skills and positive work habits. Upon completion of the orientation program inmates will be given temporary job assignments until they are classified by their unit team. The unit team assists inmates in selecting job assignments. Occasionally, it will be necessary to assign an inmate to a job based on institution needs, but priority will be given to his requested assignment when the need no longer exists. A job assignment is an important part of each individual's program. Work reports are submitted regularly to an inmate's counselor by their detail supervisor. These work reports are then incorporated into the reports prepared for various agencies. Once an inmate has been assigned to one job for two years he will be moved to another job site. (UNICOR & Apprenticeship excluded)

### **Inmate Financial Responsibility Program**

The Bureau of Prisons encourages each inmate to satisfy his legitimate financial obligations. As part of your classification process, unit staff will identify your legitimate financial obligations, and provide you with an opportunity to develop a financial plan for satisfying the following obligations:

1. Special assessments imposed under 18 U.S.C. Section 3013.
2. Court ordered restitution.
3. Fines and court costs.
4. Judgment in favor of the United States.
5. Other debts owed to the United States.
6. Other court ordered obligations.

Inmates may use outside resources, as well as institution earnings to satisfy these obligations.

Although the Inmate Financial Responsibility Program is voluntary, an inmate's participation in the program will be considered in the following:

1. U.S. Parole Commission.
2. Institutional responsibility.
3. UNICOR employment.
4. Community Corrections Center.

In addition inmates who refuse to participate in this program may not be employed in UNICOR and will receive maintenance pay in their job assignment and will be placed in a 3 man cell. While the financial obligation is unpaid, interest and penalties are accumulated.

**Food Service**

FCI Talladega operates a two (2) serving line dining hall. Meals are served cafeteria style. Inmates called to the dining hall are expected to go to the rear of the line and wait his turn. "Jumping in Line" is a discourteous practice and will not be tolerated. At no time will any type of food be taken out of Food Service. At no time will an inmate be permitted to eat from behind the line. Due to the large population and limited time allowed for feeding, inmates are encouraged to complete the meals within twenty minutes and leave the dining area as the tables and seats are needed for others.

Food with pork or pork derivatives are of concern to some inmates. These items are identified on the menu board by an "X" and on the menu by an asterisk (\*).

**Schedule of Meals**

Monday – Friday		Week-ends and Holidays	
Breakfast	6:00 a.m. - 7:00 a.m.	Coffee Hour	<b>7:00 a.m. - 8:00 a.m.</b>
Lunch	10:45 a.m. - 12:00 noon	Brunch	11:00 a.m. - 12:00 noon
Dinner	4:50 p.m. - 5:30 p.m.	Dinner	4:50 p.m. - 5:30 p.m.

Inmates housed in the Special Housing Unit also receive a balanced nutrition diet. **Inmates in the Special Housing Unit receive the same diet as inmates in the general population.**

### **Dress Code for Dining Hall:**

- Inmates are required to wear shoes and socks in dining room.
- Hats/Caps are not to be worn in the dining room.
- Sleeveless shirts will not be worn. T-shirts may be worn if they have sleeves. Shirts must be tucked in trousers.

During the breakfast and lunch meals, Monday through Friday, an inmate will wear the uniform of the day, to include work boots unless you have a soft shoe authorization.

### **EDUCATION**

In consideration of inmate educational, vocational, and leisure-time needs, FCI Talladega Education Department affords inmates the opportunity to improve their knowledge and skills through academic, occupational, and leisure-time activities.

During Admission and Orientation (A&O) presentations, inmates will be advised of opportunities to improve their knowledge and skills through academic, occupational, and leisure-time programs.

- Each inmate will be interviewed by education staff to determine interest in education programs and be advised regarding mandatory programs and verification of educational records.
- Incoming inmates have up to 60 days after arrival to verify attainment of a high school diploma or General Equivalency Diploma. If this requirement is not met, the inmate will be enrolled into a literacy class within 120 days of arrival to the institution. (It is the inmate's responsibility to verify this information)
- All program and/or pay exemptions granted at previous institutions will be reviewed and considered for approval at this facility.

Each inmate who completes an education program will receive a certificate of completion and have the completion recorded on the electronic education record. Some programs offer additional recognition such as participation in graduation ceremonies or monetary awards for completion.

### **Mandatory Adult Literacy Program (General Equivalency Diploma)**

**The Violent Crime Control Law Enforcement Act (VCCLEA)** mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, participate in and make satisfactory progress toward attainment of a General Educational Development (GED) credential in order to vest earned Good Conduct Time (GCT).

**The Prison Litigation Reform Act (PLRA)** provides that in determining GCT awards, the Bureau of Prison will consider whether an inmate with a date of offense of or after April 26, 1996, has earned or is making satisfactory progress toward attainment of a GED credential. Although sentenced deportable aliens are exempt from attending the literacy program for the mandated 240 instructional hours, they are still subject to the satisfactory progress literacy provision of the Violent Crime Control and Law Enforcement Act (VCCLEA) or the Prison Litigation Reform Act (PLRA) in order to vest or earn the maximum amount of Good Conduct Time. Only criminal aliens who are subject to a confirmed final order of deportation, exclusion, or removal are not subject to lose of Good Conduct Time.



**Educational Good Time Sentence Credit for D.C. Code Offenders (DCEGT)** Congress passed the D.C. Revitalization Act effective, August 5, 1997, Educational Good Time Sentence Credit is authorized by D.C. Code & 24-429, and reduces the amount of time to serve under a term of imprisonment. This policy applies to D.C. Code offenders in Bureau custody who committed their offenses before August 5, 2000 and completed designated education programs successfully while in Bureau custody on or after August 5, 1997. The designated education programs are: Literacy/General Educational Development (GED), English as a Second Language (ESL), Occupational with Marketable Completion, and Advanced Occupational \*(one or more college course per semester). A D.C. offender can earn five (5) days per month, of designated class enrollment, in which he successfully completes. Effective December 10, 2009, D.C. Code felony offenders will receive DCEGT credits for participation in all eligible programs, even if they withdraw prior to completion of the entire program. In addition, DCEGT credits will be awarded to D.C. Code felony offenders who participate in a program, such as a post-secondary program, but ultimately receive a failing grade for the program. Those D.C. Code offenders who ultimately receive a failing grade will still receive DCEGT credit for the months spent in active participation.

Inmates must attend literacy classes for a minimum of 240 hours. They may opt out of the program at this point, but will receive an Unsatisfactory (GED UNSAT) assignment which will affect earned "Good Time" and vesting of same.

- Failure to achieve a GED will limit inmate performance pay opportunities to grade four (4).
- Inmates must be concurrently enrolled in a literacy program to participate in vocational training programs.
- Inmates who complete the various levels of the Literacy Program will receive a certificate of completion. (Special Learning Needs, Pre GED, Basic ESL)
- GED completions normally earn incentive payment of \$25.00 for their efforts. A student from each literacy class is selected, recognized, and rewarded as "Student of the Month." Each inmate will receive a certificate and picture for the Student of the Month Award.

An adult literacy program completion will be the achievement of minimum scores for issuance of a high school diploma or equivalency credential by the state from which it will be obtained for each individual inmate.

"Need" is defined as not having achieved a verifiable high school diploma or GED. Verification is established when an inmate furnishes an original credential, official GED scores, or when the achievement is officially verified in a pre-sentence investigation report.

#### **Literacy Testing (TABE, GED READY, GED)**

The purpose of testing is to place Literacy inmates in appropriate instructional levels and to assess their learning progress.

- Education staff will have accurate test information for placing inmates in literacy and other education programs and for accessing their learning progress.
- All inmates who are eligible for the Literacy (GED) Program will be placed on callout to take the TABE Exam. The TABE Exam consists of Reading Comprehension, Math Computation, Applied Mathematics, and Language. Inmate who score on Level E or below 5.0 on Level M will be placed in the Special Learning Needs Class. Inmates who score between 5.0 on Level M and 6.9 on Level D will be placed in the Pre GED class. Any inmate who scores 7.0 or above on Level D or any score on Level A will be enrolled in the GED Class. TABE testing will be done periodically based on performance in class to

determine if progress is being made. Once an inmate achieves the benchmarks provided, he will promote to the appropriate class.

- Education staff will administer the TABE test to inmates who do not have a verified high school diploma, its equivalent, or return to a federal correctional institution as parole or supervised release violators or under a new sentence. These inmates will be tested within 120 days of their arrival to determine their appropriate instructional levels. The only exception to this will be if an inmate has prior test scores less than one year old available from the SENTRY-based education transcript system or other verifiable sources. If this is the case, the inmate will be placed based on those scores.
- Although not required, education staff may administer the TABE test to inmates who transfer from another federal correctional institution or who return from community correction centers without first completing the mandatory literacy program period to reassess their instructional levels for timely placement in a literacy program.
- Education staff may administer the TABE test to assess the learning progress of inmates enrolled in the literacy program throughout inmates' enrollments. They are not required to administer post-TABE tests to inmates when they withdraw from the literacy program after meeting the mandatory attendance requirement.
- For Spanish-speaking inmates, the Spanish TABE will be used to assess inmates who are required to attend the Literacy Program in Spanish.
- When an inmate reaches the GED class, he will be given the GED Ready Test. This test consists of Reasoning through Language Arts (RLA), Mathematics, Science, and Social Studies. Any subject passed on the GED Ready Test will allow the inmate to immediately test on the same subject on the official GED Test. A passing score of "145" is required on both the GED Ready and GED Test. Any score below "145" will result in remediation work in the GED class.

#### FCI Talladega GED Schedule

Monday-Friday 8:00 A.M. – 11:30 A.M., 12:00 P.M. – 3:30 P.M.

#### **Mandatory English-as-a-Second Language (ESL)**

The English-as-a-Second Language (ESL) program provides limited English proficient inmates with a need the opportunity to improve their English skills. An ESL completion will be the achievement of at least a score of 225 (eighth grade proficiency) on the Comprehensive Adult Student Assessment System (CASAS) Reading Certification Test and a score of 215 on the Listening Comprehension Test. "Need" is defined as a score of less than 225 and 215 on the CASAS Reading Placement Test and Listening Placement Test.

#### **ESL Testing (CASAS)**

- Authorized education staff will administer the Comprehensive Adult Student Assessment System (CASAS) tests to limited English proficient inmates to determine their English language skills level as specified in the Program Statement on English-as-a-Second Language Program (ESL).
- Inmates who score less than 225 on the CASAS Level C Reading Certification Test and 215 on the CASAS Survey Achievement Listening Test, Form B or C will be required to enroll in an ESL program, as specified in the Program Statement on the English-as-a-Second Language Program.

#### FCI Talladega ESL Schedule

Monday-Friday 8:00 A.M. – 11:30 A.M., 12:00 P.M. – 3:30 P.M.

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

Adult Continuing Education (ACE) activities are those formal instructional classes which are of special interest beyond the high school level. The following ACE classes offered here will assist students in developing skills in the areas of truck driving, business, personal money management, real estate, stocks, health and nutrition, and math.

- **Basic Math** - This course offers practice in the most basic arithmetic functions and advances to algebra and geometry. This is a good course for students who have completed their GEDs, but never felt comfortable performing many math functions.
- **CDL** - The purpose of the introduction ground transportation driver's education is for the student to learn the basics for over road driving, safety, laws, and the written fundamentals of professional driving. Each student will learn the pros and cons of a professional driving career. The learner will learn the general knowledge of the basics of a truck, air brakes, passenger vehicles, and combination vehicles. The learners will learn about the salary range, department of transportation requirements, and driving with safety of others and the driver himself. The learner will receive a certificate upon completion of final exam with 70% accuracy. This class will not certify the learner with a Commercial Driver's License.
- **Custodial Maintenance** – This course teaches students the proper way to care for and maintain the appearance and sanitation of a small office or professional administration building. The goal for this program is for inmates to be well versed in how to operate the necessary equipment and chemicals.
- **Introduction to Business** - Whether starting a new business or entering the workforce, it is important for future workers to understand what it takes to be successful in the business world. They must have a grasp for how the economy works, manage human resources and capital, and decide how to market their products. This course is designated to be an introduction to the business environment so future earners can get a feel for what is expected of them when they enter the job market.
- **Keyboard** – This program uses the latest technology to provide an educational, entertaining, and motivating experience for all typists, whether users are beginners or already possess intermediate or advanced skills, they can improve their skills. The program contains creative learning themes, fast moving arcade-style games, and education learning plans, making typing/keyboarding more engaging.
- **Money Management** - This course is designated to help students make smarter choices about their money once they re-enter society. It covers such topics as consumer choices, understanding economic principles, managing their money, building financial security, becoming smarter shoppers, and making wise spending decisions.
- **Real Estate** - No matter what the market does, real estate always offers plenty of moneymaking opportunities. This course is designated to present the tools and knowledge new investors need to get started profitably. It will introduce new real estate investors to key themes such as financing, foreclosures, and cash flow. By the end of the course, students should have a basic understanding of real estate investing plus discover techniques to grow their long-term wealth.
- **Resume Maker** – This program allows the student to be able to access all of the features of a complete job search program with comprehensive career planning, designed by certified, resume-writing professionals with advanced technology. Resume Maker will help the student identify potential jobs by

identifying their skills, abilities, and preferences. The Career Planner walks the student through an in-depth survey with 200 interactive questions and matches them directly with careers that would naturally motivate and interest them.

- **Spanish** – This program provides beginning, intermediate, and advanced instruction in learning to speak Spanish. Students will study pronunciation, vocabulary, and grammar of the Spanish language. The course consists of exercises, drills, puzzles, and activities designated to make learning the Spanish language enjoyable.
- **Stock Market** - Saving for the future and retirement is an important decision that everyone needs to make. Simply sticking a few dollars a paycheck into a low-interest savings account might not be enough to allow one to retire with financial peace of mind. This course is designed to teach students the elementary basics of investing in the stock market so everyone can make wise investment decisions that will pay dividends in the future. The goal of the course is to start with basic terminology and then advance to making smart trading decisions.
- **Other** – Other ACE courses are created and offered periodically and are advertised on TRULINCS.

NOTE: Completion of the GED is not required for a person to enter the Adult Continuing Education (ACE) Program; however, the person must be actively enrolled in the GED Program. If for some reason he withdraws from the GED program before receiving his GED, he is also withdrawn from the ACE program.

#### FCI Talladega ACE Schedule

Monday-Friday 7:30 A.M. – 11:30 A.M., 12:00 P.M. – 3:30 P.M., 6:00 P.M. – 8:00 P.M.

#### Post-Secondary Education Programs

A post - secondary education program completion will be the receipt of a passing grade in a course approved for post - secondary credit by an accredited post - secondary education institution. All incurred costs will be absorbed by the inmate. All correspondence courses must first be approved by the post-secondary education coordinator.

#### Vocational/Occupational Training Programs

FCI Talladega Education Department provides vocational and occupational education programs that allow interested inmates the opportunity to obtain exploratory, marketable and/or apprenticeship skill training. The terms "occupational" and "vocational" training are used interchangeably.

The primary objective of these programs is to:

- Develop skills through training and practice. Develop supportive skills through class work.
- Develop an appreciation for work and good work habits through a graduated system of responsibility.
- Promote acceptable behavior within the institution.
- Return inmates to society with the ability to lead a useful and productive life.
- "Live work" is included within each vocational education program.
- Inmates will not be enrolled in any marketable occupational training programs if they have not previously met academic requirements.

**PREREQUISITE TO VOCATIONAL TRAINING:**

Each student is required to successfully complete the CORE Curriculum of the National Center for Construction Education and Research prior to being accepted into one of the Vocational Training Programs. An inmate must have a high school diploma, GED or be concurrently enrolled in a literacy class to actively participate in any VT course.

- **Carpentry/Woodworking** - Carpentry Vocational Training is a program of practical and technical instruction involving demonstration of skills, theory, and terminology required in the Carpentry trade. Students receive instruction in Orientation of the trade to construction of houses from the beginning to the end. Related areas of instruction include blueprint reading, estimating carpentry materials, and safety practices within the carpentry industry.

There are two overlapping divisions in this Carpentry class. They are listed as follows:

Level One	Basic Carpentry
Level Two	Int. Carpentry

- **Electrical** - Electrical Vocational Training is a program of practical and technical instruction involving demonstration of skills, theory, and terminology required in the electrical trade. Students receive instruction ranging from electrical safety to high voltage terminations. Related areas of instruction include blueprint reading, estimating electrical materials, and safety practices within the electrical industry.

There are two overlapping divisions in the Electrical Program. They are listed as follows:

Level One	Basic Electrical
Level Two	Mid-Level Electrical

Projected Hours of Completion:

Level One	100-300 hours
Level Two	300-600 hours

The Electrical Apprenticeship program is a U.S. Department of Labor Program designed to teach journeymen level Electrical skills. These skills are necessary to become gainfully employed as a Journeymen welder. The Electrical Apprenticeship requires approximately 8,000 hours or four years of training to complete.

- **HVAC** - HVAC Vocational Training is a program of practical and technical instruction involving demonstration of skills, theory, and terminology required in the HVAC trade. Students receive instruction ranging from introduction to the HVAC to commercial and industrial refrigeration systems. Related areas of instruction include basic electricity, estimating HVAC materials, and safety practices within the HVAC industry.

There are two overlapping divisions in the HVAC Program. They are listed as follows:

Level One	Basic HVAC
Level Two	Mid-Level HVAC

- **Masonry** - Masonry Vocational Training is a program of practical and technical instruction involving demonstration of skills, theory, and terminology required in the masonry trade. Students receive instruction in laying brick, concrete block, and cultured stone. Related areas of instruction include blueprint reading, estimating masonry materials, and safety practices within the masonry industry.

Masonry instruction at FCI Talladega is broken into the following three programs:

Level One	Brick Helper
Level Two	Basic Masonry Program
Level Three	Advanced Masonry Program

Each is designed to teach basic entry level skills necessary for one to become gainfully employed in the masonry industry.

Each individual is unique in the time it takes to develop the competencies necessary for successful completion of an individualized performance based program. The hours listed below are only a projection of minimum completion times for the average student.

LEVEL ONE	BRICK HELPER PROGRAM (100-200 HOURS)
LEVEL TWO	BASIC MASONRY PROGRAM (200-600 HOURS)
LEVEL THREE	ADVANCED MASONRY PROGRAM (200-600 HOURS)
	MASONRY APPRENTICESHIP PROGRAM (6000 HOURS)

- **Powered Industrial Truck (Forklift) Operator** - The Forklift Training includes classroom instruction and practical instruction to include operation of forklift on location at FCI Talladega. Forklift Checklists provide students with knowledge to ensure the equipment is ready for use in a safe manner. Material Handler module from NCCER provides instruction on the industry standard for use of load lifting equipment.
- **Welding** - Welding Vocational Training is a program of practical and technical instruction involving demonstration of skills, theory, and terminology required in the welding trade. Students receive instruction in areas ranging from equipment set-up to gas tungsten arc welding. Related areas of instruction include blueprint reading, estimating welding materials, and safety practices within the welding industry.

There is one division in the Welding Program:

Level One	Basic Welding
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Projected Hours of Completion:

Level One	100-300 hours
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The Welding Apprenticeship program is a U.S. Department of Labor Program designed to teach journeymen level welding skills. These skills are necessary to become gainfully employed as a Journeymen welder. The Welding Apprenticeship requires approximately 8,000 hours or four years of training to complete.

All Vocational Training Programs at FCI Talladega are taught from a Central Learning Series curriculum where students can progress at their own pace. Each Program is taught through competencies and individuals must demonstrate an acceptable level before progressing to the next level of instruction with a successful score of 70% on each post-test. Students receive a certificate of completion.

NOTE: All programs issue a certificate after successfully completing either helper, basic or advanced sections of a program. Discuss any concerns that you have with the respective vocational training instructor. All Vocational Training Programs are certified through the State of Alabama, Department of Post-Secondary Education and the National Center for Construction Education and Research for the following trades Carpentry, Welding, Masonry, HVAC, and Electrical.

FCI Talladega's Vocational Training schedule is as follows:  
Monday-Friday 7:30 A.M. – 3:30 P.M.

**Apprenticeship Program**

Accredited by the U.S. Department of Labor in 12 trade areas, and is under the direction of the Joint Trades Advisory Apprenticeship Committee.

<u>TRADE</u>	<u>Hours for Completion</u>
Bricklayer	6000 hours
Carpenter	8000 hours
Cook (Institutional)	6000 hours
Electrician	8000 hours
Machinist, Wood	8000 hours
Painter	6000 hours
Plumber	8000 hours
Sheet Metal Worker (HVAC)	8000 hours
Welding Technician	8000 hours
Teacher Aide	4000 hours
Dental Assistance	2000 hours
Barbering	2000 hours
Quality Assurance	2000 hours

An apprentice will attend classes of related trades under the direction of the related trade's instructor, for a minimum of 144 hours per year, for each year of their apprenticeship.

**Release Preparation Programs through Education**

Release Preparation is a multi-disciplinary program which assists the inmate with specific and broad-based preparation for release back into society. Completion of education portions of the release preparation program is achieved and documented in the Education Data System (EDS) when an inmate attends and completes release preparation courses as outlined in the Program Statement on the Release Preparation Program. Inmates will be encouraged to participate in an established Release Preparation Program designed to enhance their successful reintegration into the community.

- **Career Readiness Certificate** - FCI Talladega's Education Department has developed a partnership with the Alabama Office of Workforce Development to issue Career Readiness Certificates. Inmates are required to pass three sections of the ACT Work Keys test in the areas of Reading for Information, Locating Information, and Applied Mathematics. There are three levels to a Career Readiness Certificate: Gold, Silver, and Bronze. Career Readiness Certificates further verifies that the employee

can handle kinds of tasks-finding information, reading instructions and directions, and working with figures that are common in today's workplace. The Career Readiness Certificates are recognized nationally and assures employers the job applicant possesses the basic skills they seek.

- **Employment:** The choice of a career is one of the most important decisions one makes. It influences to a large extent that will be chosen as friends, what attitudes and values will be adopted, where one will reside, and what pattern of family living will be adopted. It provides the individual with an identity. The career decision also determines whether or not a person will enjoy work. Making a bad or wrong career choice can cause a person to be bored with his job and his life. Career Development refers to a life-long process of developing work values, crystallizing vocational identity, learning about opportunities, and participating in part-time and full-time work. The Employment class is used at this facility to enhance Post-Release Employment opportunities for inmates. Procedures have been established to ensure that released Federal prisoners have release portfolios which include at a minimum: a certified birth certificate, a social security card, a resume, an application for a driver's license, a picture identification card, an education transcript, and copies of education/training certificates. Inmates should be made aware of this program in A&O. Once the inmate is two years or less from his release date, he should be encouraged to participate in the Employment class. Upon completion of the class, he is allowed to participate in a Mock Job Fair.
- **Mock Job Fair** - During the Mock Job Fair, company representatives volunteer to visit the institution and help soon-to-be released offenders better their interview and job seeking skills. The Mock Job Fair is offered at a minimum of twice per year.

An offender's ability to secure gainful employment upon his return to the community can be a critical factor in influencing whether he will become a productive member of society or return to the criminal justice system. Continuing education will be considered completed when an inmate has met the participation and achievement standards established for that activity.

### **Parenting**

Positive relationships, family values, and mutual support and nurturing, which may be sustained after release, will be promoted and reinforced between inmates and their spouses and children.

- Each inmate will have opportunities to counteract negative family consequences resulting from his/her incarceration.
- The institutional social environment will be improved through opportunities for inmates to maintain positive and sustaining contacts with their families.
- Social service and community-based organizations will be included in parenting programs whenever possible.

A graduation ceremony will be held at least annually in each institution to recognize inmates for program accomplishments.

### **Library Services**

1. The institution has a law and a leisure library located in the recreation area.
2. Various reading materials such as magazines, newspapers, and books are available for inmates' reading



pleasure. In order to obtain service from the library, one must follow these procedures:

- a. Show commissary card for verification
  - b. Two (2) week initial checkout time per book
  - c. No more than two (2) books will be checked out from the clerk at any time.
  - d. Renewal for one (1) week only for each initial book return date.
  - e. Magazines and newspaper will not leave the Education Department
  - f. Reference books, newspaper, or magazines will not leave the Library
3. The Education Department has established an Interlibrary Loan Program with the Talladega Public Library. Book request forms are available in the leisure library.
4. The rules for the law library are as follows:
- a. The Electronic Law Library will be used by inmates to access the courts.
  - b. A cross reference inventory key to the Electronic Law Library is located in the Law Library.
  - c. To obtain copies, you can highlight text directly from the computer
  - d. ELL users will be automatically timed-out of a work station after 2 hours; however, you may log in again after 15 minutes has elapsed (if workstations are available).
  - e. Access to law clerks, and other dedicated resources, will remain in the law library during posted library hours of operation.
  - f. The ELL system will be available in the Special Housing Unit.
  - g. The ELL activation is a work in progress. Software content and functionality options initially received are not always the final product and are subject to change.
  - h. If any security issues arise or misuse occurs, ELLs will be shut-down.
  - i. The below procedures shall be followed for inmates without funds (indigent). An inmate without funds is defined as an inmate who has not had a Trust Fund account balance greater than \$6.00 for the past 30 days. Inmates who meet this definition and have verified need for limited printing of legal materials will also have to demonstrate to staff that these materials are essential to meeting an imminent court deadline or pending legal issue.
    - Inmate will mark desired legal document for printing.
    - Inmate will complete an "Inmate Without Funds Request for Printed Pages or Copies Form" (provided by Unit Team Staff) indicating the specific date and time of requested job(s) to be printed. Details regarding jobs marked for print are available on the TRULINCS Print Service Screen.
    - Inmate will provide completed form to the Unit Team Staff for verification of the inmate's financial status. The Unit Team shall verify the financial status of the inmate via TRUWEB and forward the approved form to Trust Fund Office for processing per local established routing procedures.

- Trust Fund staff will print applicable marked TRULINCS print job(s) via the TRULINCS Session Refund/Reprint Management Screen.
  - Printed legal documents will be routed back to inmate via Institutional Mail. Documents will be provided within a reasonable time from the date of the request, and at a time so as not to interfere with the normal operations of the institution.
- j. Books may not be removed from the library area.
  - k. Typewriters, paper, and other materials needed for preparation of legal materials are available in the law library.
  - l. Typewriter ribbons, correction tapes and brown envelopes will be purchased from the commissary.
  - m. A copy machine for inmate use is maintained in the library at the charge of 15 cents a copy. This may be paid by inmate account via the commissary card.
  - n. Typewriters are available for preparation of court briefs and legal materials only.
6. The leisure and law library hours of operation are posted in the library and may be changed from time to time as needed. Any change will be posted in the library.
  7. Please clean up after yourself. The Education Department will not be responsible for material left in either library. The libraries are closed on New Year, Independence Day, Thanksgiving, and Christmas.

### **Education Procedures**

Please get familiar with your unit team representative from the education department. Contact that staff member for any questions regarding programs outlined above.

Programs and activities outlined above provide only a brief overview of educational program opportunities at this facility. The Education Department will provide its own handbook at Admission and Orientation (A&O) lectures. It will provide a more detailed description of programs and inmate responsibilities.

Inmates are encouraged to discuss any concerns, issues, or interests with the designated education department team representative or instructor of the program.

FCI Talladega Education Department falls under supervisory responsibility of the Executive Assistant and Warden.

### **Leisure, Fitness, Wellness, Sports and/or Intramural Activities**

All inmates are considered to have a need for informal recreation and leisure activities. Certain inmates may, because of existing medical, physical, or emotional needs, benefit from involvement in a more formal program. Such needs will be considered at initial classification meetings or when recommended by a member of the unit, psychology, medical or recreation staff.

### **Religious Services**

There is a variety of Worship Services and Study opportunities available through the Religious Service

Department. Outside religious representatives from different faith groups conduct various services. Religious Services program schedules are available in the Chapel. Listed below is the typical work schedule for Religious Services staff.

Religious Staff Work Schedule:

	Supervisory Chaplain	Religious Services Assistant
Sunday	12:30 PM - 9:00 PM	12:30 PM - 9:00 PM
Monday	OFF	7:30 AM - 4:00 PM
Tuesday	OFF	7:30 AM - 4:00 PM
Wednesday	7:30 AM - 4:00 PM	OFF
Thursday	7:30 AM - 4:00 PM	OFF
Friday	12:00 PM - 8:30 PM	12:30 PM - 9:00 PM
Saturday	7:30 PM - 4:00 PM	7:30 PM - 4:00 PM

Religious Programs and Services:

A religious program schedule of all services and studies is provided in the chapel. If your stated religious preference is not represented on the posted chapel schedules, and you desire religious group accommodation, please make arrangements to speak with the Chaplain, who will explain the process to introduce new or unfamiliar religious components into the chaplaincy services program.

All Religious services programs are open to all inmates. Attendance held during scheduled work hours (7:30 AM – 3:30 PM) is by call out, and available to those persons who are members of that particular faith group and identified in SENTRY as such. Inmates not on a work detail assignment at the time of service are not required to be placed on call out. You are encouraged to explore all of the resources offered through the religious service department.

The following religious practices and activities are not authorized activities in the chapel or outdoor worship area. Animal sacrifice; language or behavior that could reasonably be constructed as a threat to safety, security, or orderly running of the institution; nudity; self-mutilation; use, display, or possession of weapons or what appears to be a weapon; paramilitary exercises; self-defense training; sexual acts; profanity; consumption of alcohol; ingestion of illegal substances; proselytizing; encryption; and disparagement of other religions.

Religious Preference:

During your initial classification, your unit team will inquire as to your religious preference. If you desire to change your religious preference you will need to submit a religious preference change form indicating the desired religious preference. The form is located in the chapel. Attendance in ceremonial meals, Public fast, holy day work proscriptio, head wear and other religious accommodation is authorized based on your religious preference.

Religious Library:

A religious library is maintained in the chapel. The library materials include books, audio materials, and videos. The library materials are made available for your use while at the institution. The books materials may be checked out from the chapel for a two week period and are to be returned to the chapel at the end of the two week period. The inmate checking out a book will be required to sign for damages to book and will be required to pay for replacement of book if lost or stolen. The reference books, audio materials, and videos require an ID to use in the Chapel and are to remain in the chapel at all times.

Religious Diet Program:

The religious diet program is available to individuals with a religious preference which has specific dietary restrictions. Inmates wishing to participate in the religious diet program must submit a request to staff member

form to the Chaplain's office. Once the request is received an interview will be scheduled by the Chaplain.

Family Emergency Notifications:

Family members may contact the institution at 256-315-4100 regarding family emergencies. Family emergencies include family death, family accidents requiring medical emergencies, and family hospitalization. Family members identified for phone assistance are: grandparents, mother, father, siblings, spouses, and children. The individual making the notification to the institution will need to provide their name, address, phone contact number, family members name, relationship, type of emergency, and phone contact number. Once the information has been verified you will be notified. If the information cannot be verified you will not be notified.

Pastoral Care & Counseling:

Various types of Pastoral care & Counseling are provided upon request. Inmates are encouraged to utilize open house hours in seeking counseling opportunities. However, should the need arise (i.e. emergencies) the Chaplain may be contacted at any time during work hours.

Clergy / Religious Representative:

Pastoral visits from your clergy / religious representative may be arranged by submitting a request to staff member form to the Chaplain. Your clergy / religious representative will need to submit a letter of request to visit along with credentials to the Chaplain's Office. This visit will take place in the visiting room during normal visitation. Phone call assistant may be authorized to your clergy/religious representative provided a request has been submitted by inmate and the clergy/religious representative has sent a request for phone contact and the person has been verified as clergy/religious representative.

Ceremonial Meal / Public Fast observances / Work Proscription Days:

Inmates wishing to participate in ceremonial meal, Public Fast Observance, and Work Proscription Days must submit a religious event request to religious services 45 days prior to the event. The religious event form is located in the Chapel. Inmate Religious Groups requesting a ceremonial meal must submit a ceremonial meal form 60 days prior to the meal date. Ceremonial meal forms are available in the Chapel. Inmates may be authorized one ceremonial meal per year.

The inmate's religious preference must reflect the religious community for which he is requesting participation and consideration for authorization.

Prison visitation Support (PVS) program:

Inmate's that do not have family visits and who wish to receive a visit may request to receive authorization for a visit through the PVS program. Inmate will need to submit a request to staff member form to Religious Services asking for information regarding the PVS program.

Inmate Marriage:

Inmate will need to contact their Unit Team representative for consideration to marry while at the institution. Chaplain Staff will provide marriage counseling if requested.

Re-entry Program:

The following programs are offered in Religious Services as a part of the Re-entry program:

Men's Fraternity / Life Connection Orientation

If you are interested please contact the Religious Service Department.

Personal Religious Property:

Personal Religious Property is authorized based on religious preference as identified in SENTRY. Personal Religious Property may be purchased through Commissary or SPO's through the Religious Services department. SPO items are usually limited to religious medallion and prayer rugs and are completed during the

Library/Audio/Visual hours posted on the Religious Services program schedule. Headwear items are purchased through the commissary. Personal Religious items may not be of a greater value than \$100.00.

Religious Headwear:

Religious Headwear may be worn throughout the institution. Your religious preference must reflect the religious headwear being worn for authorization. Hobby craft headwear is not authorized to be worn on the compound. Religious head wear may not contain graphics or writings.

Medical Clearance for Lodge Ceremony:

Inmates are required to receive medical clearance prior to participation in the Lodge Ceremony. Inmates are to submit a request to staff member form to Religious Services requesting participation in the Lodge ceremony.

Chapel Dress and Chapel Behavior:

The required dress code for the Chapel is the uniform of the day. Sweat suits and shorts are only authorized during the evening and weekend programs. If inmates attend religious services, dress should be appropriate. No loud talking, laughing or yelling will be permitted. Others may be praying, studying or meditating. Please give the respect that you would like to receive.

**Psychology Services**

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

The Psychology Services department at FCI/FPC Talladega is currently staffed with a Chief of Psychology, NRDAP Coordinator, Staff Psychologist, a Psychology Technician, and two Drug Treatment Specialists. The Psychology department is located across from Religious Services.

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

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

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

The department's offices at the FCI are located adjacent to VT and behind the Chapel. 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.  
You will be placed on a call-out sheet posted in the Unit. Visit the department when your name

appears on the call out.

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

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

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

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

### Drug Abuse Programs

Drug abuse programming is available in all Bureau institutions. The Bureau of Prisons offers several program options for inmates who may have abused alcohol and/or drugs. You may be an individual incarcerated for a violation of federal drug laws. If so, you may be required to complete the Bureau's drug education course. This course will help you determine if you need drug abuse treatment, or perhaps another type of programming.

### 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. Failure 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 Bureau of Prisons 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 the department 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 is flexible to meet your individual treatment needs.

Typically, the following individuals choose to participate in nonresidential drug abuse treatment:

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

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

### Residential Drug Abuse Treatment

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

To apply for the RDAP you must send an Inmate Request to Psychology 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 your drug and/or alcohol use rises to the level of a diagnosis of a drug use disorder. If so you may qualify for the RDAP.

Qualified inmates for the RDAP are admitted to the RDAP 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 INSTITUTION unit-based component AND the community transition treatment when transferred to a residential reentry center (RRC) or to home detention. Follow-up Treatment, as described earlier, is mandatory and is provided to inmates after they complete the unit-based component of RDAP, and before they transfer to an RRC.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in the community. The RDAP demands much of all participants. It requires participants to be honest, to get along with one another and to participate fully in all treatment activities. It requires inmates to participate in treatment 24 hours a day, seven days a week. The RDAP is a half-day program, with the rest of the day devoted to work, school, and/or other self-improvement activities. The RDAP is available in many Bureau institutions, and one contract facility. It is not available here.

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 24-48 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. The Bureau ensures that inmates receive continued treatment when transferred to a RRC or Home Detention. 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. 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 described, drug abuse treatment may also be provided within the context of other specialized treatment programs with the Bureau, such as the Resolve Program and the Challenge Program.

#### The Sex Offender Management Program



The Bureau of Prisons 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 Bureau's sex offender treatment programs are stratified into two program levels:

#### The Residential Sex Offender Treatment Program

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

#### The Non-Residential Sex Offender Treatment Program

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

When you volunteer for treatment, Bureau 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

Inmates in need of intensive mental health services are provided with follow up services/consultation with a psychiatrist through video conference. Brief counseling sessions to discuss adjustment problems are also provided. Availability of long term individual therapy is limited due to staff resources.

We have several small groups available to the inmate population. Typical group topics include Emotion Self-Regulation, Criminal Thinking, and Cognitive Skills. Notices will be placed on TRULINCS and/or in the housing units when new groups are being offered. You may send an inmate request to Psychology Services to express your interest in participating in these groups.

#### 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 verify that your mental health needs do not preclude you from residing in such a setting.

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, be assured 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 critically ill member of the inmate's immediate family, or for participating in programs or work related functions. Additionally, bedside visits and funeral trips may be authorized for inmates with custody levels below maximum. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

### **Furloughs**

A furlough is an authorized absence from the institution by an inmate who is not under the escort of a staff member, a U.S. Marshal, other Federal or State agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of 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.

### **Barber Shop**

Hair may be worn in any style and length an individual desires, but artificial hair pieces (wigs, toupees) are not allowed. Long hair must be netted or worn "up" on certain work details as a safety precaution. The Barber Shop is located in the building attached to the mailroom. The hours of operation and procedures are as follows: Open Monday through Saturday and closed on Sunday and holidays. The hours are from 8:00am until 3:00 pm and 5:30 pm until recall. The inmate will obtain a Barber Pass from the unit officer. The inmate will return the pass to the unit officer when he returns from the Barber Shop and the pass will be given to the next inmate. Inmates

are to go directly to the Barber Shop and return immediately once they have received a haircut. The Barber Shop is not a hang out and no grouping will be permitted in this area.

### **Medical Services**

Health Services provides medical, dental, and mental health care for the inmate population. We work closely with Psychology, Food Service, Facilities, Safety, Custody, and Unit staff.

**Function:** To provide medically necessary health care to inmates effectively in accordance with proven standards of care.

Staffing includes:

Health Services Administrator

Assistant HSA

Clinical Director

Dentist

Dental Hygienist

Pharmacist

Mid-Level Providers

Nurses

Medical Records Staff

Health Services Assistant

Quality Manager/Infection Control Nurse

Medication Technician

**Services Available: Identification Cards are needed for all medical/dental encounters**

#### **A. Sick Call (Medical and Dental)**

**All requests for medical care should be made through your MLP/PA.** Mid-level practitioners are responsible for the medical care of their assigned patients including: scheduling of appointments and follow-up care, when indicated initiation of consultations, ordering of diagnostic tests and reviewing results and initiating follow-up care or appointments based on those test results.

Inmates may request clinical services during Sick Call on Monday, Tuesday, Thursday and Fridays between the time of 7:00 am and 7:30 am for General Population inmates and Monday, Tuesday, Thursday and Friday between the time of 6:00 am and 6:30 am for the Camp inmates. A Sick call/Triage and Medication Refill form must be completed and turned in to Health Services staff. The medical provider will triage and prioritize requests and schedule appointments based on need. Provide detailed information on this form when requesting medical care. Inmates requiring minor but prompt attention are evaluated and treated immediately.

#### **B. Emergencies:**

- a. Emergencies are seen anytime, day or night.
- b. Have a staff member (your supervisor or unit officer) call ahead or escort you to the Health Service Unit. Do NOT just show up.

#### **C. Coverage at the Health Services Unit:**

- a. Normal hours of Health Services, coverage is from 6am to 8pm.
- b. Weekends and holidays; no routine sick call. If sick, you need to have a staff member contact the on duty staff member.
- c. On Call, if necessary, a provider will be called back to see you if between 8pm and

6am.

**D. Attire:** You must have appropriate institution uniform/attire when coming to the Health Services Unit except in cases of an extreme emergency or when coming from the Recreation Yard. There will be **NO** sweat pants or cut off shorts. Leave your headsets off and take your hats off when entering.

**E. Physical Examinations:** Inmates new to the BOP will be provided a physical examination within 14 days of arrival. If you have transferred from another BOP facility with a physical examination, you do not need another physical exam. Periodic examinations may be requested as well as release examinations. When requesting a release physical examination, request three to six months prior to your release in order for scheduling to occur. Be sure to write your release date on your request.

**F. Laboratory Services:**

All testing are referred to a BOP Laboratory or other certified laboratory. Some testing is performed in-house, such as routine urinalysis and finger stick blood sugar test.

**G. Radiology Services:**

Routine studies (chest, extremities, back, etc.) are performed in-house.

**H. Consultants:**

Consultants are available to see specialty cases either here or in the local community. These include: Optometrist, Audiologist, Orthopedist, Psychiatrist, Surgeon, other consultants as needed when approved.

**I. Pill Line Schedule (approximate)**

6:15 a.m. - 7:00 a.m.

11:00 a.m. - 12:00 p.m.

5:00 p.m. - 5:30 p.m.

Weekend and holiday medication lines will remain the same with the exception of the morning pill line, which will be 8:00 a.m. - 8:30 a.m., and noon pill line at 12:00 p.m. - 12:30 p.m. **Times are subject to change.**

Pill line medications will have to be taken in the presence of the dispensing medical staff. **Be prepared to show your ID.**

**J. How to see the HSA and/or the AHSA:**

a. Write an electronic Inmate Request to Staff and state reason for the request.

b. The HSA or designee stands at the mainline daily during the noon meal and is available to answer questions.

c. The HAS or designee stands mainline at least one time a week at the noon meal and is available to answer questions.

**K. How to see the Physician:**

- a. Call out by the Doctor
- b. Referred by the MLP during sick call
- c. Write an Inmate Request to Staff form stating the reason for the request.
- d. The physician will see Chronic Care Clinic (HTN, DM, etc.) appointments on a regular basis. Appointments will appear on the call out list.
- e. There are no “drop ins” allowed.

**L. General Information**

**a. Shoes**

The need for orthotic shoes shall be determined by the Clinical Director, if medically indicated. Improperly fitted shoes are not a reason for orthotic shoes.

**b. Glasses**

The need for the use of glasses will be determined by the Optometrist. The Optometrist comes in on a regular schedule. Prescription glasses are ordered through UNICOR. You do not have the option to obtain eyeglasses at your own expense. We do not provide transitional lenses.

**c. Hearing Aids**

If clinically indicated, after verification, you may keep them. If you do not have one, and it is indicated, one will be purchased for you per program statement guidelines. Batteries will be issued from Health Services on an as needed basis, using a trade of one old battery for one new battery.

**d. Medications**

All medications must be prescribed either by the Physician, Dentist, or MLP. Some medications may have refills. Medications will be available for pick up Monday through Friday at the 12:00 p.m. pick up line for general population inmates and Monday through Friday during pill lines for the camp.

**Over the Counter Medications**

There are medications sold in the commissary and should be purchased if you might need them (i.e. aspirin, Tylenol, cold pills, antacids, anti-fungal, etc.). If you are indigent and require any of these medications, you need to make sick call and be seen by the provider.

**M. Jobs:**

If interested in a job in Health Services, please submit an Inmate Request to Staff form. The jobs available are similar to orderly or janitorial jobs in hospitals. No direct patient care is allowed and if you have any type of medical or dental background, you are not allowed by policy to apply. Job expectations, ratings, etc. will be discussed when hired.

**Guidelines for HIV testing:**

HIV testing is dictated by policy and if medically indicated. You may request a test at any time.

At this time, the primary source of AIDS is through sexual contacts and the sharing of needles with IV drug users. Abstaining from such contact is the best means of prevention.

Education materials can be obtained in the Health Services Unit.

### **MRSA:**

Staphylococcus aureus, often referred to as "staph," is a common type of bacteria that is found on the skin and in the nose of healthy persons. Staph bacteria may cause minor skin infections such as boils, or more serious infections. Certain "staph" bacteria that have become resistant to "first-line" antibiotics are called MRSA-which is short for "Methicillin-resistant Staphylococcus aureus." **MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces.**

### **How can you prevent becoming infected with MRSA?**

- Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
- Never touch another person's wounds, infected skin, or dirty bandages.
- Maintain personal hygiene through regular showers and by keeping your living space clean, including regularly laundering your bed linens.
- Never share personal hygiene items with others, including toiletries (toothbrushes) or towels

### **Key Points**

HIV, HBV and HCV are all spread by direct contact from infected blood and body fluids (fluids from the lymph, spine, bone, surrounding organs, sexual secretions). Urine, saliva (without blood), stool, and tears are not considered potentially infectious.

Spread of blood borne viruses (HIV and HBV) can occur during unprotected sex, sharing of dirty needles, from the infected pregnant woman to the baby, or through breast feeding. Also, hepatitis is spread by sharing of tattoo or piercing equipment, razors, toothbrushes, and possibly forcible intranasal equipment (like "snorting").

HIV infection generally begins with "flu-like" symptoms and can take several years before more serious symptoms develop or progress to AIDS (Acquired Immunodeficiency Syndrome). It attacks the immune system and leaves the body unable to fight off other diseases. There is no cure or vaccine to prevent HIV, but certain medications help slow progression and prolong life.

HIV testing is recommended for anyone who may have been in contact with infected blood. After coming in contact with the virus, it can take up to 3 months before a test comes back positive.

Blood Borne pathogens are not spread by casual contact, i.e., hugging, shaking hands, kissing on the cheek, or breathing it in, sharing drinking fountains, showers, toilet seats,

eating utensils, food or water, insect bites.

Viral hepatitis is caused by viruses and can lead to liver damage and failure. Persons with HBV usually have symptoms. Symptoms can begin with “flu-like” symptoms, joint and bone pain, tiredness, yellowing of the skin/eyes (jaundice), belly pain. Persons with HCV frequently do not have symptoms.

Most persons with HBC infection develop protection and the infection resolves itself, but approximately 10 % remain chronically contagious. Many persons with HCV infection have no symptoms and may eventually develop chronic disease over 20-30 years.

Drug treatment for HBV & HCV is toxic and is considered on a case by case basis.

Bacteria cause TB, which is spread when a sick person coughs and others who are close breathe it in. A positive skin test does not mean that the person has the disease, but indicates the presence of a TB infection. An antibiotic is recommended to prevent active TB.

TB screening is mandatory on arrival, annually and when risk of exposure exists.

Active TB or when a person is “sick” or may be contagious, can cause weight loss, “night” sweats, a progressive cough that doesn’t go away, fever, poor appetite. Treatment takes several months, but when treatment is followed, it can be cured.

**Reminder: The best way to stay well and infection free....handwashing.**

### **Exposure Control**

If and when you were exposed or potentially have been exposed with blood and/or body fluids, you need to report to the Health Services Unit immediately. **ONLY Health Services staff and/or orderlies who have been trained in dealing with blood borne pathogens will clean up blood spills.**

### **Advance Directive (Living Will)**

If you have a Living Will or Advanced Directive previously signed, please make sure Health Services receives a copy for your medical record. If you would like information on drawing up a living will/Advanced Directive, please send a Cop-Out to the HSA who will provide you with information. Validly executed Advance Directive will be honored by the community hospital or BOP Medical Referral Centers according to their by-laws and relevant state and local laws. If you have an Advanced Directive from another state, it may or may not be honored at Alabama hospitals. Inmates requesting assistance in completing their Advance Directive will be referred to their family or personal attorney.

## **Inmate Copayment Program**

Inmates will be charged a copay fee of \$2.00 for inmate requested visits to health care providers. Inmates may also, be charged a copay when they are found responsible through Disciplinary Hearing Process to have injured an inmate who, as a result of, the injury requires a health care visit. Health care is not denied due to lack of available funds. Fees are waived when appointments or services including follow-up appointments are initiated by medical staff.

**Inmates will be charged a copay fee for a medical evaluation requested by non-clinical staff (Executive Staff, Custody, etc.) if the condition is not an emergency.**

Copays are not charged for:

- 1- Health care services based on staff referrals for consultations;
- 2- Staff-approved follow-up treatment for a chronic condition (blood pressure check)
- 3 - Preventive health care services, patient education
- 4 - Emergency services;
- 5 - Diagnosis or treatment of chronic infectious diseases;
- 6 - Mental health care; or
- 7 - Substance abuse treatment.

If you see a provider for a chronic care appointment and he treats you for something other than your chronic condition, you will be charged, a \$2.00 copay.

An inmate without funds (indigent inmate) is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If you have questions regarding the definition of indigence, please discuss with Trust Fund Staff.

## **DENTAL SERVICES**

**Initial Examination:** A dental screening shall be completed as part of the physical (admission and orientation) examination of all new commitments.

An inmate received via transfer, without a dental record, shall be afforded an opportunity for examination as a new commitment. Any inmate may request an examination for potential treatment (other than emergency procedures) by submitting a request for dental treatment with the "Inmate Request to Staff" or "Sick Call/Triage and Medication Refill Form". An examination shall consist of both hard and soft tissue exams, and any necessary radiographs. From all diagnostic information obtained, a treatment plan shall be formulated. If any part is rejected, it is to be considered a refusal of treatment. A written notation for any refusal of treatment shall be entered into the chart with the inmate's signature.

### **Dental Appointments:**

Inmates experiencing pain (i.e. toothache) should report to the Health Services Unit between 6:30 a.m. and 7:00 a.m., except Wednesdays. This level of episode care is limited to the alleviation of diagnosable pain, the control of infection, and temporary restorations. It was not designed to be and it will not be allowed to become a short cut to routine or elective dental care.

### **Routine or Elective Care:**



Access to this type of care is provided if you are maintaining an adequate level self-care. Inmates requesting routine or elective care must submit an "Inmate Request to Staff" to be placed on the treatment waiting list. Care will be provided to inmates on the waiting list as time and staffing allows.

**Accessory Dental Treatment:**

This type of treatment is not ordinarily provided to the inmate population. It is dentally acceptable treatment, but not dentally necessary and includes, but is not limited to, the following: orthodontic tooth movement, crowns and bridges, dental implants, edentulous ridge augmentation, orthodontic surgery, TMJ surgery.

**Failure to Report for Appointment:**

It is the sole responsibility of the inmate to check the call-out each day and also to be at the dental clinic at the assigned time. An inmate 10 minutes late for an appointment will be considered as an appointment failure, and either his supervisor or unit officer will be notified of the failed appointment, so as to ascertain the inmate's whereabouts. Any inmate failing to show for his appointment will be removed from the treatment list.

Legitimate excuses will be considered on an individual basis. In all cases, notations will be made in the dental record and an incident report may be filed. To be placed back on the waiting list, the inmate will be required to submit a cop out and will be placed on the bottom of the treatment list.

**Types of Services Available:**

1. General Dentistry
2. Oral Surgery
3. Prosthetics

Any necessary surgical treatment beyond the ability of the dental officer, where necessary materials are not available or where the treatment of the patient would benefit, will be referred to the necessary location and specialist.

**Vacation, After-Hours, Weekends, Emergency Care:**

There are no routine dental appointments on weekends, holidays, or when the dental officers are on leave. Dental care during these times is handled by the MLP. The staff dentist will be consulted to ascertain proper treatment and care. Dental emergencies arising after hours of a normal work day will be handled in the same fashion.

Emergencies that cannot be handled by the MLP, during those periods of time the dentist is unavailable, will be referred to the appropriate consultant dentist.

**FEDERAL BUREAU OF PRISONS  
HEALTH CARE RIGHTS AND RESPONSIBILITIES**

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

RIGHT	RESPONSIBILITIES
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1. You have the right to health care services, based on the local procedures at your institution. Health services include medical sick call, dental sick call and all support services. Sick call sign up at this institution is conducted: 6:00 a.m. - 7:00 a.m. Mon/Tues/Thurs/Fri.
2. You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institutional health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spread or contract of an infectious disease.
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 responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.

<p>9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.</p> <p>10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of prescribing health care provider.</p> <p>11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.</p> <p>12. You have a right to request a routine physical examination, and age specific, periodic examinations, as defined by BOP policy. If you are under the age of 50, once every two years; age 50 and over, once a year.</p> <p>13. You have the right to dental care as defined in BOP policy to include preventive services, emergency care and routine care.</p> <p>14. You have the right to a safe, clean and healthy environment, including smoke free living areas.</p> <p>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.</p> <p>16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.</p>	<p>9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff, open houses or the accepted Inmate Grievance Procedures.</p> <p>10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.</p> <p>11. You have the responsibility to eat healthy and not abuse or waste food or drink.</p> <p>12. You have the responsibility to notify medical staffs that you wish to have an examination.</p> <p>13. You have the responsibility to maintain your oral hygiene and health.</p> <p>14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.</p> <p>15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.</p> <p>16. You have the responsibility to be truthful and not overstate your complaint of pain, and to adhere to the prescribed treatment plan.</p>
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**FCI TALLADEGA, ALABAMA  
HEALTH PROMOTION / DISEASE PREVENTION PROGRAMS**

The Federal Correctional Institution/Federal Prison Camp at Talladega provides opportunities for inmates, within their custody, to develop and maintain positive, voluntary lifestyle changes. The health promotion/disease prevention (hp/dp) goals are to reduce the chances of developing preventable diseases in at-risk inmates through education, behavior modification, and other program activities, as well as, educate inmates with diseases about their disease and how to manage them more effectively. The following programs are currently offered:

<b>Recreation</b>	
<b>Walking Program</b>	10 week program. Cardiovascular conditioner for any age.
<b>Abdominal Programs:</b>	1) Beginning Abdominal Program    2) Intermediate Abdominal Program 3) Washboard Abdominal Program
<b>Health Monitoring Program:</b>	An evaluation session which includes height, waist measurement, blood pressure, at rest heart rate, 3 minute step test, body weight, body fat, run/hip flexion, handgrip strength, push-ups, and sit-ups.
<b>Running Program:</b>	Offered in three levels: beginning, intermediate and advanced.
<b>Overall Program:</b>	Completion of the abdominal program and running program must be met prior to enrolling.

<b>Psychology</b>	
<b>Stop Smoking Seminar</b>	6 week program
<b>Stress Management</b>	10 week program
<b>Parenting Class</b>	10 week program. Discussing relations with family members.
<b>Drug Abuse Program</b>	Individualized treatment program including formal instruction and personal counseling. 40 hour class.

<b>Food Service</b>	
<b>Pre-release Nutrition</b>	Scheduled through Pre-release Coordinator.
<b>Nutritional Education Information</b>	Nutritional charts; pamphlets; nutritional cards.
<b>Healthy Foods</b>	Varieties of foods are offered inclusive of 2% milk, low calorie dressings, baked items, fresh fruits and vegetables.

<b>HEALTH SERVICES</b>	
<b>Chronic Care Clinics</b>	Diabetics, infectious disease, cardiac, hypertension, general medicine, pulmonary, and neurology. Participation within these clinics are through medical referral only.
<b>Pre-release Program (Health Education):</b>	Scheduled through Pre-release Coordinator.
<b>Universal Precautions Training:</b>	Recommended for unit orderlies, and health service orderlies
<b>Influenza Vaccination</b>	Offered during the fall annually

Participation in most programs is voluntary. Inmates may enroll themselves or be referred. Referral to a program can be made through health services, psychology, and unit team.

## **Facility Department**

The Facilities Department is responsible for all new construction projects, improvements, repairs, and maintenance of the existing buildings and grounds. Facilities is responsible for all preventive maintenance and servicing of mechanical equipment and utilities. All estimating, planning, and drawings for construction or mechanical work is performed by the Facilities Department.

The Facilities Manager reports to the Associate Warden of Operations. The General Foreman is under the supervision of the Facilities Manager. Together, these individuals supervise 18 professional tradesmen and technicians, to include engineering technician, communication technicians, construction foremen, plumber, electrical foremen, HVAC foremen, landscaping foremen, and garage foreman.

**Jobs available in the Facilities Department for inmates include:  
Clerk typist, Carpentry/Construction, Masonry, Plumbing, Electrical, Heating and Air Conditioning, Refrigeration, Landscaping, Mowers, and Automotive Repair.**

New inmates are interviewed to determine the work assignment best suited for their prior experience. Inmates with sufficient skills can be assigned to the Facilities Department, where they can continue to gain experience and prepare for employment upon release from prison. Custodial responsibility will be emphasized while inmates are working on Facilities work details. Records are kept of inmates work and reported to their respective Unit Team.

Proficiency or development of skills is required while performing work for the Facilities Department. Inmates are required to maintain high quality standards in their work, just as it is required in the civilian job sector. Monthly work evaluations are completed on inmate workers, and pay or raises are based on those evaluations.

The Facilities Department is responsible for maintaining safe and comfortable living conditions, each inmate working for the Facilities Department has a responsibility to put forth his best effort at all times. Normally Facilities jobs are accomplished Monday – Friday during normal working hours, however, there are emergency inmate workers who perform tasks after normal working hours.

Facilities staff works closely with Education and Vocational Training staff to train inmates and assist with obtaining certifications through apprenticeship programs. This can assist with transitioning back to society with skills to maintain gainful employment.

## **UNICOR**

UNICOR provides inmates confined in BOP institutions an opportunity to obtain a textile work assignment. Presently, there is a sewing factory here at FCI, Talladega. Other avenues of employment used to support the textile operation include the business office, quality assurance, and warehousing.

**UNICOR Waiting List:** All inmates who wish to be employed by UNICOR must first be placed on the UNICOR waiting list. This is accomplished through the unit team. There are three UNICOR lists, the Priority List, the Financial Responsibility Program List, and the Regular List. These lists are updated monthly. Inmates who refuse to participate in the Inmate Financial Responsibility Program may not be assigned to UNICOR.

**Industrial Pay and Benefits:**

Pay Scale:	Grade 1	\$1.15 per hour
	Grade 2	.92 per hour
	Grade 3	.69 per hour
	Grade 4	.46 per hour
	Grade 5	.23 per hour

Pay is based on a 7.25 hour workday. All time over 7.25 hours will be double-time pay.

**Promotions:** Advancement with UNICOR is based on demonstrated ability, compliance with rules and regulations, and vacancies in grades. An inmate must have a GED or equivalent before being eligible for promotion above fourth grade pay.

Promotions are not based on longevity and being eligible for promotion does not mean an inmate will be promoted automatically.

**Longevity Pay:** Inmates may earn an additional hourly pay allowance for longevity in UNICOR

<u>LONGEVITY OF SERVICE</u>	<u>LONGEVITY PAY PER HOUR</u>
19 Months	\$.10
31 Months	.15
43 Months	.20
61 Months	.25
85 Months	.30

**Holiday Pay:** All inmates working in UNICOR can earn up to six days vacation, with pay, for the first year of service. He can earn up to 12 days per year for each succeeding year. The inmate may also choose pay in lieu of vacation time earned.

**Safety Department**

An inmate compensation book is given to each inmate, enclosed in the book is a BP-169 which explains the basic safety rules for the BOP. Read the information sign and date the document. The book is yours to keep.

**Job Orientation:** Upon assignment to a job or detail each inmate will receive initial training by his supervisor concerning safe work methods and will include a demonstration of safety features and practices. Workers will be trained to recognize the hazards involved in the work place, and to understand the protective devices & clothing provided (i.e. gloves, goggles, ear protection, safety shoes, machine guards). Workers will also be trained to recognize deficiencies in their work area and to report the deficiencies to their supervisors. The supervisor will give monthly training on safety topics relevant to the work for heightened safety awareness. They should cover work being performed, machinery and tools of the specialty.

**Haz-Com, and SDS:** Hazardous Materials Communication program for the Bureau of Prisons will apply to all departments using hazardous materials as part of a manufacturing process' maintenance operations, construction projects and daily operations within a department. Every chemical being used must be properly labeled and have an SDS (Safety Data Sheet) SDS will be readily accessible to inmates when they are in their work areas. The SDS lists information relative to the storage, use, and disposal of the material, as well as the personnel protective equipment required. Master copies of the SDS will be kept on file in the Safety Department. Copies of SDS are required to be on

file at any site where that product is in use. These SDS are available to all staff and inmates working with or exposed to the products.

**Inmate Injury:** If you are injured, notify your supervisor immediately, he will then send you to Health Services for medical care. If you are injured and it results in more than three days lost time from work, the case will be reviewed by the Safety Manager, and the Central Safety Committee to determine if the injury is work related. If you are injured at work while performing an assigned duty during assigned hours and the incident was related to the employment then it is a work related incident (example: if you are injured playing basketball it is not considered work related). When an injury has been determined to be work related, you will receive 75% of your base pay until you return to work. If your injury results in a disability (loss of an appendage) you should contact the Safety Manager at your facility 45 days prior to release. The Safety Manager will arrange for a medical analysis of your injuries to determine if the disability has stabilized (It will not get better or worse). The Safety Manager will then forward the packet to Washington D.C. for adjudication (Determination of eligibility for payment. This is not based on the inmate pay scale.)

**Reporting Hazards:** If you believe that an unsafe or unhealthful condition exists in your workplace report of the condition to your Detail Supervisor. If he fails to take action, then you report the condition to the Department head. If that fails then you report it to the Safety Manager. If an unsafe condition exists that could cause serious bodily injury, or death then you report it directly to the Safety Manager.

**Bunk Ladder Safety:** If you are assigned a top bunk, ensure you utilize the ladder in a safe manner to avoid unnecessary injuries. When departing your bunk ensure you utilize the ladder for stepping down (DO NOT JUMP OFF OF THE BUNK.) If you observe physical damage to the ladder that may pose a hazard when climbing into or out of your bunk, you must notify the Housing Unit Officer in order for needed repairs to be forwarded to Facilities.

**Fire Safety:** Upon assignment to your respective Housing Unit, ensure that you check the Fire Evacuation Plan posted. This plan will direct you to the nearest fire exit, fire alarms, extinguishers and other pertinent information. A Fire Drill will be performed by a staff member at least once every 3 months on each shift during the year. This includes morning watch, evening watch and day watch. You are expected to follow all staff orders during these drills; these are considered direct orders and are to ensure your own safety.

### **CONTACT WITH THE COMMUNITY AND PUBLIC**

The mail room processes all incoming and outgoing mail, Monday through Friday. Mail is not processed on weekends or holidays.

Special Mail and Legal Mail must be carried to the mail room (unsealed) during daily open house Monday-Friday with commissary card for identification purposes.

Mail is collected at 12:01 a.m., during the regular work week. All mail must have a return address, and contain the following: inmate's name, register number, unit, PMB Box 1000, name of facility, Talladega, Alabama, 35160. Outgoing regular mail may not be sealed. Letters missing a return address will not be mailed out of the institution. Mail not properly identified will not be processed. All incoming mail will be opened and inspected for contraband by staff, with exception of Special or Legal Mail. Incoming Special and Legal Mail will be opened and inspected by staff in the presence of the inmate.

The front of the envelope should read "Special Mail - Open in the Presence of the Inmate." It is the responsibility of the inmate to advise any attorney of this procedure. The mail room conducts open house for inmates during the noon meal Tuesday-Friday. **There is no Open House the day following a Holiday.**

Receipt or mailing of packages is not permitted unless specifically authorized. Inmates must contact the Supervisor of Education for information on hobby craft items and books. Inmates may contact the unit team for information on how to receive newspapers, magazines, or other publications to be mailed directly from the publisher or bookstore.

**Inmate Mailing Address:**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
REG. #  
FEDERAL CORRECTIONAL INSTITUTION  
PMB 1000  
TALLADEGA, AL. 35160

Note: All outgoing mail will have an address label on it, with the exception of the lock-down units. The address labels are printed out through the TRULINCS, from your contact list. The printer for this is located in the Law Library on the recreation yard.

An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided postage stamps for mailing a reasonable number of letters at the government expense to enable the inmate to maintain community ties. The request for postage must be made to the Unit Manager.

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

An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may correspond with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, and forwarded for further delivery to the addressee.

**Correspondence Between Confined Inmates:**

The appropriate unit manager at each institution must approve of the correspondence if both inmates are housed in federal institutions and both inmates are members of the same immediate family or are a party or witness in a legal action in which both inmates are involved. The Wardens of both institutions must approve correspondence if one of the inmates is housed at a non-federal institution or if approval

**Rejection of Correspondence**

The Warden may reject general correspondence for the following reasons:

- 1) Any material which would violate postal regulations (i.e. obscene, lewd, or vulgar statements, threats, blackmail, contraband, or indications of escape).
- 2) Discussion of criminal activities.
- 3) Letters containing codes or other attempts to circumvent mail regulations.
- 4) Contraband items.

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



Inmates have access to such services as certified, or insured mail, and may request receipt by placing the required postage stamps on same. Postage stamps, in different denominations, can be purchased at the inmate commissary. Inmates **are not** provided such services as Express Mail, COD, private carriers, or stamp collecting while confined.

All commitments and discharges are processed in R&D. Photographs and fingerprints are taken for BOP's use. All intake and discharge papers are completed in R&D.

Upon commitment to this institution, a personal ID card will be issued to the inmate. This must be produced when making purchases from the commissary.

It is the R&D officer's responsibility to record all personal property in the inmate's possession, upon receipt or mailing of a package. All inmate's personal property must be recorded on the BP-383(58).

**Access to Diplomatic Representative:** Pursuant to Program Statement 5140.34, Transfer of Offenders to or from Foreign Countries, an inmate who is qualified for and desires to return to his/her country of citizenship for service of a sentence imposed in a United States Court shall indicate his interest by completing and signing the appropriate form and forwarding it to the Warden at the institution where the inmate is confined.

**Consular Visits:** When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visits.

## **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" It is the responsibility of the inmate to advise his/her attorney of these requirements. If the legal mail is not adequately marked, it may be opened as general correspondence.

### **Legal Material**

In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A debit machine is available in the Law Library for inmate's use. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication

### **Attorney Phone Calls**

In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call. Unmonitored legal calls must be scheduled in advance through a member from your unit team. The call will take place in the unit team office.

### **Law Library**

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

## **Notary Public**

Check with a member of your unit team for a schedule indicating times to have documents notarized.

## **Federal Tort Claims**

If the negligence of institution staff results in personal injury to an inmate, or property loss or damage, it can be the basis for a claim under the Federal Tort Claims Act. To file such a claim, inmate must submit an "Inmate Request to Staff" to the Safety Department requesting a Claim for Damage, Injury or Death. (Form SF-95)

## **Freedom of Information Act**

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

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

An inmate can request access to the "Non-Disclosure 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 Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the number of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes. A request on behalf of an inmate by an attorney, 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 Bureau advises all inmates 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 can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions of any kind.

## **Pardon**

A pardon restores basic 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 (a 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**

This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution of the United States for federal offenses. 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 that are available from the assigned unit team. The rules governing these petitions are available in the law library.

A pardon may not be applied for until the expiration of at least five years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violations 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.

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

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

### **PROBLEM RESOLUTION**

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

Inmates are encouraged to discuss problems with staff members. Any inmate desiring an answer to a problem or an interview with any specific staff member regarding any questions or concerns may fill out an administration Form 70 (commonly referred to as a "Copout") available in each unit. The form will be filled out completely. The staff member will put the inmate on "Call-Out" if necessary as soon as possible or he will return the form with the decision and/or answer on the bottom of the form. Inmates should check the call-out sheet, located on the unit bulletin board, daily.

#### **Administrative Remedy Procedure**

If an inmate has a complaint, he is encouraged to attempt to informally resolve it. If the complaint cannot be informally resolved, he should see his counselor, to obtain a Request for Administrative Remedy (BP-DIR-9). The counselor must attempt to resolve the complaint before issuing the form. Complaints must be filed within 15 days from the date on which basis for the complaint occurred.

Only the Warden or his designee may act on complaints filed by inmates. If the inmate is not satisfied with the response he receives, he may file an appeal to the Southeast Regional Director through the Prisoner's Mail Box on Form BP-DIR-10 and must include a copy of the original complaint to the institution. If the inmate is not satisfied with the reply from the Regional Director, he may file another appeal to the Assistant Director, Office of General Counsel, and Review, Washington, D.C. through the Prisoners Mail Box. This must be done within 30 days from the time he receives the Regional Director's response. Appeal to the Assistant Director should be made on Form BP-DIR-11. If the inmate's complaint is adversely affected by the nature of his complaint and known by the institution staff, he may file directly with the Regional Director through the Prisoners Mail Box. All forms can be obtained from the unit counselor.

## DISCIPLINARY PROCEDURES

**(a) Incident report.** The discipline process starts when staff witness or reasonably believe that you committed a prohibited act. A staff member will issue you an incident report describing the incident and the prohibited act(s) you are charged with committing. You will ordinarily receive the incident report within 24 hours of staff becoming aware of your involvement in the incident.

When staff witness or reasonably believe that a violation of Bureau regulations has been committed, staff must prepare an incident report and forward it to the appropriate Lieutenant. The Lieutenant will enter the incident report into SENTRY.

The reporting employee immediately completes Part 1 of the incident report. The incident is a prohibited act listed in Appendix C. The entire language of the prohibited act(s) does not have to be copied. For example, "Destroying Government Property, Code 218" or "Possessing Narcotics, Code 113" would be acceptable listings.

The description of the incident should contain all facts known by the employee that are not confidential. Anything unusual about the inmate's behavior should be noted. The reporting employee also lists persons (staff, inmates, others) at the scene, and physical evidence (weapons, property, etc.) the employee may have handled. The report reflects any actions taken, including use of force. The reporting employee signs the report, enters his/her title, date, and time, and forwards it to the Lieutenant. The description of the incident provides the inmate with specific evidence for which he/she may prepare a defense.

References to attachments and other investigative materials should not be identified in Section 11 of the report. For example, if staff observe two inmates in a physical altercation, the reporting officer should describe in Section 11 specific actions by each inmate; e.g., throwing punches to the head with a closed fist, striking one another with closed fists, biting, scratching, hair pulling.

Acts are different or separate if they have different elements (time, place, persons involved, actions). For example, if an inmate is involved in a fight with another inmate and also strikes a staff member trying to break it up, the inmate can be charged with fighting (Code 201) and assaulting a staff member (Code 224 or 101, depending on seriousness of injuries).

Code 305, Possession of anything not authorized, may be appropriate for inmates possessing items in excess of authorized limits.

Codes 199, 299, and 399, most like 196, 296, and 396, respectively, may be appropriate for inmates using electronic messaging (e.g., TRULINCS) in violation of policy. Sanctions Code F., Loss of privileges, in the form of loss of electronic messaging privileges, may be an appropriate sanction for these offenses.

**(b) Investigation.** After you receive an incident report, a Bureau staff member will investigate it.

The Investigating Officer is an employee at the supervisory level who conducts an investigation of alleged inmate misconduct. The Investigating Officer must be IDC-certified, and may not be the employee reporting the incident or otherwise be involved in the incident. The officer is ordinarily a Lieutenant, but the Warden may appoint another staff member.

Staff conduct the investigation as promptly as possible. The Investigating Officer is ordinarily appointed within 24 hours of the incident report. The investigation should be finished within 24 hours after the appointment.

When it appears likely that the incident may involve criminal prosecution, the investigating officer suspends the investigation. Staff may not question the inmate until the FBI or other investigative agency releases the incident report for administrative processing. The incident report should then be delivered to the inmate by the end of the next

business day. The time frame for processing the Incident report is suspended until it is released for processing.

The Investigating Officer may informally resolve the Incident report (except for prohibited acts in the Greatest or High severity level categories) or conduct an investigation consistent with this section.

**(1) Information: The investigator will specifically inform you:**

**(A) of the charge(s) against you; and**

**(B) that you may remain silent at all stages of the discipline process, but that your silence may be used to draw an adverse inference against you at any stage of the process. Your silence alone, however, cannot be the basis for finding you committed the prohibited act(s).**

**(2) Statement: When the investigator asks for your statement, you may give an explanation of the incident, request any witnesses be interviewed, or request that other evidence be obtained and reviewed. However, the staff investigation of the incident report may be suspended before requesting your statement if it is being investigated for possible criminal prosecution.**

The Investigating Officer provides a copy of the incident report to the inmate at the beginning of the investigation, unless there is good cause for later delivery, such as absence of the inmate from the institution or a medical condition that argues against delivery. If the investigation is delayed, any employee may deliver the charge(s) to the inmate. The reason for the delay must be documented in the discipline record.

The incident report should be delivered to the inmate within 24 hours of the time staff become aware of the inmates' alleged misconduct. If an incident is referred for prosecution, the report is delivered by the end of the next business day after release for administrative processing. (The five-working day time frame for a UDC review starts when the incident report is released for administrative processing.)

The staff member must record the date and time the inmate received a copy of the report. The investigator also reads the charge(s) to the inmate and asks for the inmate's statement about the incident.

The investigator then talks to persons with direct and relevant information, and summarizes their statements. (For example, if an inmate was in a fight, the investigator talks with the other inmate(s) involved.) Often, the investigator will want to talk to the reporting employee to obtain a report firsthand and to clarify any questions. Although an inmate may not identify or request any witnesses at this stage of the discipline process, the investigator should interview any witnesses to the incident (and victims, if applicable) to record their statements. The investigator records the disposition of evidence.

If practicable, the inmate's statements offering a rationale for his/her conduct or for the charges against him/her should be investigated. If the inmate requests exculpatory evidence, such as video or audio surveillance, the investigator must make every effort to review and preserve the evidence. It would also be prudent for the investigator to review and preserve the video or audio surveillance even if the inmate does not make a specific request as such evidence is relevant to the incident.

An inmate who receives an Incident report based on a "positive" urine test may claim this result comes from either:

- # Permissible medication he/she was given.
- # A combination of medications he/she is taking.

In the first situation, the investigator must contact Health Services staff to determine if the inmate is receiving medication that contains the compound found in the urinalysis. In the second situation, the investigator must confirm

that the inmate is authorized to take the medications. When necessary, the testing laboratory is contacted to see if the combined medications could produce a "false positive."

While an inmate can challenge the **results** of a urine test, and this may be considered by the DHO, the validity of the testing **process** is not at issue. Neither the investigator nor the DHO has the experience to assess the accuracy of the laboratory process. See the Program Statement **Urine Surveillance**.

Under Comments and Conclusions, the investigator may include:

- # Comments on the inmate's prior record and behavior.
- # Analysis of any conflict between witnesses.
- # Conclusions regarding what happened.

The investigator must record all steps and actions taken on the incident report and forward the relevant materials to staff holding the initial hearing.

**The inmate does not receive a copy of the investigation (Sections 23 through 27 of the incident report).**

However, if the case is ultimately forwarded to the DHO, the DHO must give a copy of the investigation and other relevant materials to the inmate's staff representative, if requested, for use on the inmate's behalf.

The UDC chairman or DHO taking **final** action ensures that the required information is entered into SENTRY. The unit team files all discipline documents in the inmate's central file.

**(3) Informally resolving the incident report. The incident report may be informally resolved at any stage of the disciplinary process, except for prohibited acts in the Greatest and High severity levels, or as otherwise required by law or these regulations. If the incident report is informally resolved, it will be removed from your records.**

The Bureau encourages informal resolution of incidents. However, prohibited acts in the Greatest severity level (100 level) and High severity level (200 level) may not be informally resolved, and must be referred to the DHO. Moderate severity level (300 level) and Low severity level (400 level) offenses can be informally resolved at any stage of the process. A record of any informal resolution is maintained in SENTRY. However, the incident report is not filed in the inmate's central file.

Staff may suspend discipline proceedings up to two calendar weeks while informal resolution is undertaken. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the stage at which they were suspended. The time requirements then restart at the point at which they were suspended. Staff is required to write the incident report before starting informal resolution so the facts of the incident will be preserved if informal resolution is not successful. While informal resolution requires the consent of both staff and inmate to be successful, the determination to informally resolve an incident report is solely at the discretion of staff.

#### **Mentally ill inmates.**

**If it appears you are mentally ill at any stage of the discipline process, you will be examined by mental health staff.**

**(a) Competency to Participate in Disciplinary Proceedings. If evidence indicates that you cannot understand the nature of the disciplinary proceedings, or cannot help in your own defense, disciplinary proceedings may be postponed until you are competent to participate. The Unit Disciplinary Committee or Discipline Hearing Officer will make this decision based on evidence, including evidence presented by mental health staff.**

**(b) Responsibility for Conduct. You will not be disciplined for conduct committed when, as the result of a**

**severe mental disease or defect, you were unable to appreciate the nature and quality, or wrongfulness of the act. The UDC or DHO will make this decision based on evidence, including evidence presented by mental health staff.**

If it appears at any stage of the discipline process that an inmate is mentally ill, staff refers him/her to a mental health professional to determine whether he/she is responsible for his/her conduct or is incompetent. Staff may take no discipline action against an inmate who is determined by a mental health professional to be incompetent to participate in the disciplinary proceedings or not responsible for his/her behavior.

A person is **not responsible** for his/her conduct if, at the time of the conduct, as a result of a severe mental disease or defect, he/she was unable to appreciate the nature and quality or the wrongfulness of his/her acts. When a person is determined not responsible for his/her conduct, the incident report shows as a finding that the person did not commit the prohibited act because he/she was found not mentally responsible. The incident report is retained in the inmates' central file. The DHO or UDC, as appropriate, enters this finding into SENTRY in the Chronological Disciplinary Record.

A person is **incompetent** if he/she lacks the ability to understand the disciplinary proceedings, or to assist in his/her defense. When a person is determined incompetent, the disciplinary proceedings are postponed until the inmate is able to understand the proceedings and assist in his/her defense. If competency is not restored within a reasonable time, the incident report shows as a finding that the inmate is incompetent. The incident report is retained in the inmate's central file. The DHO or UDC chairman records the finding into SENTRY in the Chronological Disciplinary Record.

Generally, the UDC initiates referral to a mental health professional. However, staff at any stage of the discipline process may make such a referral. The completed mental health evaluation is returned to the UDC, which then decides whether the incident may be handled by the UDC (other than Greatest or High severity level), or referred to the DHO. In Greatest or High severity level cases, the UDC may refer an inmate for a mental health evaluation along with referral to the DHO. The completed evaluation is returned to the UDC, which forwards it to the DHO.

#### **Prohibited acts and available sanctions.**

**(a) Prohibited acts.** The list of prohibited acts are divided into four separate categories based on severity: **Greatest; High; Moderate; and Low.** We describe the prohibited acts in **Table 1 - Prohibited Acts and Available Sanctions.** **Aiding, attempting, abetting, or making plans to commit any of the prohibited acts is treated the same as committing the act itself.**

**(b) Available sanctions.** The list of available sanctions for committing prohibited acts is listed in **Table 1 - Prohibited Acts and Available Sanctions.** **If you commit repetitive prohibited acts, we can impose increased sanctions, as listed in Table 2 - Additional Available Sanctions for Repeated Prohibited Acts Within the Same Severity Level.**

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

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

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

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

Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction F through M, but may suspend any sanctions imposed.

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

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

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

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

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

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

When the prohibited act is **Interfering with a Staff Member in the Performance of Duties (Code 198, 298, 398 or 498) or Conduct Which Disrupts (Code 199, 299, 399, or 499)**, the DHO or UDC must specify the severity level of the conduct that is most comparable to an offense(s) at that severity level. **Example:** “I find the act of Conduct Which Disrupts (Code 299) to be of High severity level, most comparable to the prohibited act of Engaging in a Group Demonstration (Code 212).”

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



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

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

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

**Loss of good conduct sentence credit as a mandatory sanction.**

**(a) You will lose good conduct sentence credit as a mandatory disciplinary sanction if you are in one of the following two groups:**

**(1) VCCLEA-violent inmates. The date of your U.S. Code offense was on or after September 13, 1994, but before April 26, 1996, and you committed a "crime of violence" as defined by the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA); or**

**(2) PLRA inmates and D.C. Code offenders. The date of your U.S. Code offense was on or after April 26, 1996, and, therefore, under the Prison Litigation Reform Act (PLRA), or the date of your District of Columbia (DC) Code offense was on or after August 5, 2000.**

**(b) If you are an inmate in one of the above groups and commit a prohibited act, you will lose good conduct sentence credit as a mandatory disciplinary sanction. The amount of good conduct sentence credit you will lose depends on the severity level of the prohibited act(s) committed, as follows:**

**(1) Greatest Severity Level Offenses. You will lose at least 41 days, or 75% of available credit if less than 54 days are available for the prorated period, for each act committed.**

**(2) High Severity Level Offenses. You will lose at least 27 days, or 50% of available credit if less than 54 days are available for the prorated period, for each act committed.**

**(3) Moderate Severity Level Offenses. You will lose at least 14 days, or 25% of available credit if less than 54 days are available for the prorated period, after committing two or more Moderate severity acts during the current year of your good conduct sentence credit availability.**

**(4) Low Severity Level Offenses. You will lose at least 7 days, or 12.5% of available credit if less than 54 days are available for the prorated period, after committing three or more Low severity acts during the current year of your good conduct sentence credit availability.**

**Available Sanctions (upon finding the inmate committed the prohibited act(s)):**

**(A) Recommend Parole Date Rescission or Retardation.** The DHO may recommend retardation or rescission of parole grants to the U.S. Parole Commission or respective parole authority.

**(B) Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, or Terminate or Disallow Extra Good Time.**

*Forfeited good conduct time* (GCT) is not eligible for restoration. However, *forfeited statutory good time* (SGT) may be restored. Restoration of statutory good time is approved at initial eligibility only when the inmate has shown a period of improved good behavior. When the Warden (or designee) denies restoration of forfeited statutory good time, the unit team notifies the inmate of the reasons for denial. The unit team establishes a new eligibility date, not to exceed six months from the date of denial.

An application for restoration of statutory good time is forwarded from the inmate's unit team, through the DHO and Captain for comments, to the Warden for final decision.

Inmates who committed their crimes on or after November 1, 1987, and are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act, are only eligible to receive 54 days GCT credit (18 U.S.C. § 3624(b)). This credit is given at the end of each year served and, once given, is vested. For these inmates, the DHO's authority is final and subject only to review by the Regional Director to ensure conformity with the discipline policy and by inmate appeal through Administrative Remedy procedures.

The statutory good time available for forfeiture is limited to an amount computed by multiplying the months served at the time of the offense for which forfeiture is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less previous forfeiture or withholding). The amount of GCT available for forfeiture is limited to total days in "non-vested" status at the time of misconduct (less previous forfeiture).

Forfeiture of GCT may not be suspended.

Disallowance of extra good time is limited to extra good time for the calendar month in which the violation occurs. It may not be withheld or restored.

The sanction of termination or disallowance of extra good time may not be suspended.

Forfeited GCT will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden, and may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 2.)

To ensure an inmate's case is not overlooked when statutory good time has been forfeited, the unit manager will ensure the eligibility requirements are reviewed for restoration per the time frames in the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team for or against restoration is forwarded to the Warden through the DHO and Captain. Except as noted, eligibility for restoration of forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO.

An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to Bureau custody. The Warden refers to the Regional Director any case where exceptional circumstances support restoration of statutory good time before completion of the eligibility requirements.

Sanction B does not apply to inmates committed under the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987, and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1.

**(B.1) Disallowance of Good Conduct Time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days GCT credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed.

Crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is

exempt because of a learning disability).

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate's service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored, except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

A sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance guidelines in making a determination.

A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g., within 24 months for a greatest severity level prohibited act, 18 months for a high severity level prohibited act, and 12 months for a moderate severity level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines is justified in the DHO report.

VCCLEA inmates rated "violent" and PLRA inmates are ordinarily disallowed GCT for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

- # **Greatest Severity Level Offenses.** A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.
- # **High Severity Level Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.
- # **Moderate Severity Level Offenses.** A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.
- # **Low Severity Level Offenses.** A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

Except for VCCLEA inmates rated "violent" or PLRA inmates, Sanction B.1 may be imposed on the Low severity level only where the inmate has committed a Low severity level act more than once within a six-month period.

GCT credit may only be given to an inmate serving a sentence of more than one year, but less than life. In the last year or part of a year of an inmate's sentence, only the GCT available for the time remaining may be disallowed.

**(C) Disciplinary Segregation.** The DHO may direct that an inmate be placed or retained in disciplinary segregation. Consecutive disciplinary segregation sanctions can be imposed for inmates found to have committed offenses that are part of different acts only. Limits on time in disciplinary segregation are based on the severity scale (see Tables 1 and 2).

Unless otherwise specified by the DHO, disciplinary segregation placements for different or separate prohibited acts are imposed consecutively.

**(D) Make Monetary Restitution.** The DHO may direct that an inmate reimburse the U.S. Treasury for damages to U.S. Government property that the individual caused or contributed to. The UDC is prohibited from imposing the sanction of make monetary restitution.

Commissary privileges should be suspended by the DHO until restitution is made. See the Program Statement

**Accounting Management Manual** for instructions regarding impoundment of inmate funds.

**(E) Monetary Fine.** The DHO may direct that an inmate pay a fine, as follows:

- # Greatest severity level offense – Up to \$500, or 75% of the inmate’s trust fund balance.
- # High severity level offense – Up to \$300, or 50% of the inmate’s trust fund balance.
- # Moderate severity level offense – Up to \$100, or 25% of the inmate’s trust fund balance. Low severity level offense – Up to \$50, or 12.5% of the inmate’s trust fund balance.

Commissary privileges should be suspended until the fine is paid. See the Accounting Management Manual for instructions regarding impoundment of inmate funds.

This sanction cannot be used as a form of monetary restitution. The UDC is prohibited from imposing the sanction of monetary fine.

**(F) Loss of Privileges (e.g., visiting, telephone, e-mail, commissary, movies, recreation).** The DHO or UDC may direct that an inmate forego specific privileges for a specified time.

The DHO or UDC may impose non-contact visiting or immediate family-only visitation in addition to loss of visiting.

Loss of recreation privileges (exercise periods) may not be imposed on inmates in a Special Housing Unit (SHU), but may be used for general population inmates.

The DHO or UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the SHU. Staff must ensure the inmate has a mattress from lights off to lights on.

**(G) Change Housing (Quarters).** The DHO or UDC may direct that an inmate be moved to other housing.

**(H) Remove from Program or Group Activity.** The DHO or UDC may direct that an inmate not participate in any program or group activity for a specified time.

**(I) Loss of Job.** The DHO or UDC may direct that an inmate be removed from his/her present job or assigned to another job.

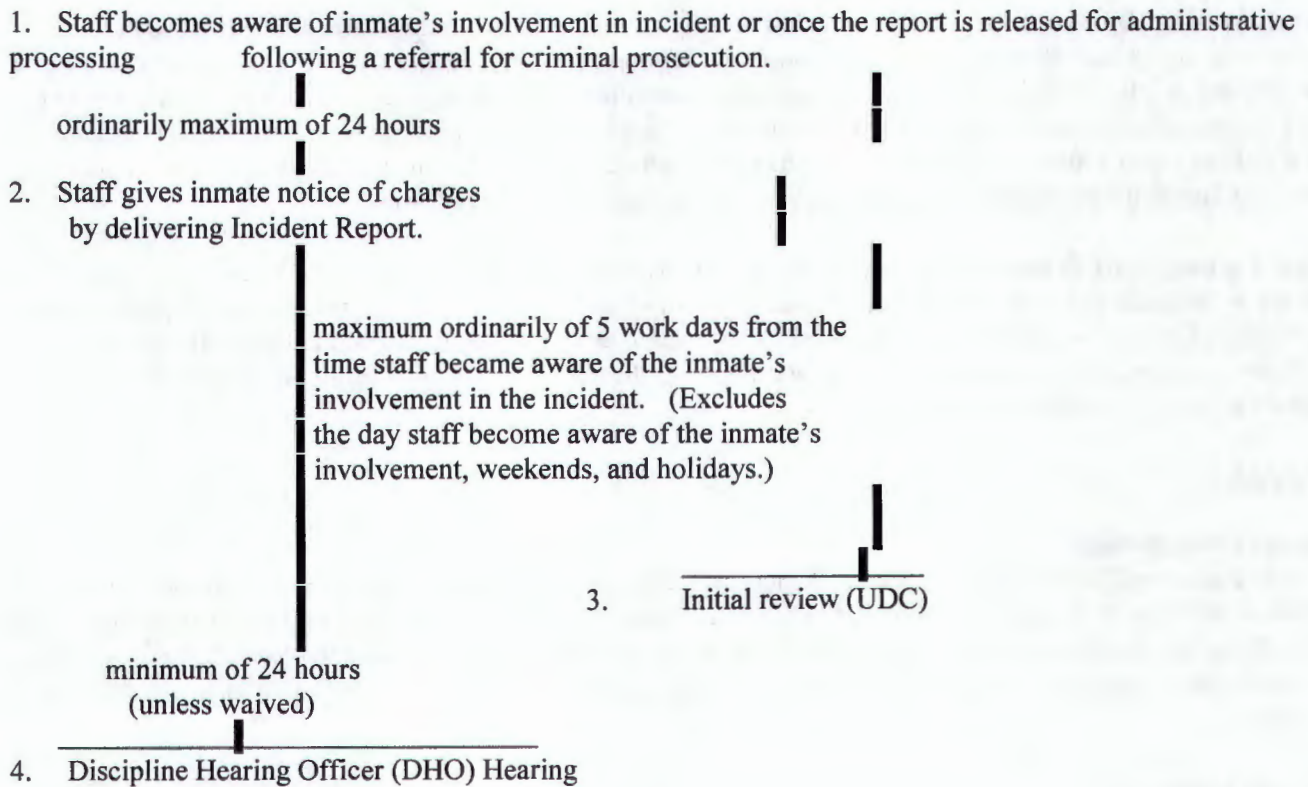
**(J) Impound Inmate’s Personal Property.** The DHO or UDC may direct that an inmate’s personal property be stored in the institution for a specified time.

**(K) Confiscate Contraband.**

**(L) Restrict Quarters.** The DHO or UDC may direct that an inmate be confined to quarters or its immediate area for a specified time.

**(M) Extra Duty.** The DHO or UDC may direct that an inmate perform tasks other than those performed during his/her regular job.

## SUMMARY OF INMATE DISCIPLINE SYSTEM



**NOTE:** Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

## **Special Housing Units**

**Special Housing Unit Appropriate Dress:** Inmates will be dressed in the Orange Jump Suit provided upon admission to the Special Housing Unit. *The Jump Suit will not be altered in any way.* The Jump Suit is to be worn from 6:00 am through 4:00 pm, Monday through Friday when in the cell. The Jump Suit will be worn at all times during out of cell activities. At no time will an inmate be completely naked in the cell. Inmates will be dressed in such a fashion that a staff member making rounds in the unit cannot view the inmate's genitalia. Shower shoes are not appropriate footwear outside the cell except when being escorted to the shower.

**Special Housing Unit Room Appearance:** It is the responsibility of each inmate to keep his own room clean and in good order. No pictures or other items are allowed to be attached to the walls or windows. The beds should be made in a "military fashion" whenever the room is left. Personal articles should be arranged in an orderly fashion. Questions regarding room appearance should be directed to the SHU Lieutenant. The air vents, light fixtures, and windows are not to be blocked at any time.

## **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 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 non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

### **Detainers**

The records office is also responsible for documenting the receipt of detainers and assisting an inmate in connection with procedures under the Interstate Agreement on Detainers. When a detainer is received, for untried charges, the Notice of Untried Indictment, Information, or Complaint and the Right to Request disposition will be jointly signed by the inmate and ISM staff. State parole violators or probation violators are not covered under these provisions.

### **Jail Credit**

The time a person is in custody prior to being sentenced. Title 18 U.S.C Section 3585 (b) states, "A defendant shall be given credit toward the service of a term of imprisonment for any time he has spent in official detention prior to the date the sentence commences - (1) as a result of the offense for which the sentence was imposed; or (2) as a result of any other charge for which the defendant was arrested after the commission of the offense for which the sentence was imposed; that has not been credited against another sentence. Jail time credit must be certified by the agency having custody at that time. The agency must provide the Inmate Systems Management (ISM) Office with this written documentation before credit can be granted

### **Good Conduct Time**

The comprehensive Crime Control Act of 1984 is referred to as the "New Law". This new law only affects inmates who have committed an offense on or after November 1, 1987, until September 12, 1994. The major changes under this law are as follows:

#### **No Parole**

No Good Time off sentence. If a sentence is for a period of more than one year, you may earn up to 54 days per year served, after the first year. This award will be made or denied after service of one year and each year thereafter. Once this decision is made, it is final. If an inmate earns this GOOD CONDUCT TIME, then it cannot be later taken. If an inmate doesn't earn it, he cannot later receive it. For offenses occurring September 13, 1994, to April 25, 1996, the sentencing provisions were under the Violent Crime Control Law Enforcement Act. For offenses occurring on or after April 26, 1996, the sentencing provisions are under the Prison Litigation Reform Act.

### **Statutory Good Time**

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

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

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

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

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

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

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

### **Extra Good Time**

Extra award of extra good time may not be awarded beyond a period of three months excluding the month submitted. Extra good time is automatically credited at the time the sentence computation is prepared or when credited at the time the sentence computation is prepared or when the award is granted.

### **Residential Reentry Center Good Time**

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

### **Camp Good Time**

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

### **Lump Sum Awards**

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for 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 of 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 the U.S. Probation Officer until the expiration of his full term.

### **Residential Reentry Center Placement**

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a Residential Reentry Center (RRC). Community programs have three major emphases: residential community based programs provided by community corrections centers and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

### **Community Based Residential Programs**

The community based residential programs available include both typical Residential Reentry Centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing, counseling, 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 income.

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

The Adam Walsh Child Protection and Safety Act was signed into law on July 27, 2006. The legislation organizes sex offenders into 3 tiers, and mandates that Tier 3 offenders update their whereabouts every 3 months. It makes failure to register and update information a felony. It also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the Internet.

## **INMATE RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary regard.

### **RESPONSIBILITIES**

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this worship.



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.
5. You have the opportunity 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.
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.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
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.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
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. 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 your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
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. It is your responsibility to seek and use 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 educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.
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.
10. You have the responsibility to take advantage of activities which will aid you to 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 participation in such activities.
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.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).**
- 109 **(Not to be used).**
- 110 **Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.**
- 111 **Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.**
- 112 **Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.**
- 113 **Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.**
- 114 **Sexual assault of any person, involving non-consensual touching by force or threat of force.**
- 115 **Destroying and/or disposing of any item during a search or attempt to search.**

- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

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

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

## **HIGH SEVERITY LEVEL PROHIBITED ACTS**

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

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

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

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

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year

(a good conduct time sanction may not be suspended).

- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**MODERATE SEVERITY LEVEL PROHIBITED ACTS**

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

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



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

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

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

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

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

**LOW SEVERITY LEVEL PROHIBITED ACTS**

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

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

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only

**where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).**

- D. Make monetary restitution.**
- E. Monetary fine.**
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).**
- G. Change housing (quarters).**
- H. Remove from program and/or group activity.**
- I. Loss of job.**
- J. Impound inmate's personal property.**
- K. Confiscate contraband**
- L. Restrict to quarters.**
- M. Extra duty.**

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

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2 <sup>nd</sup> offense          3 <sup>rd</sup> or more offense	<p>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).</p> <p>Any available Moderate severity level sanction (300 series).</p>
Moderate Severity (300 level)	12 months	2 <sup>nd</sup> offense          3 <sup>rd</sup> or more offense	<p>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).</p> <p>Any available High severity level sanction (200 series).</p>
High Severity (200 level)	18 months	2 <sup>nd</sup> offense          3 <sup>rd</sup> or more offense	<p>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).</p> <p>Any available Greatest severity level sanction (100 series).</p>
Greatest Severity (100 level)	24 months	2 <sup>nd</sup> 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 emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.

- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

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

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

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

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

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 Do You Report an Incident of Sexually Abusive Behavior?**

It is important that you **tell a staff member if you have been sexually assaulted** or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to 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 certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of

Justice and is not a part of the Bureau of Prisons. The address is:

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

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

Note: These e-mails:

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

### **Understanding the Investigative Process**

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

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

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

Contact your local Rape Crisis Center (RCC): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

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

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

### **Policy Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Federal Bureau of Prisons  
South Central Regional Office  
Regional PREA Coordinator  
U.S. Armed Forces Reserve Complex**

344 Marine Forces Drive  
Grand Prairie, Texas 75051

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

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

**Third-party reporting (outside of institution):**  
[https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp)