



FPC ALDERSON

INMATE HANDBOOK

**FEDERAL PRISON CAMP ALDERSON
POST OFFICE BOX A
ALDERSON, WV 24910**

July 29, 2011

FPC ALDERSON INMATE HANDBOOK

Table of Contents

PROLOGUE	1
INTRODUCTION	2
CHAPTER I-ADMISSION & ORIENTATION (A&O)	3
ADMISSION & ORIENTATION UNIT “A” BUILDING	3
CHAPTER II-ACCOUNTABILITY CHECKS (COUNTS)	3
GENERAL INFORMATION	3
COUNT TIMES	4
CENSUS COUNTS/SPECIAL COUNTS	4
EMERGENCY COUNTS	4
INMATE IDENTIFICATION CARD	4
WEDDING BANDS	4
CHAPTER III - UNIT MANAGEMENT	5
UNIT STAFF	5
UNIT MANAGER	5
CASE MANAGER	5
COUNSELOR(S)	5
UNIT SECRETARY	6
OPEN HOUSE HOURS.....	6
CLASSIFICATION AND PROGRAM REVIEWS.....	6
PSYCHOLOGY REPRESENTATIVE	6
HEALTH SERVICES	6
EDUCATION REPRESENTATIVE.....	6
CORRECTIONAL OFFICER.....	6
INMATE FINANCIAL RESPONSIBILITY PROGRAM	6 - 7
COST OF INCARCERATION FEE.....	8
CHAPTER IV - UNIT LIVING RULES AND REGULATIONS	8 - 20
CHAPTER V - HEALTH CARE SERVICES	21
PRIMARY CARE PROVIDER TEAM.	21
EMERGENCY MEDICAL TREATMENT	21
CLINIC APPOINTMENTS & CALL OUTS	21
INMATE SCREENING	22
INMATE CO-PAY.	22
X-RAY/LABORATORY RESULTS	23
DENTAL EXAMINATION/TREATMENT.....	23

EYE EXAMINATION/EYE GLASSES.....	24
PHYSICAL EXAMINATION.....	24
PHARMACY SERVICES.....	24
REFILLS.....	25
OVER-THE-COUNTER MEDICATIONS.....	25
PILL LINES.....	25
POSSESSION OF UNAUTHORIZED MEDICATION.....	25
GLUCOMETER.....	25
OUTSIDE HOSPITALIZATION.....	25
MEDICAL CONVALESCENCE / MEDICAL IDLE / RESTRICTED DUTY.....	25
PSYCHOLOGICAL SERVICES.....	26
ADVANCED DIRECTIVE.....	26
EQUIPMENT LOANS.....	26
REQUESTS TO SEE PHYSICIAN.....	27
INFECTIOUS DISEASES.....	27
RIGHTS & RESPONSIBILITIES.....	28
CHAPTER VI - EMPLOYMENT.....	29
CONDUCTING A BUSINESS.....	29
JOB ASSIGNMENTS.....	29
PERFORMANCE PAY STATUS.....	29
WORK OPPORTUNITIES.....	29
APPRENTICESHIP PROGRAMS.....	30
SAFETY RULES AND REGULATIONS.....	30-31
CHAPTER VII - MAIL AND VISITING PROCEDURES.....	31
CERTIFIED/REGISTERED MAIL.....	31
CORRESPONDENCE - INCOMING.....	32
CORRESPONDENCE - OUTGOING.....	33
CORRESPONDENCE WITH CONFINED INMATES.....	33
CORRESPONDENCE/NEWS MEDIA REPRESENTATIVES.....	33
MAIL FOR INMATES ON WRIT OR RELEASED.....	34
MANUSCRIPTS.....	34
PUBLICATIONS - INCOMING.....	34
REJECTION OF CORRESPONDENCE.....	34
SPECIAL MAIL.....	35
PACKAGES.....	35
TELEPHONE SYSTEM, INSTITUTIONAL.....	35
TELEPHONE SYSTEM, INMATE.....	35
VISITING.....	36
VISITING DAYS/HOURS.....	36
APPROVAL OF VISITORS.....	36
CHILDREN UNDER SIXTEEN.....	36
ATTORNEY VISITS.....	37
GENERAL VISITING INFORMATION.....	37

VISITING ROOM INMATE CLOTHING	37
VISITOR'S CLOTHING	38
IDENTIFICATION OF VISITORS	39
VISITS WITH NEWS MEDIA REPRESENTATIVES	39
CHAPTER VIII - MONEY/DEBITEK AND COMMISSARY	39
ACCOUNT INFORMATION	39
COMMISSARY SALES UNIT	40
DEBITEK AND STAMPS LIMIT	40
TRULINCS	40
DEPOSITS TO YOUR ACCOUNT	40
SAVINGS ACCOUNTS	41
SPENDING LIMITS	41
VALIDATION	41
WITHDRAWALS FROM YOUR ACCOUNT	41
CHAPTER IX - INSTITUTIONAL PROGRAMS	42
DRUG EDUCATION.....	42
NON-RESIDENTIAL DRUG TREATMENT PROGRAM.....	42
RESIDENTIAL DRUG ABUSE PROGRAM.....	42
TRANSITIONAL SERVICES	42
CORRECTIONAL COUNSELING	43
ESCORTED TRIPS.....	43
FURLOUGHS.....	43
INMATE ORGANIZATIONS	44
PRE-RELEASE PROGRAM.....	44
REENTRY INITIATIVES.....	44
SELF-IMPROVEMENT GROUPS	45
VOLUNTEER PROGRAMS	45
WARDEN'S COUNCIL	45
CHAPTER X - EDUCATION/LIBRARY/REC/RELIGIOUS	46
EDUCATIONAL PROGRAMS.....	46
EDUCATIONAL TESTING	46
LIBRARY SERVICES.....	47
LAW LIBRARY SERVICES	47
LEISURE LIBRARY SERVICES	47
RECREATION/LEISURE	47
RECREATION CENTER	47
RECREATIONAL - LEISURE	47
YARN PROJECT.....	48
COSMETOLOGY	48
DOG TRAINER VT PROGRAM	48
RECREATIONAL - HOBBY CRAFT MAIL-OUT.....	48

RELIGIOUS SERVICES.....	48
CHAPLAINCY DEPARTMENT.....	48
SERVICES AND STUDIES.....	48
RELIGIOUS COUNSELING.....	49
COMMON FARE PROGRAM.....	49
MARRIAGE.....	49
PRISONER VISITATION and SUPPORT.....	49
CHAPTER XI-RIGHTS/RESPONSIBILITIES/DISCIPLINE.....	49
RIGHTS AND RESPONSIBILITIES.....	50-51
THE DISCIPLINARY PROCESS: INCIDENT REPORT.....	52
UNIT DISCIPLINARY COMMITTEE.....	52
DISCIPLINARY HEARING.....	52
APPEALS OF INSTITUTION DISCIPLINE.....	52
DISCIPLINARY SEGREGATION.....	53
ESCAPES.....	53
URINE/ALCOHOL.....	53
PROHIBITED ACTS/DISCIPLINARY SEVERITY SCALE	
INCLUDING ALLOWABLE SANCTIONS.....	53-66
ADMINISTRATIVE REMEDY PROCESS.....	66
SENSITIVE COMPLAINTS.....	68
TIME LIMITS FOR FILING.....	68
FEDERAL TORT CLAIM ACT.....	68
ATTACHMENT 1 - COMMONLY REQUESTED ADDRESSES.....	69
ATTACHMENT 2 - DIRECTIONS TO INSTITUTION.....	70
ATTACHMENT 3 - COMPOUND SITE MAP.....	71
ATTACHMENT 4 - FREQUENT ABBREVIATIONS.....	72

DEPARTMENT HEADS / UNIT STAFF:

Warden	Myron L. Batts
Associate Warden.....	Mashelle Arisman
Captain	Lonnie Branch
Case Management Coordinator	Michael Harding
Inmate Systems Manager	Phil Fondale
Supervisor of Education	Joy Bowling
Facility Manager.....	Joel Lewis
Human Resource Manager	Nikki Prout
Computer Services Manager.....	Kim Racer
Chaplain	Betsy Walker
Business Administrator	Jackye Wilson
Trust Fund Supervisor.....	Kim Bennett
Health Service Administrator.....	Mike Weaver
Food Service Administrator	Robert S. Brown
Chief Psychologist	Dr. Donna Jones
RDAP Coordinator.....	Dr. Stormy-Adams
RDAP Coordinator.....	Dr. Moore
Safety Manager.....	Samuel Adams
Reentry Affairs Coordinator.....	Renee Harvey
Valley Unit Manager.....	Thomas Albright
Case Manager	Tamara Bartley
Case Manager	Walter Ray
Case Manager	Ella Flack
A&O Counselor.....	Joan Reed
Counselor	Greg Painter
Counselor	Loretta Wood
Counselor	Jimmy Fox
Secretary	Regina Eskins
Secretary	Sherry Renee Walton
Ridge Unit Manager	Tina Altizer
Case Manager	Kim Baker
Case Manager	Rebecca Blake
Case Manager	Erin Stennett
Case Manager	Susie Morseman
Counselor	Cathy Johnson
Counselor	Teresa Webb
Counselor	George Garrett
Secretary	Sarah Davis
Secretary	Alice Bradley
Secretary	April Sykes

PROLOGUE

The Inmate Handbook will serve as a resource in providing you with information pertaining to the Federal Bureau of Prisons along with the rules and regulations in place at the Federal Prison Camp Alderson. Good communication between inmates and staff is imperative in developing and maintaining a positive atmosphere within a correctional setting. This handbook provides you with fundamental information designed to facilitate your successful transition at the institution and apprise you of the many opportunities that are available. Although this handbook contains a wealth of generalized information, it is not intended to replace Institution Supplements or Bureau of Prisons' Program Statements. Institution Supplements and Bureau of Prisons' Program Statements specifically address the governing regulations in place at the institution and are available in the Law Library for independent review.

Designation to a Federal Prison Camp is determined by your custody classification and security level, thus implying that you possess the ability to function in a less restrictive environment. Staff members have an obligation to ensure the safe and orderly operation of the institution. If an inmate demonstrates behaviors which imply a higher level of supervision is required, arrangements will be made to accommodate these needs.

The Federal Prison Camp Alderson relies on the efforts of both staff and inmates in achieving a successful correctional environment. As staff members, our primary responsibility is to ensure that the mandate of the sentencing court is carried out. We are also responsible for providing a safe and humane environment built on the premise of mutual respect and concern for human dignity. It has always been the mission of FPC Alderson to provide opportunities through work, education, recreation, and other self-improvement programs to help you prepare for a successful return to the community. It is your responsibility to contribute to a positive atmosphere and to abide by the rules and regulations of the institution. You are encouraged to use your time at FPC Alderson as an opportunity to prepare for a better tomorrow.

Myron L. Batts
Warden

INTRODUCTION

Your Inmate Handbook was prepared by the staff of the Federal Prison Camp, Alderson, West Virginia, to serve as a reference guide and to provide an overview of policies and programs of the Institution. Additional information can be found in Program Statements and Institution Supplements located in the Law Library located on the second floor of the Recreation Center.

This Handbook contains information on the Institution's Rules and Regulations and information on Inmate Rights and Responsibilities. You are responsible for learning and following the Rules and Regulations. The information, although current at the time of printing, is subject to change. Changes are discussed during the Admission and Orientation presentations and at Town Hall Meetings. You are responsible for keeping your Handbook up to date. We welcome your comments and suggestions for improvements in the Handbook.

FPC Alderson houses approximately 1200 inmates with a staff complement of approximately 180. The facility was opened in 1927 and has a historic significance as the first federal institution solely for the incarceration of female offenders.

From its beginning, Alderson's staff members have maintained a mission of providing a safe, secure, and humane environment, along with opportunities for educational, vocational training and personal growth experiences. You are urged to make the best and most productive use of your time by participating in these programs. Welcome to FPC Alderson, West Virginia.

CHAPTER I ADMISSION AND ORIENTATION

ADMISSION & ORIENTATION UNIT ("A") BUILDING: You will reside in the "A" Building and participate in the A&O Program for approximately two (2) weeks. During the orientation, you will meet staff and become familiar with the physical setting of the compound. You are also pre-classified and assigned to your permanent Unit Team upon admission to the institution.

The A&O Program consists of lectures and group meetings to learn about regulations, programs and activities. You will also receive a thorough physical examination and complete educational and psychological tests. You will not be given a work assignment until cleared by Health Service Unit (HSU) staff. You are expected to complete housing unit assignments under the direction of the Correctional Officer.

CHAPTER II ACCOUNTABILITY CHECKS

GENERAL INFORMATION: Inmates must be accounted for at all times. An accountability check is commonly referred to as "Count Time." Count times indicated below with two (★★) asterisks are announced and cleared by staff. You are not permitted to leave the living unit until the Powerhouse whistle blows after the 5:15 a.m. and 4:15 p.m. counts. When it blows, this indicates count has cleared throughout the compound and you may leave the living unit. The whistle also indicates this is movement for the General Population – open compound.

Depending on the location of your living quarters, the Powerhouse whistle may not be easy to hear. Ask the Correctional Officer if the count has cleared before leaving your living unit. You are subject to disciplinary measures if you leave the living unit prior to an Official Count being cleared throughout the compound.

There is "NO" talking or radios playing during a count. Movement of lockers, chairs, and the opening or closing of windows must be kept to a minimum. Your bed should be visible to the Correctional Officers at all times. Do not arrange clothing, plants, or furniture in a manner which obstructs the view of the Correctional Officers.

The 10:00 a.m. (weekends and holidays) 4:15 p.m. and 9:15 p.m. count are "standing" counts. During these counts you will stand beside your bed until count is cleared by staff.

During late evening and early morning counts, Correctional Officers use flashlights to perform counts. No bells will ring. You are not to be completely covered by bedding or any other items. The Correctional Officers must see human flesh. Inmates are not allowed outside of the housing units after the 9:15 p.m. count. Activities such as ironing and microwave use will end at this time.

****Inmates are required to be in their assigned count area 10 minutes prior to the official count time.****

ACCOUNTABILITY CHECKS (COUNT TIMES):

***Fifteen minutes prior to counts, phones will be turned off and inmates shall return to their assigned living quarter.**

★ Living unit bell will not ring before or after this count!

★★ Living unit bell will ring and/or staff will announce before and after this count!

★ 10:00 a.m. -- OFFICIAL "**STANDING**" COUNT (Weekends and Holidays)

★ 12:15 a.m. -- OFFICIAL COUNT

★ 3:00 a.m. -- OFFICIAL COUNT

★ 5:15 a.m. -- OFFICIAL COUNT

★ 4:15 p.m. -- OFFICIAL "**STANDING**" COUNT

★ 9:15 p.m. -- OFFICIAL "**STANDING**" COUNT

All inmates will be in their assigned areas ten minutes before the official count.

CENSUS COUNTS/SPECIAL COUNTS: Census or Special Counts are announced at any time by two (2) short blasts from the Powerhouse whistle. If you are on institution grounds, report to recreation to be counted or your detail supervisor. There should be no movement or use of telephones during this count. A Census or Special Count is cleared by one long whistle blast.

EMERGENCY COUNTS: Emergency Counts may be announced at any time by three (3) short blasts from the Powerhouse whistle. You are to report immediately to your living quarters; if you are on the open compound, report to your Housing Unit. An Emergency Count is cleared by one long whistle blast.

INMATE IDENTIFICATION CARD: Inmates are required to wear their commissary identification cards on the outermost garment of the inmate clothing attached on the upper chest, clearly visible to staff attached to the lanyard provided. Inmate manufactured lanyards are not authorized. You are required to wear this identification card at all times when not inside your assigned housing unit (i.e. Must be worn to Recreation, Food Service, HSU, walking, etc).

WEDDING BANDS: Married inmates may have in their possession one metal wedding band with no stones. The wedding band can be worn on any finger or either hand, a ring worn on any other appendage is unauthorized and is subject to confiscation.

CHAPTER III UNIT MANAGEMENT

UNIT STAFF: You will be assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest are most appropriately initiated with your Unit Team. Each member of the Unit Team has a specific role. Unit Staff includes the Unit Manager, Case Managers, Correctional Counselors and Unit Secretaries. Unit Staff 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 incarcerated. A Unit Staff member is usually available daily from 7:30 a.m. to 9:00 p.m. Each member of the Unit Team has specific roles which are listed below. FPC Alderson has two Unit Teams. Inmates are assigned to either Valley Unit or Ridge Unit.

Unit Manager: The Unit Manager has the overall responsibility for internal security, safety, sanitation, planning, implementation and evaluation of Unit Programs. He/she works with the Unit Staff, directing unit activities and serves as the chairperson of the Unit Discipline Committee (UDC). He/she coordinates unit functions with other departments and is responsible to the Associate Warden and the Warden.

Case Manager: A Case Manager is responsible for Classification and Program Review procedures, preparation for parole hearings and release planning. He/she works with Orientation and Pre-Release programs, correspondence requests, and incoming telephone calls and letters. He/she also coordinates the completion of study cases and prepares reports when requested by the United States Parole Commission, or U.S. Probation Office. The Case Manager is responsible to the Unit Manager and to the Case Management Coordinator with reference to specialized training. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager frequently serves as a member of the Unit Discipline Committee. Any inmate wishing to contact their respective Ambassador/Embassy should get with their respective Case Manager.

Counselor(s): The role of a Correctional Counselor varies with the assigned unit mission. He/she conducts formal and informal groups, individual counseling, and serves as liaison with other staff members, particularly work supervisors, processes visiting lists, Financial Responsibility Program, housing and work assignments. Alderson counselors are responsible for setting up telephone calls to other institutions in emergency situations (numerous BOP institutions do not authorize institution-to-

institution calls) and/or countries when the inmate telephones cannot be used. He/she discusses grievances and assists you with administrative remedy procedures. The counselor also serves as a member of the Unit Team and UDC and assists in the coordination of the A&O Program.

Unit Secretary: The Unit Secretary is responsible for clerical functions in the unit. This includes maintaining your central file, typing various reports, correspondence, and paperwork necessary for your release.

OPEN HOUSE HOURS: Open House Hours for Unit Staff are posted in each living unit. If you require more time than that available, another appointment will be scheduled for you.

CLASSIFICATION AND PROGRAM REVIEWS: Unit Team meetings are held weekly. Your first meeting with your Unit Team will be within twenty eight (28) days of commitment and will be for classification purposes. During this initial classification meeting, your Unit Team will develop a plan with you and set goals to make the best and most productive use of your time while you are incarcerated. These goals will be established based on input from Psychology, Health Services, Education/Recreation, Unit Officer, Case Manager, and Counselor. After your first Team Meeting, you will be scheduled for Program Reviews. Program Reviews are held every ninety (90) to one hundred eighty (180) days, depending on the length of your sentence. At Program Reviews, you may discuss work assignments, classes, furloughs, transfer requests, good time, parole matters, security and custody matters. Program Reviews also provide an opportunity for you to discuss your case and participate in making decisions regarding your individual programming needs.

Psychology Representatives and Health Services (HSU): Drug Abuse Treatment Specialists (DTS) make appropriate drug treatment recommendations for inmate programs. The DTS may recommend a variety of drug programming including: (40 hour Drug Education, 100 hour Drug Education, Living Free, workshops, AA meetings) or may recommend an eligibility interview for the 500 hour Residential Drug Abuse Program (RDAP) if the inmate has a history of drug use and sufficient time remaining to serve. Representatives from HSU are responsible for your medical needs and provide services necessary to accommodate any medical concerns.

Educational Representative: The Educational Representative plans, coordinates, and evaluates your academic and/or vocational needs, and establishes educational goals set forth during your program review. He/she is responsible to the Supervisor of Education.

Correctional Officer: A Correctional Officer is responsible for the day-to-day operation of the living unit. Officers are on duty 24-hours a day. They rotate quarterly to cover various posts and shifts. Officers inspect all areas of the living unit, promote sanitation, and report discrepancies. The Officer is responsible for the security and orderly running of the living unit. Unit Officers are supervised by the Lieutenants and the Captain.

INMATE FINANCIAL RESPONSIBILITY PROGRAM (IFRP): Unit Staff assesses your IFRP at initial classification. Based upon each inmate's financial resources, a payment plan (contract) will be agreed upon to pay any assessments, fines, and/or restitution imposed by the court. You will be allowed \$75.00 for ITS use each month during the calculation of your payment plan.

IFRP GUIDELINES

According to your Judgment and Commitment Order, you may have a financial obligation(s) that you are ordered to pay while incarcerated. If there are no special instructions on your Judgment and Commitment Order in regard to your payments the following will apply:

1. You are allotted \$450.00 every six months from outside resources and institution pay, after the \$450.00 deduction you will be expected to pay according to the following example:

2. Example: Inmate Smith received \$1,259.00 within the last six (6) months. She made a total of \$450.00 payments during the previous six (6) months.

3.

1,259.00 (Deposits made last 6 months)
- 450.00 (IFRP payments made in last 6 months)
<u>809.00</u>
- 450.00 (ITS exclusion)
<u>359.00</u>
(divide) <u>6</u>
\$59.83 (Monthly IFRP Payments)
\$450.00 paid

4. A minimum payment plan of \$25.00 is required every three months (quarterly). The quarterly payments are scheduled in March, June, September, and December. This payment is required regardless of your total resources.

5. It is your responsibility to monitor your total resources on a monthly basis and make adequate payments toward your obligation(s).

6. Your contract will normally be updated at program review. However, you are required to update your contract if you miss a scheduled payment or if you need to increase your payments due to an increase in total resources before your scheduled program review.

7. It is your responsibility to contact your Counselor before the 25th of each month to adjust your contract if needed.

8. Payments are normally taken out of your account on the 10th of the month. Your money for payment must be in your account by the 8th of the month. The reason for this is that if the 10th falls on a Saturday they will take the money out of your account on the 9th. The money is always taken out in the morning and your outside monies are not posted until the afternoon.

9. If your payment is being made from the outside, the receipt needs to be mailed to the institution no later than the 5th of the month.
10. Failure to maintain adequate payments will result in you being placed in IFRP refuse status.

COST OF INCARCERATION FEE (COIF): In 1992, Congress enacted Public Law 102-395, requiring the Attorney General to establish policy and procedures to collect fees for incarceration costs. In compliance with this Law, the Bureau of Prisons established a Cost of Incarceration Fee (COIF) as outlined in Program Statement 5380.06 and Institutional Supplement 5380.08, Inmate Financial Responsibility Program.

An inmate who begins serving a period of incarceration after January 1, 1995, may be required to pay the COIF. To determine if the COIF applies, your Unit Team will review the Judgement and Commitment Order. If a fine is not imposed and not waived by the court due to inability to pay, your Unit Team will review financial information contained in the Presentence Report. Depending on the Inmate's assets, the COIF may be imposed equal to the average cost to confine an inmate for one year.

Unit Team will notify an inmate at initial classification or at subsequent program reviews if the COIF is applicable. The Warden may reduce or waive the COIF based on an inmate's inability to pay or a significant change in the inmate's financial status.

CHAPTER IV VALLEY / RIDGE UNIT LIVING RULES AND REGULATIONS

FPC Alderson consists of dormitory housing. All inmates will be placed in general housing (A Building, Range 3, based on bed space availability and medical needs, if any), for participation in Admission and Orientation.

The first section of this chapter will explain the rules for all living units.

ALL FPC ALDERSON INMATES:

SHOWERING: Showering is permitted until 11:00 p.m. At 8:00 a.m., the hair room side of the restroom will be closed for cleaning. **If you are in closed showers during cleaning/closed times, you will be subject to an incident report.** Once the floors are dry, this side will be open for the use of the hair room, toilets, sinks, and two showers (the handicap shower and the last shower) during program hours. The other side (the restroom closest to the front of the building) will be cleaned and remain closed until 5:00 p.m. Inmates working the 4:00 p.m. to 12:00 midnight shift may shower after 12:00 midnight on workdays only. Handicapped showers are for handicap inmates only.

You must do so in a quiet manner and exercise consideration for those who are sleeping. Handicapped showers are for handicap inmates only.

CARE OF APPLIANCES: Each living unit is provided with appliances (i.e., microwave ovens, clothing irons, hair dryers, curling irons, etc.). Use them with utmost care as repair or replacement is often difficult. If you do not know how to use an appliance, ask the correctional officer or a unit team member.

CHANGE SHEET/CALL-OUT: The change sheet reflects activity with the admission and release of inmates, changes in educational status, changes in living quarters, and changes in work assignments. Attached to the change sheet is the call-out. The call-out is used to schedule medical, dental, educational, and other appointment for you with staff. This multi-listing is posted on your living unit bulletin board Monday through Friday following mail call. It is your responsibility to check the change sheet/call-out daily for scheduled appointments which must be kept. Please note that call-outs can occur on weekends. Take note that if your name is at the bottom of one page because the top of the next page may be a second or third call-out for you as well.

CLOTHING (INSTITUTION-ISSUED): You will receive a personal care package in R&D containing the basic essentials. You are issued institutional clothing in accordance with stated policy by the Clothing/Laundry Room shortly after your arrival. Issued clothing is not to be altered in any way and must be returned to the Clothing/Laundry Room when they are no longer needed.

Clothing issued from the Clothing/Laundry Room will be issued by the Clothing/Laundry Room Supervisor. All clothes issued will be based on need and selected by the clothing room staff. You will not be permitted to select clothing based on style, color, etc. The clothing issued will be clean and presentable but not necessarily new or "in style."

CONTRABAND/SHAKEDOWN: Contraband is defined as anything not authorized for retention, not issued by the institution, not received through approved channels, or not purchased through the commissary. Staff is alert to the subject of contraband and makes an effort to locate, confiscate, and report contraband found in the institution.

Any item in your personal possession must be authorized and a record of receipt of the items should be kept in your possession. You cannot purchase/receive radios or any other items from another inmate. Items purchased in this manner are considered contraband and are confiscated. Contraband found in your personal property/storage lockers/bedding or in your personal living space is considered your property and subject to disciplinary action.

An altered item, even if approved or issued, is considered contraband. Altering or damaging U.S. Government property is a violation of institution rules, and the cost of the damage will be levied against the violator.

Staff will search your cube/living area to locate contraband or stolen property on a regular basis. You will not be allowed to be present during the search. Your property and living area will be left in the same general condition as it was found. Inspections are conducted at random.

Work sites will also be searched on a regular basis. You are not allowed to take or be in possession of personal property on your work area.

ENERGY CONSERVATION: Windows may not be kept open during the winter months in A Building. B Building windows are secured at all times. Fire doors are to be closed unless a fire drill is in progress. Lights are to be turned off when you are not in the room. Televisions are to be turned off if no one is in the room.

FEDERAL TORT CLAIM ACT: Personal injury, property loss, or damage to you can be the basis of a claim under the Federal Tort Claim Act. To file such a claim, you must complete a Standard Form 95 available from the Safety Office. All claims for damage under the Federal Tort Claim Act must be filed within two (2) years of the incident.

FIRE DRILLS: Fire drills are announced at any time and are held at least once every three (3) months on each shift. When the fire alarm sounds, leave the unit immediately by the nearest exit. Do not stand in the roadway after you exit the building, line up in front of the living unit and remain there until counted by staff. DO NOT return to the living unit until instructed to do so by staff. Failure to comply with fire regulations and to evacuate the building or area during a drill will result in disciplinary action. It is your responsibility to become familiar with fire exit routes. This is the only time fire exits are to be used by inmates.

Staff and members of the Federal Fire Department will take every step necessary to ensure your safety in the event of a fire or emergency. Housing units and the Health Services Unit are equipped with smoke detectors, fire extinguishers, or water sprinkler systems.

FIRE PREVENTION: Fire prevention and safety is everyone's responsibility. For the safety of all, you must exercise care and cooperation in the prevention of fires.

FIRE SAFETY: We take pride in our fire safety record, but your continued help is needed to maintain this excellent record. You are required to report fires to the nearest staff member so property and lives can be protected. Fire inspections are conducted regularly in each building by qualified personnel. Piles of trash or rags in closed areas, combustible materials, items hanging from fixtures or electrical receptacles, or other hazards are not tolerated.

HAIR CARE: Hair care rooms are provided in each range. Electric hair dryers, stoves, hot combs, and curling irons are available. Additionally, hair care may be accomplished

in the Cosmetology area as posted. Removal of curling irons, hair dryers and clothing irons from the assigned locations is prohibited.

A Hair Care Sanitation Notice is posted in the Hair Room of each living unit. This notice is to be strictly observed. **INMATES ARE NOT PERMITTED TO GIVE ONE ANOTHER PEDICURES OR MANICURES EXCEPT IN THE COSMETOLOGY DEPARTMENT!!**

INMATE CLOTHING: Monday - Friday, 6:00 am to 4:00 pm.: All inmates must be in khaki uniforms (pants and shirts or dress), belt, work boots and have their shirts tucked in during programming hours. Personal sweat shirts and T-shirts may be worn underneath the institutional khaki shirt.

Full khaki uniform is required on escorted trips and in the visiting room. Inmates assigned to work details in the evening hours must also be in the khaki uniform. The only exception will be those inmates with an authorized medical shoe pass certificate and those who are off work and are utilizing the Recreation areas. However, these inmates must have their shirts tucked in once they exit the Recreation area. The commissary purchased grey fleece jacket and the green issued winter coats are authorized.

After 4:00 pm, Weekends and Holidays: Inmates may wear khaki uniforms, their workout attire, or any combination of the two (i.e. T-shirt with khaki pants). All khaki shirts (with the exception of sweat shirts) must be tucked in any time the inmate is not in a Recreation area.

Additionally, all hours of work, Monday – Friday from 6:30 a.m. to 4:00 p.m., visiting hours, Religious Services programming, Unit Team meetings, Commissary Sales, and the evening classes offered by the Education Department are considered to be programming activity for those who are participating.

The pant legs will not be rolled up, the belt is to be fastened at all times, and shoes are to be laced and tied. Inmates are permitted to wear institution issue or commissary purchased T-shirts. However, they must be tucked into pants and no rolled up sleeves. Additionally, T-shirts whether personal or institution issued may not be altered in any fashion. During programming hours inmates are required to wear the khaki shirt with the khaki dress.

Inmates will be required to wear a bra, except when sleeping.

All commissary purchased appropriate sportswear clothing may be worn in the dining hall during non-programming hours, i.e., evenings, weekends, and holidays. Sandals, shower shoes, and house shoes are not permitted. However, commissary purchased Reebok sandals are allowed to be worn during non-programming hours and days off. The sandals are also permitted at the ball field, pavilion and the road in front of and

behind cottages 23 and 24. The sandals **are not permitted** on the lower compound, email, pill line and recreation.

Sweat shirts and sweat pants may be worn in the dining hall during non-programming hours. During programming hours in the winter months, inmates are permitted to wear a zippered sweat shirt over the top of their khaki shirts or shall wear any other sweatshirt underneath their khaki shirt.

1. During Non-Programming Hours, inmates may wear the institutional khaki or personal clothing to include shorts, sweats, and sleeveless T-shirts.
 - A. Undergarments will be worn at all times.
 - B. Uncovered sleep wear will not be worn outside the units.
 - C. Shower shoes and slippers will not be worn outside the units.
 - D. Commissary purchased sweats or shorts will be worn right side out at all times.
 - E. Clothing that is considered revealing, tight/extremely loose fitting, and/or of a provocative nature will not be worn at any time.
2. Inmates may not wear hair curlers, nylon skull caps (doo-rags) on their head while outside of the housing unit, with the exception of approved religious head wear.
3. Inmates are not required to cover their sleep wear (night gown/pajamas) going to/from their cube to the restrooms between the hours of 11:00 p.m. to 6:00 a.m. Inmates will be required to cover their sleep wear with either a robe or institution shirt and/or wear an additional t-shirt under their sleepwear anytime they leave their cube between the hours of 6:00 a.m. to 11:00 p.m. NOTE: At no time is sleep wear (night gown/pajamas) worn as an outer garment in the common areas, television rooms, and /or outside the living units.

Thermal underwear may be worn under the khaki shirt and pants only. Thermal clothing will not be worn as an outer garment.

Bras (sports or otherwise) will not be worn as an outer garment or exercise. Inmates are required to wear bras and underwear at all times except when sleeping or showering.

LAUNDRY FACILITIES: You are issued a set of linens upon your arrival. It is your responsibility to keep your linens and personal items clean. Inmates must submit an Inmate Request to Staff (cop-out) to the Laundry/Clothing Room in order to receive clothing, or exchange clothing. The Inmate Request to Staff must state the need of the inmate and housing unit assigned too. Both copies of the form must be submitted.

A. CARE PACKAGE (One time issue)

2 towels	1 deodorant
2 washcloths	1 shampoo
1 toothbrush	1 comb
1 toothpaste or toothpowder	1 nightshirt

B. INITIAL CLOTHING ISSUE

3 bras	4 uniform pants
8 underwear	4 uniform shirts
8 socks	1 steel toe shoe

You are not authorized to alter your clothing. If you are found with altered clothing, you may face disciplinary action.

C. LAUDRY FOR CLOTHING ARTICLES

All institutional issued clothing may be washed at the Laundry/Clothing Room. Clothing must be dropped off between the hours of 6:30 am and 7:30 am, Monday thru Friday on your designated laundry day. All clothing must be in your laundry bag. Your clothing may be picked up the following day. Inmates with Friday as their laundry day may pick up their clothing after the 4:15 pm count.

D. CLOTHING RENEWAL

New underclothing (underwear, bras, socks) is issued every six (6) months. All other clothing issued should last much longer. Replacement on all other clothing will be determined by the laundry staff.

HOUSING UNIT MEETINGS/TOWN HALL: Housing Unit or Town Hall Meetings are held at the discretion of staff. Attendance is required. These meetings provide an opportunity to discuss new policies and procedures, regulations, problems within the living unit, and other areas of concern. You have the opportunity to participate in the decision-making for yourself and your Housing Unit.

MEAL SCHEDULES: Main Line and the Common Fare Diet are available in the Central Dining Room (CDR). The Main Line is available to everyone except participants in the Common Fare Diet Program. For information on the Common Fare Diet Program, consult the Chaplain. Pork or pork-seasoned items are marked with an asterisk (*) on the weekly menu. Meals are served at the following times:

MONDAY - FRIDAY

Breakfast: 6:30 a.m. to 7:30 a.m.
Lunch: 10:40 a.m. to 11:40 a.m.
During orientation, lunch is scheduled at 11:05 a.m.
(Once you have been assigned to a permanent work detail,
your lunch break is designated by your work supervisor.)
Dinner: After the 4:15 p.m. count clears (approx. 5:00 p.m.) the Operations
Lieutenant, will initiate the evening meal. The serving line will remain
open for one hour.

SATURDAY/SUNDAY/HOLIDAYS

Coffee Hour: 6:30 a.m. to 7:30 a.m.
Brunch: After the 10:00 a.m. count clears (approx. 10:45 a.m.) the serving line
will open and remain open for one hour.
Dinner: After the 4:15 p.m. count clears (approx. 5:00 p.m.) the serving line will
open and remain open for one hour.

After eating, carry your tray to the dishwashing area at the rear of the Central Dining Room (CDR). Dispose of eating utensils properly and pass the tray to the worker or leave it on the counter. **Due to space limitations, you are expected to vacate your table as promptly as possible.**

RULES AND REGULATIONS:

There are certain rules and regulations you should become familiar with:

1. No food other than one piece of fresh whole fruit shall be taken from CDR
2. No beverage containers are permitted in the CDR.
3. Dishes, eating utensils, salt and pepper shakers, sugar packets, etc., are not to be taken from CDR.
4. Handicap accessible tables and restrooms are provided in CDR.
5. Do not trade or pass items on the serving line.
6. Do not waste food; take only what you will eat.
7. Do not save a table or chair for a friend.
8. You must be appropriately dressed. Hair curlers are not permitted in CDR. (See Inmate Clothing) Short shorts, shower shoes, and

sandals are NOT permitted in CDR. Hats must be removed. Coats/jackets must be unzipped.

9. Entree and dessert items are limited to one portion. Extra portions of all other foods are available on the hot bar. **You must obtain a clean tray from the Cook Supervisor on duty before returning to the hot bar located in the dining room.**
10. You must ensure you have all the items that are being served on your tray before you leave the serving line. If you are missing any items, you must show your tray to the Cook Supervisor on duty for corrections to be made to your tray before you exit the serving line.
11. No commissary items are to be brought into Food Service.
12. Any questions or concerns you may have are to be directed to one of the Cook Supervisors or the Food Service Administrator, not the inmate workers.

OPEN COMPOUND: You are permitted to leave the Housing Unit after the 5:15 a.m. count clears throughout the compound (usually around 6:30 a.m.). You must sign out in the Sign Out/In Book. You must return to your Housing Unit by 4:00 p.m. in preparation for the 4:15 p.m. Official Count. You are permitted to leave the unit after the 4:15 p.m. institutional count clears throughout the compound (usually around 5:00 p.m.). There is no inmate movement on the compound after 9:00 p.m., unless escorted by a staff member. Running on the open compound to areas such as Commissary or CDR is prohibited. When walking in roadways used by vehicles, you must walk within the areas with yellow markings. Also, there is no social gathering in front of the housing units. This includes the porches and sidewalks. Social visits are strictly prohibited.

OUT OF BOUNDARY AREAS: Certain areas are "Out of Bounds" unless you work there or have been called by staff. If you are called to one of these areas, report immediately to the staff member on duty. Do not linger following the completion of your business. These areas include but are not limited to:

Administration Building (except to specific areas during Open House hours).

Any Housing Unit and empty cottage other than the one in which you reside.

Road in front of Cottages 23 and 24 toward Horticulture.

All parking lots or any area in close proximity to fenced areas.

Powerhouse/Garage area.

Rear area of "A" Building, all Facilities and Horticulture areas after 4:00 p.m.

Fire Exit Areas

Unit Staff Office area except during Open House Hours or unless otherwise specifically authorized by a staff member.

Lower Compound road in front of cottages 11, 12, 16 and 17, unless working on a special detail.

Front entrance area of another range where you do not reside.

Staff bathrooms, all cottages, and all staff smoking areas.

PERSONAL PROPERTY - DISPOSITION: See Institution Supplement Inmate Personal Property, ALD 5580.07, Sections 8 and 11.

Do **NOT** leave your property with another inmate. Any property found in her possession or room will be considered hers – not yours. It is an infraction of institution rules to borrow, lend, sell, or give away personal property.

PHYSICAL CONTACT: Inmates are restricted from hand-holding, embracing, kissing, the placement of arms around shoulders or waist, or other forms of physical contact. Occasionally a **brief** embrace of friendship may be appropriate, such as in case of a farewell to an inmate being released. Should this embrace be considered prolonged or involve behavior determined to be of sexual nature, the inmates will be considered in violation and subject to disciplinary action. The touching, embracing, and other inappropriate physical contact with a staff member is expressly **PROHIBITED**.

RADIOS: When radios are played, the volume is to be low and heard only in your immediate area. Earphones must be used in such a manner that other inmates cannot hear the sound. For example, earphones cannot be laid on the desk with the volume turned up and "speakers" may not be constructed to amplify sound. The wearing of earphones during any "COUNT" is expressly prohibited.

REPAIRS: It is important that you report needed repairs such as burned-out light bulbs and leaky faucets to the Correctional Officer so that work requests may be submitted.

SANITATION IN LIVING AREAS: You are responsible for your living area, its cleanliness, furnishings, and condition. Inspections are held regularly and failure to maintain adequate sanitation standards will result in disciplinary action. Compliance with the following regulations should ensure satisfactory inspection reports:

1. Nothing is to be hung on the walls except on the bulletin board.
2. Lockers and other storage areas are to be kept orderly. The only items which may be stored on the top of short lockers or desks are as follows: one framed photograph (unframed photographs may be placed on the bulletin boards), a clock, a plant (less than 10" tall), one religious book, and a fan. Fans are not permitted on the top of tall lockers for safety reasons.
3. Only shoes, gray institutional storage boxes (1 per inmate, unless otherwise expressly approved by the Unit Team), and one (1) laundry bag may be stored under the bed.
4. Beds are to be made and trash cans emptied before 7:45 a.m. work call.
5. Living areas are to be swept daily and mopped regularly as needed.
6. Food items from Commissary are to be stored in your locker – not on the window sill, on the floor, on the ledge or on the furniture.

Inmates will have their cubicles swept and organized no later than 7:45 a.m. daily during the normal work week and beds must be tightly made, military style, with issued blanket being the top cover. There is no exception for those on vacations or days off. However, inmates may lie or sleep on top of their beds after making it. This will not apply to inmates working the third shift in the Powerhouse. Extra blankets and hobby craft blankets will be neatly folded at the bottom of the bed and nothing will be kept lying on the bed. Laundry bags and issued storage boxes may be placed under the bed. Winter coats, sheets and towels will not be placed on the floor or used as rugs, mats, or extra cushioning for your bed area.

Bulletin boards are available in each cubicle. Pictures, cards, calendars, etc. must be hung within the borders of the bulletin board. Hanging of items will be limited to the bulletin boards only.

Sign-Out/Sign-In Sheets: All inmates will sign-out/sign-in EXCEPT:

When going to:

1. Food Service
 2. Scheduled Job Assignment
 3. Any Scheduled Call-Out
- A. When going to any of the excepted areas mentioned above, the inmate must return to the living unit to sign out before going to a non-excepted destination.

- B. Any person who fails to sign out of the living unit (to a non-excepted destination) WILL receive an Incident Report.

DESTINATIONS: Any authorized area can be listed as the destination. Most common will be Recreation, Chapel, Commissary, etc. Up to two (2) destinations can be listed at once. For example, if going to the Chapel, then to the Commissary, list "Chapel/Commissary". However, if the Chapel is listed as the destination and that individual is ultimately found elsewhere, an Incident Report may be written.

Many inmates walk or jog on the compound. This is not a problem. However, when signing out you must list the destination as walking or jogging and specify the area as "Walking on Lower Compound", etc. (the term "Open Compound" or simply "Compound" is not acceptable. A more specific destination must be given.)

NAME AND NUMBER: The individual signing out/in must record the information requested by the form themselves; no other person may do so. Print last name, first initial and full number clearly. No nicknames may be used.

SMOKING: Smoking is no longer allowed at FPC Alderson. Inmates are not permitted in designated staff smoking areas without staff permission.

SUNBATHING: Sunbathing is permitted on the upper compound only. The designated area will be between the A and B building on the same end of the field as Health Services. Sunbathing will be authorized Monday through Friday following the 4:00 p.m. count until sundown. Sunbathing will also be authorized on weekends and holidays from 8:00 a.m. until sundown. Sunbathing will be authorized by the Warden on a seasonal schedule.

The attire for sunbathing will consist, at a minimum, of a sleeveless tee-shirt and shorts that are sold in commissary. The attire worn during sunbathing will not be altered in anyway and must fit appropriately. The shorts must extend to mid-thigh and completely cover the buttocks and upper thigh area. The tee-shirt may be rolled up to expose the lower back and stomach area only. Under garments must be worn at all times and may not be exposed. Inmates will be allowed one towel to sit on. No other items may be used for this purpose. Inmate will keep a respectful distance from each other while tanning. Inmates may not apply tanning lotion on other inmates. There will be no physical contact while sunbathing. All sunbathing will be suspended while temporary contract workers are on institutional grounds.

VISITING (IN-HOUSE): You may NOT visit in a living unit in which you do not live. Visiting is not permitted on or near the front/rear porches/areas, side porches or living

unit benches. Inmates are prohibited from entering other living units for the purpose of having another inmate call for friends. If the inmate enters the porch area or the immediate area an incident report may be appropriate. Quiet time begins at 10:00 p.m. on weekdays (Sunday – Thursday) and 11:00 p.m., on weekends (Friday and Saturday). After 10:00 p.m., on weekdays you must be in your sleeping quarters, and 11:00 p.m. on weekends, except to use the bathroom area.

CUBICLE/ROOM ASSIGNMENT: Upon entering the institution, inmates will be assigned to the Valley Unit (A-3) to a bed. Should you be re-assigned to a Cubicle, this assignment will be made by the Correctional Counselors. All bed moves must be authorized by a Unit Manager.

FURNITURE: Only the following furniture is to be in your cubicle: one (1) bunk bed, one (1) desk, two (2) lockers and one (1) trash can. The arrangement of the furniture is established by Unit Staff and will not be moved in any other configuration in the cubicle.

LIGHTS: Overhead and cubicle lights in the “A” and “B” Buildings will be turned on at 6:00 a.m. and turned off at 10:00 p.m. daily. On Saturday and Sundays lights will be turned on at 10:00 a.m. Small reading lights purchased from the Commissary, may be used in the cubicle at any time.

SANITATION: The highest standard of sanitation in each Unit is expected. The Unit Manager, Unit Staff, and the Unit Officer will conduct daily walk through inspections to ensure inmates are complying with high sanitation levels. The Safety Manager will conduct monthly range inspections. Primarily, based on space availability, Valley Unit inmates will be assigned to the “A Building” and Ridge Unit inmates will be assigned to the “B” Building.

TELEVISION/RECREATION ROOMS: Unit television and recreation rooms will be open from 6:00 a.m. to 11:00 p.m. Selected TV programming or channels will be decided based upon the specific room and will remain unchanged, unless preempted by the Unit Manager. There will be no assigned TV nights for individual inmates.

Radios must be purchased from commissary in order to hear any TV programming.

WINDOW BLINDS: Window blinds must be extended down to the window frame at all times. They may be either closed or open.

AREA OF CONCERN	COP-OUT BOX LOCATION
Business Office	Activities Building
Commissary	Activities Building
Laundry/Clothing Room	Activities Building
Psychology/Drug Treatment	Activities Building
Correctional Services	Mail Room (Adm Bldg)
Warden	Mail Room (Adm Bldg)
Associate Warden	Mail Room (Adm Bldg)
CMC	Mail Room (Adm Bldg)
Mail Room and R&D	Mail Room (Adm Bldg)
Facilities Department	Mail Room (Adm Bldg)
Records Office/Inmate Systems	Mail Room (Adm Bldg)
Reentry Affairs Coordinator	Mail Room (Adm Bldg)
Safety Office	Safety in HSU Bldg
Education	Education Building
Recreation/Library	Education Building
Food Service	CDR
Health/Dental	Health Services Unit
Religious Services	Chapel
Unit Staff	Unit Management Offices

CHAPTER V HEALTH CARE SERVICES

The Health Services Unit (HSU) is located on the upper compound beside Ridge Unit.

PCPT - PRIMARY CARE PROVIDER TEAM MODEL:

Health care at this institution is provided in the same manner as a medical office in the community setting. Under the PCPT model, each inmate is assigned to a medical provider and associated support staff according to the inmate register number. Routine medical care and non-emergency triage (sick call) is conducted on Monday, Tuesday, Thursday, and Friday, excluding Holidays. Triage will be conducted from 6:45 a.m. to 7:00 a.m. You will be provided with the appropriate form in Health Services. The form must be filled out in black ink. Appointments will be scheduled according to the severity of the complaint and established Health Services clinical guidelines.

If routine triage hours are disrupted due to an unforeseen event, medical complaints will be addressed via telephone. Inmates will need to address their complaints to Unit Staff. Unit Staff will notify Health Services for determination of care.

All emergencies will be evaluated. If your complaint is not categorized as an emergency, you will be instructed to return for routine care through the triage request system.

If you should become injured or ill while on the job, you should notify your Detail Supervisor. Action will then be taken to have you evaluated. If you should become injured or ill after clinic hours, you should notify your Unit Officer. Again, action will be taken to have you evaluated. If you are evaluated and identified as needing specialty care which falls within the Bureau of Prisons policy of providing medically mandatory or medically necessary care, you will be scheduled accordingly.

CLINIC APPOINTMENTS AND CALL OUTS:

If you should be scheduled for an appointment or call out in the Health Services Unit, it will be your responsibility to be there **on time and must have a Commissary Card** for identification purpose.

All call outs (scheduled appointments through the SENTRY computer system) are posted in the Units and should be checked on a daily basis. A missed call out or appointment may be reason for disciplinary action. You must have an appointment or call out to report to the Health Services Unit, otherwise you will be considered out of bounds. If you arrive late for an appointment **it will be at the Provider's discretion** whether or not you can still be seen at the appointed time.

INTAKE SCREENING:

Upon your arrival at FPC Alderson, you will be interviewed by a member of the Health Services staff. It is absolutely necessary that you cooperate with them in supplying all requested medical data. If you are on maintenance medications, these will be continued until you can be evaluated by a clinical provider.

All inmates will be given a medical screening upon their arrival, to include a TB Screening Examination. If you are given a TB skin test, you must report two days later to the medical department to have the test site looked at. Failure to return in two days will mean a repeat of the test.

If you refuse any medical screening for communicable diseases you may be subject to disciplinary action. Those individuals, who require long-term chronic care which cannot be provided at this facility, will be referred to one of the Federal Medical Centers or to a local hospital.

All inmates are screened upon arrival for psychological and emotional issues. If the screening is found to be abnormal by the provider, an immediate referral is made to the Psychology Department.

NOTICE TO INMATES INMATE CO-PAYMENT PROGRAM

Pursuant to Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. 4048), The Federal Bureau of Prisons and Federal Prison Camp, Alderson provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.

INMATE CO-PAY

The inmate co-pay fee has been established at \$2.00 per complaint. A co-pay fee is charged when an inmate initiates a health care visit: is found responsible for the injury of another inmate; when a medical evaluation is requested by non-clinical staff if the condition is not an emergency or any other non-emergent visit as outlined in Program Statement 6031.02, inmates will not be denied health care services due to indigent

status. If you ask a non-medical staff member to contact medical staff to require medical evaluation on your behalf, and it is deemed “non-emergent” by medical staff, you will be charged a \$2.00 co-pay fee for that visit. If you are being seen for a chronic care clinic and discuss a triage (sick call) complaint, you will not be charged for the chronic care visit, but you **will be** assessed a \$2.00 fee for the triage complaint.

Health care visits with no fee will include visits based on: health care staff referrals; health care staff-approved follow-up treatment for a chronic condition; preventive health care services; emergency services; prenatal care; diagnosis or treatment of chronic infectious diseases; mental health care; or substance abuse treatment.

If a health care provider orders or approves any of the following, a fee will not be charged:

- blood pressure monitoring
- glucose monitoring
- insulin injections
- Chronic Care clinics
- TB testing
- vaccinations
- wound care
- patient education

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

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

X-RAY/LABORATORY RESULTS:

To receive results from routine diagnostic tests, you need to report to open house. If you require further explanation of tests, send a cop-out to the provider who ordered the test, to request a consultation appointment.

DENTAL EXAMINATION/TREATMENT: New commitments are scheduled for a dental examination during the Orientation Program. Only one (1) complaint on a form. Your request will be reviewed by dental staff and based on your complaint and you will be scheduled for a call out appointment.

Routine dental care will be provided based on the availability of dental staff and your ability to maintain good oral hygiene. If you require routine care, you will be placed on a

waiting list based on the date of submission of your request. At the present time, anyone with a sentence of 18 months or less can submit a request for one (1) dental cleaning. Those with sentences longer than 18 months can submit a request for a dental cleaning every 12 months and routine dental care. Any abnormal findings during your cleaning that require immediate treatment will be brought to the dentist's attention.

EYEGASSES AND CONTACT LENSES:

In order to be evaluated for eyeglasses, you must submit an Inmate Request to Staff form (cop-out) to medical services for an evaluation. If your visual problem meets the criteria for referral to the Eye Care Specialist, you will be scheduled. If you would like to purchase a pair of glasses from an outside source, the following procedure must be followed: 1) You can obtain a copy of your current prescription from your medical record via cop-out to Medical Records. 2) You must report to open house with the company name, address, and phone number, OR family member's name, address, and phone number, who will be sending the eyeglasses in from the community. An "Authorization to Receive a Package" will be completed at open house and mailed to appropriate address to receive a package. Eyeglasses may not have stones, brand name markings or transitional lenses. **Certain restrictions apply.** Once the package is received, you will be placed on callout to pick up your eyeglasses.

Contact lenses are permissible for use instead of glasses only when you are evaluated by the Ophthalmologist and it is determined that your specific eye disease would prohibit the wearing of glasses and that the condition is best treated with contact lenses. Only clear lenses will be authorized. Health Services will provide supplies.

PHYSICAL EXAMINATIONS:

A physical examination will be completed within 14 days of your arrival if indicated. If you have transferred from another institution and a current physical examination is in your medical record, this will not be repeated. You will be assigned a medical duty status and cleared for work at the time of your physical examination (or medical record review by the provider).

If you are under the age of 50, you are eligible, at your request, for a physical examination every 2 years. However, you are eligible for a breast exam and PAP smear every year. You may obtain your breast and pelvic exam by submitting a cop-out through institution mail. You will then be placed on call-out. If you are 50 or older, at your request you are eligible for a complete physical exam each year. This exam may include thyroid function studies, EKG, and flexible sigmoidoscopy. You may also request a pre-release physical if your last medical evaluation is more than one (1) year old.

PHARMACY SERVICES:

All prescriptions can normally be picked up from the Pharmacy the following day after your clinic appointment, unless you are instructed otherwise. Prescriptions are also available for pick-up from the Pharmacy window at the designated times noted on the sign posted by the Pharmacy.

You will receive instructions when your prescription is filled and dispensed to you by the Pharmacist. She/He will explain the medication and how you are to take it. Further medication education counseling is available when requested via cop-out.

REFILLS:

It is your responsibility to notify the Health Services personnel when your prescription requires renewal. Plan ahead for this. To obtain refills fill out a Pharmacy Refill Request form and drop it off at the Pharmacy during pill line time. If you have any questions regarding your medications or refills, the Pharmacist is available at the 9:00 a.m. pill line time.

OVER-THE-COUNTER MEDICATIONS:

Medication like: Motrin (Ibuprofen), Aspirin, Tylenol(Acetaminophen), Allergy Medication, Liquid Antacid, Hemorrhoid and Antifungal Cream (Athlete's Foot Cream, etc.) are available for purchase in the Commissary. Unless the medical provider determines that a prescription of these or some other over-the-counter medications is clinically indicated, you will be expected to purchase them in the Commissary.

PILL LINES:

If you are on any restricted medications (those which cannot be taken back to your unit) or insulin injections, the Pharmacist will advise you of the times and method of receiving these medications. The routine pill line times are posted outside of the Health Services Unit. Before you can receive any medication, you must provide a photo ID (Commissary card) for identification purpose and state your name and register number.

POSSESSION OF UNAUTHORIZED MEDICATION:

An incident report will be written for any medications that are expired, unlabeled, or mixed in the same bottle. All expired medications must be returned to the pharmacy.

GLUCOMETER:

There will be a glucometer available for blood sugar checks at the morning and evening insulin line for insulin-dependent diabetics.

OUTSIDE HOSPITALIZATION:

If you are moved to a local hospital, you may be placed on furlough status or under the direct supervision of institution staff and/or contract guard service. Visitors must have prior approval from the institution staff and will normally be restricted to immediate family only. Only collect telephone calls are authorized while on Outside Hospitalization status and with approval of the Shift Lieutenant and/or Unit Manager.

RESTRICTED DUTY STATUS / MEDICAL CONVALESCENCE / MEDICAL IDLE:

Restricted Duty Status is authorized by Health Services staff in cases where an inmate has medical restrictions but, unlike Medical Idle and Medical Convalescence, is able to work.

Medical Convalescence is a recovery period authorized by Health Services staff for operations, injury, or serious illness. It may be prescribed for not less than four (4) days and not to exceed thirty (30) days subject to renewal. While on Convalescence, inmates will be expected to attend educational programs, unless the medical condition limits attendance. Recreation activities will be subject to medical limitations.

Medical Idle is when you are placed on Medical Idle by HSU staff for illnesses of short duration for a period of time not exceeding seventy-two (72) hours. You are restricted to your room or dormitory except for rest room, meals, chapel services, and visits. **You MAY NOT go to the Recreation Center, the TV room, nor to the Commissary.** You are excused from class and work assignments.

PSYCHOLOGICAL SERVICES:

Clinical psychologists interview all new commitments. A psychological screening evaluation is provided to the Unit Team for each classification team review. Psychologists offer counseling services as needed and groups are offered periodically on topics such as depression and anxiety management. A Trauma Program offering workshops and process groups for survivors of physical or sexual abuse is offered.

If you wish to be seen by a psychologist, submit an Inmate Request to Psychology Services. If contact with a psychiatrist is needed a referral must be made through a medical or psychology services staff member. Also, inmates play a vital role in preventing suicide. We encourage you to be observant and report any unusual behavior or verbalization from fellow inmates that might indicate that they are very depressed or suicidal to staff immediately. Verbalizations like "I can't take it anymore, I wish I was dead, no-one would even miss me if I were gone..." may indicate suicidal intentions or plans. Take all such statements seriously and report it to staff.

ADVANCED DIRECTIVE:

Advanced Directive, also known as a living will, is a written instrument by which a patient expresses his/her health care in the event of a terminal or irreversible condition, during which that individual is no longer able to communicate such wishes to the health care provider due to incapacitation. If you are interested in having an advanced directive in your file you must submit a standard request to staff form (cop-out) to the Medical Records Department and you will be scheduled an appointment to stop in HSU and fill out the needed information. You will need to bring the name, address, and any phone numbers in which the person can be reached.

EQUIPMENT LOANS:

If you are given equipment to use as a result of illness or injury from the Health Services Department such as: crutches, canes... you will sign for it upon receipt. If this equipment is not returned, you may be subject to disciplinary action and/or be required to pay for these items.

REQUESTS TO SEE THE PHYSICIAN:

Any inmate wanting to see the physician must report to triage and the determination will be made as to whether you will be scheduled and when.

INFECTIOUS DISEASES:

HIV There is an increased personal risk factor to contract this virus by behaviors which includes: IV drug use, tattooing, and homosexual behavior. You are discouraged from engaging in such activities which transfer blood and body fluids. All inmates who have engaged in any of these high risk behaviors are encouraged to have an HIV test performed. This can be requested and risk factors discussed during your physical examination or on routine triage (sick call).

HEPATITIS The Hepatitis Virus is contracted in the same manner as HIV. Testing is not mandatory, but diagnosis is determined by a blood test. Testing is done when clinically indicated.

TUBERCULOSIS The Tuberculosis bacteria is transferred through the respiratory tract following prolonged exposure. All inmates are required to be screened, usually by a skin test, at least annually and according to the Bureau of Prisons policy. Since this is a matter of public health, you are subject to disciplinary action, if refused. This disease is treated by antibiotic therapy. If you were to have a positive screening test, you will be evaluated and possibly offered a prophylactic treatment regimen of Isoniazid (INH) and Vitamin B 6. This program will be explained to you by the Clinical Providers and the Pharmacist.

METHICILLIN RESISTANT STAPH AUREUS (MRSA) The term Methicillin Resistant Staph Aureus refers to those strains of staph aureus bacteria that have acquired resistance to certain antibiotics. MRSA is spread through direct physical contact, not through the air. Healthy people have very little risk of becoming infected with MRSA. If you should have open sores or ulcers that do not heal, you should make sick-call to be tested. **Although it is resistant to some antibiotics there are several treatments available.**

SYPHILIS The syphilis bacteria is transmitted by sexual contact and is screened for on admission by a blood test for those with at risk behavior. It is treated by antibiotic therapy.

FPC ALDERSON HEALTH SERVICES DEPARTMENT

PATIENT 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.

RIGHTS	RESPONSIBILITIES
1. You have the right to health care services, based on the local procedures at FCI Ashland. Health services include medical sick call, dental sick call and all support services. If Inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies at FPC Alderson. You have the responsibility to follow recommended treatment plans that are established for you by health care staff. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider (s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons' policy to include preventive services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

CHAPTER VI EMPLOYMENT

CONDUCTING A BUSINESS: You are not permitted to actively engage in a business or profession during your incarceration. You must delegate authority for the operation of any business to a person in the outside community.

JOB ASSIGNMENTS: You are assigned to a job detail as soon as you have received medical clearance. Your initial job will be to meet an institution need, generally in Food Service. This job assignment will be for a minimum of sixty (60) days. Upon completion of this mandatory job assignment, you may apply for the job of your choice as vacancies occur. Job changes are made through your Unit Team. It is mandatory that all inmates have a full-time job unless medically excused.

PERFORMANCE PAY STATUS: If assigned to a regular work assignment, you will receive performance pay for the hours worked. Current rates range from a basic maintenance grade of no more than \$5.25 per month up to \$.40 per hour and are subject to change. Inmates in IFRP refusal status will be paid no more than \$5.25 per month. Performance pay is credited to your Commissary account monthly usually within ten (10) working days following the payroll cut-off date. If you have any questions concerning your performance pay, see your work supervisor.

WORK OPPORTUNITIES: Jobs and training are available in the following areas:

- **Food Service:** Cooks, bakers, butchers, vegetable preparation, salad bar, dishwasher operators, beverage workers, maintenance workers, warehouse workers, dining room workers, and pots and pans workers.
- **Facilities Department:** Electricians, plumbers, cement finishers, masons, mechanics and motor repair, refrigeration, air-conditioning, communications, telephone repair, welders, painters, carpenters, landscape workers, wood finishers, powerhouse helpers, steam shop helpers, general laborers.
- **Business/Other Offices:** Typists, accounting clerks, maintenance workers.
- **Health Services Unit:** Maintenance workers, dental assistants.
- **Education:** Librarians, teacher's aides, maintenance workers, recreation assistants, law librarians, ceramics aides, and fitness aides.
- **Clothing Room/Laundry:** Shipping and receiving workers, laundry workers.
- **Unit(s):** Orderlies and office clerks

APPRENTICESHIP PROGRAMS: Apprenticeship programs are available in the following areas:

Air-Conditioning & Refrigeration
Cook
Electrician
Plumber
Powerhouse
Teacher Assistant

As part of an apprenticeship program, participants receive 7.0 hours daily of on-the-job training plus a minimum of 144 hours of related course work per year. Completion of a course entitles you to a certificate from the U.S. Department of Labor. Apprentices sign a written formal agreement with the U.S. Department of Labor before being indentured into the program. You should have at least one (1) year left in the institution, possess a high school diploma or GED certificate, and have worked at least sixty (60) days in the program for which they are applying, to be enrolled in an apprenticeship program. Further information may be obtained from your Educational Representative or Supervisor of Education.

SAFETY RULES AND REGULATIONS: Staff will make every effort to provide you with safe housing, work areas, and appropriate safety equipment. For your health and welfare, you are required to know and observe all Safety Rules and Regulations on the job, noted in Program Statement 1600.09, Health and Environmental Safety.

1. You will perform only that work to which you have been assigned. Unauthorized use of machines or equipment, or performance of work in an area not specifically assigned, is forbidden and subject to disciplinary action. Machines or equipment in the work area shall not be used to fabricate or repair personal items.
2. To protect against physical injury and/or health hazards, you are required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirator, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner.

3. Safety goggles must be worn when performing any grinding, chiseling, filing, or sanding operations. Landscape operations involving the operation of weed eaters, edger's or power lawn equipment require the use of safety goggles and ear protection.
4. Vehicle drivers must obey all driving rules of the institution. No passengers are allowed in the back of trucks. Only allowed numbers of passengers per number of seatbelts are permitted in the vehicle.
5. Do not ride on tractors, forklifts, or any other tow vehicle. The operator is the only person authorized in the use of such machinery.
6. Safety hazards are to be reported to your work supervisor immediately. If the work supervisor does not agree that an unsafe condition exists, you may report the unsafe condition to the safety office for further consideration.
7. If you suffer a work injury and feel that your injury has resulted in some degree of physical impairment, you may file a claim for inmate accident compensation. To do so, you should contact the Safety Manager approximately forty-five (45) days prior to your release or transfer to a community program center (Example: half-way house, work release facility). The Safety Manager will assist you in completing your claim and will arrange a medical evaluation which must be performed with regard to your claimed injury.

CHAPTER VII MAIL AND VISITING PROCEDURES

Certified/Registered Mail: Return Receipt Requested Cards (green) and Certified Mail slips (green/white) are available in the library. Mail can be weighed, registered, certified, or insured at the Mail Room during open house hours. Mail can also be weighed at the Leisure Library. All postage fees are set by the U.S. Postal Service. Services such as Express Mail, private carrier services, Cash on Delivery (COD), Priority Mail, or stamp collecting are not permitted.

Correspondence - Incoming: Incoming mail is distributed by the Correctional Officer Monday through Friday immediately following the 4:15 p.m. Official Count. There is an additional "late" mail call prior to the 9:15 p.m. count, usually at 8:30 p.m. Incoming mail will be opened and inspected for contraband.

Special Mail is sent to your Unit Staff and is opened and inspected for contraband in your presence. Receipt of this mail is verified by your signature in a log book kept by Unit Staff. Certified Mail, unless it meets Special Mail criteria, is opened in the Mail Room before you receive it.

Due to using automated postal machines, the post office is requesting that all incoming inmate mail should be clearly addressed as follows:

Your Committed Name
Register # _____, Housing Unit #, Range # (1,2,3, or 4)
Federal Prison Camp
Post Office Box A
Alderson, WV 24910

It is imperative that P. O. Box A be the only information listed above the city, state and zip code, as this information is the determining factor for routing mail to the appropriate box. If these procedures are not followed it will delay or cause non delivery of mail.

Checks and money orders received for you must contain both your committed name and register number to ensure proper posting to your Commissary account. Checks or money orders not accepted because they were incorrectly prepared are returned to the sender with a letter of explanation. If you wish for funds to be sent to you, please have it sent to the following address:

Federal Bureau of Prisons
Inmate Name and Register Number
P.O. Box 474701
Des Moines, IA 50947-001

Or To:

Western Union Quick Collect
Use Blue Quick Collect Form
Inmate Name and Register Number
City Code : FBOP
State Code: DC

Mail received for you after your release date will be forwarded for thirty (30) days to the release address provided to Unit Staff or the address provided by you with your Change of Address Kit.

Correspondence - Outgoing: Outgoing mail may be sealed in accordance with the Bureau's open correspondence privileges. The following information must be in the left-hand corner of your envelope:

Your Committed Name
Register #_____, Living unit # (and Range #, if A/B Bldg.)
Federal Prison Camp
Post Office Box A
Alderson, WV 24910

A locked U.S. Postal Service mailbox is provided in front of R&D and in front of Recreation for deposit of regular outgoing mail. Outgoing mail is picked up at 6:00 a.m. on regular workdays. Envelopes and writing paper are available from the Correctional Officer. Stamps are purchased at Commissary on Mondays.

Indigent inmates may receive postage stamps from the Valley Unit Manager. In making this determination, an inmate without funds means an inmate without sufficient commissary balance to purchase a postage stamp sufficient for first class, one ounce domestic mailing or postage for half-ounce international air mail for an inmate where community ties require such foreign correspondence.

Procedures for outgoing mail are subject to change at any time to meet the security needs of the institution. Inmates will be notified of these changes via Town Hall Meetings and memorandums.

Correspondence With Confined Inmates: Correspondence with persons confined in other correctional facilities, including local jails, is restricted to verified immediate family members. You may correspond with a non-relative co-defendant concerning pending mutual legal matters only. Prior approval must be obtained in each separate case. Forms requesting correspondence approval (Institution Supplement, Correspondence, ALD 5265.11, Attachment 1) may be obtained from your Counselor.

Correspondence With News Media Representatives: You may write, through SPECIAL MAIL, to representatives of the news media if the recipient is identified by name and title. Correspondence from news media representatives will be handled as general mail, including inspection for contraband, content, and qualification of the sender as a media correspondent. You may not receive compensation or anything of value for correspondence or interviews with the news media. You may not act as a reporter or publish under a by-line.

Mail For Inmates On Writ Or Released: Before you leave on writ, you will complete a Form BP-Record 398 indicating how you wish your correspondence to be dealt with while on writ. You may have the:

- (a) Mail Room hold your mail for up to 30 days;
- (b) mail returned to sender; or
- (c) mail forwarded to an address of your choice.

Manuscripts: A manuscript includes works of fiction, nonfiction, poetry, lyrics, and music, drawings, cartoons, and other writings. You do not need staff approval to prepare a manuscript for private use or publication, but you may use only non-work time in preparation of the material. A manuscript may be mailed as general correspondence. It may be circulated within the institution without staff authorization. Inmates are not allowed to receive anything of value for her manuscripts.

The Warden may set limits on the amount of accumulated manuscript material to ensure fire prevention and sanitation.

Publications - Incoming: The Warden may reject a publication if it is determined detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity.

A publication may not be rejected solely because its content is sexual, religious, philosophical, political, social, or because its content is unpopular or repugnant. If a publication is found unacceptable, you will be notified in writing along with the reason for the exclusion. You may appeal this decision.

You may accumulate no more than 5 magazines, 5 books, and 2 newspapers. All hardback books and newspapers must come from the publisher.

Rejection Of Correspondence: The Warden may reject correspondence about, 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 (See Institutional Supplement ALD 5265.14, Correspondence, section 8).

The sender of rejected mail will receive a written notice of the reason for rejection and may appeal this decision. Your rejected outgoing mail is returned to you by Mail Room Staff with an explanation of why it was rejected. You also have appeal rights.

Special Mail: See Program Statement 5265.14, Correspondence, in order for incoming mail to qualify as "special mail", the sender must be adequately identified and the front of the envelope must be marked "SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE", or with similar language clearly indicated that the enclosed correspondence qualifies as special mail and that the sender is requesting that the correspondence be opened only in the presence of the inmate. Correspondence qualifying as special mail may be opened only in the presence of the inmate to be checked for contraband and the qualification of any enclosures as special mail.

Clearly identified correspondence from the President, the Vice President, members of the U.S. Congress, or the chambers of a Judge do not require the special mail markings in order to be afforded this privilege.

All outgoing legal mail must be given directly to a staff member during mailroom open house hours.

Legal correspondence to a paralegal, legal aid student, or attorney's assistant must be addressed to the attorney, legal aid supervisor, or legal organization directed to the attention of the student or assistant. Mail received from students or assistants must be identified on the envelope as being from the attorney or agency supervisor.

PACKAGES: The only packages an inmate may receive from home are those containing release clothing. Release clothing packages may only be received within the last 30 days of confinement. This clothing shall be stored in R&D and shall not be released to the general population. Medical devices such as hearing aids, eyeglasses, dentures, wheelchairs, braces, orthopedic/prescription shoes and artificial limbs are authorized if medically required and approved by the Health Services Administrator. Anything weighing over 16 ounces needs to be identified on the outside of the package i.e. magazines, picture, or books.

TELEPHONE, INSTITUTIONAL: The institutional telephones are not to be utilized by inmates without the direct supervision of a staff member. Calls from inmates at FPC Alderson to inmates at other correctional facilities will only be made to immediate family members and only in the event of documented emergencies and then only if there are sufficient staff resources at both facilities to make the calls. In addition, emergency calls can be made to families in the community on authorized phones only.

TELEPHONE SYSTEM, INMATE: The Inmate Telephone System (ITS) is a direct/collect dial system. You are authorized to make 300 minutes of telephone calls per month. This may be in any combination of collect or direct calls. Telephone credits are purchased from your Commissary account through the telephone keypad in whole dollars amounts only. You may transfer credits a maximum of two times per day. You will receive a PAC number to access your account. Telephone numbers may be added to your account using the Trulincs computers. You may request up to 30 numbers.

Telephone calls may be placed between 6:00 a.m. until 11:00 p.m., except fifteen minutes prior to official counts.

Your PAC number is confidential. It is used to process a call and to obtain telephone account balance information. You are prohibited from distributing your PAC to other inmates. If you believe your PAC has been compromised, contact your Unit Manager immediately. There is a \$5.00 replacement fee if your PAC is misplaced. If you do not have sufficient telephone credits to place a 3-minute call, a call cannot be processed. You may purchase telephone credits two times each day.

The ITS provides a warning tone approximately one (1) minute prior to expiration of the 15-minute time limit. Inmates are responsible for maintaining a personal list of the phone numbers they have requested to be placed in the phone system. Inmates are prohibited from making 3-way phone calls, conference calls, or threatening telephone calls.

VISITING:

It is the policy of the BOP and FPC Alderson that visiting privileges should be an integral part of an inmate's institutional program. However, the number of visitors must be kept within reasonable limits due to space limitations. There is a limit of four (4) adult visitors per person at one time unless prior approval is received from the Unit Manager. When the established capacity has been reached (100 inside and 50 outside), termination of visits will be as follows:

1. Frequency of visits
2. Friends opposed to family members
3. Distance traveled

Visiting Days/Hours:

Monday	8:15 a.m. - 3:15 p.m.
Friday	11 :15 a.m. - 6:30 p.m.
Saturday	8:15 a.m. - 3:15 p.m.
Sunday	8:15 a.m. - 3:15 p.m.
Holidays	8:15 a.m. - 3:15 p.m.

Approval Of Visitors: You are given a Visiting List form to complete and return to your Unit Counselor. Verified immediate family members will usually be approved promptly. Immediate family members include: father, mother, step-parents, sisters, brothers, husband, children, and step-children.

Children under Sixteen. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or a children's program. Exceptions in unusual circumstances may be made by special approval of the Warden.

The signature of a parent or guardian on the Visitor Information form (BP-629) is necessary to process a request for an applicant under 18 years of age. Further completion of the questionnaire portion of this form by an applicant under 18 years of age ordinarily is not required if the applicant is an immediate family member of the requesting inmate. The Warden, after consultation with Regional Counsel, may make exceptions to the requirement for acknowledgment by parent or guardian.

Visiting Lists will be limited to TWENTY (20) VISITORS. This includes both immediate family members and friends. See your assigned Counselor to make changes in your Visiting List. Questionnaires are sent to other family members and friends. The questionnaires must be completed, returned, and reviewed before these persons can be added to your approved Visiting List. This process takes approximately three (3) weeks and you are notified of each visitor's approval via Mail Call. It is your responsibility to inform your prospective visitors when they are approved.

Presence of a prior arrest record does not automatically preclude visiting, but a law enforcement check may have to be done. This may take several weeks. Staff must consider the nature, extent, date of conviction, and security considerations of the Institution. Visitors with a prior record must be approved by the Warden. Visitors under parole or probation supervision must be approved by their probation officer.

Attorney Visits: Attorney visits generally take place in the Visiting Room during non-visiting days. Unit Staff will make arrangements for attorney visits to coincide with their schedule.

You may arrange with the Unit Staff to have a reasonable amount of legal materials taken to or from the Visiting Room. Prior arrangements must be made with Unit Staff before tape recorders or other recording devices are allowed.

General Visiting Information: Visits begin and end in the Visiting Room. You may visit outside in the visiting area behind the Visiting Room in the fenced area.

Kissing, embracing, and hand-shaking are allowed only upon arrival and departure. Displays of affection must be within the bounds of good taste. Physical contact during the visit will be limited to hand-holding.

VISITING ROOM INMATE CLOTHING: Inmates are authorized to wear the institution issued khaki pants, bra, panties, khaki shirt, khaki dress and khaki shirt. Additionally, commissary purchased t-shirts and sweat shirts will not be worn. Institution work or athletic type shoes will be worn in the visiting room. Inmates may wear approved religious headgear during the visit, i.e., kafaya/hijab, etc.

Any request for special considerations (i.e., medical issues) will be addressed through a member of your Unit Team, and approved prior to the visit.

You may take the following items to the Visiting Room:

- a) Commissary Card (required for identification).
- b) Wedding ring and stud earrings may be worn. These items are inventoried when you enter the Visiting Room and again when you leave.
- c) Comb or hair brush.
- d) Picture stubs. Unused picture stubs can be taken with you when you leave the Visiting Room.

VISITOR'S CLOTHING: Visitors are permitted to wear shorts in the visiting room. However, the shorts must be of the appropriate length (minimum must touch the top of the knee). Visitors may not wear open-toe shoes. Female visitors must wear a bra, and may not wear miniskirts, halter tops or see-through clothing of any kind. Any visitor dressed in clothing that is considered to be revealing by the Visiting Room Officer, or possibly offensive to other visitors, will not be allowed in the visiting room.

The items listed below reflect what an inmate's visitor may bring into FPC Alderson's visiting room. This list is not all inclusive, in that it does not address those items that are part of the individual's person such as eye glasses, rings, billfold, etc., for which are all authorized. These items and those listed below may be retained in the visitor's possession throughout the visit except for prescription medication as noted below. Any request for special considerations will be addressed through a member of your Unit Team, and approved prior to the visit.

<u>ITEM</u>	<u>QUANTITY</u> (per visitor)
Clear Plastic purse/bag	1
lipstick	1
facial compact	1
comb or brush	1
prescription medication	To be maintained at the officer station while in the institution.

<u>ITEM</u>	<u>QUANTITY</u> (per baby)
baby carrier	1
diaper bag	1
baby food	Enough for 3 meals
baby bottles	4
baby formula	1 can (unopened)
ice pack	1
baby lotion	1
baby powder	1
small blanket	1
change of clothes	1
diaper rash ointment	1
baby wipes	1 (small container)
baby toy	1

Visitors may not leave packages, gifts, or money for you, nor may visitors receive items from you. All monies must be mailed to you. No items may be exchanged with visitors. Your visiting privileges may be denied or restricted for violation of Visiting Room regulations. Additionally, visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

Federal law authorizes imprisonment of up to ten (20) years for any person who introduces contraband into a federal facility or who takes, sends, or attempts to take or send anything not specifically authorized from a federal facility.

Identification Of Visitors: Staff shall verify the identity of each visitor (through driver's license, photo identification, etc.) prior to admission of the visitor to the institution. Photo identification must be a valid state or government issued photo identification. Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision. Persons without proper identification will not be permitted to visit.

Visitors **must not** be dropped off at the Stone Gate. They **must always** be transported to the processing area of the Visiting Room. It is the responsibility of the inmate to advise their visitors of the rules and regulations governing the Visiting Room prior to their visit.

Visits With News Media Representatives: Requests can be initiated by either you or the media representative and must allow a reasonable amount of time before the interview. Final approval of all interview requests must come from the Warden. You will be notified of each interview request and must sign a written consent before an interview will be scheduled. You must also authorize staff to respond to comments made in the interview and to release information to the news media relative to your comments.

FOR MORE INFORMATION ON VISITING REGULATIONS SEE INSTITUTION

SUPPLEMENT 5267.08A VISITING REGULATIONS

CHAPTER VIII MONEY/DEBITEK AND COMMISSARY

ACCOUNT INFORMATION: An account is established for you with your committed name and register number. An Inmate Account Card ("Commissary Card") is issued to you. This card must be presented when shopping at the Commissary Sales Unit and used in the vending machines, laundry machines, and copy machine. Lost or stolen cards are replaced at a cost of \$5.00 to you. Your account reflects all deposits and withdrawals. Deposits include money mailed to you from outside sources and UNICOR Pay or Performance Pay. Withdrawals include, but are not limited to, Commissary purchases, Special Purchase Orders, money mailed out through a Form 24, and funds used for community trips including furloughs.

To ensure the correct posting of monies received through the mail to your account, checks or money orders **must** contain your committed name and register number. Any checks or money orders not accepted because of incorrect preparation are returned to the sender. All money should be mailed to Bureau of Prisons, PO Box 474701, Des Moines, Iowa 50947-0001, or Western Union Quick Collect.

If you have any questions concerning your balance or an error in your billing, make inquiries at Commissary Open House on Wednesdays from 11:00 a.m. to 12:00 noon and have your sales and/or deposit receipts to document the problem.

COMMISSARY SALES UNIT: The Commissary Sales Unit is located at the side of the Activities Building adjacent to CDR. Shopping hours are posted on the directory at the front entrance. Commissary shopping days are rotated every six (6) months.

Shopping lists with prices subject to change are available at Commissary. These lists are completed prior to shopping and verbal orders are not accepted after your list is turned in. Stamps, photo tickets, and Debittek may be purchased on your regular shopping day. No shopping bags are provided. Tote bags can be purchased or you may use the mesh laundry bag provided to you. Please note that borrowing Commissary items from anyone is not permitted.

DEBITEK AND STAMPS LIMIT: You may not have more than \$40 Debittek credits on your commissary card. You must keep your commissary card with you at all times due to the monetary value of the card. Use of the Debittek card in the vending machines will be at your own risk and there will be **NO REFUNDS**. You may not have more than sixty (60) postage stamps (of the denomination for 1st class, domestic, one ounce mailing), or the equivalent, and a maximum of \$10.00 of any other denomination. Excessive stamps found on your person or in your living quarters can result in disciplinary measures.

TRULINCS: This is a program for inmates to communicate with family and friends via e-mail. Inmates must request approval. The system is available seven days a week 6:30 a.m. to 8:30 p.m. The cost of using Trulincs is \$.05 per minute.

DEPOSITS TO YOUR ACCOUNT: All deposits to your account from outside sources must be mailed to the lockbox in Des Moines, Iowa, or deposited through Western Union Quick Collect. Checks or money orders must be made out in your committed name with your register number placed on the money order or check. All domestic personal checks and non-domestic and foreign negotiable instruments shall be placed on hold. Domestic personal checks and other negotiable instruments not specified below shall be held 15 days. Non-domestic and foreign negotiable instruments shall be held from 30 to 60. The holding period shall begin the day the instrument enters into TRUFACS. At the end of the hold period, the funds will be released and made available to the inmate.

The following item **shall not** be held and funds shall be made available immediately:

- U.S. postal money orders only

SAVINGS ACCOUNTS: You may schedule out funds to be deposited to a savings account in a bank. In order to establish a credit rating and to eliminate the need to transfer the account at the time of your release, we urge you to establish an account in a bank in the area of your release destination. If this is not possible, the City National Bank of Alderson will accept deposits to a savings account for you if you have a Social Security Number. Unit Staff can provide you with further information regarding opening a savings account.

SPENDING LIMITS: You may spend up to the amount set by the Bureau of Prisons and published in periodic Operations Memorandum. Stamps and telephone credits are excluded from the monthly spending limit. Special purpose item orders are limited to a maximum of \$150.00 per month which will be applied against the spending limit. Special purpose items include approved arts and craft supplies and religious items. Overspending or signing for withdrawal of funds when you have insufficient funds results in disciplinary action and/or loss of Commissary privileges.

VALIDATION: When your monthly spending limit is depleted, you cannot shop until your validation period occurs. Validation periods are set by national policy and are posted in the Commissary lobby.

WITHDRAWALS FROM YOUR ACCOUNT: Funds can be withdrawn from your account and mailed to persons in the community to contribute to child support, pay bills, or for authorized expenditures. Unit Staff will complete a Form 24 which is hand carried to the Cashier for processing. Money will be scheduled out from your account and a government check, payable to your designee, will be issued from the U.S. Government's disbursing office in Birmingham, Alabama.

From the time the Form 24 reaches the Cashier's Office, it generally takes no more than five (5) working days for your funds to be withdrawn and an additional 7-10 days for a check to reach its destination. Funds cannot be sent to another inmate in another institution without prior approval of both Wardens.

It is your responsibility to ensure that you have sufficient funds in your trust fund account to cover any withdrawals you initiate. The money must be in your account prior to signing the withdrawal form. This applies both to the multiple entry withdrawal record form (BP 201-45) and to the request for withdrawal of personal funds (BP CMS-21-24).

Considerable staff time is involved in processing requests for withdrawals and when there are insufficient funds, there is even more staff time involved. You are reminded that this tends to disrupt operations and generally shows irresponsibility on your part. Failing to follow a pattern of financial responsibility can result in disciplinary action.

CHAPTER IX INSTITUTIONAL PROGRAMS

DRUG EDUCATION: This course is designed to broaden awareness and understanding of substance abuse and addiction, psychological and physiological effects of specific drugs, and an exploration of strategies for treatment, relapse prevention and recovery. Participants must successfully complete a final exam to receive a certificate at the end of the course. This course is the only MANDATORY/REQUIRED drug programming in the Bureau of Prisons. However, anyone can volunteer for the course. **It is only necessary to submit a copout if you are NOT required by your Unit Team to take Drug Education.** Copouts should be directed to the Drug Treatment Specialist who facilitates this course.

NON-RESIDENTIAL DRUG ABUSE PROGRAM: The Non-Residential Drug Abuse Program is a volunteer program offered to anyone who requests it, and acknowledges verifiable substance abuse or dependence. This is a three-to-four month course. The Nonresidential Drug Abuse Treatment Journal helps participants explore their drug use, learn skills to improve their thinking and examine key transition issues. Typically, group meetings will occur once a week for 90 minutes. In addition, you will receive a Treatment Plan which may include activities such as reading additional books, completing journals/papers, etc. Each participant will receive a certificate upon successful completion of this program.

RESIDENTIAL DRUG ABUSE PROGRAM: The Residential Drug Abuse Program (RDAP) is an intensive residential drug treatment program. This is a volunteer program housed in B Building, Ranges 1 & 2. This program is based on the biopsychosocial model of addiction. The program is designed to foster abstinence from drug and alcohol dependence and promote personal growth. Each group is in scheduled programs for two hour blocks every day, excluding weekends. In addition, participants also attend a one-hour community meeting Monday through Friday. Since this is a volunteer program, you must submit a cop-out to the Residential Drug Abuse Program Coordinator requesting an interview to determine your eligibility for the program. Once the eligibility interview is completed and you are deemed eligible, you will be placed on the waiting list. Individuals are placed in the program based on their projected release date (PRD). You may receive up to one year's time off of your sentence upon completion of the RDAP. Applicants with crimes of violence, active detainers, and certain other exceptions, will not be eligible for time off. As an additional incentive, participants who demonstrate the behaviors that reflect the Attitudes of Change, a commitment to treatment, conformity with the program norms, progress on treatment plan goals, and behaviors that are expected in general society will receive a monetary award of \$40 for each 13-week program phase.

TRANSITIONAL SERVICES: Everyone who completes the Residential Drug Abuse Program at any institution and still has time to serve before transfer to Residential Re-entry Center (RRC) placement must participate in Transitional Services. This is a required component of the program. Transitional Services consists of a minimum 60-minute group, once per month for 12 months, or until you are transferred to your RRC placement. The topics covered are designed to review program concepts and skills. Other duties and assignments may be required by the primary therapist as well.

CORRECTIONAL COUNSELING: Both group and individual counseling are available on an as-needed basis. Group counseling gives you an opportunity to interact with other inmates to share concerns, and to draw upon their experiences and support in finding alternative ways to some problems. Group and individual counseling utilizes a variety of methods depending on the problem under consideration. Counseling can help you gain greater self-awareness and develop more responsible decision-making. For more information, see your Unit Counselor.

ESCORTED TRIPS: Escorted trips are sometimes granted to inmates who do not qualify for furloughs. These are restricted to attendance at the funeral of a verified immediate family member, for a bedside visit with a critically ill immediate family member, or for a court hearing involving the permanent termination of parental rights.

The institution will pay the salary of the escort officer(s) each day for the first eight (8) hours only. You, your family, or other approved source will have to pay any overtime. You will also have to pay any transportation expenses for yourself and your escort(s) and other incidental expenses.

The trip will be directly to the hospital, funeral home, or courtroom only and return. If overnight lodging is required, you will be held at the closest federally approved jail. You must pay lodging expenses for the escort(s) and may be required to pay jail expenses for your lodging.

FURLOUGHS: A furlough is any authorized absence from the institution when you are not on a work/study release program, or under escort of a staff member, U.S. Marshal, or authorized agent on writ. To qualify for a furlough, you must have Community Custody and be within two (2) years of a definite release date, have maintained a good institutional adjustment, and have established responsible program performance. Furlough applications are available from your Unit Counselor.

There must be a verified need for a furlough. Furlough requests are investigated by the Probation Officer in both the district of sentencing and the district to be visited while on furlough. On occasion, the recommendation of the U.S. Attorney, Drug Enforcement Officers, and/or Sentencing Judge must be secured before furlough approval. Central Inmate Monitoring cases require Warden or Central Office approval. Inmates with detainees generally are not approved for furloughs.

Costs of the furlough must be paid by you or another approved source. Furloughs may be granted for the following reasons:

- (a) Visit to a dying immediate family member, attendance at an immediate family member's funeral;
- (b) Obtaining authorized medical services not otherwise available;
- (c) Develop release plans (including employment interviews);
- (d) Maintain or re-establish family and/or community ties prior to release -- especially when release through a community program center is not available;
- (e) Participate in approved educational or other activities which will facilitate release transition;
- (f) Transfer directly to another institution or community program center; and
- (g) For other significant reasons consistent with the public interest.

INMATE ORGANIZATIONS: Inmate organizations include the Warden's Council and Women of Color.

PRE-RELEASE PROGRAM: The Pre-Release Program is designed to help prepare you for transition from the institution to the community. Actual release procedures, community resources, and post-release supervision expectations are discussed. Pre-Release is coordinated in two segments: an Institution Pre-Release Program sponsored by several departments; and a portion is coordinated within your Unit Team. Your Unit Team will schedule you for Pre-Release classes at your initial classification or at subsequent program reviews.

REENTRY INITIATIVES: The intent of reentry is to prepare yourself for transition into society from incarceration. FPC Alderson offers programs and classes which are at your disposal. You have the opportunity to learn skills in Resume Writing, keyboarding, and additional employment skills. Educational and Self-Help programs include (Alcoholics Anonymous, Drug Programming/Treatment, GED, College Courses, Adult Continuing Education, Gamblers Anonymous, etc). It is important to obtain two forms of identification prior to your release. Several forms of ID you will be requested to obtain are: Driver's License, Birth Certificate, Social Security Card or State ID. These forms are needed when transferring to a Residential Reentry Center.

SELF-IMPROVEMENT GROUPS: Self-Improvement groups currently offered include:

- Alcoholics Anonymous (AA)
- Fitness Group
- Individual Counseling Crisis Intervention
- Positive Mental Attitude
- Psychology of Achievement
- Self-Esteem/Psychology/Correctional Counselor
- Pre-Release Syndrome
- Anger Management
- Cosmetology
- Domestic Violence
- Social Security
- Dissolving Stress
- Smoking Cessation
- Problem Solving
- Self-Relaxation
- Stress Relief
- Self-Image
- Aerobics
- Culinary

Although these groups are voluntary, your participation is encouraged. Each group can teach you some principles of human relations, help you to gain insight, and can lead to increased self-confidence and more responsible, rational problem-solving skills. If you are interested in any Self-Help Groups, see your Unit Staff.

VOLUNTEER PROGRAMS: Community volunteer activities currently include the Hospitality House and Alderson Community Center projects. In addition, the Public Works Project is offered through the Department of Agriculture, Natural Resources Conservation Service Plant Material Center. This is additional to your work assignment in the institution. There are also volunteer projects maintained inside the institution including the Yarn Project, Loom Project, and Locks of Love. Demonstrated responsibility within the institution and community custody are basic requirements for participation in volunteer programs. If you are interested, see the Reentry Affairs Coordinator.

WARDEN'S COUNCIL: Warden's Council facilitates communication between the inmate population and the institution Staff. It is composed of two (2) elected representatives from each living unit and each range who serves a term of one (1) year, overlapping for a six (6) month period. Inmate organizations such as the Women of Color will have an elected representative on this council. In addition, an A&O mentor representative will be assigned. Members meet once a month with the designated staff member to discuss a prepared agenda. Minutes of meetings are passed on to representatives for inclusion in scheduled Town Hall/Housing Unit Meetings.

CHAPTER X EDUCATION/LIBRARY/RECREATION/RELIGIOUS

Educational Programs: Education-Leisure time operates under the philosophy that academic and vocational training and recreational programs can provide necessary skills and resources for self-improvement, academic and occupational training, preparation for future employment, and positive health and life experiences.

Courses currently offered are:

- General Education Development
- Post-Secondary Education (Correspondence)
- Vocational Training
- Continuing Education
- Apprenticeship Training
- Recreational Activities
- English-As-A-Second Language (ESL)
- College

Certificates are awarded for completion of GED, ESL, and vocational training courses. Assignments beyond the entry level grade are contingent upon successful completion of a literacy program. Special classes are offered in high interest areas and on an as-needed basis. Incentives include bonus pay upon completion of certain courses, special award, and recognition ceremonies. Your Educational Advisor will meet with you to plan course enrollment needs.

Educational Testing: The following procedures will be used by the FPC Alderson Education staff in determining administration of tests:

- a) Tests of Adult Basic Education (TABE) will be administered within 60 days of arrival to all newly committed inmates without a verified diploma. The Comprehensive Adult Student Assessment System (CASAS) will be administered to non-English speaking inmates to determine grade level of basic skills. Inmates scoring less than 225 on the CASAS Certification test will be required to enroll in the mandatory English as a Second Language (ESL) Basic.
- b) Inmates transferred to Alderson from other institutions are not normally tested, but may be administered the TABE and/or CASAS test battery, whichever is appropriate, depending on the inmate's capability to speak and read English. Retesting is determined in accordance with the inmate test records and program plans.

If you do not have a verified high school diploma or General Education Development (GED), you will be required to attend the Adult Literacy Program and fulfill the minimum requirements set forth by policy. It is the inmates' responsibility to verify their completion of High School or General Education Development. The following applies to PLRA and VCCLEA inmates:

- a) The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that an inmate with a date of offense on or after September 13, 1994 but before April 26, 1996 lacking a high school diploma must participate in and make satisfactory progress towards attainment of a GED credential in order to vest earned good conduct time.
- b) The Prison Litigation Reference Act (PLRA) provides that in determining good conduct time awards that the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996 has earned or is making satisfactory progress toward attainment of a GED credential.

LIBRARY SERVICES:

Law Library Services: The Electronic Law Library is open from 9:00 a.m. to 8:45 p.m. Sunday-Friday and 12:45 to 8:45 pm on Saturdays, except for count times. The Law Library is maintained by Central Office Staff and updated accordingly. Typewriters are available for legal use and a copying machine is available for your use at \$.15 per copy.

Leisure Library Services: The Library is located on the 2nd floor of Willebrandt Hall (Recreation Center) and is open from 9:00 a.m. to 3:30 p.m. and from 6:00 p.m. to 8:45 p.m. Sunday, Tuesday, Wednesday, Thursday, and Friday,. It will be open 12:45 - 3:35 p.m. and after 4:15 p.m. count until 8:45 p.m. on Saturday and holidays. The collection includes fiction, non-fiction, basic legal reference materials, literary works in Spanish, current magazines, major newspapers, medical reference materials, and audio/video cassettes collection.

Books are checked out for two (2) weeks and renewed as needed. Magazines, newspapers, basic references books, and video cassettes cannot be checked out or removed from the Library. Required reference books not available may be borrowed from the local community library through an inter-library loan program. Request forms are available in the Library.

RECREATION/LEISURE:

Recreation Center: The Recreation Center is located on the 1st floor of Willebrandt Hall. It is open Sunday through Friday from 6:30 a.m. to 8:45 p.m. and Saturday from 12:45 p.m. until 8:45 p.m. Hours are subject to change during staff vacations.

Recreational - Leisure: Recreation programs and leisure activities are supervised by the Recreation Department and are designed to develop an individual fitness concept. Programs include indoor/outdoor activities and range from individualized arts and crafts programs to intramural team sports (basketball, softball, and volleyball). Physical fitness and brisk walking programs are also important activities which contribute to good mental health, interpersonal relations, and stress reduction.

Activities include but are not limited to arts and crafts classes, aerobics, aerobics plus, volleyball (indoor/outdoor), pool, basketball, ping pong, jogging, brisk walking, softball, roller skating, table games, bingo, boccie ball, game shows, and talent shows. Tournaments are held periodically with consumable prizes awarded to winners.

Yarn Project: The yarn project is a volunteer project where the individual crochets hats, sweaters, scarves, mittens, and lap afghans for local needy children and women's resource centers. The yarn for the project is donated by the Community Relations Board. If you are interested in participating in the yarn project, please see Mr. Morgan, Recreation Specialist.

Cosmetology: The Cosmetology Program is accredited through the West Virginia Board of Barbers and Cosmetologists. The class consists of 2,000 classroom hours and upon completion, the state board exam is administered. All inmates passing the exam receive a cosmetologist's license from the state of West Virginia. The license can be transferrable to other states for a minimal fee.

Dog Trainer VT Program: This program consists of the institution receiving puppies from the Paws 4 People Organization. Each approved inmate will be responsible for the care and training of that puppy for the duration of the course which is usually six - eight months per litter. The inmates interested must submit a cop-out to the Education Department and must meet certain criteria to include clear conduct as well as a GED or high school diploma.

RECREATION HOBBY CRAFT MAIL-OUT: Recreation staff will conduct a mail-out for hobby craft items every other Wednesday between the hours of 1:00 p.m. - 3:00 pm and 3:00 pm – 8:00 pm. Please refer to the Hobby Craft Procedures, in the Institutional Supplement, ALD 3721.10.

RELIGIOUS:

Chaplaincy Department: The Chapel is located on the lower level of Willebrandt Hall in the rear of the building. There are facilities for worship services, prayer and study areas, offices, and a religious library. We have one full-time Chaplain available to provide for your spiritual needs.

Services and Studies: Religious programming includes worship, prayer, and study of various religions, as well as counseling and spiritual guidance. Schedules of religious services and activities are posted each week in living units and on the compound on the "Praying Hands" schedule. Attendance at religious activities is open to all. Periodically, the department arranges for community volunteers of your own religious faith to worship with you. It is prohibited to participate in any form of group prayer without the consent of the Chaplain.

Religious Counseling: Counseling services are available regularly to promote your spiritual growth and to discuss special needs, such as pregnancy, marriage, etc. The Chaplain may be called in times of crisis, such as serious illness or death in your family.

Common Fare Program: Information regarding religious dietary programs for those whose religion dictates eating kosher or halal food is obtained from the Chaplain.

Marriage: If it is your intention to get married while incarcerated, discuss your request to be married first with Unit Staff who will explain the procedure to you. All expenses of the marriage will be paid by you, your intended spouse, your family or other appropriate source approved by the Warden. U.S. Government funds may not be used for marriage expenses. If you request permission to marry:

1. You must have a letter from your intended spouse which verifies his intention to marry.
2. You must demonstrate legal eligibility to marry.
3. You must be mentally competent.
4. The marriage must pose no threat to Institution security, good order, or the protection of the public.

The Chaplain can discuss marriage issues while incarcerated with you and your intended spouse.

Prisoner Visitation & Support (PVS): Throughout the BOP, PVS provides visitors for inmates. The visitors are volunteers from the community. The program is especially valuable for inmates who do not ordinarily receive visits. All visits take place in the Visiting Room during regular visiting hours. PVS volunteers do not have to be on the visiting lists of inmates they wish to visit. If you are interested in this program, please see the Chaplain. More information about the Religious Services Department is found in the Chapel Handbook given to you during A&O.

**CHAPTER XI
RIGHTS AND RESPONSIBILITIES/DISCIPLINE/
ADMINISTRATIVE REMEDY PROCESS**

The institution discipline system is important to everyone. You are urged to develop and exercise self-discipline at all times. In order to ensure safety and orderliness of the Institution, a formal discipline policy has been developed to deal with those persons who cannot or will not exercise self-discipline. You should become thoroughly familiar with the Discipline policy and the procedures. Those who know and follow the policy rarely experience the formal disciplinary procedure first hand.

RIGHTS AND RESPONSIBILITIES: The following list of Rights (things you can expect to enjoy) and Responsibilities (what the institution expects from you) will provide guidance in developing self-discipline within the Institution and establish the foundation for identification of disciplinary infractions and sanctions.

RIGHT: You have the right to expect that, as a human being, you will be treated respectfully, impartially, and fairly by all personnel.

RESPONSIBILITY: You have responsibility to treat others, both employees and inmates, in the same manner.

RIGHT: You have the right to be informed of the rules, procedures, and schedules concerning the operation of the Institution.

RESPONSIBILITY: You have the responsibility to know and abide by the rules.

RIGHT: You have the right to freedom of religious affiliation and voluntary religious worship.

RESPONSIBILITY: You have the responsibility to recognize and respect the rights of others in this regard.

RIGHT: You have the right to health care which includes nutritious meals, proper bedding and clothing, 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.

RESPONSIBILITY: It is your responsibility not to waste food, to follow the laundry and shower schedule, to 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.

RIGHT: You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and Institution guidelines.

RESPONSIBILITY: It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law, Bureau rules, or Institution guidelines through your correspondence.

RIGHT: 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).

RESPONSIBILITY: You have responsibility to present honestly and fairly your petitions, questions, and problems to the court.

RIGHT: You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

RESPONSIBILITY: It is your responsibility to use the services of an attorney honestly and fairly.

RIGHT: 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.

RESPONSIBILITY: 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.

RIGHT: 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.

RESPONSIBILITY: It is your responsibility to seek and utilize such material for your personal benefit, without depriving others of their equal rights to the use of this material.

RIGHT: You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interest, needs, and abilities.

RESPONSIBILITY: You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the Institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

RIGHT: You have the right to use your funds for commissary and other purchases, consistent with institutional security and good order, for opening and/or savings accounts, and for assisting your family.

RESPONSIBILITY: You have the responsibility to meet your financial and legal obligations, including, but not limited to, 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.

THE DISCIPLINARY PROCESS

INCIDENT REPORT: The first step in the disciplinary process is the Incident Report which is a written copy of the charges against you. This Incident Report will ordinarily be delivered to you within twenty-four (24) hours of the time staff became aware of your involvement in the incident. An informal resolution of minor charges may be attempted by the writer of the Incident Report, investigating supervisor, or Unit Staff handling the incident. If informal resolution is accomplished, the Incident Report is removed from your Central File. If informal resolution is not accomplished, the Incident Report is forwarded to the Unit Disciplinary Committee (UDC) for an initial hearing.

UNIT DISCIPLINARY COMMITTEE (UDC): Ordinarily, you must be given a hearing by the UDC within three (3) working days of the time staff became aware of your involvement in the incident, excluding the day staff became aware of the incident, weekends, and holidays. You are entitled to be present at this initial hearing and may make statements or present documentary evidence on your behalf. The UDC must give you its decision in writing by the close of the business day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. You must be provided with written reasons for any extension. The UDC will either formally resolve the incident and make final disposition, or refer the incident to the Discipline Hearing Officer (DHO) for final disposition.

DISCIPLINE HEARING OFFICER: The DHO whose main office is at the Federal Correctional Institution (FCI) Beckley, West Virginia, is assigned to hear cases at FPC Alderson. The DHO may only hear cases that have already been heard by the UDC. At your DHO hearing, you may be provided with a full-time staff member of your choice to represent you. You may make statements in your defense and may produce documentary evidence. You have the right to make a list of witnesses and have them testify; but, you may not question a witness at a hearing. The staff representative will question any witnesses for you. You may submit a list of questions for the DHO to ask your witnesses if you have no staff representative. The DHO shall request written statements of all unavailable witnesses unless the information they have to offer is repetitive. You have the right to be present throughout the DHO hearing, except during deliberations. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Action imposed by the DHO is final but may be appealed through the Administrative Remedy Procedures.

APPEALS OF INSTITUTION DISCIPLINE: Appeals of all disciplinary actions may be made through the Administrative Remedy Procedures. Appeals are made to the Warden (BP-229), the Regional Director (BP-230), and the General Counsel (BP-231). On appeal, the following items will be considered:

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

The staff member who investigates the appeal must not have been involved in the incident in any way. These staff members include the UDC members, DHO, the investigator, the reporting officer, and a staff representative.

DISCIPLINARY SEGREGATION: FPC Alderson does not have a Disciplinary Segregation Unit. Inmates creating a management problem at this institution will be transferred immediately to an approved local jail facility. UDC Hearings may occur prior to being transported to the jail or while at that facility.

ESCAPES: Escape can result in a fine up to \$5,000 or imprisonment up to five years.

URINE/ALCOHOL SURVEILLANCE: You may be asked to give a urine or breathalyzer sample at any time. When called to give a urine sample, you have two (2) hours to provide the sample or an Incident Report will be written. You must remain under direct staff observation during those two (2) hours. Failure to submit to a urine sample or breathalyzer will be treated as if the sample were "dirty." Water or other fluid may be taken only upon permission of the Chief Correctional Supervisor (the Captain). A breathalyzer test must be completed when called for testing. There is no allowed delay.

PROHIBITED ACTS/DISCIPLINARY SEVERITY SCALE-- INCLUDING ALLOWABLE SANCTIONS

The following is a list of prohibited acts and allowable sanctions to be taken when an inmate is found guilty of violating one or more of these Prohibited Acts. Most serious infractions are in the 100 Series of Code Numbers. Allowable sanctions for each level of infraction are listed below the infraction. Further explanation of sanctions follows the next section.

100 SERIES--GREATEST SEVERITY CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendation as to an appropriate disposition.

CODE PROHIBITED ACT

- 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 a secure institution, or escape from a minimum institution with violence.
- 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, or any ammunition.
- 105 Rioting
- 106 Encouraging others to riot
- 107 Taking Hostage(s)
- 108 Possession, manufacture, or introduction of a hazardous tool (tools likely to be used in an escape or escape attempt or serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety, e.g., hacksaw blade).
- 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 any individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for any individual by the medical staff

- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for any 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 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.

100 SERIES --- SANCTIONS

- 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

200 SERIES - HIGH SEVERITY CATEGORY

CODE PROHIBITED ACT

- 200 Escape from 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 purpose of introducing contraband or for 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 (i.e. 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 of 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 annoy 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.

200 SERIES - SANCTIONS

- 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 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

300 SERIES - MODERATE SEVERITY CATEGORY

CODE PROHIBITED ACT

- 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 her 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., failing to obey an order which furthers a riot would be charged as 105, Rioting; refusing an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered 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 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 or Code 200)
- 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 and quarters in accordance with posted standards.
- 331 Possession, manufacture, or introduction of a non-hazardous tool, Equipment, supplies, or other non-hazardous contraband (tool 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 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 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 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 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 of Moderate Severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

300 SERIES -- SANCTIONS

- 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 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

400 SERIES -- LOW MODERATE SEVERITY CATEGORY

CODE PROHIBITED ACT

- 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 Conduct (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. This 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.

400 SERIES -- SANCTIONS

- 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 is 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 is 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

Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.

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, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, "We find the act of _____ to be of High Severity, most comparable to prohibited act 212, Engaging in a Group Demonstration."

A FURTHER EXPLANATION OF SANCTIONS

1. DHO SANCTIONS - Upon finding that the inmate committed a prohibited act, the Discipline Hearing Officer (DHO) can impose the following sanctions:
 - A. RECOMMEND PAROLE DATE RESCISSION OR RETARDATION: All Incident Reports referred to the DHO must be reported to the U.S. Parole Commission which may result in rescission or retardation of Parole date.
 - B. FORFEIT EARNED STATUTORY GOOD TIME AND/OR TERMINATE OR DISALLOW EXTRA GOOD TIME: The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 USC 4161 (less any previous forfeiture or withholding outstanding). Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored.

The sanction of termination of disallowance of extra good time may not be suspended. Authority to restore forfeited statutory good time is delegated to the Warden. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Appendix 1/Sanctions by Severity of Prohibited Act with Eligibility for Restoration of Forfeited and Withheld Statutory Good Time).

This Sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. For those inmates, the applicable sanction is B.1.

- B.1. DISALLOWANCE OF GOOD TIME: An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive SGT, but is eligible to receive 54 days good conduct time credit each year (18 USC 3624(b)).

Once awarded, the credit is vested, and may not be disallowed. Once disallowed, the credit may not be restored, except by immediate review or appeal action 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 disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time.

A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act).

A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy procedures. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frame established in the Bureau's rules on Administrative Remedy Procedures.

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed.

- D. DISCIPLINARY SEGREGATION: The DHO may direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for committed offenses that are part of different episodes only.

However, if the inmate was in an unauthorized area and set a fire, and later, on the way to administrative detention, struck an officer, the inmate could be separately charged, and punished for each consecutive offense. Similarly, an inmate may be serving a sanction in disciplinary segregation and commit a High Severity Prohibited Act, whereupon DHO can impose an additional segregation sanction.

Specific limits on time in disciplinary segregation are based on the offense severity scale. Each different or separate episode should be written on a separate Incident Report. Unless otherwise specified by the DHO, disciplinary segregation placement for different or separate acts, are to be imposed consecutively.

An inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. Where this is not practical, the transfer must be approved by the Regional Office. The inmate shall complete the remainder of any segregation period at the receiving institution.

- E. MAKE MONETARY RESTITUTION: The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to. An inmate's commissary privileges may be suspended or limited until restitution is made. See Trust Fund Manual for instructions regarding the impoundment of inmate funds.
- F. WITHHOLDING STATUTORY GOOD TIME: The DHO may direct that an inmate's good time be withheld. Withholding of good time should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs.

Some offenses, such as refusal to work at the assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an ongoing offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy Procedures (Part 542).

Only the Warden may restore withheld SGT. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale.

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or the Warden's delegated representative for final decision.

This Sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days of good conduct time credit (18 USC 3624(b)). This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the discipline policy and by inmate appeal through Administrative Remedy Procedures.

2. **SANCTIONS OF THE DHO/UDC** - Upon finding that the inmate committed a prohibited act:

F. **LOSS OF PRIVILEGES (COMMISSARY, MOVIES, RECREATION, ETC.)**: The DHO or UDC may direct that an inmate forego specific privileges for a specified period time. Ordinarily, loss of privileges, e.g., loss of telephone privileges for a specified period of time for an abuse of the telephone privilege is used as a sanction in response to an abuse of that privilege will be imposed.

However, loss of leisure privileges such as movies, television, and recreation may be appropriate sanctions for misconduct which is not related to the privileges.

G. **CHANGE HOUSING - QUARTERS**: The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing. (This includes loss of a private room and placement in a dormitory).

H. **REMOVAL FROM PROGRAM AND/OR GROUP ACTIVITY**: The DHO or UDC may direct that an inmate forego participating in a program or group activity for a specified period of time.

I. **LOSS OF JOB**: The DHO or UDC may direct that an inmate be removed from present job and/or be 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 (when relevant to offense) for a specified period of time.

K. **CONFISCATE CONTRABAND**: The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately, in accordance with P.S. 5580.6/Personal Property of Inmates.

L. **RESTRICT TO QUARTERS**: The DHO or UDC may direct that an inmate be confined to quarters or to the immediate area for a specified period of time.

M. **EXTRA DUTY**: The DHO or UDC may direct that an inmate perform tasks other than those performed during her regularly assigned institutional job.

ADDITIONAL SANCTIONS

When the appropriate committee, UDC or DHO, finds that an inmate has committed a prohibited act in the 400 Series-- Low, 300 Series--Moderate, or 200 Series--High Category; and when there has been a repetition of the same offenses within recent months (offenses for violation of the same code), the DHO may impose additional sanctions according to the following chart. An informal resolution may not be considered as a prior offense for the purpose of this chart.

400 SERIES -- LOW MODERATE SEVERITY CATEGORY

Prior Offense (Same Code) within Time Period -- 6 Months

Second Offense: 400 Series—Low; Sanction plus disciplinary segregation (up to 1 month) 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).

Third Offense or More: Any sanctions available Moderate severity level sanction (300 series).

300 SERIES -- MODERATE SEVERITY CATEGORY

Prior Offense (Same Code) within Time Period -- 12 Months

Second Offense: Disciplinary segregation (up to 6 months). Forfeit earned SGT or non-vested GCT up to 37 ½ % or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).

Third Offense or More: Any available High severity level sanction (200 series). .

200 SERIES -- HIGH SEVERITY CATEGORY

Prior Offense (Same Code) within Time Period -- 18 Months

Second Offense: Disciplinary segregation up to 12 months. 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).

Third Offense or More: Any available Greatest severity level sanction (100 series).

100 SERIES – GREATEST SEVERITY CATEGORY

Prior Offense (Same Code) within Time Period – 24 Months

Second Offense: Disciplinary Segregation up to 18 months.

ADMINISTRATIVE REMEDY PROCESS: The Bureau of Prisons emphasizes and encourages the resolution of complaints on an informal basis. It is hoped that an inmate can resolve a problem informally by contact with staff members or through the use of an Inmate Request to Staff Member form (commonly referred to as a Cop-Out).

When informal resolution is not successful, a formal complaint can be filed for Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, Parole Appeals, and complaints on behalf of other inmates are NOT accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is to attempt informal resolution. Informal resolution is attempted through a discussion of the incident with the Counselor. At this time, all avenues are explored for a satisfactory resolution. If the issue cannot be informally resolved, then the Counselor will issue a BP-229 Form. The BP-229 Form is usually issued within forty-eight (48) hours of the time the inmate approached the employee with the problem. You will return the completed BP-229 Form to the Counselor, who will then review the material to ensure that an attempt at informal resolution was made.

The BP-229 Form must be filed within twenty (20) calendar days from the date of the incident or when the complaint occurred, unless it was not feasible to file within that period of time.

Institution staff has fifteen (15) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional fifteen (15) calendar days; but, you must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible and within forty-eight (48) hours from receipt of the complaint.

If you are not satisfied with the response to the BP-229 Form, you may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-229 Form response.

The Regional Appeal is written on a BP-230 Form, and must have a copy of the BP-229 Form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. You must be notified of the extension.

If you are not satisfied with the response by the Regional Director, you may appeal to the Central Office of the BOP. The National Appeal must be made on a BP-231 Form and must have copies of the BP-229 and BP-230 Forms with responses attached.

The BP-231 Form may be obtained from the Correctional Counselor. The National Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days with notification to the inmate.

When writing a BP-229, BP-230, or BP-231 Form, three sections should be completed: (1) Statement of Facts; (2) Grounds for Relief; and (3) Relief Requested.

Note: Statement of Facts, Grounds for Relief, and Relief Requested will be limited to the space provided on the forms and one (1) additional page. Supporting documents can be attached.

Sensitive Complaints: If you believe a complaint is of such a sensitive nature that you would be adversely affected if the complaint became known to the institution, you may file the complaint directly to the Regional Director. You must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, you will be advised in writing of that determination and the complaint form will be returned. You may then pursue the matter by filing a BP-229 at the institution.

Time Limits For Filing:

<u>Form</u>	<u>Response</u>
BP-229	20 Days
BP-230	20 Days
BP-231	30 Days

FEDERAL TORT CLAIM ACT: Personal injury, property loss, or damage to you can be the basis of a claim under the Federal Tort Claim Act. To file such a claim, you must complete a Standard Form 95 available from the Safety Office. All claims for damage under the Federal Tort Claim Act must be filed within two (2) years of the incident.

ATTACHMENT 1

COMMONLY REQUESTED ADDRESSES

FPC Alderson
Post Office Box A
Alderson, WV 24910
(304) 445-3300
(Emergency Calls Only--
Control/Staff Will
Give Message To You)

Ike Eichenlaub
Regional Director
Mid-Atlantic Regional Office
302 Sentinel Drive, Suite 200
Annapolis Junction, MD 20701

U.S. Parole Commission
5550 Friendship Blvd.
Suite 42D
Chevy Chase, MD 20815-7286

Congressperson
United States House of
Representatives
Washington, D.C. 20510

Attorney General of the U.S.
U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, DC

Thomas R. Kane, Acting Director
Federal Bureau of Prisons
320 First Street, N.W.
Washington, DC 20534

_____, Senator
United States Senate
Washington, DC 20510

Parole Attorney
5550 Friendship Boulevard
Chevy Chase, MD 2015

John Dignam, Chief
Office of Internal Affairs
320 First Street, N.W.
Washington, DC 20534

Bureau of Immigration & Customs
Enforcement
2130 Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222

F.B.I.
Edgar Hoover Building
935 Pennsylvania Ave., N.W.
Washington, DC 20535

District of Columbia Jail
1901 "D" Street, S.E.
Washington, DC 20003
(Write This Address For
Money Left At DC Jail)

Freedom of Information Office
General Counsel and Review Div.
Federal Bureau of Prisons
320 First Street, N. W.
Washington, DC 20534

*THE NAMES AND ADDRESSES
OF YOUR PROBATION OFFICER,
FOREIGN NATIONALS, AND
SENTENCING JUDGE ARE
AVAILABLE THROUGH YOUR
CASE MANAGER.

ATTACHMENT 2

DIRECTIONS TO THE INSTITUTION

From the East (New York, Washington, DC, etc.):

Follow I-64 to Alta Exchange, 7 miles West of Lewisburg, WV.
Exit #161 turn South (left) onto Route 12 to Alderson, WV.

From the West (Chicago, St. Louis, etc.):

Follow I-77 to Beckley, WV. Then Follow I-64 to East Alta Exit, turn South onto Route 12 to Alderson, WV.

From the South (Atlanta, etc.):

Follow I-77 to Beckley, WV.
Then Follow I-64 to East Alta Exit, turn South onto Route 12 to Alderson, WV.

There are signs in Alderson with directions to the Federal Prison Camp.

AIRLINE: U.S. AIR (Toll free number: 1-800-428-4322) has connecting flights from many major Northeastern & Southeastern cities to the Greenbrier Valley Airport in Lewisburg, West Virginia.

TRAIN: AMTRAK (Toll free number: 1-800-872-7245) has connections from all major cities to the town of Alderson, West Virginia.

BUS: Greyhound Bus Line (Bluefield telephone number: 304-325-9442) has connections from all major cities to Bluefield, West Virginia.

MOTELS: Motels are available in Alderson (limited space) and Lewisburg, West Virginia.

HOSPITALITY HOUSE: A private home to assist visitors of inmates at FPC Alderson. Operates on donations for food and lodging. Local telephone number: 304-445-2980.

ADDITIONAL VISITING INFORMATION: Visitors with infants are permitted to bring in related child care items. Approval is required prior to the review of any documents/legal papers in the visiting area. Inmates may have pictures taken with themselves and their visitors by the Inmate Commissary Photographer. Vending machines are available within the visiting area. The Warden, Associate Warden, Duty Officer, or Operations Lieutenant may terminate a visit. Visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons. In this circumstance, the visitor must have written documentation the dog is trained for that purpose. Introduction of any unauthorized item is considered contraband and will be considered a violation of Title 18, USC Section 1791 and 3571. This may result in prosecution and/or modification of visiting privileges. All persons and packages are subject to search in accordance with Title 18, USC. Circumvention attempts may result in prosecution/modification of visiting privileges.

ATTACHMENT 3

COMPOUND SITE MAP

FPC, ALDERSON SITE PLAN

- A. "A" Building (Valley Unit)
- B. "B" Building (Ridge Unit)
- C. "C" Building (unoccupied)
- D. "D" Building (unoccupied)
- E. "E" Building (unoccupied)
- F. "F" Building (unoccupied)
- G. "G" Building (unoccupied)
- H. Hospital
- I. Education Building
- J. "J" Building (unoccupied)
- K. "K" Building (unoccupied)
- L. "L" Building (unoccupied)
- M. "M" Building (unoccupied)
- N. Laundry/Clothing
- O. Administration/R&D/Mail Room/Records
- P. Supply Warehouse
- Q. UNICOR
- R. Powerhouse/Electric Shop/Communications/
Plumbing
- S. Garage
- T. Central Dining Room
- U. Activities/Commissary/Psychology
- V. Visiting Room
- W. Facilities/Carpentry/Masonry/Paint Shop
- X. Recreation/Chapel/Library
- Y. Landscape/Greenhouse
- Z. Pavilion
- AA. Fire Truck House

ATTACHMENT 4

FREQUENTLY USED ABBREVIATIONS

A&O	ADMISSION & ORIENTATION
BOP	BUREAU OF PRISONS
CDR	CENTRAL DINING ROOM
CIMS	CENTRAL INMATE MONITORING
CO	CORRECTIONAL OFFICER
DHO	DISCIPLINARY HEARING OFFICER
FCI	FEDERAL CORRECTIONAL INSTITUTION
FPC	FEDERAL PRISON CAMP
HSU	HEALTH SERVICES UNIT
INS	IMMIGRATION & NATURALIZATION SERVICE
IS	INSTITUTIONAL SUPPLEMENTS
ISM	INMATE SYSTEMS MANAGEMENT
ITS	INMATE TELEPHONE SYSTEM
OM	OPERATIONS MEMORANDUM
PS	PROGRAM STATEMENTS
R&D	RECEIVING & DISCHARGE
SHU	SPECIAL HOUSING UNIT
UDC	UNIT DISCIPLINARY COMMITTEE
USPO	U.S. PROBATION/PAROLE OFFICER
J&C	JUDGMENT AND COMMITMENT ORDER
PSI	PRE-SENTENCE INVESTIGATION REPORT

Updated July 29, 2011