

## INTRODUCTION

This inmate handbook will provide you with information about the programs, operations, rules, and regulations of the Federal Prison Camp, Bryan, Texas. The handbook is a supplement to the information available to you from Bureau of Prisons program statements, institution supplements, and memoranda from the local administration, as well as the various departments within the facility. It is your responsibility to seek clarification of any issues which you find unclear. The Inmate Law Library has various policies to adequately address concerns you may have regarding the programs. Various documents are translated into Spanish to better assist our Spanish-speaking inmates. If any conflict or confusion occurs in reading the Spanish document, the English version of the document shall serve as the official document of record.

The programs at this institution are structured around the workday, to permit maximum participation which will not conflict with your work. We provide these programs as opportunities to meet individual needs as identified by you and your Unit Team. Your successful participation in these programs will be considered in evaluating your release readiness and suitability for community programs.

This is a minimum security facility located on 37 acres at 1100 Ursuline Avenue, Bryan, Texas 77805. The phone number to the institution control room is (979) 823-1879. At the Federal Prison Camp, Bryan, Texas, you will be treated in a mature and responsible manner, and you will be expected to act accordingly. Your strict compliance to the rules and regulations of the facility is an essential part in exhibiting the responsible behavior required at this institution.

Communication plays a vital part in the development of a positive atmosphere within a correctional facility. This inmate handbook is intended to help promote communication, as well as eliminate confusion about the Federal Bureau of Prisons and FPC Bryan's Rules and Regulations.

The information that is contained in this handbook is current as of the date of publication. It contains summaries of Federal Bureau of Prisons and FPC Bryan's policies and is subject to change. It is intended to be used by staff and inmates of this facility as an easy reference, but policy obviously takes precedence over information contained within this handbook.

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Steve Mora, Warden

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## ADMISSION AND ORIENTATION

You have been received into the Admission and Orientation (A&O) Program of the Federal Prison Camp, Bryan. There will be presentations from the Warden and representatives from each department describing their areas of responsibility and programming opportunities. You will receive a physical examination, be interviewed by various staff members, and be given a series of psychological and scholastic evaluations. Information derived from these sources will assist staff in reaching a decision regarding a permanent job assignment and institution programming.

If you have been classified at another Federal facility, you will ordinarily remain in A&O for one to two weeks. All inmates will be classified within 28 days of arrival. Supervised Release Violators will be classified within two weeks. **Classification and change-of-status decisions, as well as institution appointments, appear on daily change sheets posted in the units. It is your responsibility to check the change sheet daily.**

You are expected to be courteous to other inmates, to respect authority, to obey all institution regulations, and to follow the instructions of all staff members.

Inmates in A&O, who are not on call-out to other departments, must check in with their respective unit officer at 7:30 A.M., Monday through Friday, and on the weekends at 8:00 A.M., after the 10:00 A.M. count, and at 12:30 P.M. A&O inmates must also check with the unit officer anytime they wish to leave the unit. A&O inmates will be assigned to various work details once medically cleared.

Bulletin boards are located in Food Service, the Education Building, the Chapel, and in each housing unit. You should review the bulletin boards frequently for pertinent information and schedules of activities. The callout and change sheet will be posted in each housing unit, on the Unit Officer's desk, every weekday evening by 6:00 P.M. You are expected to check them daily for any information that may pertain to you.

Visiting with other inmates may be conducted on the institution grounds outside the units. Inmates may not enter the living area of another housing unit for any reason (i.e., Brazos 1 inmates are not permitted to visit Brazos 2 inmates). Inmates may visit each other within a housing wing only if they are assigned to the same housing wing. Visiting is permitted until 9:45 P.M. in the common areas. Inmates found in another inmate's room will be subject to disciplinary action. Television rooms may remain open until 11:30 P.M. on weekdays and until 2:00 A.M. on Friday night, Saturday night, and the evening before Federal holidays. There will be no television viewing during official counts. No loud noises (talking, singing, whistling, playing music, etc.) are allowed in the living areas, corridors, or restrooms at any time.

Upon entrance to the institution, you will be given a commissary card with your register number and picture on it. **This card is to be used for commissary purchases and identification purposes, and must be in your possession at all times.** If your Commissary Card is lost, damaged or destroyed, a cop-out should be submitted to R&D. Upon receipt of your request, you will be placed on call-out for a new ID card.

## UNIT MANAGEMENT

The goal of Unit Management is to provide a safe, clean and humane working and living environment for inmates incarcerated at the Federal Prison Camp, Bryan, Texas. Unit Management is dedicated to developing release preparation plans for the inmates from the day they arrive until their departure, which include; compliance with judicial recommendations, educational needs, fulfillment of financial obligations, mental health and physical health needs, job assignments, religious preferences, establishing a savings account to accumulate release funds, maintaining community ties and complying with the rules and regulations of the institution.

Each inmate will be interviewed and assessed immediately upon their arrival to the institution and meet with their Unit Team within two to four weeks of their arrival to discuss any concerns with their incarceration. Subsequent to this initial classification, the inmate will meet with the Unit Team every 90 days for their program review if they are within one year of their release and every 180 days if they have more than one year remaining on their sentence. Inmates may request an unscheduled program review if compelling rationale is present to warrant this review.

There are four housing units: Brazos 1, Brazos 2, Madison, and Residential Drug Abuse Program (RDAP). Each unit consists of a Unit Team comprised of: a Unit Manager, Case Manager, Counselor, Secretary, and Unit Officer. The Unit Managers are the administrators of the housing units and oversee all unit operations. The Case Managers are responsible for all casework services and for classification material, progress reports, release plans, correspondence, and other materials related to an inmate's commitment. The Counselors provide guidance for inmates of the unit in areas of institutional adjustment such as visiting, correspondence, furlough requests, and daily concerns. The Unit Secretary performs clerical and administrative duties in regard to releases, correspondence, and maintenance of central files. The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations.

The "Inmate Request to Staff Member" form (commonly called a "Cop-Out") may be obtained in the unit or the law library. They are utilized to request appointments and to seek information from staff members. Staff members who receive these forms will reply on the bottom portion of the form within a reasonable time, depending on the request.

It is requested all inmates discuss problems or complaints with their Unit Officer, Case Manager, Counselor, and/or Unit Manager. An initial attempt to resolve all issues informally is encouraged through direct communication and staff intervention. Inmates who cannot resolve such issues informally may file a Request for Administrative Remedy. The first phase is through an informal resolution (BP8 ½), the second phase is a BP9 (Warden Appeal), the third phase is the BP10 (Regional Appeal), and the fourth phase is the BP11 (Central Office Appeal). These forms are supplied by your Counselor and the informal resolution must be returned to him/her for processing. The BP10, and BP11, are mailed at the inmate's expense to the address annotated at the end of this booklet. All Discipline Hearing Officer (DHO) appeals are filed through a BP10 (Regional Appeal). You should consult the Administrative Remedy Program Statement and Institution Supplement to assist you in utilizing this process.

Inmates are expected to attend Unit Town Hall Meetings and daily Mail Call. Unit Town Hall Meetings are conducted on a monthly and as needed basis to disseminate important information. Mail Call is conducted daily at 6:00 p.m. and at 9:00 p.m. For further information regarding the rules and regulations of the housing unit, please consult the Unit Rules and Regulations posted in the housing units.

If an inmate is not a U.S. citizen, they may be eligible for a transfer to their home country to serve the remainder of their sentence if the country has a formal prisoner exchange treaty with the United States.

Additionally, a visit with the consular representative of that country will be allowed on matters of legitimate business.

An inmate who meets the criteria as indigent (Trust Fund balance of less than \$6.00 in the last 30 days) and does not have sufficient postage, they may be provided five stamps every 30 days at the government's expense. The request for postage should be addressed to the Unit Manager.

Furlough eligibility will be considered during an inmate's team review when eligible. A request must be presented at the team review. Inmates are generally considered for furlough consideration within their last 24 months of their sentence, but must have more than 60 days remaining, and must meet custody and security requirements.

### **WORK ASSIGNMENTS AND WORK REPORTS**

As you finish your orientation period, staff will assign you to a permanent work detail and applicable programs. Work Call is at 7:45 a.m. and 12:30 p.m., Monday through Friday, (excluding holidays) unless instructed otherwise by your work supervisor. Factors considered in determining a specific work assignment are: your physical condition, educational level, previous work experience, general aptitude, ability to benefit from training, and applicable prerelease plans. Ordinarily all inmates who first arrive are expected to work at least 90 days in Food Service prior to reassignment to another work detail. If you are interested in changing your job assignment after 90 days, you are required to submit an inmate request to staff member to your Counselor with your current work supervisor's signature concurring reassignment, and the signature from your proposed work supervisor allowing you to be assigned to his/her detail. If you are approved for a job change, it will be reflected on the Callout/Change Sheets posted in each housing unit, on weekday afternoons.

### **PERFORMANCE PAY**

Each inmate is paid monthly for hours of satisfactory work performed based on the grade level for the particular job as established by the work supervisor. The pay period runs from the 1st through the last day of the month. Performance pay is posted to an inmate's Trust Fund account within 10 calendar days after the close of the pay period. You may be awarded performance pay, generally at the rate of \$ .12 to \$ .40 per hour, depending on the designated grade level. Pay grade levels range from 1 to 4, with 1 being the highest. Inmates having a financial obligation (i.e., committed fines, court assessments, child support, etc.) and who refuse to participate in the Inmate Financial Responsibility Program shall receive maintenance pay of \$5.25 per month.

### **TIMES OF INSTITUTION OPERATIONS**

#### **Official Count Times:**

Weekdays: 12:00 midnight; 3:00 A.M.; 5:00 A.M.; \*4:00 P.M.; 10:00 P.M. (Standing Counts).

Weekends and Holidays: 12:00 midnight; 3:00 A.M.; 5:00 A.M.; 10:00 A.M.; 4:00 P.M.; 10:00 P.M. (Standing Counts)

#### **Emergency Counts - Standing Count**

### **COUNT PROCEDURES**

During count, all inmates will remain quiet and in your assigned area until informed by staff the count is clear. Any actions which interfere with staff's ability to obtain an accurate count may result in disciplinary action.

## OPEN HOUSE HOURS

\*Note: Special Holiday schedules may necessitate time changes for some events.

### **Commissary**

Monday – Thursday	6:00 A.M. - 7:30 A.M. 10:30 A.M. - 12:30 A.M. 2:30 P.M. - 3:45 P.M.
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### **Trust Fund/Inmate Services**

Open House is conducted Monday and Wednesday Located at the Trust Fund Specialist Office in the Visiting Room. Services provided include: V-Pin, PAC numbers, TRULINCS pin numbers, trust fund related account inquiries	11:15 P.M. - 12:00 P.M.
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### **Laundry**

Institution	6:30 A.M. - 8:00 A.M. Monday - Friday
*Clothing Exchange*	Monday and Friday Only
Blankets, Linens & Pillowcases	2 <sup>nd</sup> and 4 <sup>th</sup> Wednesdays of each month.

\*\*Hygiene items will be issued twice a month on Wednesday's, between 6:30 am and 8:00 am.

### **Business Office Inmate Services**

Monday, Wednesday, and Friday	11:15 P.M. - 12:00 P.M.
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Located at the ITS Office in the Visiting Room. Services provided include: trust fund account status report, pin numbers, PAC numbers, and money deposit status report

### **Records Office and Mailroom Open House**

Tuesday and Thursday (excluding the day following a Federal holiday)	11:30 A.M. - 12:30 P.M.
Monday, Wednesday, and Friday (Legal mail only)	11:00 A.M. - 11:30 A.M.

### **Mail Call in Units**

Monday – Friday	6:00 P.M. and 9:00 P.M. <b>No mail call on Federal Holidays</b>
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### **Lights-Out**

Monday – Friday	10:30 P.M.
Weekends/Federal holidays	11:30 P.M.

### **Visiting Hours**

Saturday and Sunday (All visitors must arrive by 3:00 P.M. for processing)	8:00 A.M. - 5:00 P.M.
Federal holidays (All visitors must arrive by 1:00 P.M. for processing)	8:00 A.M. - 3:00 P.M.

### **Television Rooms and Laundry Rooms**

Sunday – Thursday	6:00 A.M. - 11:30 P.M.
Friday, Saturday, and evenings prior to Federal holidays	6:00 A.M. - 2:00 A.M.

## INMATE RIGHTS AND RESPONSIBILITIES

### RIGHTS

1. You have the right to expect that, as a human being, you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the 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.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available, through a legal assistance program.
9. You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping

### RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institutional guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the

with your interests, needs and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and your family.

Institution and in the community. You will be expected to abide by the regulations governing the use of such activities

11. You have the responsibility to meet your legal and financial obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the for assisting responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and other obligations that you may have.

## DISCIPLINE

Inmates must have respect for the rights and property of others. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to ensure the orderly operation of this facility.

Certain privileges are granted to eligible inmates as long as they are not abused. Violation of regulations may result in an Incident Report and imposition of certain sanctions.

In the event of misconduct, an Incident Report may be written by staff. Reports are first investigated by the Lieutenant on duty, and the results are forwarded to your Unit Team. The team meets as the Unit Discipline Committee (UDC) and may issue sanctions (i.e., restriction of privileges, removal from preferred quarters, change in jobs, assigning extra duty, etc.) for most infractions.

The following is a summary of the disciplinary system.

### PROCEDURE

- |  |   |
|--|---|
| 1. Incident involving possible commission of prohibited act.         | 1. Except for prohibited acts in the greatest or high severity categories, the writer of this report may resolve informally or drop the charges.  |
| 2. Staff prepares incident report and forwards it to the Lieutenant. | 2. Except for prohibited acts in the greatest category, the Lieutenant may resolve informally or drop the charges.  |
| 3. An investigator will be appointed.                                | 3. Investigator will conduct an investigation and forward the results to the Unit Discipline Committee.   |
| 4. Initial hearing before the Unit Discipline Committee.             | 4. The Unit Discipline Committee may dismiss or resolve informally, any Moderate charge, impose allowable sanctions, or refer to Discipline Hearing Officer (DHO).                        |
| 5. Hearing before Discipline Hearing Officer                         | 5. The Discipline Hearing Officer may impose allowable sanctions or dismiss the charges.  |
| 6. Appeals through the Administrative Remedy Procedure.              | 6. The Warden, Regional Director, or General Counsel may approve, modify, reverse, or return appeal with directions, including ordering a rehearing, any valid disciplinary action taken. |

The sanctions previously imposed may not be increased.

Refer to Program Statement 5270.07, Inmate Discipline and Special Housing Units, for any questions involving the disciplinary process. The following is a complete list of prohibited acts and sanctions.

## TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

### GREATEST CATEGORY

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

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) 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 carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary Transfer (recommend).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	D. Disciplinary segregation (up to 60 days).
105	Rioting	E. Make monetary restitution.
106	Encouraging others to riot	F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
107	Taking hostage(s)	G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety;	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.	

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation.
201	Fighting with another person	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
202	(Not to be used)	
203	Threatening another with bodily harm or any other offense	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).
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	C. Disciplinary Transfer (recommend).
205	Engaging in sexual acts	D. Disciplinary segregation (up to 30 days).
206	Making sexual proposals or threats to another	E. Make monetary restitution.
207	Wearing a disguise or a mask	F. Withhold statutory good time]
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	G. Loss of privileges: commissary, movies, recreation, etc.
209	Adulteration of any food or drink	H. Change housing (quarters)
210	(Not to be used)	I. Remove from program and/or group activity
211	Possessing any officer's or staff clothing	J. Loss of job
212	Engaging in, or encouraging a group demonstration	K. Impound inmate's personal property
213	Encouraging others to refuse to work, or to participate in a work stoppage	L. Confiscate contraband
214	(Not to be used)	M. Restrict to quarters
215	Introduction of alcohol into BOP facility	
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 purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	

**HIGH CATEGORY(Table 3 Cont'd)**

- 221 Being in an unauthorized area with a person of the opposite sex without staff permission
- 222 Making, possessing, or using intoxicants
- 223 Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol
- 224 Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)
- 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code)
- 298 Interfering with a staff member in the performance of duties. **(Conduct must be of the High Severity nature.)** This charge is to be used only when another charge of the high severity is not applicable.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. **(Conduct must be of the High Severity nature.)** This charge is to be used only when another charge of high severity is not applicable. **Abuse of TRULINCS will be considered** Conduct which disrupts or interferes with the security of orderly running of the institution or the Bureau of Prisons most like Use of the telephone for abuses other than criminal activity code 299 most like 297.

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
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	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).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.	C. Disciplinary Transfer (recommend).
306	Refusing to work, or to accept a program assignment	D. Disciplinary segregation (up to 15 days).
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	E. Make monetary restitution. F. Withhold statutory good time.]
308	Violating a condition of a furlough	G. Loss of privileges: commissary, movies, recreation, etc.
309	Violating a condition of a community program	H. Change housing (quarters).
310	Unexcused absence from work or any assignment	I. Remove from program and/or group activity.]
311	Failing to perform work as instructed by the supervisor	J. Loss of job.
312	Insolence towards a staff member	
313	Lying or providing a false statement to a staff member.	K. Impound inmate's personal property.
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)	L. Confiscate contraband.
315	Participating in an unauthorized meeting or gathering	M. Restrict to quarters.
316	Being in an unauthorized area	N. Extra duty.
317	Failure to follow safety or sanitation regulations	O. Reprimand.
318	Using any equipment or machinery which is not specifically authorized	P. Warning.
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)	

**MODERATE CATEGORY (Table 3 Cont'd**

- 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 one's quarters in accordance with posted standards
- 331 Possession, manufacture, or introduction of a non-hazardous tool 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 security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)
- 332 Smoking where prohibited
- 397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).
- 398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).]
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	Not to be Used	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc.
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	H. Change housing (quarters). I. Remove from program and/or group activity.]
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband. M. Restrict to quarters. N. Extra duty.
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	O. Reprimand. P. Warning.
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u> ) This charge is to be used only when another charge of low moderate severity is not applicable	
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.	

**NOTE:** 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 offenses itself.

## **OFF-LIMITS/OUT OF BOUNDS**

Familiarize yourself with the FPC boundaries. Posted Out of Bounds signs are located at the perimeter of the visiting playground area, the access road behind Food Service, Education, Psychology, behind both housing units, along the outside edge of the walking track and along all fence lines. You are only allowed access to these areas when authorized by staff to do so; otherwise disciplinary action will be taken.

Inmates are not authorized to be in any housing unit other than their assigned housing unit and are not authorized to walk on the grass.

## **PERSONAL CLOTHING AND PROPERTY**

Personal clothing is defined as any non-institution issued clothing item approved for inmate retention at the time of commitment or purchased from the Commissary. Clothing may not be borrowed from, exchanged with, given to, or sold to another inmate. Any inmate found not complying with this policy is subject to disciplinary action.

Any article of clothing (government-issued or personal clothing) which has been altered by an inmate becomes contraband (i.e., long-sleeved sweatshirts cannot have the sleeves removed). These items will be confiscated and disciplinary action may be taken. All alterations must be done by the laundry.

A limited amount of personal clothing may be possessed by an inmate. This clothing is to be worn only during specified times, not on work details, except thermal underwear underneath the khaki-colored t-shirt and sweatshirt over the khaki uniform. It is the responsibility of the inmate to maintain personal clothing in a presentable manner bearing the cost of laundering such clothing. In the event personal clothing becomes worn or damaged, the inmate will complete the proper forms with her Unit Counselor to mail or destroy this property. Inmates are not allowed to wear clothing which is black, blue, red, or camouflage in color. Only clothing purchased through the Commissary will be authorized. For specific details consult the Institution Supplement, Inmate Personal Property, 5580.07.

## **NEWS MEDIA CONTACTS**

Bureau of Prisons' policy permits limited access to its facilities by representatives of the news media. Representatives of the news media are those whose principal employment is gathering and reporting news for a newspaper, news magazine, national or international news service, radio, television program, or internet news site.

The Bureau of Prisons has a responsibility to protect the privacy and rights of inmates and members of the staff. Therefore, any media interview in an institution must be regulated to ensure the orderly and safe operation of the institution. A news media representative who desires to make a visit or conduct an interview at an institution must make application in writing to the Warden, indicating he or she is familiar with the rules and regulations of the institution and agrees to comply with them.

If the institution is contacted by the news media regarding any inmate, staff will notify the inmate(s) to determine if they will consent to an interview. If the inmate does not wish to consent, the news media representative will be informed and no interview will occur. If the inmate does consent, staff will evaluate whether granting the request is warranted or appropriate. If staff determine the media contact may be permitted, arrangements for the contact will be made consistent with the requirements of Bureau policy.

The Warden may suspend all media visits during an institution emergency and for a reasonable time after the emergency.

An inmate currently confined in an institution may not be employed or act as a reporter or publish under a byline. An inmate may not receive compensation or anything of value for interviews with the news media.

Inmates wishing to obtain additional information concerning their rights regarding news media contacts can review Program Statement 1480.04 Contact with News Media, located in the institution law library. Inmates may also direct any questions they may have to the Associate Warden, who is the designated Public Information Officer.

### **CLOTHING, GROOMING AND SANITATION**

Inmates are not permitted to wear revealing clothing and it is expected clothing will completely conceal buttocks and breasts. See through or transparent clothing is NOT permissible. Additionally, all inmates are required to wear undergarments, including a bra and underwear. Hair must be neat and clean and regular bathing must be maintained. All clothing items shall be worn in a manner in which they are intended to be worn (i.e., not inside out, backward, etc.).

Between the hours of 7:30 A.M. through 4:00 P.M., Monday through Friday, inmates must wear clean khaki pants with a government issued button-front khaki shirt, and/or issued t-shirt. The t-shirt must be brown in color and tucked inside the khaki pants. The button-front khaki shirt must be worn to Food Service. This attire must be worn when reporting to a work detail, call out, Education, Psychology, and RDAP, and in the Dining Hall. During cool weather, thermal underwear may be worn under the government issued khaki t-shirt and sweatshirts can be worn over the button-front khaki shirt. A name label must be displayed at all times. All jumpsuits will be worn correctly at all times. Excessively soiled, faded, worn or torn clothing will not be allowed at any time. Improperly fitting clothing (i.e., tight fitting or baggy) will not be allowed and will be exchanged through the institution laundry.

On weekends, federal holidays, and off duty hours, inmates may wear the gray or brown t-shirt untucked with gray shorts, gray pants, or brown shorts issued by laundry when going to the outdoor or indoor recreation area. This applies between the hours of 7:30 a.m. through 4:00 p.m., Monday through Friday.

During the morning and evening meals, approved shorts, shirts, sweatshirts and sweat pants may be worn before 7:30 a.m. and after 4:00 p.m. daily. Shirts do not have to be tucked in during these times.

Inmates are not authorized to wear the institution pajamas in any area of the housing units between 7:30 A.M. and 6:00 P.M. on Monday through Friday, or 10:00 A.M. and 6:00 P.M. on weekends and Federal Holidays. Inmates must wear a bra and underwear underneath the pajamas when not in their assigned room. At no time is thermal underwear to be worn alone. Thermal underwear may only be worn underneath clothing/pajamas. Institution pajamas may not be worn outside the housing units. Inmates must change all clothing in the bathroom.

Inmates must wear either recreation clothing or institution clothing during mail call or when going to a staff member's office, institution pajamas are unacceptable.

Safety shoes or tennis shoes will be worn in accordance with institution policy. Inmates wearing laced shoes will have laces tied at all times. Slippers will not be worn outside the housing units. Shower shoes may be worn outside the immediate environs of the housing units Monday through Friday, after 4:00 P.M. and on weekends and federal holidays.

Hair curlers, hair rollers, or rods will not be worn outside the housing unit or Cosmetology Work Program. Inmates may wear approved headgear (i.e., hats, caps) on work details and on the compound, if approved by the

detail supervisor. Hair accessories are acceptable with the exception of those made through hobby craft.

Hats, caps, or sweat bands of any kind will not be worn in the Dining Room, Health Services, Religious Services, Education, or the Visiting Room with the exception of religious headgear.

There is no limitation on hair style and length of hair, however, hair will be clean and neatly groomed at all times. **Hairpieces, wigs, etc., are not permitted.**

Check the bulletin boards for operating hours for Cosmetology, clothing exchange, and times during which showers may be taken.

You will be held responsible for the condition of your living area. Beds are to be made properly, rooms cleaned, and lights turned off prior to 7:30 A.M. Monday-Friday. Inmates shall report all damages to government property to the Unit Officer or Unit Manager. No items are authorized to be taped or nailed to walls, furnishings, or on the outside of lockers.

Do not lean back on chairs or place feet on chairs, furniture or walls. Chairs are not to be removed from the TV rooms. TV rooms are to remain clean at all times. Additionally, inmates are to keep the noise level to a minimum. Yelling and screaming will not be tolerated. The television rooms may be closed if inmates cannot follow rules. **All inmates** will assist the unit orderlies in maintaining a high level of sanitation.

### **SAFETY**

Every effort will be made to provide a safe environment for each inmate and to provide appropriate safety equipment. Inmates should familiarize themselves with the institution's safety regulations. Work related injuries must be reported to the supervisor immediately. Inmates should familiarize themselves with the fire evacuation diagrams posted in each building. Regular fire drills are held in the institution and fire evacuation procedures are posted in each building. It is important for anyone hearing a fire alarm to calmly and quickly vacate the building and immediately report to the assigned area. The following is a list of safety regulations which every inmate should become familiar:

1. It is the responsibility of each inmate worker to use the safety equipment issued to protect her against physical injury and/or health hazards. Make certain you are wearing the required personal protective equipment supplied by your detail foreman, such as goggles, gloves, safety shoes, aprons, arm guards, hard hats, and respirators, before you begin any operation.
2. You must wear safety goggles when performing any grinding, chiseling, filing, chipping, or metal buffing operation.
3. Hearing protection must be worn at all work areas designated as high noise level areas.
4. Safety shoes must be worn on all work details except when a medical condition precludes such and is documented in writing by medical staff.
5. Report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded. Unsafe conditions must be reported to your supervisor and the Safety Manager **immediately**.
6. Inmates may only perform work that is assigned to them. Operating machines or equipment, or performing any operation that has not been specifically assigned is strictly prohibited and will result in disciplinary action.
7. Operating equipment without using the safety guards provided, or removal of the safety guards, is prohibited and will result in disciplinary action.
8. The fabrication or repair of personal items with government equipment (except when authorized in the hobby shop) is against safety regulations.
9. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while it is in motion. Stop the machine first and use lockout devices whenever possible.

10. Safety shoes are recommended to be worn in the weight area.
11. The operator is the only person authorized to ride on a tractor, forklift, or tow vehicles.
12. Do not stand in moving vehicles. Sit on the seats provided and do not attempt to dismount until the vehicle has come to a complete stop. No one is allowed to ride in the back of a pickup truck or cart.
13. Inmates who are injured while performing their assigned duties must **immediately** report such injury to their staff supervisor.
14. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in conducting assigned work. Horseplay on the job will **not** be tolerated at any time, and will result in disciplinary action.
15. Any inmate who has sustained a work injury, and who retains some degree of impairment from that injury at the time of release, should contact the Safety Manager no less than 45 days prior to release or transfer to a RRC for the purpose of submitting a claim under the Inmate Accident Compensation Program. This claim must include a medical evaluation before any compensation can be considered.

### **FOOD SERVICE**

The following is the serving schedule, Monday through Friday for all meals in the Food Service Department:

- Breakfast: 6:15 A.M. - 7:15 A.M.
- Lunch: 10:30 A.M. - Recall all inmates to respective Housing Units (with the exception of UNICOR, Food Service, Commissary, and Psychology). Once inmates have been recalled to their housing units, mainline will commence at the Operations Lieutenant's discretion and will remain open for one hour.
- Dinner: Immediately after clearing of the 4:00 p.m. count - open for one hour

The weekly meal rotation is based on the sanitation inspections conduct by the Institution Duty Officer.

Weekends and Federal Holidays:

- |             |   |
|-------------|---|
| Coffee Hour | 7:00 A.M. - 8:00 A.M.   |
| Brunch      | 10:30 A.M. (or immediately after clearing of 10:00 a.m. count)        |
| Dinner      | immediately after clearing of the 4:00 p.m. count - open for one hour |

### Dining Room Regulations

1. No hats or head coverings of any type may be worn inside the Dining Room, except religious headgear recognized and approved by the Chaplain.
2. Shoes and socks must be worn at all times in the Dining Room. Sandals and shower-type shoes are not authorized.
3. Institution dress code will be followed in the Dining Room.
4. Inmates are not authorized to remove any food items from the Dining Room, except for Insulin Dependent Diabetics will be allowed to take one fruit from the Dining Room. They will be required to show their laminated diabetic card issued by Health Services to staff upon leaving with the fruit.
5. Inmates may not remove any utensils from the Dining Room.
6. Do not take more food than you will eat or more napkins than you will use. Conservation of these items will result in more funds available for an increased variety of food.
7. Do not bring personal drinking tumblers and/or a thermos into the Dining Room.
8. Books, bags, umbrellas and other such items are not authorized inside of Food Service.
9. Leave the Dining Room as soon as you are finished eating to provide other inmates an opportunity to sit for their meal.

### **HEALTH SERVICES**

The institution does not have 24 hour clinical coverage. However, a system has been established to ensure immediate care will be provided in emergency situations. Inmates who wish to be seen for routine care or evaluation of a health problem must report to Triage. Triage services are Monday, Tuesday, Thursday, and Friday from 6:30 a.m. until 7:00 a.m. in the Health Services lobby. Triage is defined as the classification of patients according to priority of need for examination and/or treatment. Triage allows urgent conditions to be addressed adequately on the same day, while also allowing more routine conditions or concerns to be addressed at a scheduled appointment. All medical complaints and symptoms must be indicated on the triage form. This form will be reviewed and an appointment will be given and posted on the call-out roster or you will be seen the same day you report for triage. If the inmate is more than ten minutes late for the appointment, without verification from the supervisor, the appointment will be canceled. Another triage form must be submitted to reschedule the appointment. Inmates will have a primary care provider assigned based on their register number.

All inmates have a right to execute an Advanced Directive (Living Will). This directive is only implemented if an inmate is diagnosed with a condition and/or is deemed incompetent or lacks the capacity to make health care decisions while admitted to the local community hospital or designated to the Medical Referral Center at Carswell.

#### Emergency Health Treatment:

All emergencies or serious injuries will be given priority treatment. Appropriate health care will be provided by institution health staff. Inmates may be referred to local community hospitals when appropriate care cannot be provided at the institution. Health coverage during evening, weekends, and holidays is for the treatment of acute health problems only.

#### Over-the Counter Medications:

At least 25 OTC medications are available in the Commissary. During institution triage, health service staff may refer inmates to the Commissary in response to complaints related to cosmetic and general hygiene issues and any symptoms of minor medical ailments. It is your responsibility to take an active role in your health care. Inmates will purchase OTC medications from the Commissary with personal funds. For a complete listing, see the institution commissary sheet.

#### Indigent Inmates:

An indigent inmate is one who has had an average daily Trust Fund account balance of less than \$6.00 for the past 30 days. An indigent inmate may obtain OTC medications at sick call if health services staff determine that she has an immediate medical need which must be addressed before the inmate may apply for OTC medications. All indigent inmates must come to the pharmacy on Wednesday between 8:00 a.m. - 8:30 a.m. to request medication. One request per inmate per week will be accepted. Inmates will select no more than two items on the Over-the Counter Medications Request form. If she needs more than two items, she must attend Triage.

When the pharmacy staff receive the request, they will verify whether the requesting inmate is indigent by reviewing the inmate's Commissary account information. Pharmacy will maintain a record of the OTC items issued to a given inmate for 30 days.

#### Medications:

Controlled medications are dispensed from the pill line in Health Services at the following times each day: 8:00 a.m. - 8:30 a.m., and 3:00 p.m. - 3:30 p.m.

Insulin lines are each weekday at 6:10 a.m., holidays/weekends at 7:00 a.m., and immediately after the 4:00 p.m. count.

Inmates scheduled for furlough, halfway house, and mandatory release will receive an Exit Summary when they depart. An exit summary lists current and past health problems, current medications, and TB status.

An Inmate Request to Staff Member must be submitted to your Primary Care Provider if you wish to have an HIV Test.

Contact lenses are only authorized if medically necessary. If you arrived with only contact lenses you will be scheduled to see the Optometrist as soon as possible to have prescription glasses made

#### Female Health Care:

Quality health care is available at the female institutions, with specialized treatment programs available at some facilities. The institution provides comprehensive health care and the following services to female inmates:

1. A complete physical examination to include the following within fourteen (14) days.
  - Gynecological and Obstetrical history
  - Breast and pelvic examination
  - Laboratory tests if indicated
  - Measles, Mumps, and Rubella (MMR) vaccine is available to all sentenced female inmates of child bearing age.
2. A baseline mammogram is generally obtained at age 40. Mammography is suggested every three to five years for women between the ages of forty (40) and fifty(50) years. It is suggested annually for women over fifty (50) years of age. You must submit an Inmate Request to Staff Member (cop-out) requesting this procedure.
3. Routine pregnancy screening (urine or serum) shall be performed during the initial examination.
4. Baseline audiometric examinations are performed if indicated on initial physical examinations.

### **DENTAL SERVICES**

#### Dental Triage Services:

Dental sick-call is provided for patients who are experiencing emergencies. Any inmate with a dental emergency should report to Health Services at 6:45 a.m., Monday, Tuesday, Thursday, and Friday. An Inmate Request to Staff Member (Cop-Out) may be submitted to the Dentist for any other dental request.

#### Dental Emergencies are:

1. Toothaches.
2. Swelling in the jaw or gums that is painful or distorts the face.
3. Broken dentures that lacerate the mouth.
4. Traumatic wounds.
5. Complications from previous treatment and other conditions that, in the opinion of the examiner, require immediate attention.

#### Conditions that are Not Treated on Sick-Call are:

1. Lost fillings without pain.
2. Pain when eating or drinking hot or cold foods.
3. Bleeding gums.
4. Teeth cleaning.
5. Lost Tooth on Denture;
6. Fabrication of Crowns.

Patients who require non-emergency dental treatment are taken from treatment lists. A patient requesting treatment should submit an "Inmate Request to Staff Member" to be added to the treatment list. It is occasionally necessary to restrict an inmate's activities for health reasons, without hospitalizing the inmate. In

such cases, the inmate will be placed on "Idle" or "Convalescent" status. Guidelines will be as follows:

1. "Idle" -An inmate must remain in her quarters except to go to meals, medication line, religious services, approved visits, health call-outs, Triage Services, clothing exchange, and commissary on the scheduled day. The inmate is prohibited from participating in any recreational activities outside her quarters. In such cases when the idle slip is marked "bed rest," the inmate is restricted to her bed for health reasons.
2. "Convalescent" -The inmate does not participate in any work assignment, but she is not restricted to her quarters. She may not participate in activities such as softball, basketball, or any other strenuous activity. She may engage in activities such as chess, checkers, and cards. If the inmate is enrolled in a school program, she may attend class only if indicated she may do so on the Medical Duty Status form.
3. Health Restriction -If medically indicated, an inmate will be placed on work/athletic restriction following her initial physical examination, or upon discovery of a change in health status (i.e., disease or injury).

### **INMATE CO-PAYMENT PROGRAM**

Inmate Co-payment Program: The Inmate Co-payment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to co-pay fees.

Health Care Visits with a Fee:

1. Inmates must pay a fee of \$2.00 for health care services, which are charged to the inmate's commissary account, per health care visit. These scheduled appointments include Triage and after-hours to see a health care provider. If an inmate asks a non-medical staff member to contact medical staff to request a medical evaluation on her behalf for a health services visit, a charge of \$2.00 co-pay fee will still apply for that visit.
2. Inmates must pay a fee of \$2.00 for health care services, charged to their Inmate Commissary Account, per health care visit, if found responsible through the Disciplinary Hearing Process to have injured an inmate who, as result of the injury, requires a health care visit.

Health Care Visits with no Fee:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventative health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care;
8. Substance abuse treatment.

A fee will not be charged for the following, if the health care provider orders or approves these treatments:

1. Blood pressure monitoring;
2. Glucose monitoring;
3. Insulin injections;
4. Chronic care clinics;
5. TB testing;
6. Vaccinations;
7. Wound Care;
8. Patient education.

Indigence: If an inmate is considered indigent, she will not have a co-pay fee deducted from her Inmate

Commissary Account. If an inmate is not considered indigent, but 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 the Inmate Commissary Account.

## **HEALTH CARE RIGHTS & RESPONSIBILITIES**

You have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care providers as follows:

<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental 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 of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the 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 the right to request a routine physical examination, as	12. You have the responsibility to notify medical staff you wish to have

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).	an examination.
13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative 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.	<u>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.</u>
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.

## PSYCHOLOGY SERVICES

The Psychology Department provides a wide array of psychological services including: initial intake screening; crisis intervention; medication monitoring groups & referrals; and psychological evaluations. Treatment services include: Suicide Prevention Program including Inmate Observers; Sexually Abusive Behavior Prevention & Intervention Program; Residential Drug Abuse Program; and the Resolve (trauma) Program. Additionally, the department offers a variety of other general therapy groups including: Coping Skills and Rational Emotive Behavior Therapy (R.E.B.T.) where you will learn to manage stress, depression, anger, and control impulses; Journaling to help improve your relationships, self-esteem, assertiveness, and problems related to grief and loss; Insight a year-long group focusing on irrational thinking and how it effects your life; and Women's Issues a short term general therapy group.

The Psychology Department is located in the small buildings next to Indoor Recreation. Our normal days and times of operation are Monday - Friday from 7:30 A.M. to 3:30 P.M. A psychologist is available every day during the mainline lunch meal for questions and to resolve concerns. If you are interested in psychological services, please submit a written request to the Psychology Department. Forms are color-coded and can be found in Psychology {blue - RDAP; brown - Resolve; white - general cop-out requests for all other services/groups}. Each housing unit has a bulletin board where you will find information on the groups/classes being offered. If you see a class/group you are interested in and it fits into your schedule, please submit your request for the group/class.

For non-emergency clinical services you can address an Inmate Request to a Staff Member (cop out) to the Psychology Department. Please indicate the type of problem or concern you have, so we can schedule you appropriately. You may also stop by the department and complete a Psychology Triage Form. In case of Emergency or if you are experiencing psychological distress and need immediate crisis intervention services, contact the nearest staff member. They will help you contact a psychologist immediately. A psychologist is available 24 hours a day to handle concerns related to suicidal thoughts or impulses. Psychiatric consultation for prescription medication is available, if necessary, following an assessment by a psychologist.

A psychologist screens all newly arrived inmates within the first two weeks of entry into the institution or upon return to the institution from a writ. If you are a transfer from another BOP facility, we will see you within 30 days of your arrival. By filling out the Psychology Services Inmate Questionnaire (PSIQ) when you first entered the institution, you alerted us to any concerns or treatment needs you have.

Psychology Services are confidential to the extent allowable by law. The exceptions are:

1. Perceived intention to hurt yourself
2. Perceived intention to hurt someone else
3. Perceived threats to the orderly running of the institution (i.e., escape, drugs, alcohol, weapons, etc.)
4. Evidence of child abuse / elderly abuse when danger of future harm or needing current assistance is brought

to our attention

5. When your records are requested by subpoena (i.e., when you make your mental health an issue in a court proceeding)
6. Information necessary to coordinate care and ensure continuity of treatment (such as informing a halfway house of treatment needs to ensure successful placement)

## **II. SUICIDE PREVENTION PROGRAM**

Doing time in prison is hard and sometimes an inmate may become suicidal. Some signs of depression include the following:

1. Recurrent thoughts of death
2. Losing or gaining weight without trying
3. A hopeless attitude - nothing to look forward to
4. Difficulty enjoying activities previously enjoyable
5. Feelings of worthlessness or inappropriate guilt

If you become aware of an inmate who may be contemplating suicide, inform a staff member immediately. They will make sure the inmate is referred to the Psychology Department and their concerns will be appropriately handled. If you feel this way, please let the nearest staff member know of your feelings/ thoughts. They will contact a psychologist for you.

The Psychology Department also trains inmates to be Suicide Cade members. If you are psychological sophisticated, like to help others, have a clean disciplinary record, and understand confidentiality, submit a request for training to Psychology. We meet monthly for one hour for training on Suicide Prevention techniques and how to be a peer leader on the unit. If a suicide watch is activated, you will earn \$10.00 for your four-hour shift.

## **III. SEXUAL ABUSE PREVENTION AND INTERVENTION**

You have a right to be safe from sexual assault. While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior despite your age, size, race or ethnicity. Ways to avoid sexual assault include carrying yourself confidently, not accepting gifts or favors from others, avoiding drugs and alcohol, being direct and firm with others, choosing your associates wisely, and trusting your instincts.

For more specific information, please refer to the section entitled: SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION.

## **III. INMATE SKILLS DEVELOPMENT**

The Psychology Department offers a variety of classes linked to your Unit Teams assessment of your needs. We offer quarterly classes and ongoing groups to increase your knowledge and skills in the following areas:

Mental Health Skills – Anxiety, Depression, Resolve Program, Living in Balance, Co-Dependency, Medication Monitoring, Coping Skills, Handling Difficult Emotions, RDAP, Drug Education, NR, and NA/AA.

Interpersonal Skills - RDAP, Powerful Communications, The Me I Want to Be, Healthy Relationships, Family & Other Relationships, 7 Habits of Highly Effective Families, Assertiveness, Boundaries with Kids, Pulling Your Own Strings, Women's Issues, Life Skills, Ala-Non and Insight Therapy.

Cognitive Skills - Motivation and Goal Setting, Responsible Thinking, Coping Skills, Thinking Errors, Insight Therapy, RDAP, and NR.

Character Skills - Insight, RDAP, Women's Issues, Beat the Streets, From Doing Time to Doing Fine, Respecting Yourself, and Responsible Thinking.

#### **IV. PSYCHOLOGY'S SELF HELP LIBRARY**

The Self Help Library is in the Multipurpose building next to Psychology Services. The library is open Monday - Friday 7:30 A.M. until 3:00 P.M. The library contains self-help and resource books plus workbooks. You may check out the books. The library has a variety of videos for you to watch while in the department. The topics range from, but are not limited to: Anger Management, Chemical Dependency, Co-dependency, Cognitive Deficits (Thinking Errors), Education & Vocational Deficits, Family Issues, Feelings, Grief & Loss, Health & Wellness, Job Skills, Parenting, Relationships, Self-Esteem & Self-Awareness, Psychiatric Disorders, Sleep Disturbance, Social Discomfort (Anxiety), and Trauma (abuse).

#### **V. DRUG EDUCATION PROGRAM**

The purpose of the drug education program is to provide information about the physical, psychological, and lifestyle consequences of substance abuse motivating those with substance abuse problems to seek treatment.

There are two ways you may participate in the drug education course, as a volunteer or a required participant.

A. Required:

1. Current Offense: there is evidence alcohol or other drug use contributed to the commission of the current offense;
2. Violation: alcohol or other drug use was a reason for a violation of supervised release or the failure of a Residential Release Center (halfway house) placement;
3. Judicial Recommendation: there was a recommendation for drug programming during incarceration by the sentencing judge; or
4. History: there is evidence of a history of alcohol or other drug use within the last five years.

B. Volunteer: Anyone may volunteer but required inmates will receive priority placement.

1. Course Content: This 12 to 15 hour course reviews personal drug use, the cycle of drug use and crime, and reviews additional program opportunities in the Bureau.
2. Completion: You must attend and actively participate during the course passing a final exam with a 70%. You will have three chances to pass the final exam consisting of ten questions. You will receive a certificate of successful participation and credit on your educational transcript including credit for a Release Preparation class

#### **VI. NON-RESIDENTIAL DRUG ABUSE PROGRAM**

The purpose of the Non-Residential Drug Abuse Program (NR) is to help you learn about patterns of drug use, examine your drug history, look at the damaging consequences of your drug use behavior, develop a Readiness Statement, recognize how your thoughts control your thinking style including a process called Rational Self-Analysis; examine situations you will encounter in the future and consider effective ways to handle each, and create a Personal Statement of Change. The NR therapy group runs 90 to 120 minutes a week for a minimum of 12 weeks and a maximum of 24 weeks, consisting of psycho-educational and small group discussion, structured journaling, and an individualized treatment plan. After successful completion, you will receive an achievement award of \$30, a certificate of completion, and credit toward a Release Preparation class.

#### **VII. RESIDENTIAL DRUG ABUSE PROGRAM**

The purpose of the Residential Drug Abuse Program (RDAP) is to provide comprehensive substance abuse treatment using the BOP's biopsychosocial model. This program is VOLUNTARY. You must have a documented and verifiable substance use disorder for a specified drug within the year before your arrest date. You must have at least 24 months left of your sentence and can complete all three components: unit-based, aftercare, and halfway house treatment. The residential component consists of three phases:

A. The RDAP Structure:

1. Orientation Phase - you will explore the choices you have before you, look at your situation, understand the expectations of this drug abuse treatment program, recognize self-defeating thoughts that are road blocks to change, explore positive attitudes for successful treatment and learn how to do an Attitude Check. You will learn essential skills needed to make positive lifestyle change, look at the damaging consequences of your drug use behavior, and prepare a Readiness Statement as the starting point for lifestyle change.
2. Core Treatment Phase - in this five-month phase, you will be expected to build positive relationships in group, on the unit, with family/significant other, with institution staff, via the acquisition of thought processes and pro-social skills required to live a substance-free, crime-free, and well-managed life. Treatment staff will monitor your behavior (positive and negative), personal insights, motivation and commitment to treatment.
3. Transition Phase - in this two-month phase you will practice pro-social skills acquired in the treatment phase while developing realistic expectations for exiting the program. You will not complete the program until you have displayed mastery of the expected behaviors.

B. Successful Completion:

1. Satisfactory attendance and participation in all RDAP activities;
2. Pass each RDAP testing procedure (you may retest one time);
3. Accepted and acknowledged your diagnosis;
4. Taken on the responsibilities of the community;
5. Made a commitment to positive change, as evidenced by observed positive behavior in your daily interactions;
6. Expressed yourself in group, demonstrating the ability to give and receive appropriate feedback from other staff members and inmates; and
7. Mastery of all phase-related concepts.

C. RDAP Wait List:

After being placed on the waiting list for RDAP, you will be moved to either Madison or the RDAP unit. When you are placed on the RDAP Wait list, you will be given a copy of the rules for RDAP. Since you have requested help with a lifestyle change, it is expected you will begin to show progress toward this change through your attitude and behavior. If you transferred from another institution and were on the RDAP Wait list, please complete the blue DAP Request Form so we can begin to process your paperwork for RDAP. If you are an RDAP Graduate from another institution, please complete a blue DAP Request Form so we can help you meet your Transitional Services (Aftercare) requirement.

D. Incentives:

The BOP offers incentives for participation in RDAP: limited achievement awards of \$40 for successful completion of a treatment phase; consideration for the maximum time in a community-based treatment program; and early release for those determined to be eligible. Specific information on the limitations of the early release can be found in Program Statement 5331.02, Early Release Procedures under 18 U.S.C. -3621(e), dated March 16, 2009, in the Law Library.

## VIII. RESOLVE PROGRAM

The Resolve (trauma) Program has two components: Trauma in Life Workshop and Resolve Non-Residential Treatment Program. If you are interested in participating in the Resolve Program, please fill-out the brown form and pick-up an informational packet in the psychology department.

1. Trauma-in-Life Workshop - is a voluntary psycho-educational workshop consisting of four two-hour sessions providing you with information on trauma and its potential impact in your life. A certificate will be awarded for successful completion.

2. The Resolve Non-Residential Treatment - is designed for those of you who have a history of trauma and a related psychological disorder. You must complete the Trauma-in-Life Workshop before being considered for Non-Residential treatment.

Phase I - emphasizes the acquisition of basic skills, with a focus on coping and interpersonal skills. This phase lasts a minimum of twelve group sessions meeting weekly for at least an hour.

Phase II - consists of specialized groups designed to meet additional treatment needs of three distinct populations:

Maintenance Skills Group - for those who remain interested in treatment, but whose symptoms, no longer interfere with daily functioning. This group uses a supportive and educational orientation to maintain treatment gains. The group is an open-ended, continuous group meeting monthly for 60-90 minutes.

Cognitive Processing Therapy Group - for those who remain symptomatic after completion of Phase I with an AXIS I diagnosis. This group uses a highly structured, 12-session treatment protocol combining cognitive techniques with written exposure therapy addressing negative affect, intrusive images, dysfunctional thoughts, and avoidance behavior. The group meets weekly for 60-90 minutes.

Dialectical Behavior Therapy Skills Training Group - for those who remain symptomatic after completion of Phase I with an AXIS II diagnosis. This group uses cognitive-behavioral skills training in emotional regulation, distress tolerance, interpersonal effectiveness, and core mindfulness. This group meets weekly for 60-90 minutes.

## **EDUCATION**

The Bureau of Prisons affords inmates the opportunity to improve their knowledge and skills by providing clear goals and precise program definitions. The Education Department encourages everyone to participate in these programs, whether you are continuing your education, pursuing a career, or for personal development. A graduation ceremony is held for all inmates who successfully complete education programs.

### **Classroom Rules:**

1. All students participating in Education Programming will be required to wear khaki button down shirts and khaki pants. Sweatshirts may be worn over the button down khaki shirt.
2. No radios are allowed in class
3. No food or drinks are allowed in the Education Building
4. Students are responsible for the proper care of all books, supplies and furniture
5. Obscene or profane language is not permitted

### **Attendance Policy:**

Upon enrollment in literacy classes, vocational classes, or any class involving education or recreation, students are expected to attend all class sessions. It is the responsibility of the student to notify the instructor of all absences. All unexcused absences or tardiness are subject to disciplinary action.

## **Education Programs**

ESL (English as a Second Language):

The ESL Program is designed to teach non-English speaking students the English language. Upon completion of this program, students receive a certificate of completion and an incentive award of \$25.00.

Essential skills such as reading, writing, vocabulary, and oral communications, are taught through classroom and individual learning techniques in this program. The focus of this program is for the student to reach a level of proficiency in the English language which will enable them to continue their education.

GED (General Education Development):

The Education Department offers a GED educational program designed to prepare students to take the test to acquire their GED Certificate. The GED program is mandatory for all inmates who do not have a verified high school diploma or a GED certificate.

Incentive Awards:

Incentive awards may be given to students in recognition of exemplary progress, achievement at various levels, and completion of educational programs. A \$25.00 incentive award is given to all who successfully complete the GED or ESL program. Certificates are issued for completion of most classes. We encourage you to keep the certificates in a secure place, as they document your skills and training and will be helpful in your future employment.

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

The **Prison Litigation Reform Act (PLRA)** provides that in determining GCT awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is **making satisfactory progress toward attainment of a GED credential, in order to be eligible to earn the maximum GCT.**

In order to acquire and maintain **satisfactory progress** an inmate must:

1. Enroll and make progress toward completing the GED program.
2. Maintain clear conduct while in the GED program.
3. Remain in GED program until completion is achieved.

The GED program prepares students in the five areas tested: writing skills, social studies, science, reading skills, and mathematics. Pretests are given to ensure the student's success on the GED exam. Requirements for completion of the GED program are passing scores on the official GED test of at least 410 in each of the 5 areas and an overall average of at least 450.

Post-Secondary Education:

Blinn College is a fully accredited junior college offering a one year certificate program in Information Management, Medical Transcription/Coding, and Small Business Administration/Entrepreneurship course. All programs consists of 36 accredited college hours which may be applied to other business programs.

Testing:

The basic literacy standard is a GED or high school diploma. All inmates entering the institution who cannot verify receipt of a diploma or a GED are required to take the Tests of Adult Basic Education (TABE) or the Comprehensive Adult Student Assessment System (CASAS) test and enroll in a literacy class.

The TABE and CASAS are not pass or fail tests. Test results assist Education staff in assessing individual academic achievement levels. Inmates with a verified GED, high school diploma, or post-secondary degree are

not required to take the TABE or CASAS test. Verification of a high school diploma must be received by the Education Department within sixty (60) days of the inmate's arrival.

## Vocational Training Courses

### Master Gardener/Horticulture:

The Master Gardener/Horticulture program is accredited through the Texas Agricultural Extension Service Center. This program provides job skills which will enable the student to pursue employment in a nursery, greenhouse, or landscape construction and maintenance field. The curriculum includes basic botany, soils and fertilizers, basics of entomology, plant pathology, pesticides, plant propagation, pruning, vegetable gardening, floral design, and landscape design. Classroom instruction is supplemented with live work projects conducted throughout the institution. Requirements for successful completion of the program are four months (400) hours of instruction, lab work, live work projects, and passing scores on tests. Upon successful completion of the Master Gardener/ Horticulture Program, each student is awarded 40 continuing education units and a Horticulture Technician Certificate from the Texas A&M Extension Service. Cost of testing will be incurred by the inmate participant.

### Cosmetology:

The Cosmetology course curriculum is coordinated through Texas Department of Licensing and Regulations. All students who successfully complete this course will take the State of Texas' Cosmetology Exam to become a licensed Cosmetologist. Students will be instructed in all areas of Cosmetology covered on the State Board Exam. Only after completing and passing both the class written and practical exam with a score of 75% or better will a student be allowed to take the State Board Exam. Requirements for successful completion of this program are 12 months (1500) hours of instruction and lab work, as well as a passing score on the State Board Exam. Cost of the program will be incurred by the inmate participant.

### Inmate Cosmetology Services:

Cosmetology services are offered to the inmate population by students who have completed and students currently active in the program. **Information regarding services offered through the Cosmetology program is available in the Education Department Resource Center.** All inmates requesting to receive services in the Cosmetology Clinic must purchase a cosmetology towel and cape from the inmate commissary. In addition, all hair styling aides (i.e. shampoo, conditioner, hairspray, etc.) must be provided by the inmate at the time of the scheduled appointment. All color and perm treatments are the responsibility of the inmate and may be purchased from the inmate commissary. Indigent inmates may send a request for product to the Supervisor of Education for approval.

Parenting Programs: Parenting classes include information on communication skills, building self-esteem, discipline, child abuse, and childhood illness, immunization and nutrition.

Faith Based Parenting	Padres a Bordo (Spanish)	Parenting From a Distance
Family First	Sure and Simple	STEP (Spanish)
Creative Parenting	Once Upon a Time	STEP (English)
Five Essentials of Successful Parenting	Long Distance Story Time	

### Adult Continuing Education Courses:

Several courses are offered intermittently throughout the year. These classes are taught by either staff members or inmate facilitators. Some of these courses are:

Creative Writing	Sign Language	Excel/Word
Spanish	Mavis Beacon Typing PowerPoint	Elements of Entrepreneurship

CLEP (College Level Examination Program):

CLEP courses are designed to prepare students for the CLEP test. If a student passes the test, they will earn 3 hours college credit in that course. The preparation course is free, but the testing fee is \$75.00.

Courses are offered at various times throughout the year; current courses offered include: Sociology; Psychology; American Government; History; English Comp I; and College Algebra. **Additional course offerings may be available. Visit the Education Resource Center for the most up to date information on program offerings.**

Apprenticeship Program:

The Apprenticeship program is designed to provide hands-on training in a work environment that leads to a Department of Labor Certificate of Completion. There are 3 Apprenticeship programs currently active:

Culinary Arts - Baking	6000 hours
Dental Apprenticeship	2000 hours
Landscape Maintenance Technician	2000 hours

**Procedure for Signing Up For Classes**

Information regarding upcoming education and recreation classes are announced on Education, Food Service, and Housing Units bulletin boards. To enroll, send a copout to the respective staff member sponsoring the program.

Law and Leisure Libraries:

The Education Department maintains both a Law and a Leisure Library in the Education Building. Electronic Law Library access requires all inmates to register and receive a PAC #, login and Password through the Inmate Trust Fund.

Leisure Library:

The Leisure Library contains a wide variety of reading material, which includes fiction and nonfiction books, bilingual books, magazines, newspapers, encyclopedias and reference books. I.D.'s are required to check out any books or use any reference material. No exceptions.

Law Library:

The Law Library contains a collection of legal reference materials mandated by the Bureau of Prisons. The Law Library is open for inmates to prepare legal documents and to do legal research. Law Library materials may not be removed from the Law Library. Unauthorized possession of such materials is a prohibited act and may result in disciplinary action. Inmates in Temporary Holding may request legal materials by sending an Inmate Request to Staff Member to the Supervisor of Education.

Typewriters are located in the Law Library for the inmates to use in the preparation of legal briefs. *These typewriters are not to be used for any other purpose.* Violations of this rule will result in disciplinary action. If indigent, send an Inmate Response to Staff to the Supervisor of Education for access to a typewriter ribbon.

Library Hours:

Both Law and Leisure Library hours are as follows:

Monday – Thursday	7:30 A.M. - 10:30 A.M., 12:00 P.M. - 3:00 P.M., 5:30 P.M. - 8:00 P.M.
Friday	7:30 A.M. - 10:30 A.M., 12:00 P.M. - 3:00 P.M.
Saturday	7:30 A.M. - 3:00 P.M.
Sunday	12:00 P.M. - 3:00 P.M.

Inter-Library Loan Program:

The Inter-Library Loan Program is a service offered through the leisure library which allows access to books from other libraries. The Leisure Library has catalogs in book form that list all books that have been printed. You must fill out a request form, which is sent to the Austin Public Library. If they do not have the books, they will locate them through other libraries in Texas and its bordering states. Detailed information on the program and how to use it are located in the Leisure Library of the Education Department.

Inter-Library Loan Hours:

Monday – Friday                      7:30 A.M. – 10:30 P.M. & 12:00 P.M. – 3:00 P.M.

Inmate Resource Center

The Inmate Resource Center Library services all inmates and provides information regarding release preparation, education/recreation programs, job opportunities and more. Please visit the Resource Center to inquire about all Education and Recreation programs. Inmate Response to Staff (Cop-out) may be submitted here.

\*\* All libraries are closed on holidays. Hours are subject to change at the discretion of the Supervisor of Education.

**Inmates who have lost or damaged books from the leisure, inter-loan or resource libraries will be subject to disciplinary action and loss of library privileges.**

**RECREATION**

It is the goal of the Recreation Department to provide diverse leisure time activities of interest to all ages, races, cultural backgrounds, and special needs. The Recreation staff encourages you to take full advantage of these programs. \*\*Shoes are to worn at all times in all recreation areas except for volleyball, (sand pit only) and yoga participation. No eating is allowed in the recreation areas.

Hours of Operation:

Outdoor Recreation - Open 7 days a week from 6:00 A.M. - 3:30 P.M. and 5:00 P.M. - 8:30 P.M.

Indoor Recreation - Open 5 days a week from 6:30 A.M. - 3:30 P.M. and 5:00 P.M. - 8:30 P.M.

Check the schedule for the exact times for each activity.

Outdoor Recreation Yard Activities: Softball, Soccer, Volleyball, Horseshoes, Walking/Jogging Track

Pavilion Activities: Basketball, Ping-Pong, Weight lifting, Step Aerobics

Indoor Recreation Activities: Jazzercise, Calisthenics, Aerobics, Tennis, Circuit training

Hobby Craft Activities: Beading, knitting, T-shirt painting, crochet, drawing, cross stitch, ceramics, paper jewelry, fimo clay, plastic canvas art, introduction to art, scrapbooking, macramé.

Arts & Crafts: The Hobby Craft offers the following crafts:

Beading	Knitting	T-Shirt painting	Crochet	Drawing
Cross Stitch	Ceramics	Paper jewelry	Fimo Clay	Plastic canvas art
Intro. to Art	Scrapbooking	Macramé		

To enroll in the Hobby Shop, submit an Inmate Request to Staff Member stating the activity you wish to enroll in. If there are no openings, you will be placed on a waiting list and notified when you have officially been enrolled. Watch for sign up times on all bulletin boards. All projects must be registered with the Recreation staff prior to the starting the project.

Classes for the above crafts are offered through the Recreation Department on a regular basis. Materials are



### Computer-Related Publications:

Computer-related publications received by the Mail Room will be evaluated for content before being delivered to an inmate recipient. Due to the wide range of topics covered by these types of publications, some computer books and magazines are not appropriate for the correctional setting and will be returned to sender. If a publication is returned to sender, both the sender and the intended inmate recipient will be notified of the rejection as well as the reason for the rejection and any appeal rights they may have.

### COMMISSARY

The institution retains inmate funds in a trust fund account. An inmate may have funds withdrawn from their account to purchase items at the institution commissary through a debit system. Inmates may not be in possession of money at FPC Bryan. If an inmate receives money or a money order in the mail, they are to immediately notify the Unit Officer or Unit Staff. Staff will complete a receipt and forward the funds to the business office for credit to the inmate's account. Upon release, an inmate will receive or have mailed home all remaining funds in the inmates account to their release destination.

The commissary hours are posted on the unit bulletin board and on the commissary sales sheet. It is the inmate's responsibility to know the amount of money available in her account. Inmates may verify their account balances by utilizing the inmate telephone (118+PAC) or check balance in TRULINCS.

### **Deposits to Commissary Accounts:**

Deposits to Commissary accounts from outside sources will be mailed to:

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

Please notify all persons who send you funds they must send all funds to the national Lockbox mailing address (above) and adhere to the following instructions:

- Do NOT to enclose personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The national Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.
- Must have the inmate's committed name (no nicknames) and register number printed on all money orders; U.S. Treasury, state, and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.
- Their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they cannot be posted to the inmate's account.

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

- 1) **At an agent location with cash:** The inmate's family or friends must complete a Blue Quick Collect

Send Form. To find the nearest agent they may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com)

- 2) **By telephone using a credit/debit card:** The inmate's family or friends may simply call 1-800-634-3422, and press option 2.
- 3) **ONLINE using a credit/debit card:** The inmate's family and friends may go to [www.westernunion.com](http://www.westernunion.com).
  - 1) Select Bill Payment
  - 2) Select Quick Collect

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

- 1) Inmate Register Number
- 2) Inmate Name
- 3) City code: FBOP
- 4) State code: DC

Please note that the inmate name and register number must be entered correctly, if the sender does not provide the correct information, the transaction cannot be completed. **The City Code will always be: FBOP and the State Code will always be: DC.**

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

Funds transferred from other federal institutions using the Inmate Account Transfer Module (IATM) system will be deposited to the appropriate Commissary accounts daily.

**Commissary Fund Withdrawals:** Requests for Withdrawal of Inmate Personal Funds, BP-199 forms, will be processed weekly by Financial Management. Unit Managers will review and may approve withdrawal forms for specific payment request such as sending money to family members and dependents, postage, court costs, attorney fees, birth certificates, expenses for emergency bedside visits, funeral trips, and legal books.

Inmates will process BP-199 forms using the TRULINCS system with the exception of inmate to inmate transfers. A request must be forwarded to the Unit Counselor to initiate an Inmate to Inmate Transfer. Approval must be obtained by both institutions.

The Supervisor of Education approves withdrawal requests for education and leisure time items. Only an Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00.

**Spending Limitations:** Each month inmates may spend up to an established limit for regular purchases (\$290.00), and an additional amount for special purpose items. Each account is validated monthly, and the spending limit begins all over again. Validation dates are determined by the last digit of the first five numbers in the Inmate Registration Number. This system enables spending activities to be equitable among all inmates in the institution.

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

**Hours of Operation:** The operating hours of the Commissary for the general population at the FPC Bryan will

be as follows:

- 6:00 a.m. to 7:30 a.m. **Regular Sales**
- 10:30 a.m. to 12:30 p.m. **Regular Sales**
- 1:00 p.m. to 2:00 p.m. **Short line Sales**
- 2:30 p.m. to 3:15 p.m. **Regular Sales**

**UNICOR AM** will shop 10:30 a.m. to 11:00 a.m.

Hobby craft sales will be conducted during regular shopping four days per week.

**Accountability:** You will be required to sign for your clothing issue. Upon your release, all clothing items will be returned to the institution laundry.

Clothing Identification: All new commitments are assigned a laundry number which corresponds to a numbered bin located in the clothing room. All issued clothing will be tagged with your laundry number, name and institution number. Socks, wash cloths, shoes, t-shirts, underwear and towels will not be tagged.

### **INMATE TELEPHONE SYSTEM**

1. Inmates key their telephone #'s into TRULINCS.
2. Personal account codes are not to be shared and must be kept confidential. Replacement numbers will not be given until a form 24 (BP-199 requests for withdraw of inmate funds) for \$5.00 is processed.
3. Telephone credits are transferred from your commissary account to your telephone account by dialing 118 + your PAC (telephone access code) and following the directions on the telephone. You can check your commissary balance by pressing #1, telephone balance by pressing # 2 and transfer funds by pressing #3. Funds can only be transferred Monday through Friday between 4:30 p.m. and 11:00 p.m. Inmates are restricted to 300 minutes calling per month. This is combined collect and debit calling.
4. Pursuant to Bureau of Prisons' regulations, all conversations on the telephone are subject to monitoring.
5. Unmonitored attorney calls are not placed through the inmate telephone system. Inmate telephone calls to attorneys are placed in accordance with the program statement titled Telephone Regulations for Inmates.
6. Inmates are not permitted to use or possess another inmate's PAC Number or make three way calls, conference calls or use telephone cards. Any abuse of telephone monitoring system may result in disciplinary actions and loss of telephone privileges.
7. Inmates may view their telephone list on the automated inquiry machine located outside the commissary or by submitting a BP-148 to the Unit staff or ITS staff.

Hours for telephone operations will be as follows: Unit telephones will be available from 6:00 a.m. to 7:30 a.m.; 10:30 a.m. to 12:30 p.m.; 4:30 to 11:30 (except during count time). Telephones will also be available from 6:00 a.m. to 11:30 p.m. on weekends and holidays (except during count time).

During daytime hours Monday through Friday, one unit telephone will be available all day to inmates on their regularly scheduled day-off and inmates on vacation. The appropriate inmates may use these telephones on a first come, first serve basis. There are six telephones in each of the four housing units. All four unit telephones will be available from 10:30 a.m. to 12:30 p.m., Monday through Friday, for use by all inmates.

### **TRULINCS**

Inmates at FPC Bryan may utilize TRULINCS to send and receive correspondence electronically with authorized family, friends, and relatives in the community. Inmates participating in the program do not have access to the internet. TRULINCS workstations are located in the housing units are utilized to perform various functions such as contact list management, messaging, and account transaction viewing. Messages received or sent will at no time contain attachments.

Inmates who elect to participate in the program will pay all required program fees, and consent to the Bureau of Prisons withdrawing all required fees directly from the inmate's Trust Fund account.

Contact List: Each inmate assumes responsibility for establishing and maintaining their own contact list. Messaging can only take place when a person consents to the correspondence. Inmates are authorized 30 active contacts on their list. Creating a contact list consists of a Notice and Consent process for each person the inmate requests an exchange. A system generated message is received by the individual notifying them that a federal prisoner, who is identified, seeks to add them to their list. The person may then approve or refuse the exchange. By approving, the person agrees to comply with program rules and to all Bureau monitoring procedures. Once consent is given, the person will be added to the electronic message contact list. Every subsequent electronic message to that person will commence with a prompt allowing them to either continue the contact or be removed from the list, disallowing future contact. Inmates arriving at FPC Bryan from another institution will be able to utilize the TRULINCS program within 24 hours of arrival using their existing contact list.

Program Participation: Participation in TRULINCS is contingent upon voluntary consent to having all incoming and outgoing electronic messages, transactional data and other activities monitored and retained by Bureau staff.

This consent must be documented on the Inmate Agreement for Participation in TRULINCS Electronic Messaging Program Form (BO-0934). In the event that TRULINCS program privilege is abused, access may be limited or denied and will be subject to disciplinary action and/or criminal prosecution. Electronic messages which would jeopardize the safety, security, orderly running of the institution or the protection of the public and staff may be rejected and/or blocked. Violations of any of the rules regarding the use of TRULINCS is cause for disciplinary action and the possible revocation or restriction of messaging privileges imposed by the DHO or UDC. Correspondence concerning illegal activities, either inside or outside the institution, may lead to criminal prosecution and/or disciplinary action pursuant to the Inmate Discipline and Special Housing Unit Program Statement. (Abuse of the TRULINCS program will result in a charge for: "Conduct which disrupts or interferes with the security of orderly running of the institution or the Bureau of Prisons most like Use of the telephone for abuses other than criminal activity, code 299 most like 297.")

Deposits: In order to utilize the program, it is necessary for inmates to purchase TRULINCS Units. This money can only be transferred back to her commissary account under the following circumstances: 1) Release from Bureau custody; 2) An inmate on messaging restriction for more than 30 days requests in writing for her TRULINCS balance be returned to her commissary account. This is a one-time deemed appropriate by the Warden with approval provided in writing. This is a one-time transaction for the entire balance.

Transfer/Release: Inmates will have one account that will transfer with them to other Bureau facilities. New accounts will not be created when an inmate transfers to an new institution. A TRULINCS account is released when an inmate is released.

Charges: After access is established, inmates may purchase TRULINCS session time at the rate of 5 cents per unit (TRU-Units). Messaging is billed as one TRU-Unit per minute of session time. Inmates may purchase 40, 100, 200, 300, and 600 TRU-Units at once, which is immediately deducted from their commissary account.

Printing is billed as three TRU-Units per page (15 cents). Messages may not exceed 13,000 characters in length. TRULINCS is unavailable to inmates whose account balance is less than the cost of the minimum increment of minutes.

Usage: TRULINCS stations are located in each housing unit, with 5 stations per side. Each inmate will be allowed a maximum TRULINCS session of 30 minutes for messaging and 120 minutes for the Electronic Law Library access in the Education Department. An automatic logout will occur after those time periods have been reached. Inmates will wait 30 minutes between TRULINCS sessions. Inmate use is conducted on a first come first serve basis.

Only one inmate will be permitted on a workstation at any one time. Inmates will not be permitted to congregate near the TRULINCS area unless they are engaged in a session. The use of another inmate's email/contact list is prohibited.

A banner notifying the participant of consent appears on the screen to remind the inmate of their voluntary use of the system acknowledging the Bureau has full access to all content. All outside recipients of messaging are informed that by being active on the contact list, they are consenting to Bureau monitoring and compliance to program rules and procedures.

The use of TRULINCS will not interfere with the institution's schedule, programs, work assignments, or count. When a count or census is conducted, all inmates using a workstation will terminate their sessions immediately. During institution emergencies, use of TRULINCS will be limited or terminated.

Inmates may access any correspondence sent or received within a 20 day time frame. Once a message is 20 days old, it is automatically purged from view in the system. Inmates are not permitted to place contract staff, victims, witnesses, other persons connected with the inmate's criminal history, volunteers, or law enforcement officers on their list.

Legal: Attorneys, special mail recipients, or other legal contacts may be placed on an inmate's contact list with the acknowledgment that all exchanges with these individuals will be subject to monitoring.

Classification & Public Safety Factor: An inmate's exclusion from program participation must be determined on an individual basis and not on a standardized history of past convictions. The existence of a PSF does not automatically exempt and inmate from electronic messaging. Each case should be reviewed for underlying conduct that would prohibit them from having TRULINCS access, such as protection of the public and/or staff, threat to security, or interferes with the safe, orderly operation of the institution.

Inmates determined unsuitable to have access to the program shall receive a written explanations of the decision, unless such information poses a risk that could affect the inmate, institution or staff adversely.

### **INMATE FINANCIAL RESPONSIBILITY PROGRAM**

The Bureau of Prisons strongly encourages inmates to satisfy their legitimate financial obligations (i.e., committed fines, non-committed fines, court assessments, child support, cost of incarceration, etc.). As part of the initial classification process, a financial contract will be developed to satisfy these obligations. During subsequent program reviews, the Unit Team will review your level of participation in this program and ensure payments are being made commensurate with the funds received on your account.

Refusal to participate in the Inmate Financial Responsibility Program is a factor which will be assessed when considering you for various programs, including furloughs, Residential Re-entry placement and community-based work programs.

**Note:** Unless otherwise ordered by the Court, interest will accrue on the unpaid balance of your fine during your period of incarceration.

### **VISITING PRIVILEGES**

Inmates are encouraged to receive visits in order to maintain family and community ties. The visiting days and times are as follows:

Saturday and Sunday:	8:00 A.M. - 5:00 P.M. (Visitors must enter before 3:00 P.M.)
Federal holiday:	8:00 A.M. - 3:00 P.M. (Visitors must enter before 1:00 P.M.)

Newly designated inmates are required to submit a visiting list to their Counselor for approval. Members of the immediate family (husband, children, parents, brothers, sisters) will ordinarily be placed on the approved visiting list, once the relationship has been verified. A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state which recognizes such a status. Other relatives and friends may not be approved until properly screened. Requests for approval of visitors other than immediate family members should be made to your Counselor at least three weeks in advance of the intended visit. It is your responsibility to send to your visitors the rules and regulations attached to the Visiting Institution Supplement. Once your visitor is approved, it is your responsibility to inform them they are authorized to visit.

Each inmate may receive five (5) adult visitors at a time. There is no limit on children visitors. All visits will begin and end in the Visiting Room. A brief kiss, embrace and/or handshake are allowed only upon arrival and departure. Inmates may embrace and/or hold children on their laps if the children are under the age of ten.

Visitors must be dressed properly. Halter tops or other clothing of a suggestive or revealing nature will not be permitted in the Visiting Room. Shorts will be allowed; however, shorts, skirts and dresses must be no shorter than 2" above the knee. Footwear, designed for street wear, must be worn by all visitors. Shower-type shoes will not be permitted. Visitors failing to follow the dress code may be denied visitation privileges. Identification is required for all visitors 16 years of age or older. Valid forms of identification include: valid State Driver's License, valid State Identification Card, Passport, or Alien Registration Card. Persons without proper identification will not be permitted to visit. Visitors with infants may enter with a car seat/infant carrier, and will also be permitted to enter with a reasonable supply of diapers, baby food and bottles. Diaper bags, strollers, and baby carriages will not be allowed into the institution. **No** items may be brought in the visiting room or returned to the compound following each visit.

Inmates are responsible for the conduct of their visitors, including children. Unruly or uncontrollable visitors could result in termination of the visit. All children participating in the Parenting Center must be accompanied by their parent or guardian at all times.

Inmates will not enter the visiting room until notified by a staff member that an approved visitor is present. Upon conclusion of a visit, inmates must exit the Visiting Room and return directly to the compound.

In the event of overcrowding, it may be necessary to terminate visits. Visits may be terminated when visiting becomes indecent, loud, profane, or affects the general order of the visiting area. Special visit requests should be addressed with your Unit Team.

Driving Directions: If your visitors are entering the city of Bryan on Earl Rudder Freeway, turn West onto William Joel Bryan Parkway. Turn right on Villa Maria Street, (which becomes Ursuline Avenue). FPC Bryan

is 1.5 miles on the right. If entering the city of Bryan from Texas Avenue (Business 6) turn East on 23<sup>rd</sup> Street. The institution is located where 23<sup>rd</sup> Street becomes Ursuline Avenue. The city of Bryan is serviced by several taxi companies, Greyhound Bus Co., and Easterwood Airport.

## **CORRECTIONAL SYSTEMS**

### Correspondence:

First class letters and publications are distributed Monday through Friday (excluding holidays) in the units. Inmates are required to attend mail call. Outgoing mail will be deposited in the blue mail box located outside each Housing Unit by 9:45 P.M. for processing the following business day. All outgoing mail may be sealed, but is subject to being opened prior to dispatch from the institution. All outgoing Legal Mail will be processed during mailroom open house hours.

All outgoing mail will be picked up Monday through Friday (excluding holidays) for dispatch to the U.S. Postal Service. The inmate's name, number, Federal Prison Camp, housing unit, and correct address must be placed on outgoing correspondence. Failure to do so will result in the letter being opened to identify the inmate so the letter may be sent back for proper preparation. If the sender cannot be identified, the letter will be annotated, dead-filed for two years, and then destroyed.

All mail addressed to and from an inmate must contain the following information:

(Inmate's committed name)

Federal Prison Camp

(Inmate's register number)

(Inmate's housing unit)

P.O. Box 2149

Bryan, Texas 77805

Incoming mail will be opened and searched for contraband and unauthorized material. Unauthorized material (i.e., body hair, plant shavings, small artifacts, sexually explicit personal photographs, musical cards, cassette tapes, stamps, stationary, lottery tickets, plastic cards, etc.) will be returned to the sender. **NO PERSONAL CHECKS** will be accepted.

Inmates are prohibited from receiving computer diskettes or CD-ROMs. Computer-related books or publications which contain sections on any type of programming languages or computer repair information will be rejected.

All newspapers must be received directly from the publisher. Hard-cover books must also be received directly from the publisher, a book club, or a bookstore. Soft-cover materials (paperback books and magazines) may be received from any source, however, the sender is to identify the contents of the envelope as "magazines". If the item appears to be a package and the appropriate markings are not on the outside of the item, it will be treated as a package and returned to sender. Subscriptions to magazines must be made by utilization of a Form 24" to your Counselor.

**Records Office & Mail Room Open-House is Tuesday and Thursday, from 11:30 A.M. - 12:30 P.M.**

**Legal Mail Open-House is Monday, Wednesday and Friday, from 11:30 A.M. - 12:30 P.M.**

**Open-House will not be conducted the day following a federal holiday.**

All incoming release clothing packages must have an authorization form on file in the Mail Room prior to the arrival of the package; no more than 30-days in advance of scheduled release. The package may only contain one set of clothing (i.e., dress, hose, underwear, bra, slip, one pair of shoes, one travel bag not to exceed \$15.00

value, and a coat/jacket (during inclement weather). No purses, jewelry, hair accessories, cologne, etc., will be authorized. Clothing must be neat in appearance. Suggestive or revealing clothing will be rejected. The package will remain in R&D and will be issued on the day of release. Any items found that are not authorized will result in the entire package being returned to the sender. Should no authorization be on file, the package will be rejected at the mail handling facility and returned to the sender un-opened.

"Legal Mail" and "Special Mail" - For this type of mail to be considered as such, the **actual** sender must be adequately identified by **name and title**. Also, the envelope must be marked "**Special or Legal Mail - Open only in the presence of the inmate**", or similar language. Any mail received which does not have this annotation will be treated as general correspondence.

Express mail and C.O.D. services are not available. Express mail received for inmates is processed as First Class mail upon receipt at this facility. Flat rate boxes are available in the mailroom with approved package authorization on file.

#### Receiving and Discharge (R&D):

This area is **OFF-LIMITS** to all inmates unless a staff member requests their presence in this area.

If your Commissary Card is lost, damaged or destroyed, R&D will issue you a new one if you submit a cop-out. Upon receipt of your request, you will be placed on call-out for a new ID card.

#### Records Office:

This office is responsible for the legal commitment and release of offenders. Newly committed offenders will receive a sentence computation at mail call once it is completed. This normally occurs within thirty days of arrival at the institution. Inmates who are transferred from other Federal institutions will not normally receive a copy unless their release date is changed. In the event you feel there is a mistake in your computation you should complete an Inmate Request to Staff Member or attend Open-House.

### **REENTRY PROGRAMS**

In 1961, the Bureau of Prisons established the first Federal Residential Reentry Center (RCC), or "halfway-house," to assist offenders in their transition from prison into society. The Residential Reentry Center placement process for eligible inmates usually begins approximately 17 - 19 months prior to the projected release date. Any questions regarding this program should be addressed to your Unit Team. You must have a resume completed and participate in recommended prerelease programs prior to your scheduled release. The available programs will be posted on the unit bulletin boards and you must submit a request to the department responsible. Enrollment should occur no later than 18 to 24 months prior to their release to the community.

### **RELIGIOUS SERVICES**

The Religious Services Department operates a full program to fulfill spiritual and religious needs of all faith groups. An updated schedule with program times and the Chaplains' schedules are available in the Chapel and on Chapel bulletins boards located in each unit. Special programs and activities will be announced through posted notices on bulletin boards.

If an emergency occurs (i.e. death of a family member, or a serious illness) the Chaplain will be notified and will ordinarily be the staff member who delivers the message to the inmate and offer pastoral care. If families need to make a notification concerning an illness or death of a family member they may call the institution at (979) 823-1879. Families will need to provide necessary information for verification of illness or death.

Inmate religious needs are served through a full-time Chaplain, contractors, and volunteers. The Chaplain

provides pastoral care to the entire inmate population. The Chaplain assists inmates with counseling and telephone calls during crisis situations. The Chaplain will not make personal calls that are not of an emergency nature. Inmates may see the Chaplain by appointment which can be made during Open House on the evenings the Chaplain is on duty.

The bandana and hijab are identified as authorized religious headgear and are to be worn as a head wrap or head cover. The appropriate manner of wearing the Native American Headband is: The bandana should be placed on the head in a circular presentation reflecting the significance of the circle of the wearer. The bandana is **not** to be used as a **head cover**.

For female inmates who have identified a Religious SENTRY Preference of Islam, Jewish, Nation of Islam or Orthodox Christian the religious headgear, Islamic hijab is worn. This headgear is based on local tribal nuances, traditions and customs, and its use is simply to cover the head.

Based on the orderly running of the institution the hijab and the other religious headgear can be limited to being worn as a "wrap" and not a tight fitting skull cap.

### **SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION**

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

A. Rape:

- The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;
- The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or
- The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.
- Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.
- Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

B. Sexual Assault with an Object:

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

C. Sexual Fondling:

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

D. Sexual Misconduct (staff only):

The use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

**NOTE:** Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.

### Your Right to be Safe from Sexually Abusive Behavior:

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

### Your Role in Preventing Sexually Abusive Behavior:

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

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

### What to do if you are Afraid or Feel Threatened:

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, psychologists are specially trained to help you deal with problems in this area. If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

### What to do if you are Sexually Assaulted:

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted, if the abuse is reported.

### How to Report an Incident of Sexually Abusive Behavior:

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can notify your Case Manager, Chaplain, Psychologist, SIS, the Associate Warden, the Warden, or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes.

There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff:

Write directly to the Warden, Regional Director or Director:

You can send the Warden an Inmate Request to Staff Member (Cop-Out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

File an Administrative Remedy:

You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director. (BP-10). You can get the forms from your Counselor or other unit staff.

Write the Office of the Inspector General (OIG):

Investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General  
P. O. Box 27606  
Washington, D.C. 20530**

Understanding the Investigative Process:

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

Counseling Programs for Victims of Sexually Abusive Behavior:

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

Management Program for Assailants:

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

**BOP Policy Definitions**

Prohibited Acts:

Inmates who engage in inappropriate sexual behavior with or direct it at others, may be charged with following Prohibited Acts under the Inmate Discipline Policy.

Staff Misconduct:

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

## CONTACT OFFICES

### **U.S. Department of Justice**

Office of the Inspector General  
PO Box 27606  
Washington, D.C., 20534

### **Central Office**

Federal Bureau of Prisons  
320 First Street N.W.  
Washington, D.C. 20534

### **Mid-Atlantic Regional Office**

10010 Junction Drive, Suite 100-N  
Annapolis Junction, Maryland 20701

### **North Central Regional Office**

Gateway Complex Tower II, 8th Floor  
4th & State Avenue  
Kansas City, KS 66101-2492

### **Northeast Regional Office**

U.S. Customs House, 7th Floor  
2nd and Chestnut Streets  
Philadelphia, Pennsylvania 19106

### **South Central Regional Office**

4211 Cedar Springs Road, Suite 300  
Dallas, Texas 75219

### **Southeast Regional Office**

3800 North Camp Creek Parkway, SW  
Atlanta, GA 30331-5099

### **Western Regional Office**

7950 Dublin Boulevard, 3rd Floor  
Dublin, California 94568

## MISCELLANEOUS

Program Statements and Institution Supplements - Program Statements describing Bureau of Prisons policies and regulations are available in the Law Library for reference. Institution Supplements describe local rules and regulations pertaining solely to this institution, available in the Law Library.

Release Transportation - Inmates departing the institution by release or transfer will normally depart by bus, privately owned vehicle, or airplane. All releases and transfers will normally occur after **8:00 a.m.**, Monday through Friday. Exceptions may be made in unusual cases.

Release Gratuities - Funds are furnished to inmates upon release or transfer based on individual needs.

Release Clothing - Inmates who desire clothing upon release or transfer to a halfway-house should contact their Unit Counselor to obtain a "Request for Package Authorization" no later than thirty (30) days prior to their departure date from the institution. This clothing will be issued at the time of departure, and will not be allowed to leave the R&D area.

Notary Services - Case Managers are to be contacted if notary services are required or administer of oaths.

Call-Outs - Call-Outs for the following day are posted each evening in various areas around the institution and in the units. It is the inmate's responsibility to check these lists daily and report to their call-out assignment at the scheduled time. Failure to comply with this requirement may result in disciplinary action.

Photocopying Services - A photocopy machine is available in the institution Law Library. The cost is \$.15 per copy.

Commissary Cards - Inmates must carry their commissary cards at all times. These cards serve as a means for staff to identify an inmate.