

FEDERAL CORRECTIONAL COMPLEX, COLEMAN, FLORIDA
UNITED STATES PENITENTIARY - 2



**ADMISSION AND ORIENTATION
HANDBOOK**

P.O. Box 1027
Coleman, Florida 33521-1027

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Mr. W. Bechtold - Associate Warden

Mr. J. Oliver - Associate Warden

Mr. L. Williams - Deputy Captain

FCC Coleman - U. S. P. - 2 Department Heads/Supervisors

Mrs. S. Lewis - Deputy Case Management Coordinator

Chaplain W. Lang - Supervisory Chaplain

Mr. A. Temples - Assistant Education Supervisor

Mr. K. McCullough - Facilities General Foreman

Mr. A. Dickerson - Assistant Food Service Administrator

Mr. D. Montalvo - Assistant Health Services Administrator

Dr. G. Whitlock - Chief Psychologist

Mr. C. Longley - Assistant Supervisor of Recreation

Mr. M. Gunter - Unit Manager G and H units

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Institution Admission and Orientation Handbook

USP-2 Coleman

OVERVIEW

The Federal Correctional Complex, Coleman, Florida, consists of five separate facilities: central administration building, two high security penitentiaries, a medium security institution with a satellite camp, and a low security institution. Each facility operates under the direction of its respective Warden. However, the Wardens and Deputy Wardens act in conjunction when making decisions which affect the overall Complex.

The following is a general description of duties performed by the administrative staff at USP-2 Coleman.

Warden: The Chief Executive Officer of USP-2 Coleman is responsible for the total operation of the institution. The Warden meets frequently with the senior staff members to review their areas of responsibility and to ensure compliance with Bureau of Prisons' policies. The Warden evaluates the advice of various committees appointed and has final approval on all institution operations and programs. His decisions are based upon policies established by the BOP. While being responsible for the total operation, many responsibilities are delegated to his Associate Warden. The Warden is vitally interested in the overall welfare of all inmates at USP-2 Coleman and works very closely with all departments to maintain a safe and humane environment.

Associate Wardens: Associate Wardens are responsible for the day-to-day operations of the departmental areas of Food Service, Correctional Services, Unit Management, Psychology Services, Religious Services, Recreation, and Health Services. Associate Wardens also serve as liaisons between this facility and Shared Services department heads.

Note: Inmates are encouraged to resolve any issues or problems with the appropriate staff assigned to that particular department. However, should an inmate feel the need to discuss a problem with the Warden or an Associate Warden, they are free to do so when these staff members are present in the dining hall or on the compound.

Executive Assistant: The Executive Assistant to the Warden serves as the institution Public Information Officer. All requests for media information concerning the institution or specific inmates are referred to the Executive Assistant for response. The Executive Assistant also serves as the Administrative Remedy Coordinator. The Warden may also request that the Executive Assistant review concerns of inmates or of interested community members such as families, attorneys, etc.

Captain: The Captain is responsible for the security, custody, and protection of everyone in the institution. The Captain is concerned with inmate discipline, appearance, and conduct. The Captain is also responsible for all correctional personnel. Any questions concerning these areas should be addressed to the Captain.

Lieutenants: Under the direct supervision of the Captain, Lieutenants are responsible for the orderly operation of the institution, i.e., security, custody, and investigations. They work in conjunction with other departments in monitoring and remedying behavioral problems to maintain a safe environment.

Case Management Coordinator (CMC): The CMC is responsible for advising the Warden in all unit/case management related areas. The CMC is the coordinator for the Central Inmate

Monitoring System, Financial Responsibility Program, and Inmate Performance Pay Program, and is the supervisor of the Inmate Systems Department. The CMC is also the liaison between the institution and the U.S. Parole Commission.

Supervisor of Education: The Supervisor of Education is responsible for the establishment and operation of education programs. The department provides basic literacy, general educational development, vocational training, parenting, release preparation and college correspondence courses. Leisure library and law library materials are also provided.

Deputy Chief of Psychology Services: The Deputy Chief of Psychology oversees a department consisting of psychologists and treatment specialists. Psychology is responsible for the evaluation and treatment of inmates with adjustment, emotional, drug, and/or mental health problems. Psychology Services also conducts routine evaluations on all inmates admitted to the facility, as well as reviews for inmates housed in Special Housing Unit (SHU). Inmates requesting psychological services should submit an Inmate Request to Staff Member form (Cop-Out).

Health Services Administrator (HSA): The HSA is responsible for forming administrative policies and programs essential to the operations of the Health Services Unit. The HSA also develops effective working relationships with the U.S. Public Health Service and private medical agencies. In addition, the HSA is responsible for overseeing the procurement of medical supplies and medical equipment. An assistant supervisor is assigned to each institution to manage daily operations.

Food Service Administrator (FSA): The FSA is responsible for the planning and preparation of all meals at the Complex, including supervision of all Food Service programs such as baking, cooking, and meal service. An Assistant Food Service Administrator is assigned to each institution to manage daily operations.

Chaplain: The Supervisory Chaplain is responsible for the establishment and operation of religious programs. The Chaplains are responsible for conducting religious services for their religious community and coordinating religious services on an equitable basis for all BOP approved religious communities represented at USP-2 Coleman. The Chaplains are dedicated to assisting inmates in their spiritual development, growth, and personally counseling inmates during times of crisis. The Chaplains also regularly consult with the unit teams and are very interested in the various programs offered at USP-2 Coleman and in assisting inmates in programs of self-help.

Supervisor of Recreation: The Supervisor of Recreation is responsible for the establishment and operation of recreational programs. The department provides recreation facilities and daily programs in a variety of areas including intramural programs, classes in the arts, and varsity sports programs. An assistant supervisor is assigned to each institution to manage daily operations.

Unit Manager: The Unit Manager is the administrative head of the housing unit and oversees all unit programs and activities. The Unit Manager is the Chairperson of the unit team, reviews all team decisions, and chairs the Unit Discipline Committee.

Case Manager: The Case Manager is responsible for all casework services and prepares classification materials, progress reports, release plans, correspondence, and other materials relating to the inmate's confinement. He or she is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community.

Correctional Counselor: The Counselor provides counseling and guidance for inmates of the unit in areas of institutional adjustment, personal difficulties, and goals for the future. He or she plays a leading role in all segments of unit programs. The Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. As a senior staff member, the Counselor provides leadership and guidance to other staff in the unit. The Counselor is responsible for the Financial Responsibility Program, assigning jobs, assisting with legal calls, and unit sanitation.

Unit Secretary: The Unit Secretary performs clerical and administrative duties.

Correctional Officer: The Correctional Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities within the institution. Unit Officers are in regular contact with inmates in units and routinely share information with the Unit Team. During his/her assignment, Unit Officers are jointly supervised by the Unit Manager and the Captain.

INTRODUCTION

The purpose of this handbook is to provide incoming inmates to the USP-2, with general information regarding the institution and the rules and regulations inmates will encounter during confinement. More detailed information on the policies and regulations may be obtained by referring to Bureau of Prisons (BOP) Program Statements and Institution Supplements, available in the Law Library or by consulting a member of your Unit Team. In the event any information in this handbook conflicts with BOP Program Statements or Institution Supplements, the policies and regulations set out in the BOP Program Statements will prevail. Information specific to USP-2 Coleman will be made available during the institution's Admission and Orientation program. This material will help new inmates understand what they will encounter when they enter prison, and assist them in their initial adjustment to institution life.

You are expected to conduct yourself as a gentleman, to be courteous to other inmates, to respect authority, to obey all institution regulations, and to follow instructions of all staff members.

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

Intake and Orientation: Upon arrival, inmates are screened by case management, medical, and psychology services staff. Inmates are immediately provided with a copy of the institution's rules and regulations, which includes information on inmate rights and responsibilities.

Within seven days of your assignment to a Unit, you will complete the Unit portion of the Admission and Orientation (A&O) Program. You will meet with the Unit Manager, Counselor and Case Manager for a review of Unit procedures and expectations. The Unit Rules and Regulations are posted on the unit bulletin boards and should be reviewed immediately upon

your arrival in the unit.

Within four weeks of your arrival, you will be placed on callout to attend the Institution portion of the A&O Program. You will hear lectures by the Warden and representatives of all the departments. You will be provided with information concerning the operation of each department at this facility. At the end of the A&O Program, you will be assigned to a work assignment.

Access to Unit Staff: All Bureau of Prisons' institutions are organized into a unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The unit staff offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes the Unit Manager, one or more Case Managers, one or more Counselors, and one Unit Secretary. The Staff Psychologist, Education Advisor, and Unit Officer also are considered to be unit staff, and may participate on the Unit Team.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest are appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution weekdays from 6:00am to 9:00pm, and 6:00am to 4:00pm on weekends and holidays.

Call-outs and Daily Changes: Call-outs and Daily Changes for the following day are made available each evening in the housing units. It is your responsibility to check these lists daily and report to your call-out assignment at the scheduled time. Failure to comply with this requirement will result in disciplinary action. Daily changes for classification decisions such as bed changes and work detail changes are also available.

Schedule of Unit Activities and Unit Based Programs: (Step 3.8.1) A Schedule of Unit Activities and Programs is posted on each unit bulletin board throughout the institution to inform you of that particular unit's unit based activities and programs developed and implemented by the Unit Manager.

Provisions for Housing Disabled Inmates: (Step 3.8.1b) For those inmates that have disabilities, see your unit managers for any housing or other needs you feel are necessary.

Articles for Hygiene: (Step 3.8.1e) Any inmate who is need of hygiene items, see your unit team within the unit you are staying.

Program Reviews: Ordinarily, inmates attend a Program Review meeting with their Unit Team every 180 days. These are held by the Unit Team to review classification, work assignment, educational goals, institutional adjustment, etc. In all units, pre-release programming will be emphasized and staff will address concerns about readjustment, current community issues, and educational/vocational opportunities. Family and/or legal representatives should direct questions regarding transfers to the Designation and Sentence Computation Center at: U.S. Armed Forces Reserve Complex, 346 Marine Forces Drive, Grand Prairie, Texas, 75051.

Unscheduled Program Reviews: (Step 1.5.4) Inmates are to submit an Inmate Request to a Staff Member to request an unscheduled review. Inmates must detail the reason for an unscheduled review (i.e., prior to parole hearing, compassionate release, sentence reduction,

clemency, pardon, etc.). Once submitted, with the approval of the Unit Manager, an unscheduled review can be conducted. If approved, the inmate will be given 48 hours notice of the requested unscheduled review.

Inmate Request to Review Central File: (Step 1.5.4) An inmate who wishes to review his Central File shall submit a request in writing to his/her Case Manager via an Inmate Request to Staff Member. Once the request has been submitted, the respective Case Manager will arrange for the inmate to review his/her file within 15 working days of receipt of that request.

Team Participation in Parole Hearings: The Case Manager prepares Progress Reports with input from the Unit Team, and compiles other information in the inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies.

The inmate's Case Manager will ordinarily be present at the inmate's Parole Hearing. The Case Manager's function at the hearing is to assist the Parole examiners, not as a staff representative for the inmate.

Treaty Transfers for Non-U.S. Inmates: Inmates who are not U.S. citizens may be eligible to serve the remainder of their sentence in their home country. This may be possible for inmates whose country has a formal prisoner exchange treaty with the United States. The Unit Team is the source of information about these transfers.

Consular Visits: (Step 2.2.2) Once the institution is notified of a consular representative's request to visit with inmates from their respective country, all inmates from that country are placed on the Call-Out to a predetermined area (normally the visiting room) to visit.

Access to Diplomatic Representative: (Step 2.2.2) Each of the Units have a memorandum posted on the unit bulletin boards listing the consulates' addresses and phone numbers. If you do not see your consulate listed, contact your case manager who has a detailed listing.

Inmate Savings Account: (Step 1.5.6) The institution has established a relationship with First Bank for inmates who wish to establish savings accounts. An inmate will contact his Unit Team to begin the process of starting an account.

DAILY INMATE LIFE

Sanitation: It is the inmate's responsibility to check his living area immediately after being assigned and to report all damage to the Correctional Officer, Case Manager, or Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making his bed in accordance with regulations prior to work call everyday (including weekends and holidays when he leaves the area). Each inmate is responsible for sweeping, mopping, removing trash, and cleaning his personal living area. Cardboard boxes and other paper containers are not to be used for storage, due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean.

Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution. Inmates may purchase name brand items through the commissary. Linen and laundry exchange is based on the inmate's register number and will be the same day as his authorized commissary shopping day. A schedule will be posted in each housing unit.

Personal Property Limits: Items which may be retained by an inmate are limited for sanitation and security reasons. Excess personal property should not be accumulated as it would constitute a fire hazard or impair staff searches of the living area. All property will be stored in the inmates assigned wall locker. No property will be stored underneath the bed or on top of the wall locker.

Storage Space: Storage space in living units consists of an individual locker. Locks may be purchased in the institution commissary. Limited space may also be available under the bed for shoes. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become fire, sanitation, security, or housekeeping hazards.

Clothing: Civilian clothing of any type is not authorized in this institution. All clothing except socks will be stamped with a bin number and neatly stored in the individual locker. A limited number of personal sweatshirts and sweat pants may be permitted. Individual wash cloths and towels are issued to inmates. Footwear is limited to; one (1) pair of safety shoes, one (1) pair of shower slippers, and one (1) pair of tennis shoes (maximum).

Special Purchase Items: Special purchase items will be authorized only to the point where they can be contained in the inmate's individual locker.

Legal Materials: Inmates are allowed to maintain legal materials and supplies, not to exceed what can be stored in their locker. Grey legal bins are available from the Unit Team to store an excess of legal material needed for a current or active cases. These bins may be stored neatly underneath the bottom bunk. These bins are not to be used for storage of personal property.

Hobby Craft Materials: Inmates are permitted to have a reasonable amount of knitting and drawing supplies in their assigned cells. All hobby craft items must be stored in the inmates's locker. Completed hobby craft work must be mailed after completion by the Recreation Department.

Commissary Items: The total value of an inmate's accumulated commissary items (excluding special purchases) will normally be limited to the monthly spending limitation, and no more than can be stored appropriately in the space designated.

Food Storage: Food items left open create a health hazard. All food items must be properly sealed at all times and stored in the inmate's locker.

Letters, Books, Photographs, Newspapers, and Magazines: An inmate will be limited in the number of books, newspapers, and magazines that can be stored in the locker provided in each room. Nothing is to be tacked, stapled, or taped to any surface in an inmate's assigned cell.

Radios and Watches: An inmate may not own or possess more than one (1) approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts and unaltered etchings, is required. Radios and watches may not have value exceeding the established limits. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's register number. Only walkman-type radios are permitted and headphones are required at all times. Inmates may not give any items of value to another inmate, i.e., radio, watch, sneakers, or commissary items.

Jewelry: Inmates may have a plain wedding band without stones and an approved religious medal.

Housing Unit Rules: Unit Officers and Correctional Counselors inspect cells daily. Unit Rules and Regulations are posted on the inmate bulletin boards in each unit. Typical rules include:

- ✓ No items are to be taped or posted on the walls.
- ✓ If the cell is not acceptable, corrective action, including incident reports, can be expected.
- ✓ When inmates are not present in their cell, the door will be closed.
- ✓ Each inmate is responsible for the cleaning and sanitation of his cell.
- ✓ Unit Orderlies ordinarily work 35 hours per week and are responsible for the unit sanitation. However, everyone is responsible to clean up after themselves.
- ✓ Beds will be made each weekday by 7:30am. On weekends, beds will be made whenever inmates are awake or gone from the room. At no time will a mattress be removed from a bunk and placed on the floor.
- ✓ Showers will be closed between 8:00am - 4:00pm with the exception of one shower open on each side of the unit (Monday - Friday).
- ✓ Inter-unit visitation is not allowed. Inter-cell visitation is allowed in the units with the door open. Three (3) inmates, including the cell occupant(s), are allowed in a room except during counts.
- ✓ Safety shoes must be worn in designated work areas. This does not include personal tennis shoes. Shoes or sneakers are to be worn in the Dining Room area. Shower shoes are prohibited in the Dining Room.
- ✓ Unit televisions may be viewed according to posted schedules in the unit.
- ✓ Inmates may play cards and approved games during established hours, providing appropriate noise levels are maintained.

Smoking Policy: USP-2 Coleman is a tobacco free institution. Smoking is prohibited throughout USP-2 Coleman. The use of any and all tobacco products is strictly prohibited.

Wake-up: General wake-up for all inmates is 6:00am. The Lieutenant calls the unit to breakfast on the basis of a rotating schedule. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast.

Dress Code: Hats are not to be worn inside the Inmate Dining Room or in the corridors. The only exceptions are approved religious head-wear and Food Service workers who are required to wear head-wear. Hats are not to be worn inside with the exception of the housing units.

Appropriate inmate dress for the breakfast and noon meals during institution work days will be institution issue pants, shirt, sweat shirt, and approved work shoes. The institution work jacket will be the approved outer garment for these meals. Approved personal shoes may be worn by inmates in off-duty status. During the breakfast and evening meals and on weekends and holidays, approved leisure time personal clothing may be worn in the dining room. Sleeveless tops may not be worn in the dining room at any time.

NOTE: Proper dress attire - All inmates are required to maintain their personal appearance. Shirts are required to be tucked into their pants Monday-Friday, 7:30 am to 4:00 pm.

BUSINESS OFFICE AND INMATE SERVICES

Commissary: The Commissary is located in the Main corridor between Main 3 and 4, and is operated for the benefit of inmates. Inmates having funds in their accounts will be permitted to spend up to \$290.00 per month for a variety of articles, including candy, cookies, ice cream, instant coffee, and toiletries . These articles may be kept in your room within the housing unit in reasonable amounts. Stamps and Inmate Telephone System (ITS) credits will not affect the spending limits. The date the monthly spending limitation will be revalidated is posted on the commissary bulletin board.

The Commissary will be open for sales as follows:

Monday - Thursday- 1:00 p.m. to 3:30 p.m. and after the 4:00 p.m. count to 8:30 p.m.

Inmates in Special Housing Units (SHU) will shop bi-weekly on Tuesdays with delivery on Wednesdays from 11:00 a.m. to 12:30 p.m.

Last Call for the Commissary will be at 6:30 p.m. Forty-five minutes after the announcement has been made, the Commissary will stop accepting Commissary lists. Anyone not responding after their name has been called three times will forfeit their turn to shop, and will not be allowed to shop until the following week.

All account balances can be checked from the AIMS machine located outside the commissary. A personal identification number (PIN) will be issued to you for access to this machine.

Over-the-counter medication may be purchased daily during the regular Commissary sales hours.

Sales are considered final after the inmate accepts the item(s), signs the sales receipt, and leaves the sales windows. The commissary does not warranty any merchandise that is sold in the commissary; however, we will return defective warranty items to the manufacturer at the inmate's expense. The following procedures will be enforced when mailing out warranty items:

1. Outside party payment will not be allowed to cover replacement of warranty merchandise.
2. You will not be allowed to request an upgrade on your defective merchandise.
3. Inmates will not be allowed to mail out merchandise that is no longer within the warranty period.
4. All merchandise components will be included in the box. If for some reason the parts are not included, Commissary staff will not authorize you to ship out your warranty item.
5. The original and one copy of the sales receipt are needed for all warranty repairs except for Koss headphones.

6. All tennis shoes purchased from the Commissary will be sent to our vendor, Athletic Styles, for warranty repair.

INMATE TELEPHONE AND RECORDING SYSTEM- TRUFONE

Upon arrival at USP-2 Coleman , each inmate will be provided with a copy of the TRUFONE Guide and a copy of the Telephone Request Form. Inmates may request up to 30 numbers be put into the phone system. Once the inmate completes the request form he must turn it in to the Unit Counselor for approval. Once the Unit Counselor approves the list, it will be turned in to the ITS Supervisor to input the numbers into the phone system. Inmate may only add and delete numbers once a month.

All inmates will be given a Phone Access Code (PAC). This code will be established for newly committed inmates upon arrival. The access code will be provided to the inmate by the Unit Counselor upon entry of the inmate's telephone numbers into the TRUFONE system.

- A. If it has been determined that negligence on the part of the inmate has compromised his PAC number, the inmate will have to pay a fee of \$5.00 to help defray the cost of establishing a new PAC number.
- B. An account statement report of telephone charges are available for any 30-day period within the past year upon a payment of \$3.00 fee for each 30-day period.

Inmates may transfer funds from their commissary account to their inmate telephone account via the telephone system during the time period in which the telephones are operable. You will not be able to place a debit call if you do not have enough money in your phone account to place a minimum of a three minute call. Inmates should make every effort to expend all telephone credits before being released. Collect calls can be made to the numbers on your approved phone list. If the party you are calling can not receive collect calls they may contact Value Added Communication (VAC) at 1-800-913-6097 domestic and 972-367-0070 International to set-up a prepaid account.

- C. All calls will be limited to 15 minutes. At the end of 14 minutes a tone will warn the caller there is only one minute remaining in the call. After fifteen minutes, the call will automatically be disconnected. There is a thirty (30) minute waiting period between each telephone call.

The use of third-party billing and electronic transfer of a call to a third party on the Inmate Telephone and Recording System (TRUFONE) is not permitted. Any inmate in violation of this regulation is subject to disciplinary action.

- D. Inmates may not place calls to telephone numbers for which all the actual expenses for the call cannot be directly and immediately deducted from the inmate's account. Examples include telephone calls to 1-800, 1-900, 1-976, 1-888, or to credit card access numbers.

Inmates will be allowed to update their telephone numbers one time per month. The TRUFONE system will track the number of changes an inmate has requested to their calling list to prevent further changes within the same month. The allowable updated numbers will be processed within five working days.

Clothing Issue: Clothing issue hours of operation:

Monday - Friday 6:00 a.m. until 7:30 a.m.
 11:00 a.m. until 12:30 p.m.

- A. Daily Service: In their numbered laundry bag, inmates must place t-shirts, undershorts, socks, etc., in the laundry cart marked “Whites” and their uniform (pants and shirts) in the laundry cart marked “Shirts & Pants.” Numbered laundry bags may be picked up from assigned clothing bins between the hours of 11:00 a.m. and 12:00 p.m. Personal hygiene item such as toothpaste, toothbrushes, soap, and razor blades will be issued in the housing areas by Unit Team. To obtain replacement clothing, repairs, and alterations, a Request to Staff Member form must be submitted to the Clothing Issue Officer.
- B. Weekly Service: Sheets, pillowcases, and blankets may be exchanged on a one-for-one basis, once a week. Linen exchange will be from 6:00 a.m. to 7:00 a.m., Monday, Wednesday, and Friday. No exchange will take place at any other time. The schedule for exchange will be posted inside the clothing issue department. If a holiday falls on a particular units’ linen exchange day, linens will be exchanged on the workday preceding the holiday.

The Clothing Issue Department will not provide services for inmates’ personal property. Washers and dryers are provided in each housing unit for personal clothing and for those inmates who do not wish to use the institution Clothing Issue Department services. Inmates are expected to maintain their initial issue of T-shirts, boxers, briefs, socks, towels, wash cloths, visiting shoes, and laundry bags for a minimum of nine months.

Deposits to Accounts: All funds being sent to inmates at the Federal Correctional Complex (FCC), Coleman, Florida, must be sent to the National Lockbox location/or Western Union Quick Collect at the following addresses:

Federal Bureau of Prisons
Inmate Name (Committed Name - NO NICK NAMES)
Inmate Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001

Western Union
Inmate Name (Committed Name - NO NICK NAMES)
Inmate Register Number
City Code: FBOP
State Code: DC

The institution mail room at FCC Coleman will no longer accept funds received from outside the institution. Any funds received will be returned to the sender with specific directions on how to send the funds to the national Lockbox. The national Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Personal correspondence must be mailed directly to the Bureau of Prisons’ institution where the inmate is housed.

Commissary Fund Withdrawals: A form is utilized by the institution for the withdrawal of inmate funds from Inmate Trust Fund accounts. Unit Managers can approve withdrawals from the trust fund account up to and including \$250.00. Only the Associate Warden can approve withdrawals exceeding \$250.00. Withdrawals for leisure time items are approved by the Assistant Supervisor of Education.

SECURITY PROCEDURES

Counts: Counts are conducted at 12:01am, 3:00am, 5:00am, 4:00pm and 10:00pm. These counts are conducted on a daily basis. On weekend days and holidays there is an additional count at 10:00am. The 4:00pm and 10:00am counts are a stand-up counts. All inmates will be standing beside their bunk or in a designated area for these counts. Inmates must be actually seen or visible at all counts, even if the inmate must be awakened. There will be no talking or noise of any kind in your living area until the count is cleared.

Lock-down: Lock-down in housing units is at 10:00pm. There will be no television viewing after 10:00pm unless approved by the Warden.

Controlled Movement: Inmate movement throughout the institution is regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly. Movements are 10 minutes in duration. When staff begin the move and end the move, an announcement will be given over the loud speakers. Move only to authorized areas, i.e., work, education, recreation, assigned units, etc. Inmates found in areas in which they are not authorized are subject to disciplinary action. Hourly controlled movements will generally begin on the half-hour and will end ten (10) minutes later.

Call-Outs: Call-outs are a scheduling system for appointments (which include Health Services, Dental, Education, team meetings and other activities) which are posted each day and located at the officer's station after 4:00pm, on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept.

Unit Access Buttons: Access buttons are authorized for staff use only. Your use of the buttons will result in disciplinary action.

Duress Alarms: All cells within the institution are equipped with a duress button. This button is to be used ONLY in the event of an emergency. Abuse of duress alarms will be treated as a violation of code 208 (Tampering with a Security Device).

Contraband: Contraband is defined as any item not authorized or issued by the institution, not received through approved channels, or not purchased through the Commissary. Each inmate is responsible for all items found in his assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. Any altered item is considered

contraband. Altering or damaging government property is subject to disciplinary action.

Shakedowns: Staff members may search an inmate's cell/work area to ensure contraband is not present. Searches are unannounced and random. An inmate will not be present during a shakedown of his cell/work area.

Drug Surveillance: USP-2 Coleman operates a drug surveillance program that includes mandatory and random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, the inmate will be subject to disciplinary action.

Alcohol Detection: A program for alcohol surveillance is in effect at USP-2 Coleman. Random samples of the inmate population are tested on a routine basis. Inmates who refuse to submit to the test or who have a positive test result will be subject to disciplinary action.

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

PROGRAMS AND SERVICES

Work Assignments: All inmates are required to maintain a regular work assignment. Many work assignments are controlled through a performance pay system, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. The Counselor approves work changes and sees they are posted on the Daily Change Sheet.

Food Service: The Food Service Administrator is responsible for planning, controlling, directing, and evaluating food service operations; training food service staff and inmate food service workers; managing budget resources; establishing standards of sanitation, safety, and security; developing nutritionally adequate menus and evaluating inmate acceptance; developing specifications for the procurement of food, equipment, and supplies; and establishing training programs to ensure operational efficiency and a quality food service program.

Food Service program objectives are to provide inmates with nutritionally adequate meals which are properly prepared and attractively served. Inmates assigned to the Food Service department will be provided opportunities to acquire skills and abilities that may assist in obtaining employment after release. Inmates will be provided with accurate nutritional information that enables them to determine and establish healthy eating habits that may enhance their quality of life.

Meal Service:

Breakfast

Monday through Friday 5:45 am for Food Service Workers 6:15am - 7:00am for General Population

Lunch

Monday through Friday 10:00 am for Food Service Workers 10:30am - 12:00pm for General Population

Dinner

Monday through Friday 3:30 pm for Food Service Workers After 4:00pm Count is cleared for General Population

Weekend Schedule

Coffee Hour 7:00am to 8:00 am

Brunch Meal 10:30am to 12:00pm

Dinner Meal 3:30pm for Food Service Workers
After 4:00pm Count is cleared for General Population

Food Service Work Assignments: Inmate workers perform all tasks within the department while under the supervision of the Cook Supervisors. Their skills and abilities have a direct impact on the quality of the food service program. All inmates are encouraged to work in Food Service to gain a basic knowledge of operations and to understand the efforts expended by food service workers to provide a quality program. The Food Service department is always in need of experienced cooks and bakers, but also employs workers for the dish room, dining room, and sanitation. The only requirement is that the inmate has had a satisfactory Food Handler Exam within ninety days of assignment. Inmates interested in a Food Service assignment must submit a request to the Assistant Food Service Administrator indicating their interests. All applicants will be thoroughly screened to determine suitability for assignment in Food Service.

Medical Diets: Medical diets are provided through mainline selection. Heart Healthy menus are utilized to accommodate sodium, calorie, and cholesterol health issues. Nutritional information is posted on the nutritional cards on the serving line and additional information is available in the dining room. Any specific dietary questions or concerns should be directed to Food Service staff.

Communication: It is very important that good communication is established between the Food Service department and the inmate population. If you have a concern regarding Food Service, let the Food Service staff know so your concern may be addressed. Inmates' comments on meals are important so suggestions for new menu items can be evaluated for future menus.

DINING ROOM REGULATIONS

- ✓ **Boisterous conduct is not tolerated.**
- ✓ **No loitering. You are expected to leave the Dining Room when you finish your meal.**
- ✓ **Dining Room attire: See Institution Supplement on inmate dress code.**
- ✓ **Normally the entree and dessert are the only rationed items. You are encouraged to try not to waste any food items.**
- ✓ **If you have a problem on the line, bring it to the attention of staff.**
- ✓ **Absolutely no food items are to be taken from the dining room.**

- ✓ **When obtaining foods from the serving line, and beverage bar, use care to avoid spills. If a spill occurs, notify Food Service personnel immediately.**
- ✓ **When you are finished eating, take your tray and eating utensils to the dish room window. Deposit forks, knives, and spoons in the slot just below the window.**
- ✓ **If you drop anything pick it up and throw it in the trash.**
- ✓ **All inmates must have their ID to receive a meal.**

EDUCATION PROGRAMS

The Education Department at USP-2 Coleman is under the direct supervision of the Assistant Supervisor of Education. The department offers a wide variety of academic, social, and vocational training programs. These programs allow students to pursue training career options and lifestyle enhancement that will benefit them in various areas of their lives while incarcerated and upon release.

The following programs are available:

Literacy Program: The Literacy Program (GED standard) is provided for inmates who do not have a high school diploma or a General Educational Development diploma (GED). This is a mandatory class for inmates sentenced under VCCLEA/PLRA. GED classes are offered in both English and Spanish and are structured to provide individualized instruction with open entry and exit to allow each inmate to progress at their own pace.

Inmates sentenced under VCCLEA or PLRA who do not have a high school or GED diploma:

- must be enrolled and making satisfactory progress in the GED program in order to vest their good conduct time (VCCLEA) or to earn the maximum allowable good conduct time (PLRA.)
- who are exempt from attending GED class based on a deportation detainer must enroll in GED or ESL in order to vest/earn their good conduct time.
- who have completed the mandatory period of enrollment must remain enrolled or re-enroll to vest/earn their good conduct time.
- who are found guilty of incident reports related to the literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS and will not vest/earn their good conduct time.
- who receive an assignment of a GED UNSATISFACTORY PROGRESS will be required to complete 240 hours of program enrollment before they can be changed back to a GED SATISFACTORY PROGRESS assignment. Inmates with an UNSATISFACTORY progress assignment will not vest/earn their good conduct time while the UNSATISFACTORY assignment exists.
- who are in a GED need status and that do not have a GED SATISFACTORY progress assignment will be restricted to a pay grade 4 in their work assignment.

English as a Second Language (ESL): Non-native speakers of English will receive an interview upon entry into the institution for needs assessment. They will then be assigned to an English as a Second Language class. These classes are also individualized and focus on reaching

proficiency in speaking and reading the English language. Completion time for these programs is contingent upon the student and his active participation.

Achievement Incentives: Students who complete the GED exam are awarded \$25, which is added to their commissary accounts, and an opportunity to participate in a graduation ceremony. Edible items may be provided as incentives for achievement at functional levels of the literacy programs, including completion of Basic GED with a movement to the pre-GED and completion of pre-GED with movement to the GED class. Students who successfully complete the ESL program will be awarded \$25, which is added to their commissary account. Students receiving a Student-of-the-Month award will receive a \$5 cash award. | | | |

Vocational Training: A variety of vocational training programs are offered for inmates to enhance their possibilities of employment upon release to the community. Inmates with a GED or high school diploma may attend the computer based word processing class, custodial maintenance, and/or a comprehensive culinary arts program. The pre-industrial classes in manufacturing are offered to help inmates earn certification in apprenticeship programs.

Adult Continuing Education: The purpose of the Adult Continuing Education Program is to offer classes which will enhance an inmate's job skills, general knowledge, and life skills. These classes are generally held during the afternoon and evening hours and include Business, Spanish, Commercial Driver's License, Creative Writing, and Public Speaking. Other classes will be offered upon availability and interest.

Parenting Program: The Parenting Program was established to provide parents with information and counseling through directed classes on how to enhance their relationship with their children even while incarcerated.

Pre-Release Programming, Employment and Personal Finance Skills: The Employment and Personal Finance Skills portion of the Pre-Release Program is designed to assist inmates in preparing to obtain employment upon release. Inmates will be given aid in developing plans for their job search. These programs offer classes and informational seminars concerning resume writing, job search skills, and personal finance. Mock Job Fairs are conducted regularly to provide real world experiences in preparing for job interviews and other activities related to job searching.

Law and Leisure Library: Typewriters and photocopiers are available in the department and inmates with legal work will have priority. Leisure books may be checked out of the library. Newspapers, magazines, and all law books must remain in the libraries and cannot be checked out.

Hours of operation are:
Mon-Thur: 8:00 am to 8:00 pm
Fri: 8:00 am to 3:30 pm
Sat: 7:30 am to 3:30 pm*
holidays: closed

*Inmates can request to be placed on out-count status on Saturdays during the noon meal for leisure library purposes only. Procedures for requesting such status are posted in the department.

RECREATION DEPARTMENT

Hours of operation:

WEEKDAYS & HOLIDAYS WEEKENDS

Recreation Yard Hours:

6:00am	10:30am		7:00am	9:30am
11:00am	12:30pm		11:00am	3:30pm
1:30pm	3:30pm			
4:30pm	Dusk		4:30pm	Dusk

Leisure Center/ Hobby Craft Areas:

WEEKDAYS		WEEKENDS	
1:30pm	3:30pm	7:00am	9:30pm
4:30pm	8:00pm	12:30pm	3:30pm
		4:30pm	8:00pm

Recreation Department Facilities:

Recreation Yard:

- (5) Basketball Courts
- (2) Bocce Courts
- (2) Horse Areas
- (6) Handball/Racquetball Courts
- (1) Softball Field, Jogging Track, Soccer/ Flag Football Field

Leisure Center:

Leisure Center: The Leisure center consists of a leather room, art room, wellness room, and TV's. All tv's will be set to sports programming, movie, one Spanish tv station, and one news station (usually CNN or Headline News).

Music Center: The music center consists of three band rooms, two practice rooms, and a variety of musical instruments. The music center is open daily from 1:30 pm to 3:30 pm and again from 4:30 pm to 8:00 pm.

Card and Games Room: The card and game room is set up with tables and chairs and a variety of games such as backgammon, cards, checkers, chess, dominoes, Risk, Scrabble, and Uno. Table games include foosball and ping pong.

Fitness Area: The fitness area is set up with Spinning Bikes, Treadmills, Elliptical Machines, Rowing Machines, Step machines, and sit-up boards. Note: Outside Patio Area has the same Fitness equipment available

Recreation Programs:

Leagues: Leagues involving physical abilities will be organized, with awards given to the first and second place finishers for all leagues sponsored by the Recreation department.

- League A: Will be a competitive league.
- League B: Will be an intermediate league.
- League C: Will be an "over 40" league.

Classes: The Recreation Department offers classes in the following areas:

<u>Hobby craft</u>	<u>Music Theory</u>	<u>Physical Education</u>
Art	Drums	Wellness
Leather	Piano	Wellness Library
Crochet	Classical	Referee/Umpire
Model Car	Saxophone	

Holiday Activities: Throughout the calendar year, the Recreation department will sponsor contests and tournaments on all recognized federal holidays. Prize bags (edibles) will be awarded as prizes for first place winners. Each and every inmate is eligible and invited to participate in the scheduled activities. Holiday activity schedules will be posted on all unit bulletin boards prior to the event. Participants are encouraged to sign-up the day of the event, during the time announced, for all holiday activities. Recognized federal holidays are:

- | | |
|--------------------------|------------------|
| New Years Day | Labor Day |
| Martin Luther King's Day | Columbus Day |
| Presidents' Day | Veterans' Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Christmas Day |

General Rules for Recreation:

- Work boots are not allowed in the recreations areas (except as noted below).
- Work boots are required when repairing equipment.
- No food service uniforms are allowed in the recreation areas.
- No unauthorized inmates are permitted in the hobby craft and music rooms

PSYCHOLOGY PROGRAMS

In Psychology Services there are clinical psychologists who provide assessment and treatment for problems such as depression, anxiety, and interpersonal issues. Treatment is offered through individual and group psychotherapy, as well as several self-help programs which utilize self-help books.

This department also offers Drug Abuse Education, Non-Residential Drug Abuse Treatment, Residential CHALLENGE Program (J-1 Unit) , and referrals to the Residential Drug Abuse program.

Consultations with psychiatrists are arranged through Psychology and Medical Services staff to meet the needs of inmates who may require their services.

Psychology Services: All inmates will be screened by Psychology Services staff during the institution's Admission and Orientation (A&O) Program. Screening includes an individual interview. Psychologists are available for individual and/or group psychotherapy as needed. Inmates interested in services can submit an Inmate Request to Staff Member (Cop-out) to Psychology Services. Mental health services are offered in the areas of drug and alcohol abuse, as well as for other behavioral or emotional problems, sexual assault prevention, and the Challenge Program.

The Prison Rape Elimination Act (PREA) of 2003 was established to protect all inmates within the correctional setting. The Bureau of Prisons has a **ZERO** tolerance policy involving any sexual misconduct, and any violation of this needs to be reported to the nearest staff member immediately.

RELIGIOUS SERVICES

The Supervisory Chaplain is responsible for the establishment and operation of religious programs. The Chaplains are responsible for conducting religious services for their religious community, and coordinating religious services on an equitable basis for all religious groups which are authorized to meet at USP-2 Coleman.

Religious Services offers a wide range of religious programs for inmates. Chaplains are available for pastoral care, counseling, or other professional services. In addition to the Chaplains on staff, programs and services are supported by outside volunteers. Religious Services provides fair and equitable treatment of all faith groups. Therefore, cooperation and understanding among the different faith groups is a necessary standard maintained at all times.

Services: All regularly scheduled services, as well as all one-time or special services with outside volunteers, are open to all inmates. A current copy of the Religious Services schedule will be posted in the Chapel hallway, as well as in the housing units. Special services will be announced and posters will generally be placed in the Chapel hallway, as well as in the units. Services which take place during work hours will require that you be placed on the Call-Out (Jumah prayer, etc.). To be placed on the Call-Out, submit a written request to the Chaplain.

Closed Religious Observances: The only services which are not open to the population are liturgical meals, days of work proscription, and fasts. To participate in these religious activities, a written request must be given to the Chaplain in a timely manner (ordinarily at least 60 days prior to the event).

Confidentiality: Staff chaplains are available to meet with you individually for a variety of needs. Some of the reasons you may choose to speak to a Chaplain are:

- a) Difficulty adjusting to incarceration;
- b) Personal problems;
- c) Religious questions or problems;
- d) Relationship issues: with family, with other inmates, or with any other person.

The conversation between an inmate and a Chaplain may be requested to be kept confidential, unless the nature of the conversation demonstrates you may be a risk to yourself, another inmate, or a staff member, or that you may attempt an escape.

Religious Property: Personal religious property may be ordered through a Special Purchase Order (SPO). Personal religious property will NOT be authorized to come from home. Religious items for personal use must be requested and approved by the Chaplain. Items for the faith communities will be purchased by and maintained in the Religious Services Department.

Religious Diets: The Religious Alternative Diet program is the only religious diet offered. In order to be placed on the Religious Alternative Diet, inmate must complete an interview with the Chaplain and be approved. Religious books, audio tapes, and video are available for group or personal use. An individual may NOT view video tapes when he is expected to be at his work detail.

Religious Resources: Religious books, audio tapes, and video tapes are available for group or personal use. An individual may NOT view video tapes when he is expected to be at his work detail. Inmates are encouraged to view the tapes and read the religious material available. To view video tapes, each person needs to bring their Commissary card and a set of headphones.

Emergency Notification: In the event of an immediate member of the inmate's family is taken to the hospital or dies, a member of the inmate's family should know the procedure for the inmate to receive notification. The family should know the following information when they call to report such an incident: inmate's register number, the name of the individual involved, and the name of the hospital or funeral home with phone number. This information will be verified before the inmate is notified. Once the emergency has been verified, the inmate may be given a call to his family by the Chaplain.

Religious (Clergy) Visits: A request for a visit from an individual religious leader (clergy) may be made in cases where the individual religious leader was known prior to incarceration. In order for a clergy visit to occur, a written request should be made at least two weeks prior to the possible visit date. The visit will normally take place during regular visiting hours, but differs from a regular visit in that: 1) it is not affected by the even/odd visiting schedule ; 2) the inmate may be afforded a brief period of time in the attorney/client room for conducting a religious rite.

It is the Chaplains' hope they may assist in an inmate's spiritual growth and development. The Chaplains hope inmates will make the most of their opportunities by attending services and pursuing their own spiritual life.

For more information read Program statement 5360.09 or Complex Supplement 5360.09.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

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

The inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, he cannot work for UNICOR, nor receive performance pay above the maintenance pay level, and will be placed on a commissary spending restriction of \$25 per month.

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

HEALTH SERVICES

The Health Services Unit is available for sick-call, first-aid, emergency and routine treatment, and follow-up care provided by the Clinical Nurse, Mid-Level Practitioners, Staff Medical Officer, or the Clinical Director.

Sick-call: Sick-call sign up is from 6:30am to 7:00am, Monday, Tuesday, Thursday, and Friday. The inmate must present his ID card. The inmate will be given an appointment slip with the time and date he is to return. Only emergencies and scheduled appointments will be handled at other times.

Dental emergencies, eye examinations, and requests for glasses will be handled through a sick-call appointment.

Eyeglasses: Glasses, if needed, will be prescribed and ordered by Health Services. Delivery of the eyeglasses takes about 6 - 8 weeks. Standard eyeglasses, if prescribed, will be issued at no cost to the inmate. These "custom" frames must be purchased and paid for by the inmate. The necessary forms will be provided by the eye doctor. The BOP assumes no responsibility for the cost or repair of these "custom" eyeglasses.

Physical Examinations: Physical examinations will be conducted on Wednesday:

New Commitment- The inmate will be scheduled for a complete physical examination during his first 14 days at this institution, unless a physical examination has been conducted while he was in transit.

- | | |
|-------------------|--|
| Over age 50- | The inmate may request, via an Inmate Request to Staff Member form to the HSA, a complete physical each year after attaining the age of 50. This exam will include electrocardiogram, checking for glaucoma, and screening for colon cancer. |
| Under age 50- | The inmate may request, via an Inmate Request to Staff Member form to the HSA, a complete physical exam every two years. |
| Release physical- | The inmate may request, via an Inmate Request to Staff Member form to the Health Services Administrator (HSA) a complete physical prior to his release. The request should be sent approximately 90 days prior to the inmate's release date. |

Medical Records: The inmate may request copies of his Medical Records, via an Inmate Request to Staff Member form to Medical Records. Medical Records will place the inmate on call out when the records are ready to be picked up.

Dental sick-call : Dental sick-call is provided for patients who are experiencing emergencies. Dental emergencies are:

- ▶ Toothaches
- ▶ Swelling in the jaw or gums that is painful or distorting the face
- ▶ Traumatic wounds
- ▶ Complications from previous treatment and other conditions that, in the opinion of the examiner, require immediate attention.

Inmates are to sign up for emergency dental sick-call at Health Services during normal sick call hours.

Patients who require non-emergency dental care must submit an Inmate Request to Staff Member form asking for their name to be placed on the cleaning and/or routine care waiting list. Routine care includes cleaning, permanent fillings, and dentures.

Idle or Convalescence: 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 Convalescence status.

1. Idle - An inmate must remain in his quarters except to go to meals, medication line, religious services, approved visits, medical call-outs, sick-call, clothing exchange, and commissary on the scheduled night. The inmate is prohibited from participating in any recreational activities outside his quarters. In such cases when the idle slip is marked "bed rest", the inmate is restricted to his bed for medical reasons.

2. Convalescence - The inmate does not participate in any work assignment, but he is not restricted to his quarters. He may not participate in activities such as handball, baseball, football, softball, basketball, weight lifting, any organized sport, or other strenuous activity. He may engage in activities such as chess, checkers, and cards. If the inmate is enrolled in a school program, he must attend class unless specifically excused by written statement on the Convalescence form.

Medical Restriction: If medically indicated, an inmate will be placed on work/athletic restriction following his initial physical examination or upon discovery of a change in medical status (i.e., disease or injury).

Pharmacy: Medication lines are scheduled daily (seven days per week) during open yard movements at the following times:

6:00am - 6:30am 2:30pm - 3:00pm 5:30pm - 6:00pm

Non-restricted medication will normally be available for pick-up at 2:30pm. Inmates will be allowed to keep these medications in their possession **in their original labeled containers only**. Any medications that are found past the expiration date and/or not in the appropriate containers will be considered contraband. Non-restricted medications with prescribed refills available will be refilled if the refill form is completed and dropped off at the pharmacy refill box. These refill forms should be dropped off at the pharmacy refill box during the morning (6:00am) pill line. Refills will be available for pick-up during the 2:30pm - 3:00pm pill line **ONLY**. Refills are only provided Monday through Friday, excluding holidays. The inmate must present his ID card before picking up any medication.

Hospitalization: Inmates requiring hospitalization will be referred to a community hospital as appropriate. Request for redesignation of inmates requiring non-emergency inpatient medical care or long term chronic care will be forwarded to the Medical Designator, Central Office, for consideration. Visitation during an outside hospitalization is subject to approval by the Health Services Administrator, Captain, and Unit Manager .

Inmate Copayment Program: Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), the Federal Bureau of Prisons and USP-2 Coleman provide notice of the Inmate Copayment Program for health care effective October 3, 2005.

- A. **Application:** The Inmate Copayment 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 copay fees.

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C. below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C. below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

We will not charge a fee for:

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

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

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

- D. Indigency:** An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

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

Health Care Rights & Responsibilities

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

1. **Right** - You have the right to health care services, in accordance with the procedures of this facility. Health Services include medical sick call, dental sick call, and most support services. Normal Sick-Call Sign-up at this facility is held on Monday, Tuesday, Thursday, and Friday between 6:30am and 7:00am. Emergency health care services are available twenty-four hours each day and are accessed by contacting the correctional worker responsible for you.

Responsibility - You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

2. **Right** - You have the right to be offered the chance to obtain a Living Will (at your own expense), or to provide the Bureau of Prisons with Advance Directives that would provide the Bureau of Prisons with instructions, if you are admitted as the inpatient of a hospital.

Responsibility - You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

3. **Right** - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Responsibility - 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.

4. Right - You have the right to know the name and professional status of your health care providers.

Responsibility - You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

5. Right - You have the right to be treated with respect, consideration, and dignity.

Responsibility - You have the responsibility to treat staff in the same manner.

6. Right - You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.

Responsibility - You have the responsibility to keep this information confidential.

7. Right - You have the right to be examined in privacy.

Responsibility - You have the responsibility to comply with security procedures.

8. Right - You have the right to obtain copies of certain releasable portions of your health record.

Responsibility - You have the responsibility of being familiar with the current policy to obtain these records.

9. Right - You have the right to address any concern regarding your health care to any member of the institution staff including the physicians, the Health Services Administrator, the members of your Unit Team, and the Warden.

Responsibility - You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open house, or the accepted Inmate Grievance Procedures.

10. Right - You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

Responsibility - You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. Right - You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

Responsibility - You have the responsibility to eat healthy and not abuse or waste food or drink.

12. Right - You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year.)

Responsibility - You have the responsibility to notify medical staff that you wish to have an examination.

13. Right - You have the right to dental care as defined in Bureau of Prisons' policy to include preventative services, emergency care, and routine care.

Responsibility - You have the responsibility to maintain your oral hygiene and health.

14. Right - You have the right to a safe, clean, and healthy environment, including smoke-free living areas.

Responsibility - You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

15. Right - 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.

Responsibility - 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.

16. Right - You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

Responsibility - You have the responsibility to be truthful and not overstate your complaint of pain, and to adhere to the prescribed treatment plan.

INMATE SYSTEMS MANAGEMENT DEPARTMENT (ISM)

The Inmate Systems Management department is responsible for carrying out the duties related to the Records Office, Mail Room, and Receiving and Discharge (R&D.) The Case Management Coordinator manages the ISM department. The hours of operation are 7:30am to 4:00pm, Monday through Friday.

Records Office: All computations of sentences and determination of commitment and release dates are handled by the Designation and Sentence Computation Center located in Grand Prairie, Texas. Questions concerning sentence computations, placement of detainers and good time issues should be directed to the Records Office in the form of a cop-out or at Open House during the noon mainline .

The sentence computation data sheet is the official record of an inmate's sentence and provides a complete breakdown of his sentencing information. Among other information, this record provides the following:

Date sentenced	Length of sentence
Type of sentence	Date committed
Date computation began (date sentence began)	Credit for jail time
Parole eligibility date (if applicable)	Statutory release date (if applicable)
Full term date	Credit for good time (if applicable)

Jail Time: Jail credit is controlled by Title 18 USC 3568 for sentences prior to November 1, 1987, or 18 USC 3585 for CCCA guideline sentences, which states "the Attorney General shall give any such person credit toward service of his sentence for any days spent in custody in connection with the offense or act for which sentence was imposed." Jail time must be certified by all detaining authorities having custody at the particular time.

Statutory Good Time: Statutory Good Time (SGT) is controlled by Title 18 USC 4161 for offenses committed prior to November 1, 1987. The rate of SGT is determined by the length of sentence imposed.

Extra Good Time: Extra Good Time is controlled by Title 18 USC 4162 for offenses committed prior to November 1, 1987. The projected satisfaction date at the bottom of the sentence computation is the projected release date, giving credit for all extra good time available to earn, if you are in earning status. Extra good time is earned at the rate of 3 days per month for the first 12 months, and then at the rate of 5 days per month. All extra good time is prorated as to the number of days the inmate is in earning status.

Good Conduct Time: Good Conduct Time is controlled by Title 18 USC 3624(b). Good Conduct Time is applied to those sentenced after November 1, 1987, and affects sentencing under the Sentencing Reform Act (SRA), Violent Crime and Law Enforcement Act (VCCLEA) or Prisoner Litigation Reform Act (PLRA). Good Conduct Time in the amount of 54 days may be credited toward a sentence of one year and one day or more, excluding a term of life. Good Conduct Time is based on the time in custody that you actually serve. Good Conduct Time is vested or disallowed or forfeited, depending upon sentencing provisions.

The projected satisfaction date at the bottom of the sentence computation sheet is the projected release date giving credit for all Good Conduct Time which could be credited based on the time to be actually served on the sentence.

Detainers/Pending Charges: The Records Office is also responsible for documenting the receipt of detainers and assisting inmates in connection with procedures under the Interstate Agreement on Detainers Act. When a detainer is received, the notice of untried indictment, information, or complaint, and the right to request disposition will be prepared. Inmates will be scheduled to come to the Records Office for information and/or instructions on legal rights and proceedings. Procedures under the Interstate Agreement on Detainer Act apply only to untried indictments, information, or complaints. State parole violators or probation violators are not covered under these provisions.

Mailroom: The Mailroom processes all incoming/outgoing mail Monday - Friday. Mail is not processed on weekends or holidays. Mail depositories are located within each housing unit. All outgoing general mail will be placed, unsealed, in the depository. All mail addressed to the President and Vice President of the United States, the US Department of Justice, the Bureau of Prisons, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the United States Congress, Embassies and Consulates, Governors, State Attorney Generals, Directors of the State Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probations Commissions, State Probation Officers, other Federal/State Law Enforcement Officers, attorneys and representatives of

the news media, is brought to the Receiving and Discharge area during Special/Legal Mail open house and clearly marked as "Special Mail". Staff will inspect the contents and seal the correspondence in the presence of the inmate. These open house procedures are for Special/Legal mail purposes ONLY.

MAILING ADDRESS: (Name) (Registration #) (Unit)
Federal Correctional Complex- USP-2
PO BOX 1034
COLEMAN, FLORIDA 33521-0879

Inmates are cautioned that they are totally responsible for all the contents of their letters processed through the prisoner's mail box. Any violation of postal laws could result in charges against the inmate.

Mailroom staff will collect all outgoing general mail from the institution, Monday - Friday, excluding holidays. All mail must have a return address, including the following: name, register number, unit assignment, and Federal Correctional Complex, USP-2, PO BOX 1034, Coleman, Florida, 33521-1034. Outgoing general mail may NOT be sealed. Mail not properly addressed with the return address will not be processed and will be returned to sender for completion.

Staff will open and check all incoming mail for contraband. Legal/Special Mail which will be opened in the inmate's presence is mail from the President and Vice President of the United States, Attorneys, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including the U.S. Attorney's) other Federal Law Enforcement Offices, State Attorney Generals, Governors, U.S. Courts (including U.S. Probation Officers,) and State Courts, when the sender has been adequately identified on the envelope and the front of the envelope has been marked "Special Mail - Open only in the presence of the inmate" (or similar language.) It is the responsibility of the inmate to advise any attorney of this procedure. If not properly marked and identified as special mail, correspondence will be treated as general correspondence and opened and inspected. Clearly identified mail from the chambers of a judge or from a member of the United States Congress will not require the special mail marking, but will be processed as "Special Mail" and opened in the presence of the inmate.

Incoming or outgoing mail may be rejected for any of the following reasons:

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

Any nude photographs or materials, including magazines
Inmates cannot engage in any type of business and will be sanctioned for doing so.
Retention of any magazine or literature of a sexually explicit nature will not be allowed.

Additional mail restrictions may be found in the program statements governing mail and correspondence.

Outgoing Packages: Outgoing inmate packages, except hobby craft items, will be processed by Unit Management staff. Inmates wishing to mail personal property/packages must bring the unsealed package and the Request For Authorization to Mail Inmate Package to their Unit Counselor for mail preparation. Postage stamps required for mailing packages must be provided by the inmate. Upon completion for mailing, the Unit Counselor will deliver the Request For Authorization to Mail Inmate Package and the package to the Mailroom. Hobby craft packages will be processed for mailing by Recreation staff.

Incoming packages: A package is a bundle, usually of small or medium size, that is packed, padded, wrapped or boxed. An article, weighing 16 ounces or more, containing other than paper material or excessive paper materials, shall be considered a package and will require approval. All incoming packages must be authorized in advance unless otherwise approved under another Bureau policy. Package authorizations are accepted for release clothing only. Certain items within Health Services and Religious Services will be allowed package authorization. Inmates will need to check with those departments if they require specialty items. Packages that contain items such as magazines, special mail, paperback books, educational or legal materials do not require authorization if the package is marked with the words, Authorized by Bureau Policy or other such wording as reading material, books, magazines, legal material, etc. These markings assist mailroom staff to identify and process the material and avoid erroneous return(s).

Incoming Publications: Inmates may make arrangements to purchase newspapers or magazines or one of his correspondence may submit a subscription on his behalf. Inmates may receive hardcover books and newspapers only from the publisher, book club, or from a bookstore. Inmates should speak with their counselor to ascertain whether an individual issue or a publication is likely to be approved. Inmates may not maintain more than 5 books, 3 magazines, or 1 newspaper in their possession at one time.

Correspondence: With some exceptions, an inmate may write to anyone he chooses. Inmates may not write to inmates in state institutions, unless approval has been received from the Wardens of both institutions. Inmates may correspond with inmates in other federal institutions with the approval of Unit Managers at each institution. A copy of this approval must be on file in the mailroom in order for the inmate to receive his correspondence.

There is no limit to the number or length of letters an inmate may write or receive, but it is expected he will protect this privilege by keeping them to a reasonable amount. Inmates will not be permitted to seal outgoing correspondence.

Inmates may send correspondence by first class, priority, fourth class, registered, certified, or insured mail, and may request a return receipt by placing the required postage stamps on same.

Postage stamps, in different denominations, can be purchased through the inmate Commissary.

Postage for Indigent Inmates: (Step 3.5.1) An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided the postage stamps for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be made to the Unit Manager.

Receiving and Discharge (R&D): All commitments and discharges are processed in R&D. Photographs and fingerprints are taken for Bureau of Prisons and FBI use. All intake/discharge papers are completed in R&D.

Upon commitment to this institution, a personal ID card will be issued to inmates. This card must be produced when making a purchase from the commissary. Inmates are required to carry this card any time they are outside of their housing unit and to produce it to institution staff upon request. If the card is lost, you must notify staff immediately.

Inmates may address any concerns regarding R&D during Open House hours on Wednesdays and Fridays, from 11:00am until work call, in R&D.

VISITING (Step 1.2.3b)

Inmates are encouraged to have visits in order to maintain family and community ties. Visitors may be limited on an hourly or other allocation basis to ensure equitable access to visiting facilities.

Transportation: For your convenience, telephone numbers for taxi service in the Coleman area are provided:

Amtrak Train	800.258.7225
Mid State Limo/Taxi Service	352.748.2222
Mom's Taxi	352.793.3749
Greyhound Bus (Tavares)	352.343.4511
Greyhound Bus (Leesburg)	352.787.4782

Hotels: There are four hotels located in Sumter County

Best Western-Bushnell	352.793.5010
Days Inn-Wildwood	352.748.2000
Howard Johnson-Wildwood	352.748.3783
Red Carpet Inn-Wildwood	352.748.4488

Directions:

FCC Coleman is located approximately 50 miles Northwest of Orlando on the Florida Turnpike, 35 miles South of Ocala and 75 miles Northeast of Tampa on Interstate 75.

From North Jacksonville, Ocala, Gainesville: Take I-75 South to Exit 321-Sumterville, FL. Turn left after exiting on CR 470. Take CR 470 to Highway 301. Turn left onto Highway 301 North. Go less than one mile and turn right back onto CR 470. Follow the signs to the correctional facility.

From the Florida Turnpike North Bound: Exit the Turnpike at CR 470. Turn left on CR 470 and follow the signs to the correctional facility.

From the Florida Turnpike South Bound: Exit the Turnpike at CR 470. Turn right on CR 470 and follow the signs to the correctional facility.

From Miami: Take the Turnpike North Exit the Turnpike at CR 470. Turn left on CR 470 and follow the signs to the correctional facility.

From South Clermont, Haines City: Take Highway 27 to CR 48 which will turn into CR 470. Follow the signs to the correctional facility.

From Tampa: Take I-75 North to Exit 321-Sumterville, FL. Turn right after exiting on CR 470. Take CR 470 to Highway 301. Turn left onto 301 North. Go less than one mile and turn right back onto CR 470. Follow the signs to the correctional facility.

Procedures: New inmates are asked to submit a list of immediate family members (wife, children, parents, brothers, sisters) to their Counselor. Once the relationship has been verified in the PSI, these immediate family members will be placed on the visiting list *for a period not to exceed 30 days*. Visitor Information Forms must be received within 30 days for immediate family members to be placed on the permanent visiting list. Inmates must send Visitor Information Forms to all intended visitors. Visitors must mail the completed forms to the Unit Counselor who will process the request. You will be advised each time a visitor is approved or disapproved.

Visiting Days/Hours: Visiting days are Fridays, Saturdays, Sundays, and federal holidays. Visiting hours are from 8:00am to 3:00pm. No visitors will be processed after 2:00pm. All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only on arrival and departure. Any deviations from this may result in disciplinary action.

Items Authorized: Each institution has limits on the number and type of articles that can be taken into the Visiting Room. Typical items that may be taken into the Visiting Room by an inmate are limited to a comb, wedding band, prescription eyeglasses, handkerchief, and religious medals. Items purchased in the Visiting Room may not be brought back into the institution by the inmate.

Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. Also, a reasonable amount of diapers, other infant care items, and sanitary items may be brought into the Visiting Room. No food may be brought into the Visiting Room.

Approved Dress Code: Visiting is an extremely important family function and dress code requirements are necessary to maintain the dignity of those involved. All visitors are required to wear footwear. All visitors will be properly dressed when coming to visit at the institution. Shorts and/or culottes are not permitted to be worn by any visitor (male or female) over the age of 16 years.

Visitors will not be allowed to wear see-through clothing, halter tops, tank tops, sleeveless apparel of any kind, or any kind of top that reveals the midriff area of the anatomy (this applies to male and female visitors). Radically low-cut shirts or blouses, revealing front and backless clothing, are prohibited. Skin-tight clothing or Spandex clothing, or any other apparel of a suggestive or revealing nature will NOT be allowed.

All visitors are also required to wear undergarments to include bras for female visitors. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room. The Operations Lieutenant will make the decision concerning denial or termination of inmate visitors and notify the visitor if the visit is denied or terminated. This decision will normally be made in concert with the Duty Officer.

Every effort will be made to maintain the visiting areas as pleasant, sanitary, and informal as possible. Inmates and their guests are expected to conduct themselves in a quiet and orderly manner.

Special Rules for Children: In order to maintain a wholesome family visiting area with as few disruptions as possible, visitors with children will be required to maintain control of their children at all times. Do not allow children to interfere with visiting rights of others by being noisy and running about the visiting area.

Special Visits: All special visits must be requested through the Unit Counselor and approved by the Captain. An Inmate Request to a Staff member must be submitted to initiate a special visit request. Special visits are granted in exceptional cases only.

Identification of Visitors: Approved photo identification is required for visitors. These may include a State Driver's License or State I.D. Card. Other forms of identification (credit cards, Social Security Card, etc.) with full names and signatures affixed may be used to corroborate the photo I.D. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitor's purses, attorney's briefcases, etc., may also be searched. Other personal articles belonging to visitors must be placed in lockers provided by the institution or may be left in their cars.

Receipt of Items in the Visiting Room: No items may be given, received, or exchanged in the Visiting Room without prior approval by the Unit Manager.

LEGAL ACTIVITIES

Legal Correspondence: Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name with an indication that he/she is an attorney, and the front of the envelope must be marked "Special Mail-Open only in the presence of the inmate." Mail received from individuals using the title Esquire as the exclusive identification will not be handled as special mail. It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits: Attorneys are encouraged to visit during the regular visiting hours. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Legal Material: During attorney visits, legal materials may not be transferred unless approval has been given by staff. Otherwise, inmates are expected to handle the transfer of legal materials through the mail.

Documents from Federal Courts and Probation Offices: Inmates will not be authorized to possess Presentence Reports (PSR, commonly referred to as PSI) and Statements of Reasons. For safety and security reasons, inmates are prohibited from obtaining or possessing photocopies of their PSR's, Statement of Reasons, or other equivalent non-U.S. code sentencing documents (e.g., D.C., state, foreign, military, etc.). Inmates arriving at USP-2 Coleman having copies of these documents will be required to mail them home. To facilitate inmate access and review, ordinarily, PSR's, and Statement of Reasons should be maintained in the disclosable portion of the Inmate Central File unless significant safety and security concerns dictate otherwise. Inmates who wish to review these documents shall submit an Inmate Request to Staff Member to their unit team.

A BP-S757.013 form is available to inmates which allows you to present your PSRs or SORs to courts in which you are involved in litigation. A copy of the new form is available to you in the housing units and law library. The form includes instructions for its use.

Unmonitored Legal Phone Calls: (Step 2.3.1) In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call. Unmonitored legal calls will be requested in writing and scheduled in advance with a member from your Unit Team.

Law Library: The Law Library includes a complete selection of legal reference through access to the Electronic Law Library (ELL) which contains an extensive range of information on federal legislative and case law. The ELL includes the Federal Prison System Program Statements as well as several other legal research aids. Typewriters are available in the Law Library for inmate legal work. Inmates must provide the material (paper, ribbons, etc.) to utilize the typewriters which can be purchased in the Commissary. Legal information can be printed from the ELL for a nominal fee. Access to the ELL must be requested to Education staff to obtain a user log in and password. An ELL terminal is also provided in Special Housing Unit for legal research needs.

Notary Public: Under the provisions of 18 USC 4004, Case Managers are authorized to "administer oaths" for documents. A recent change in the law allows a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed otherwise. If a Notary is needed, the Unit Team will arrange for an approved notary to enter the institution at the inmates expense.

Copies of Legal Materials: In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. The institution card operated machine is available in the Law Library for inmate use.

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

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

Inmate Access to Central Files: An inmate may request review of disclosable portions of his central file by submitting an Inmate Request to a Staff Member to their Case Manager.

Inmate Access to Other Documents: An inmate can request access to the Non-Disclosable Documents in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a Freedom of Information Act Request to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request, if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Executive Clemency: The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial", depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute", which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (a reduction of sentence imposed after a conviction) and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

Commutation of Sentence: The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency procedure is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States, for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms that are available from the assigned unit team. The rules governing these petitions are available in the Law Library.

PROBLEM RESOLUTIONS

Inmate Requests to Staff Member: The Bureau Form BP-Admin-70, commonly called a cop-out, is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the housing units from the Correctional Officer on duty. Staff members who receive a cop-out will answer the request in a reasonable period of time.

Administrative Remedy Process: The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or cop-outs. When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy Procedure is to attempt an informal resolution (BP-228). Contact your Counselor for these forms. If the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) Form. The inmate will return the completed BP-229 to the Counselor. The BP-229 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that time period. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, and the inmate will be notified of the extension.

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

If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional Director within twenty (20) days of the receipt of the BP-229 response. The Regional Appeal is written on a BP-230 (BP-10) Form, and must have a copy of the BP-229 Form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) Form and must have copies of the BP-229 and BP-230 Forms with responses. The BP-231 Form may be obtained from the Counselor. This appeal must be received in the Central Office within thirty (30) calendar days from the date of the BP-230 response. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days with notification to the inmate.

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

SAFETY

Every effort will be made to provide a safe environment for each inmate and to provide appropriate safety equipment. You should familiarize yourself with the institution's safety regulations. Work related injuries should be reported to your supervisor immediately.

You should familiarize yourself with the fire evacuation diagrams and procedures posted in each unit. Regularly scheduled and unscheduled fire drills are held in the institution. It is important for anyone hearing a fire alarm to calmly and quickly vacate the building. You should be familiar with the following safety regulations:

It is your responsibility to use the safety equipment issued to protect yourself against physical injury and/or health hazards. Make certain you are wearing all required personal protective equipment such as goggles, safety shoes, aprons, arm guards, hard hats, and respirators, before you begin an operation.

You must wear safety goggles when performing any grinding, chiseling, filing, chipping, or buffing operation.

You must wear hearing protection on all work stations designated as high-noise level areas.

You will wear steel toe shoes.

You should 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. If your work supervisor does not agree that an unsafe condition exists, the fact should be reported to the institution Safety Manager.

You will perform only work that is assigned to you. Operating machines or equipment, or performing any operation that has not been specifically assigned, is strictly prohibited and will result in a disciplinary report.

Operating equipment without using the safety guards provided, or removing the safety guards, is prohibited and will subject you to disciplinary action.

The fabrication or repair of personal items on government equipment (except when authorized in the Hobby Shop) is against safety regulations.

Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while it is in motion. Stop the machine first. Use lockout devices where possible.

Hazardous Communication Training will be conducted by the supervisor. MSDS on hazardous chemicals will be available on the work site for staff and inmates.

If you are injured while performing your assigned duties, immediately report such an injury to your work supervisor or a staff member. Failure to report a work injury to your supervisor or a staff member, within a maximum of 48 hours, may disqualify you for eligibility for lost time, wages, or compensation.

It is your responsibility to exercise care, cooperation, and common sense in conducting your assigned work. Horseplay on the job will not be tolerated at any time and will result in disciplinary action against you.

If you sustain a work injury, and you still retain some degree of impairment at the time of your release, you should contact the Safety Manager, not less than 45 days prior to release or transfer to a halfway house, for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.

RELEASE PLANNING

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

Inmates are permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten (10) years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be signed and given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file.

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two (2) months.

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

Following the hearing, the inmate will be advised of the tentative decision reached in his case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three (3) to four (4) weeks and is made through the mail on a form called a "Notice of Action." This decision may be appealed by the inmate. Forms for appeal may be obtained from unit Case Managers. If granted a presumptive parole date (a parole date more than six (6) months following the hearing), a Parole Progress Report will be sent to the Parole Board eight (8) months before the parole date.

Parole may be granted to a detainee for the purpose of deportation.

If granted parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere within the sentencing district (parents, wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved. The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the

inmate's release plans to the U.S. Probation Officer approximately three (3) to six (6) months before the scheduled parole date.

Halfway House Transfers: Inmates who are nearing release, and who need assistance in obtaining a job, residence, or other community resources, may be transferred to a Residential Re-entry Center (RRC). An RRC provides an excellent transitional environment for inmates nearing the end of their sentences. Programming through an RRC is designed to improve an inmate's ability to successfully reintegrate into society.

All inmates at USP-2 Coleman, if otherwise eligible, will be referred to an RRC. Referral to an RRC is considered a program assignment and refusal to accept placement can result in disciplinary action.

The Bureau's Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other federal agencies, state and local governments, and the community.

Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator.

Community-Based Residential Re-entry Programs: The community-based residential programs available include both typical Residential Re-entry Centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing, counseling, alcohol monitoring and treatment. While residing/participating in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's income.

Each RRC now provides two (2) components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders in making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC, where recreation, visiting, and other activities are provided in-house.

The placement process for eligible inmates usually begins approximately 17-19 months prior to the established release date. Any questions regarding this program can be answered by your unit team.

Releases: Inmates departing the institution by release or transfer to a RRC will normally depart the institution by taxi. Bus, privately owned vehicle, or airplane may be utilized to arrive at final destination. If an inmate chooses to use transportation other than that offered by the Bureau, the inmate or the inmate's family must pay the entire transportation cost; no part of that cost will be absorbed by the Bureau. All releases and transfers will normally occur after 9:00 a.m., Monday through Friday. Exceptions are made in unusual cases.

Release Gratuities: Inmates being transferred to a halfway house or released may be given a reasonable gratuity, based on individual need, to be determined by policy and your Case Manager, with final approval by the CMC and/or Warden. You are encouraged to save money for your release needs while incarcerated.

Release Clothing: Inmates who desire release clothing to be sent in upon release or transfer to a halfway house, should make a request to their Counselor, no earlier than 30 days prior to their departure date from the institution. This clothing will be issued on the day of departure.

Release Preparation Program: Each inmate will participate in the institutional Release Preparation Program. The purpose of this program is to prepare each inmate to re-enter the community successfully. An inmate's preparation for release should begin at initial classification and continue throughout incarceration. Inmates are expected to participate in this program when within 30 months of release. Specific questions regarding the program can be addressed with your unit team.

DISCIPLINARY PROCEDURES

Discipline: It is the policy of the Bureau of Prisons and USP-2 Coleman to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violation, the Disciplinary Hearing Officer (DHO). This handbook includes a listing of the Bureau's Prohibited Acts, as well as local regulations.

Inmate Discipline Information: If a staff member observes or believes he/she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violations in the greatest severity category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

Initial Hearing: Inmates will ordinarily be given an initial hearing within three (3) work days of the time staff become aware of the inmate's involvement in the incident (excluding day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the DHO for final disposition.

Discipline Hearing Officer (DHO): The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. An inmate will be provided with advance written notice of the charges not less than 24

hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him, if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(s) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals of the UDC are made to the Warden (BP-229). Appeals of the DHO are made to the Regional Director (BP-230). On appeal, the following items will be considered:

Whether the UDC or DHO substantially complied with the regulations on inmate discipline.

Whether the UDC or DHO based its decisions on the greater weight of the evidence.

Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

Special Housing Unit: There are two (2) categories of special housing: Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. Inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population to the extent practical and when specific security concerns are not compromised. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, or for protection.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, toilet tissue, and shaving utensils (as necessary).

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff

shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary

Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. Unit staff members are designated to make rounds in the Special Housing Unit daily. An inmate may request to see a member of his specific Unit Team by turning in an "Inmate Request to Staff" (cop-out). Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

Inmates housed in the Special Housing Unit will ordinarily be fed the standard ration as afforded inmates in general population. Inmates in SHU may not have a choice of all items on the menu due to security concerns. An inmate may be placed on "Special Feeding Status" if he displays disruptive behavior in the unit and/or is recognized as being potentially harmful to himself or others. Only the Warden, with the consensus of the Health Services Administrator, can place an inmate on Special Feeding Status.

Inmates are allowed and encouraged to receive haircuts while in SHU. The inmate must send an Inmate Request to Staff Member to the SHU #1 Officer, who will maintain a log book and a list in the order they are received.

The SHU Electronic Law Library (ELL) will be available for use Monday-Friday. Inmates desiring to use the SHU ELL will submit an Inmate Request to Staff Member to SHU staff. Inmates will be given a minimum of one hour each time they request to use the SHU Law Library. If no other inmate requests to use the SHU Law Library, the inmate may remain longer than an hour but not longer than three hours. The Education department is responsible for maintaining the SHU Law Library and will be the requesting source for user log-in ID and password. User ID's and passwords obtained through Education on the compound will apply to the SHU ELL terminal.

Inmates housed in SHU are permitted to participate in the normal visiting program in the Visiting Room unless compelling reasons exist to preclude it. Compelling reasons will be determined by the Captain, UDC sanction, or DHO sanctions. Inmates will wear the Special Housing Unit clothing for visiting purposes.

Special Housing Unit Rules:

1. All cells will be cleaned and beds made before inmates are allowed to go to recreation.
2. All inmates will be dressed in the assigned uniform before being allowed to receive recreation.
3. All beds will remain made until 4:00 p.m. or until the Stand Up Count has been completed.
4. All inmates will stand for the 4:00 p.m. and 10: 00 a.m. (weekends/holidays) count.
5. Nothing will be hung from the beds, over vents, windows, or lights.
6. Haircuts will be given on Saturday. All inmates wishing to receive a haircut must submit a Request to Staff Member (Cop-Out). Inmates will be permitted one haircut every fourteen days.
7. Clothing and towels are changed three times per week. All ranges will exchange clothing on Tuesday, Thursday, and Saturday. Bed linens will be exchanged once a week. Blankets will be exchanged once every thirty days.
8. Recreation will be held five days per week.
9. Inmate Request To Staff Member is required for haircuts, Law Library, personal property and razors.

10. Telephone calls will be given every 30 days for inmates in Administrative Detention and in Disciplinary Segregation. Pursuant to Bureau of Prisons Inmate Telephone Regulations, all conversations on this telephone are subject to monitoring. Your use of this telephone constitutes consent to this monitoring. You must contact your unit team to request an unmonitored attorney call.
11. Inmates in Administrative Detention and Disciplinary Segregation may shop commissary. Commissary sheets will be passed out on Sundays, picked up on Mondays. The SHU Lieutenant will review all Commissary sheets before the orders are filled.
12. All inmates will receive a copy of these rules.

Failure to follow the above rules will result in disciplinary action. (Incident Report)

RIGHTS	RESPONSIBILITIES
<ol style="list-style-type: none"> 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 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.) 	<ol style="list-style-type: none"> 1. You have the responsibility to treat others, both employees and inmates, in the same manner. 2. You have the responsibility to know and abide by them. 3. You have the responsibility to recognize and respect the voluntary 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 institution guidelines through your correspondence. 6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court. honestly and fairly.

RIGHTS	RESPONSIBILITIES
<p>7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</p>	<p>7. It is your responsibility to use the services of an attorney honestly and fairly.</p>
<p>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.</p>	<p>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.</p>
<p>9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p>	<p>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.</p>
<p>10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.</p>	<p>10. You have the responsibility to take advantage of activities which may help you live a life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.</p>
<p>11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.</p>	<p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.</p>

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

Greatest Severity Sanctions	High Severity Sanctions
A. Recommend parole date rescission or retardation.	A. Recommend parole date rescission or retardation.
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).	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)
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).	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C. Disciplinary Transfer (recommend).	C. Disciplinary Transfer (recommend).
D. Disciplinary segregation (up to 60 days).	D. Disciplinary segregation (up to 30 days).
E. Make monetary restitution.	E. Make monetary restitution.
F. Withhold statutory good time (Note -can be in addition to A through E - cannot be the only sanction executed).	F. Withhold statutory good time]
G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]	G. Loss of privileges: commissary, movies, recreation, etc.
	H. Change housing (quarters)
	I. Remove from program and/or group activity
	J. Loss of job
	K. Impound inmate's personal property
	L. Confiscate contraband
	M. Restrict to quarters

Moderate Severity Sanctions	Low Moderate Sanctions (400)
A. Recommend parole date rescission or retardation.	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);
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).	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).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
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).	E. Make monetary restitution.
C. Disciplinary Transfer (recommend).	F. Withhold statutory good time.
D. Disciplinary segregation (up to 15 days).	G. Loss of privileges: commissary, movies, recreation, etc.
E. Make monetary restitution.	H. Change housing (quarters).
F. Withhold statutory good time.	I. Remove from program and/or group activity.
G. Loss of privileges: commissary, movies, recreation, etc.	J. Loss of job.
H. Change housing (quarters).	K. Impound inmate's personal property.
I. Remove from program and/or group activity.	L. Confiscate contraband.
J. Loss of job.	M. Restrict to quarters.
K. Impound inmate's personal property.	N. Extra duty.
L. Confiscate contraband.	O. Reprimand.
M. Restrict to quarters.	P. Warning.
N. Extra duty.	

GREATEST CATEGORY

CODE	SANCTIONS	PROHIBITED ACTS
100	A - G	Killing.
101	A - G	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter - Note: A charge for assaulting any person is to be used only when serious physical injury has been attempted or carried out by an inmate.
102	A - G	Escape from escort, escape from a secure institution (security levels low, medium, or high), or escape from a minimum security level institution with violence.
103	A - G	Setting a fire (charged with 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; i.e., in furtherance of a riot or escape) - otherwise the charge is properly classified Code 218 or 329.
104	A - G	Possession, manufacture or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, or any ammunition.
105	A - G	Rioting.
106	A - G	Encouraging others to riot.
107	A - G	Taking hostage(s).
108	A - G	Possession, manufacture or introduction of a hazardous tool (tools most likely to be used in an escape or escape attempt, or to manufacture or serve as weapons capable of doing serious bodily harm to others, or those hazardous to institutional security or personal safety; i.e., hack-saw blade).
109		Not to be used.
110	A - G	Refusing to provide a urine sample or to take part in other drug abuse testing.
111	A - G	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
112	A - G	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.

113	A - G	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
197	A - G	Use of the telephone to further criminal activity
198	A - G	Interfering with staff in the performance of their duties (conduct must be of the Greatest Severity nature - this charge is to be used only when another charge of Greatest Severity is not applicable).
199	A - G	Conduct which disrupts or interferes with the security or orderly running of the institution (conduct must be of the Greatest Severity nature - this charge is to be used only when another charge of Greatest Severity is not applicable).

NOTE: The UDC shall refer all Greatest Severity prohibited acts to the DHO with recommendations as to an appropriate disposition.

HIGH CATEGORY

CODE	SANCTIONS	PROHIBITED ACTS
200	A - M	Escape from unescorted community programs and activities, open institutions (Security Level 1), or from outside secure institutions without violence.
201	A - M	Fighting with another person.
202		Not to be used.
203	A - M	Threatening another person with bodily harm or any other offense.
204	A - M	Extortion, blackmail, protection demanding or receiving money, or anything of value, in return for protection against others, to avoid bodily harm, or under threat of informing).
205	A - M	Engaging in sexual acts.
206	A - M	Making sexual proposals or threats to another.
207	A - M	Wearing a disguise or mask.
208	A - M	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (including keys).
209	A - M	Alteration of any food or drink.

211	A - M	Possessing any officer or staff clothing.
212	A - M	Engaging in, or encouraging a group Demonstration.
213	A - M	Encouraging others to refuse to work or to participate in a work stoppage.
214		Not to be used.
215	A - M	Introduction of alcohol into a BOP facility.
216	A - M	Giving or offering an official or staff member a bribe or anything of value.
217	A - M	Giving money to, or receiving money from, any person for the purpose of introducing contraband or for any other illegal or prohibited purpose.
218	A - M	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00; or destroying, altering, or damaging life-safety devices (i.e., fire alarm) regardless of financial value.
219	A - M	Stealing (theft).
220	A - M	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounters, or military exercises or drills (except for drills authorized and conducted by staff).
221	A - M	Being in an unauthorized area with a person of the opposite sex without staff permission.
222	A - M	Making, possessing, or using intoxicants.
223	A - M	Refusing to breathe into a breathalyser or take part in other alcohol abuse testing.
224	A - M	Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate).
297	A - M	Use of 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 telephones calls, conference calling, talking in code).

- 298 A - M Interfering with staff in the performance of their duties (conduct must be of the High Severity nature - this charge is to be used only when another charge of High Severity is not applicable).
- 299 A - M Conduct which disrupts or interferes with the security or orderly running of the institution (conduct must be of the High Severity nature - this charge is to be used only when another charge of High Severity is not applicable).

MODERATE CATEGORY

CODE	SANCTIONS	PROHIBITED ACTS
300	A - N	Indecent exposure.
301		Not to be used.
302	A - N	Misuse of authorized medication.
303	A - N	Possession of money or currency, unless specifically authorized, or in excess of amount authorized.
304	A - N	Loaning of property or anything of value for profit or increased return.
305	A - N	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
306	A - N	Refusing to work, or to accept a program assignment.
307	A - N	Refusing to obey an order of any staff member (may be categorized and charged in terms of Greatest Severity, according to the nature of the order being disobeyed; i.e., failure to obey an order which furthers a riot would be charged as Code 105, Rioting; Refusing to obey an order which furthers a fight would be charged as Code 201, Fighting; Refusing to provide a urine sample when ordered would be charged as Code 110).
308	A - N	Violating a condition of a furlough.
309	A - N	Violating a condition of a community program.
310	A - N	Unexcused absence from work or any assignment.
311	A - N	Failing to perform work as instructed by the supervisor.
312	A - N	Insolence toward a staff member.

313	A - N	Lying or providing false statements to a staff member.
314	A - N	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of Greatest Severity according to the nature of the item being reproduced; i.e., counterfeiting release papers to effect escape, Code 102 or Code 200).
315	A - N	Participating in an unauthorized meeting or gathering.
316	A - N	Being in an unauthorized area.
317	A - N	Failure to follow safety or sanitation regulations.
318	A - N	Using any equipment or machinery which is not specifically authorized.
319	A - N	Using any equipment or machinery contrary to instructions or posted safety standards.
320	A - N	Failure to stand for "Count."
321	A - N	Interfering with the taking of "Count."
322		Not to be used.
323		Not to be used.
324	A - N	Gambling.
325	A - N	Preparing or conducting a gambling pool.
326	A - N	Possession of gambling paraphernalia.
327	A - N	Unauthorized contact with the public.
328	A - N	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	A - N	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
330	A - N	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.
331	A - N	Possession or introduction of a non-hazardous tool (a tool not likely to be used in an escape or escape attempt,

or to be manufactured or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety).

332	A - N	Smoking where prohibited
397	A - N	Use of telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, third-party calling, providing fake information for preparation of a telephone list).
398	A - N	Interfering with staff in the performance of their 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	A - N	Conduct which disrupts or interferes with the security or orderly running of the institution (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

CODE	SANCTIONS	PROHIBITED ACTS
400	E - P	Possession of property belonging to another person.
401	E - P	Possessing unauthorized amounts of authorized clothing.
402	E - P	Malingering or feigning illness.
403		Not to be used.
404	E - P	Using abusive or obscene language.
405	E - P	Tattooing or self-mutilation.
406		Not to be used.
407	E - P	Conduct with a visitor in violation of BOP regulations (restriction or loss of this privilege for a specific period of time may often be an appropriate Sanction G).
408	E - P	Conducting a business.
409	E - P	Unauthorized physical contact (i.e., kissing or embracing).
410	E - P	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)

- 497 E - P 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).
- 498 E - P Interfering with staff in the performance of their duties (conduct must be of the Low Moderate Severity nature -this charge is to be used only when another charge of Low Moderate Severity is not applicable).
- 499 E - P Conduct which disrupts or interferes with the security or orderly running of the institution (conduct must be of Low Moderate Severity nature - this charge is to be used only when another charge of Low Moderate Severity is not applicable).

NOTE: When the prohibited act is "Interfering With Staff in the Performance of Their Duties" (Codes 198, 298, 398, 498), or "Conduct Which Disrupts" Codes 199, 299, 399, 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses), in that severity level, which the appropriate committee finds is most comparable. For example, "We find the act of to be of High Severity, most comparable to the prohibited act, Code 212, "Engaging in, or Encouraging a Group Demonstration".

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

SANCTIONS BY SEVERITY OF PROHIBITED ACT WITH ELIGIBILITY FOR RESTORATION OF FORFEITED STATUTORY GOOD TIME (Old Law Only)

Severity Of Act	Max/Amt Sanctions	Elig/Rest For/SGT	Elig/Rest Forf/SGT	Max/Dis W/Held/SGT	Segreg
Greatest	A - F	100 %	24 mos.	18 mos	60 day
High	A - M	50 % or 60 days (Which-ever is less)	18 mos.	12 mos.	30 days

Moderate	A - N	25 % or 30 days (Which- ever is less)	12 mos.	6 mos.	15 days
Low Moderate	E - P	N/A	N/A(1st offense)	3 mos.	N/A(1st offense)

NOTE: Disallowance of Good Conduct Time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year. Once awarded, the credit is vested, and may not be disallowed; however, for crimes committed on or after September 13, 1994, and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress towards a high school diploma or an equivalent degree. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall vest on the date the inmate is released from custody. Once disallowed, the credit may not be restored, except by immediate review or appeal. Only the DHO can take action to disallow good conduct time.

VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

- (1) Greatest Category Offenses: A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good conduct time) for each act committed.
- (2) High Category Offenses: A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available good conduct time) for each act committed.
- (3) Moderate Category Offenses: A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.
- (4) Low Moderate Category Offenses: A minimum of 6 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

CONCLUSION

Hopefully, this information will assist inmates in their first days at FCC Coleman, USP-2. New commitments should feel free to ask any staff member for assistance, particularly unit staff. For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the Bureau's Community Corrections Manager or the staff at the institution to which they have been designated can help clarify any other concerns.