

# FCC COLEMAN MEDIUM



## ADMISSION AND ORIENTATION HANDBOOK

**P.O. BOX 1032  
Coleman, FL 33521**

Revised 08/01/2011

## INTRODUCTION

This handbook was developed to provide inmates with information concerning the rules of this facility during their initial orientation to the institution. 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.

### Admission and Orientation:

You will attend the Institution A&O Program within four weeks upon entering general population. You will hear lectures from each department regarding their specific operations.

**Unit Management:** The functions of the unit staff are to assist you with program goals formulation, release planning, personal problem solving, and to provide you with a clean, safe place to reside while you are incarcerated. To accomplish this, you must contribute to your own individual and unit progress and make every effort to treat others with respect and concern. Violations of institution rules or regulations will not be tolerated.

The Unit Team is comprised of the Unit Manager, Case Manager, Counselor, and Unit Secretary. They work closely with the Unit Officers, Psychology, Education, and other departments in the institution.

After initial classification, inmates will meet formally with the Unit Team every 180 days until they are within one year of their release date. Inmates with less than one year remaining will meet with the Unit Team every 90 days.

Inmates are required to attend Initial Classification. Failure to attend will result in the issuance of an Incident Report.

Unit staff are accessible for seeing inmates. Inmates are encouraged to ask questions or seek assistance from the assigned unit staff.

### **Schedule of Unit Services and Activities:** (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 units unit based activities and programs developed and implement 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.

**Inmate Request To Review Central File:** (Step 1.5.4)

An inmate seeking to review his Inmate Central File shall submit a request to his Case Manager via Inmate Request to Staff Member. The inmate's request will be acknowledged and will be permitted to review the file whenever practicable. All file reviews must be done under constant and direct staff supervision. Those materials which have been determined to be non-disclosable shall be removed from the folder before inmate review. An entry shall be made on the Inmate Activity Record (BP-381) to show the date the inmate reviews the file. The staff member monitoring the review shall initial the entry and the inmate shall be asked to initial it.

**Unscheduled Program Reviews:** (Step 1.5.4)

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

**Unmonitored Legal Telephone 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 scheduled in advance through your Unit Manager.

**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.

**Inmate Savings Account:** (Step 1.5.6)

If an inmate wishes to establish a savings account, a member of the unit team shall assist the inmate in establishing an account at a local commercial bank. Any interest accrued in the savings account is accrued in the inmate's name and becomes part of the account. Inmates should be advised that once the funds are placed in the savings account, they may only be withdrawn upon release, except in case of an emergency. Passbooks and other documents relating to the savings account shall be retained in the inmate's central file and given to him upon release.

Arrangements must be made with the savings facility to mail statements regarding deposits, interest payments, and withdrawals directly to the inmate.

**Access to Diplomatic Representative:** (Step 2.2.2)

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

**Unit Based Programs:** (Step 3.8.2c)

All inmates may sign up for any class via an Inmate Request to Staff form. Any inmate not following the posted unit rules and regulations will be subject to disciplinary action.

**Consular Visits:** (Step 2.2.2)

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

During the initial application process, unit staff will suggest the inmate contact the nearest foreign consular office to advise them of his or her desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate and can also assist the inmate in providing proof of citizenship. Consular officials may request to visit the inmate at the institution.

**Financial Responsibility Program:**

The Bureau of Prisons strongly encourages you to satisfy your legitimate financial obligations (e.g., committed fines, non-committed fines, court assessments, child support, etc.). As part of the initial classification process, your unit team will provide you with the opportunity to develop a financial plan for satisfying these obligations. During subsequent program reviews, your unit team will consider your willingness and dedication to addressing your legal financial responsibilities. You should make every effort to satisfy your financial obligations by paying the maximum amount. You may either make a single payment or repetitive payments to satisfy your debt. Participation in the Financial Responsibility Program (FRP) is a factor which will be assessed when considering you for various programs, including halfway house placement, lower bunks, and telephone use.

**Furloughs/Bedside Visits/Funeral Trips:** Bedside visits and funeral trips may be considered when an immediate family member is either seriously ill, in critical condition, or has passed away. The Warden will make a decision regarding a bedside visit or funeral trip, dependent upon your custody classification, current events, past record, and adjustment while at the facility. Immediate family is defined as Mother, Father, Sister, Brother, Spouse, Son or Daughter.

**Residential Release Center:** BOP contracts with organizations in the community to provide pre-release services for inmates nearing release. These "half-way houses" have been very successful, so it is anticipated that all inmates who need to participate in a Residential Release Center (RRC) program will be evaluated for placement. The RRC program emphasizes responsibility, steady employment, counseling activities, and a gradual reintegration into the community.

Town Hall Meetings: Open Forum Meetings conducted by the Unit Manager are held at least monthly, after the 4:00 PM count. The purpose of these meetings is to advise inmates of new policy statements, program changes, and upcoming events which affect the entire population. It also allows inmates the opportunity to discuss suggestions they may have concerning their environment. Also, problem areas may be discussed at this time.

It is the inmate's responsibility to voice his opinion at each meeting in a proper manner. Individual problems will not be discussed in this group forum.

Administrative Remedy: The Bureau of Prisons has a formal complaint system referred to as the Administrative Remedy System. Inmates having a complaint which cannot be resolved informally should see their counselor for an ADMINISTRATIVE REMEDY FORM (BP 9). After the complaint has been discussed, and if the complaint cannot be resolved with a Unit staff member, inmates may fill out the form and turn it into their counselor. A department head will investigate the complaint and recommend a proper response to the Warden. The Warden will prepare the final reply and return copies of the form. If an inmate wishes to appeal the Warden's response, he may do so on a BP-10 to the Regional Director. All Discipline Hearing Officers appeals are filed directly on the BP-10 form to the Regional Director. Inmates may appeal further to the Office of General Counsel, Bureau of Prisons, Washington, D.C., via a BP-11, if dissatisfied with the BP-10 response. Unit staff will explain the Administrative Remedy System and answer any questions about these procedures.

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.

Grooming and Sanitation:

Appearance is important in making a positive impression on others, as well as providing you with a feeling of general well-being and personal satisfaction. You are expected to maintain a neat personal appearance at all times. There is no limitation on hair style and length of hair; however, inmates may have long or short hair and not a combination of both. In addition, hair will be clean and neatly groomed at all times. Beards and moustaches are permitted.

You will be held responsible for the condition of your living area. Beds are to be made properly, areas cleaned, trash emptied and lights turned off before work call. Nothing is to be taped or nailed to walls or furnishings.

Counts: The BOP and FCC Coleman-Medium are responsible for the accountability of all inmates. Official counts are timed to avoid interference with inmate activities. All inmates are required to adhere to the following policy concerning counts.

## OFFICIAL COUNT TIMES

### Weekdays

12:00 AM (midnight)  
3:00 AM  
5:00 AM  
4:00 PM (standing)  
10:00 PM (standing)

### Weekends and Holidays

12:00 AM (midnight)  
3:00 AM  
5:00 AM  
10:00 AM (standing)  
4:00 PM (standing)  
10:00 PM (standing)

Inmates are to be in their own room during all counts. At the 10:00 AM, 4:00 PM, and 10:00 PM counts, inmates are to be in their room standing by their assigned bunk. Inmates will not move about, talk, operate radios or television sets during count. Noise and movement is distracting to those counting. Inmates on an authorized "out-count" (i.e., Food Service, Commissary, Recreation, etc.) will provide their name, register number, and assigned housing unit to the official conducting the count.

Accountability Checks: Unofficial institution and unit counts and census counts are held at other times and are subject to the same policy.

Controlled Movement: Between the hours of 6:00 AM to 8:30 PM, at other than open compound movement times, the compound will be under controlled movement during each move. All inmates must be present at their destination when movement is announced closed.

## Daily Activities and Movement Schedule

6:00 AM	Sick call, Medication Line and Mainline Open 10 Minute Open Movement Period
6:00 AM	(Coffee Hour-FSD-7:00 AM to 8:00 AM - Weekends and Holidays)
7:30 AM	Trash Call/AM Work Call
7:40 AM	End of Work Call
7:45 AM	5 minute Recreation move
8:30 AM	10 minute Controlled Movement Period
9:30 AM	Trash Call/ 10 minute Controlled Movement Period
10:00 AM	Recall for Noon Meal
10:30 AM	Mainline open
10:30-12:00	Noon-Weekends and Holidays-FSD Brunch
10:30 AM	Unicor/Facilities released to Mainline M-F
10:45 AM	Education/VT/Medical/Psychology released to Mainline and Medication Line
11:00 AM	Housing Units released to Mainline by rotation
12:00 PM	Unicor/Facilities Work Call
12:30 PM	General PM Work Call
12:40 PM	Housing Unit Secured
1:30 PM	Trash Call/10 minute Controlled Movement Period

2:00 PM	One way Education move
2:30 PM	10 minute Controlled Movement Period
3:15 PM	Yard Recall
4:00 PM	<u>Institution Stand Up Count With Cells Secured</u> *Commissary will open when count clears 5 minute recreation move (after count clears)
4:30 PM	Begin Evening Meal Rotation (after 4PM count is clear) Insulin Line (Medical slips required)
5:30 PM	Announce Last Call for Mainline
6:00 PM	10 Minute Controlled Movement Period
7:00 PM	Commissary Closed/Trash Call 10 Minute Controlled Movement Period
8:00 PM	10 Minute Controlled Movement Period Medication Line Open
8:30 PM	Final Recall/Movement, All inmates return to Housing Units, Recreation-Compound Closed
9:00 PM	<u>Institutional Count</u>

Inmates will not be permitted access to the compound between the hours of 8:40 PM and 6:00 AM unless under the direct supervision of a staff member. Once an inmate's assigned housing unit has been released for mainline he is permitted the option to go to the mainline, laundry, commissary, education or recreation. Housing units doors will remain unlocked during open movements.

Shakedowns and Contraband: Contraband is defined as anything: 1) not purchased in the commissary, 2) not issued to an inmate by the institution, 3) not accepted into the institution through Receiving and Discharge, 4) belonging to another individual, 5) being in excess of the authorized amount. BOP and FCC Coleman-Medium policy states that inmates and their property may be searched at any time by a staff member. This procedure is not intended as undue harassment, but is necessary to maintain a safe institutional environment.

A receipt will be given for personal property confiscated during a shakedown. The inmate has seven days from this date to prove ownership of the item(s) in question. Form 40's and receipts are necessary to prove rightful ownership through the Lieutenant's Office.

Inmates may not receive any personal property (including radios, watches, etc.) from another inmate for any reason - including the release or transfer of an inmate.

Identification Cards: Upon arrival at FCC Coleman-Medium each inmate is given an identification card. This identification card must be in an inmate's possession at all times when outside of his housing unit. Inmates without identification cards are subject to being issued an Incident Report.

Call-Outs and Accountability: Call-out sheets are prepared and distributed daily to all housing units and work details. All inmates are responsible for reviewing these sheets daily and reporting promptly for all scheduled appointments. Work supervisors must be notified prior to departing for an appointment. Inmates are responsible to report to their call-out on

the hour prior to their appointment. Incident Reports may be issued to inmates missing scheduled appointments. Inmates found in unauthorized areas are considered out of bounds and are subject to an incident report.

Inmate Personal Appearance: Inmates at FCC Coleman-Medium are issued clothing, including green shirts and pants. Institution clothing must be worn at all times with the following exceptions: 1) after 4:00 PM, 2) all day on weekends and holidays, 3) to, from, and on the recreation yard, 4) in the housing unit. Inmates will be required to wear green institution clothing to the Dining Hall during the lunch meals, (Monday through Friday). Shirts will be tucked in, and no hats will be worn between the hours of 7:00 AM and 4:00 PM. During the breakfast, evening meal, weekends, and holidays, inmates may wear their personally owned clothing, including shorts. However, at no time will inmates be permitted to wear, sleeveless shirts, or hats/caps while in the Dining Hall. All inmates are required to wear shoes and socks and shirts/T-Shirts must be tucked into the trousers and trousers will be pulled up around the waist (NO SAGGING) prior to entering the Dining Hall. Clothing should be worn in a tasteful manner in accordance with FCC Coleman-Medium and BOP Policy. Inmates in possession of altered or damaged clothing are subject to disciplinary action and may be required to reimburse the BOP for all damages to clothing. Alterations of institution clothing are only authorized to be performed in the institution clothing room. Basic toiletry items are issued by the institution, but additional items may be purchased from the Commissary.

Inmate Job Assignments: There are inmate work assignments available at FCC Coleman-Medium to meet institutional needs. Many of these jobs also provide excellent on-the-job training opportunities and an opportunity to establish positive work habits. Upon completion of the Admissions and Orientation Program, all inmates are assigned to a mandatory 90 day work detail by the unit team, according to the institution's priority needs at the time. Requests for future job changes will be handled through the Unit Team with assignments made for at least 90 days based on institution need, (consideration will be given to the inmate's programming assessment and past work experience). An inmate may request to change jobs by submitting an Inmate Request to Staff Member form. The form will need the signature of the releasing and new supervisor. Submission of this request may not guarantee job change approval.

Personal Property: Inmate personal property must be stored in accordance with their housing unit regulations and may not be stored so as to present a fire, safety, or security hazard.

Smoking Policy: THERE IS NO SMOKING ALLOWED BY ANY INMATES IN THE FEDERAL BUREAU OF PRISONS.

*Visiting Information: (Step 1.2.3.b)*

Inmates may submit to their Correctional Counselor, a list of immediate family members with whom they wish to visit. Immediate family members are normally approved once verification is made from the inmate's Presentence Report.

Friends and acquaintances are approved for visitation, within BOP Policy guidelines by the inmate's Correctional Counselor and the Unit Team. Visitors will be sent a questionnaire which must be completed and returned to the inmate's Correctional Counselor. Inquires may be made of local authorities to determine the general character of potential visitors. A copy of the approved visiting list will be furnished to each inmate within ten days of assignment to his permanent housing unit.

Inmate's should follow proper procedures, to have his attorney placed on their regular visiting list. However, an inmate may request to visit with other attorneys through his unit team. Visits by clergy may be arranged by a Chaplain and approved on a special basis. The Unit Team and/or Chaplain must be given adequate advance notice to make necessary arrangements for either attorney or clergy visits.

Inmates are allowed unlimited immediate family members, visits normally up to (10) friends and associates (not including children under 16) on their approved visiting list. The Warden may make an exception to this provision where warranted. Changes to an inmate's approved visiting list may be requested during the inmate Program Reviews.

One time special visits may be approved by the Unit Manager on a case by case basis. To request a special visit the inmate must submit an Inmate Request to Staff Member form to his Correctional Counselor at least one week prior to the requested visit. The Request form must include the name and address of the person he wishes to have visit, their relationship, and any other pertinent information.

Frequency of Visits: Inmates at FCC Coleman will be allowed seven visits during a calendar month.

The number of inmate visits will be maintained by the Visiting Room Officer, via the computerized Visiting Program. The Visiting Room Officer will record each visit. Legal visits are exempt from the point system. Inmates should not schedule visits until they have an approved visiting list provided by their Correctional Counselor or Unit Team.

Visiting Hours are as follows:

Mondays/Thursdays/Fridays & Holidays 8:00 AM to 3:00 PM

Saturdays/Sundays 8:00 AM to 3:00 PM

Thursdays (Inmates housed in the Special Housing Unit will be allowed to visit on Thursdays only) 8:00 AM to 3:00 PM

Visitation will be held in the institution Visiting Room. Every effort will be made to maintain the visiting area as pleasant, sanitary and informal as possible. Inmates and their visitors are expected to conduct themselves in a quiet and orderly manner. Handshaking, kissing,

and embracing may take place at the beginning and end of each visit; however, such behavior is prohibited at other times during the visit. Visitors are expected to dress appropriately and may be denied permission to enter the institution if the Operations Lieutenant or Duty Officer determines they are dressed inappropriately. Ultimately, all inmates are responsible for the conduct of their visitors during the visit.

Inmates are required to wear their green uniforms (shirt must be tucked in,) belt, and boots issued to them by the institution. If an inmate has a soft shoe pass, R&D will issue a pair of shoes to be worn in visitation.

The only items an inmate may bring into the visiting room are (1) comb, (1) handkerchief, (1) wedding band, (1) prescription glasses, (1) religious medallion. No hats, watches or other jewelry will be allowed into the visiting room.

You will not be allowed to enter the Visiting Room without your commissary card. Failure to bring your card to the visiting room will delay your visit.

Location/Directions: The Federal Correctional Complex, Coleman, Florida, is located approximately 62 miles northeast of Tampa, Florida. It is located on county road 470, approximately eight miles west of U.S. Highway 27.

Transportation: The following Taxi Services are listed below:

MID STATE LIMOUSINE & TAXI SERVICE	(352) 748-2222
MOM'S TAXI	(352) 793-3749
PARADISE TAXI SERVICE	(352) 793-6464
GREYHOUND BUS SERVICES (TAVARES)	(352) 343-4511

Visitors who need to call for a taxi at the end of their visit may request the Front Lobby Officer for assistance.

Visitor Dress Code:

All visitors must wear shirts

All visitors must wear underclothes, including a bra (no underwire is allowed)

All visitors must wear shoes (no flip-flops)

No pants with metal rivets, buttons, or snaps

No tube tops, sleeve-less or back-less shirts, tank tops or backless tops (any clothing that exposes private parts of the body). This is regardless of a jacket or sweater worn over the top of the disallowed clothing.

No bathing suits or low-cut neckline dresses, shirts, or sweaters

No see-through tops or pants (if skin tones can be seen through the garment, it is defined as "see-through")

No bicycle pants (or spandex pants), or camouflage

No stirrup pants, leggings, or body suits

No clothing that resembles inmate clothing (green uniforms, khaki pants, or orange jumpsuits)  
No headgear allowed in visiting room (other than religious)  
No wigs permitted without a doctor's note indicating medical necessity  
No clothing resembling any type of gang affiliation

Identification Required: All visitors must provide appropriate photo identification, (valid drivers license, passport, etc.) before being allowed to visit. Your identification is subject to be scanned for authenticity. Visitors possessing altered or false identification will be denied entry into the facility. Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member. The visitor will be present during the time when all items are being searched. The visitor may be required to pass a walk through metal detector. The Visiting Room Officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code states, "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden. All visitors, with the exception of children under the age of 16, must provide photo identification. Acceptable forms of identification are: drivers license, passport, etc., issued by a local state, federal, or foreign government.

Items Authorized:

Change purse (clear)  
Money (\$20.00 maximum, with no bill denomination over \$5.00)  
Comb/hair brush  
Baby bottles (must be clear plastic)  
Diapers (reasonable amount), baby powder, ointment and small blanket  
Baby food (not to exceed 6 sealed containers)  
Baby clothes (one extra set)  
Life maintenance medications (i.e., heart, epileptic, etc.). Diabetic medication and syringes are not considered life maintenance medications  
Jewelry worn in by the visitor  
Sweater/light jacket  
Reasonable amount of feminine hygiene items

Special Rules for Children: All children under the age of 16 must be accompanied by a responsible adult. Visitors will be responsible for keeping children in their company and within reach at all times. Adults will be responsible for their children's conduct and behavior. Children are not permitted to sit on an inmate's lap at any time.

Items Visitor may give to Offender: Visitors are allowed to purchase items from the coin-operated vending machine; however, items must be consumed in the Visiting Room. There are no other items a visitor is allowed to give an inmate.

Special Visits for Family Emergencies: A special visit may be approved for an inmate due to a family emergency. Immediate family is identified as Mother, Father, Sister, Brother, Spouse, or child. The inmate must submit a request to his respective Unit Manager and all emergency visits will be approved for regular visiting days.

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

Sick-call - Sick-call sign up is from 6:30 AM to 6:50 AM, Mon, Tues, Thurs, Fri. You must present your ID card. You will be given an appointment slip with the time and date you are 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. Glasses, if needed, will be prescribed and ordered, delivery of eyeglasses takes about 6 - 8 weeks.

Physical Examinations - Physical examinations will be conducted on Wednesday:

New Commitment- You will be scheduled for a complete physical examination during your first 14 days at this institution, unless a physical examination has been conducted while you were in transit.

Over 50 years- You may request, via an "Inmate Request to Staff Member" form to the Health Services Administrator, 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 50 years- You may request, via an "Inmate Request to Staff Member" form to the HSA, a complete physical exam every two years.

Release physical examination-You may request, via an "Inmate Request to Staff Member" form to the HSA, a complete physical prior to your release. Please send the request approximately 45 days prior to your release date.

Medical Records: Medical records open house will be conducted the first Wednesday of each month.

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" asking for their name to be placed on the cleaning and/or routine care waiting list. Routine care includes cleaning, permanent fillings and dentures. Dental open house will be conducted the second Wednesday of each month in the Health Services lobby.

#### 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 "Convalescent" 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. "Convalescent" - 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 "Convalescent" 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 day per week) during open yard movements at the following times:

6:00 AM - 6:30 AM  
11:30 AM -12:00 PM  
8:00 PM - 8:15 PM

Non-restricted medication will normally be available for pick-up at 1:30 PM. These medications will be allowed to be kept by inmates 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 (6:00 AM) pill line. Refills will be available for pick-up during the 11:30 AM - 12:00 PM pill line **ONLY**. Refills are only provided Monday through Friday, excluding holidays. You must present your ID card before pick-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: 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. 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.

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.

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. **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.

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 6:30 A.M. and 7:00 A.M. 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.

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

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.

Psychology Services: Psychology Services at FCC Coleman-Medium operates much like a community mental health center. In addition to conducting routine initial intake screenings on all inmates admitted to the facility, Psychology Services staff provide crisis intervention services, brief counseling, individual and group therapy, and psycho-educational groups to inmates who are interested in these programs.

Psychology Services conducts all psychological evaluations on inmates, whether they are requested by the Federal Courts or other Bureau of Prisons Staff.

Other services provided to inmates include HIV counseling and segregation reviews. In addition, Psychology Services coordinates the Suicide Prevention Program. This includes selecting, training, and monitoring a cadre of inmates who serve as Suicide Inmate Companions.

Sexually Abusive Behavior Prevention and Intervention: An overview for offenders.

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

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.**

You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

### **Your Role in Preventing Sexually Abusive Behavior**

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

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

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

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

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

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

Even though you may want to clean up after the assault **it is important to see medical staff**

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

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

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

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

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General**

**P. O. Box 27606**

**Washington, D.C. 20530**

## **Understanding the Investigative Process**

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

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

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

## **Management Program for Assailants**

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

## **Policy Definitions**

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

**Code 101/(A): Sexual Assault**

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

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

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

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

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

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

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

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

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

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

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

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

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

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

d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

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

#### **Contact Offices**

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

Office of the Inspector General  
950 Pennsylvania Avenue, NW Suite 4322  
Washington, D.C. 20530-0001

##### **Central Office**

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

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

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

##### **North Central Regional Office**

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

##### **Northeast Regional Office**

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

##### **South Central Regional Office**

4211 Cedar Springs Road, Suite 300  
Dallas, Texas 72519

##### **Southeast Regional Office**

3800 North Camp Creek Parkway, SW  
Building 2000  
Atlanta, GA 30331-5099

##### **Western Regional Office**

7950 Dublin Boulevard, 3rd Floor  
Dublin, California 94568

Drug Treatment: Psychology Services offers a drug education class as well as the Non-residential Drug Abuse Program. Transitional Services are offered for inmates who have completed a Bureau of Prisons Residential Drug Abuse Program.

Inmates who are interested in any psychology programs should submit an Inmate Request to Staff Member form. Please note that Psychology Services staff do not typically involve themselves with issues such as phone calls, transfers to other institutions, and lay-ins.

Psychology Services staff also are not able to prescribe medication. Inmates are encouraged to see the Health Services Department about medication issues.

Inmate Systems 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.) Their hours of operation are 7:30 AM to 4:00 PM, Monday through Friday.

Records Office: An inmate's sentence is normally computed within 30 days from the date of commitment, by the Designation and Sentencing Computation Center (DSCC). Normally, the sentence computation data record will be prepared and distributed to inmates prior to classification by the Unit Team. The sentence computation data sheet is the official record of your sentence and provides a complete breakdown of your sentencing information.

Jail Time: Jail credit is controlled by Title 18 USC 3568 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. 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 you are 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 Sentencing Reform Act (SRA), Violent Crime and Law Enforcement Act (VCCLEA) or Prisoner Litigation Reform Act (PLRA). Good Conduct Time is the amount of time they may be credited toward the service of a sentence on a term of imprisonment of more than one

year, other than term of life. Good Conduct Time is based on the time in custody that you actually serve. Good Conduct is automatically credited at the time the sentence computation is prepared. 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.

Violent Crime Control & Law Enforcement Act of 1994 (VCCLEA) Sentences: Sentences with an offense date between September 13, 1994 and April 25, 1996, shall have GCT awarded based upon exemplary compliance with institutional disciplinary regulations. If any exemplary conduct is not maintained, no credit or a lesser GCT credit will be applied towards the projected release date. Credit toward the sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree. Credit that has not been earned may not later be granted. Credit will be awarded 15 days after the end of each year of the sentence, with credit for the last year or portion of a year prorated and credited within the last six weeks of the sentence.

Prison Litigation Reform Act of 1995 (PLRA): Sentences with an offense date beginning April 26, 1996, shall have GCT awarded based upon exemplary compliance with institutional disciplinary regulations. If an exemplary conduct is not maintained, no credit or a lesser GCT credit will be applied towards the projected release date. Credit towards the sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree. Credit that has not been earned may not later be granted. Credit awarded toward a sentence shall vest on the date the prisoner is released from custody.

US v.s. GONZALEZ: Based upon the recent decision of the Supreme Court, sentences pertaining to the application of the firearm penalty provisions under 18:USX9249(c)(1) will be systematically reviewed for accuracy and recomputed when required. Essentially, the change dictates that the firearms charge will be served as the Court orders, rather than serving the mandatory 5 year term prior to any other term. The review will be performed whenever a prisoner is transferred to another institution or upon the request of the inmate to the Records Office.

If you have questions concerning your sentence computation, detainer, writs, mail or personal property, you need to submit an Inmate Request to Staff Member (COP OUT).

The Records Office is also responsible for documenting the receipt of detainees 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.

Mail Room: The Mail Room processes all incoming/outgoing mail Monday - Friday. Mail is not processed on weekends or Holidays. If a private carrier delivers mail on the weekend or a holiday, it is not processed until the next working day. It will be held for the mail room officer to process.

Mail depositories are located within each housing unit. All outgoing general mail will be unsealed, in the depository. The Special/Legal mail needs to be hand carried to the R&D between the hours of 10:45 A.M. and 12:00 Noon. All mail addressed to the President and Vice President of the United States, the US Department of Justice, the Bureau of Prisons, Attorneys, Surgeon General, US Public Health Service, Secretary of the Army, Navy, or Air Force, US Courts, US 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 Legislators, State Courts, State Probation Officers, other Federal/State Law Enforcement Officers, Attorneys and Representatives of the News Media, and should be clearly marked as Special/Legal Mail.

You are cautioned that you are totally responsible for all the contents of your letters through prisoner's mail box. Any violation of postal laws could result in charges against you.

Mail Room staff will collect all outgoing general mail from the control center at 7:45 AM, Monday - Friday, excluding holidays. All mail must have a return address, including the following: Name, register number, unit assignment, and Federal Correctional Complex-Medium, PO BOX 1032, Coleman, Florida, 33521. Outgoing general mail may NOT be sealed. Mail not properly identified will not be processed and will be returned to sender for completion.

All incoming mail will be opened and checked for contraband by staff. Legal/ Special Mail which will be opened in your presence is mail from the President and Vice President of the United States, Attorneys, Embassies and Consulates, the US Department of Justice (excluding the Bureau of Prisons but including the US Attorney's) other Federal Law Enforcement Offices, State Attorney Generals, Governors, US Courts (including US 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 and 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.

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.

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-Authorization to Mail Inmate Package to his 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 Authorization to Mail Inmate Package and the package to R&D. Hobby craft packages will be processed for mailing by the Recreation Supervisor.

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

Correspondence: With some exceptions, you may write to anyone you choose. You may not write to inmates in State institutions, unless you have received approval 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 you to receive your correspondence.

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

You 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.

Open House Hours: Open house for mail issues will be conducted on Wednesdays and Fridays, 11:00 AM-12:30 PM, in R&D.

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 you. This must be produced when making a purchase from the commissary. A fee of \$5.00 will be charged for replacement of a lost ID card, which will be issued when staff time permits. You will also be required to carry this card any time you are outside of your housing unit and to produce it to institution staff upon request.

You may address any concerns regarding R&D during Open House hours on Wednesdays and Fridays, 11:00 AM - 12:30 PM, in R&D.

Food Service: Meals are served cafeteria style at FCC Coleman-Medium. Food is becoming a national and international concern; inmates should do their part to control waste. There is no smoking allowed in Food Service for both safety and sanitation reasons.

There are two serving lines. When an inmate arrives at the dining hall, he is expected to go to the rear of a line and wait his turn. "Jumping in Line" is a discourteous practice and will not be tolerated at this institution.

At no time will any type of food be taken out of Food Service. At no time will an inmate be permitted to eat from behind the line. Food with pork or pork derivatives are of concern to some inmates. These items are identified on the menu board by an "X" and on the menu by an asterisk (\*).

Due to the large population and limited time allowed for serving, inmates are encouraged to complete the meal within twenty minutes and leave the dining area, as the tables and seats are needed for others.

Meals are served at the following times:

General Population ( Monday - Friday)

Breakfast	6:00 AM - 7:00 AM
Lunch	11:00 AM - 12:00 Noon
Dinner	4:30 PM - 5:30 PM

Weekends and Holidays:

Coffee Hours	7:00 AM - 8:00 AM
Brunch	10:45 AM - 12:00 Noon
Dinner	4:30 PM - 5:30 PM

Business Office:

Commissary: The Commissary, located adjacent to the dining area, is operated for the benefit of inmates. Inmates having funds in their accounts will be permitted to spend up to \$320.00 per month for a variety of articles including candy, cookies, ice cream, instant coffee, and toiletries. These articles may be kept in your room in reasonable amounts.

The following items will not affect the spending limits: Postage stamps (limit one book per week), Nicotine Replacement Therapy (NRT) patches, Over-the-Counter Medications, Kosher/Halal shelf-stable entrees for inmates who are FRP Refuse, and copy cards and copy paper.

The Commissary will be open for sale as follows:

Monday - Thursday

12:30 PM - 3:00 PM General Sales  
4:30 PM - 8:30 PM General Sales

Centralized Inmate Collection Program: To receive funds at the institution, your family and friends may send a money order, U.S. Treasury, state and/or local government checks, and any foreign negotiable instruments payable in U.S. currency. This should be addressed to the following:

Federal Bureau of Prisons  
Inmate Name  
Inmate Register Number  
P.O. Box 474701  
Des Moines, Iowa 50947-0001

Instruct them to have your name and register number printed on all money orders; U.S. Treasury, state and/or local government checks; and any foreign negotiable instruments payable in U.S. currency. Instruct them that their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they can not be posted to the inmate's account. Instruct them NOT to enclose personal checks, letters, pictures or any other items in the envelope. Once the money has been posted to the inmate's account, you will receive an Inmate Transaction Receipt through the mail.

Western Union Quick Collect Form Instructions: Inmate families and friends should be instructed that the "Pay to" field should read "Federal Bureau of Prisons" and the field labeled "Sender's account number with company" should contain the Inmate Register Number and Inmate Name exactly as committed.

### Shopping Days

Monday - Thursday  
Inmate Register # shopping schedule will rotate quarterly.

1:00 PM - 2:00 PM Special Purchase Orders - Friday  
8:00 AM - 4:00 PM Special Housing Unit General Sales - Friday

Anyone not responding after their name has been called three times will forfeit their turn to shop until the next week.

Inmate Telephone System: Upon arrival at FCC Coleman-Medium, each inmate will be provided with a copy of the inmate telephone system inmate guide and a copy of the Telephone Request Form. Inmates may request up to thirty (30) numbers be put into the phone system. Once the inmate completes the request form he must submit to Unit Staff for approval. Once the Unit Staff approves the list, it will be forwarded to the ITS supervisor to input the numbers into the phone system. Inmates will also have collect call access. All inmates will be given a phone access code (PAC). This code will be established for an inmate 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 ITS system.

If it is 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.

Inmates can purchase phone credits from the commissary sales unit. You will not be able to place a call if you do not have enough money in your phone account. All phone credits will be transferred into your ITS account by 12:00 PM the next working day.

Inmates should make every effort to expend all telephone credits before transfer or release. If an inmate would like a copy of his/her telephone account statement, the cost is \$3.00 per 30 day period.

All calls will be limited to (15) fifteen minutes. At the end of fourteen minutes a tone will warn the caller there is only (1) minute remaining on the call. After fifteen minutes, the call will automatically be disconnected.

Shortly after your arrival, a Phone Access Code (PAC) will be issued along with dialing instructions. Your PAC will be issued to you in a confidential manner, and you are responsible for the security of your PAC. You should never share your PAC with another inmate, as you are personally responsible for its use, or misuse. If you feel your PAC has been compromised, you should take action to get your PAC changed through your unit team. The charge for replacement of a PAC is \$5.00

All telephones are subject to monitoring and recording, with the exception of a properly placed and authorized legal call. The telephones provided in the units are designed for direct dialing and has collect calling access. Inmates are responsible for paying the cost of their own telephone calls by purchasing I.T.S. credits through the inmate TRULINCS computer system. All telephone numbers called must be placed on your approved telephone list. Lists will be compiled through the TRULINCS system. You may have up to thirty (30)

numbers on your approved list.

Inmates needing to make an unmonitored attorney telephone call will request approval from the Unit Manager by submitting "An Inmate Request" form, which shall include the name, telephone number, date and time of the requested call and indicate why other means of communication are not feasible. An inmate is responsible for expenses of inmate telephone use. Phone calls to an attorney will be made COLLECT ONLY. The inmate should ensure that his/her attorney's phone system is set up to except collect calls.

Telephones will be available between the hours of 6:00 a.m. and 9:00 p.m. daily, with the exception of times during counts. There will be no forming of lines or congestion in the phone area as consideration should be given to other inmates who are waiting to use the phones. Use of the telephones will not interfere with work schedules, counts or other programs. It is prohibited to use an inmate telephone in any housing unit which is not your assigned living quarters.

Only one inmate telephone in the housing units will be available during work hours. P.S. 5264.07, Telephone Regulations for Inmates, dated January 31, 2002, states in part, "Inmates' access to telephone will be limited...Monday through Friday, not including holidays. Inmates are expected to be at their work assignments and must not use the telephone during their work hours." Policy further states, "For inmates who work varied shifts...institutions may leave one telephone per unit available for inmates on days off, or evening shift, such as food service workers, UNICOR workers, etc."

Third Party/three-way calls, relaying messages from a third party via a cell phone, conference calls, use of another inmate's PAC (Phone Access Code) to place a call, talking on the telephone during a call placed by another inmate, use of an automated forwarding service, and talking in code, are all prohibited by policy. Any of these actions, or any other conduct which interferes with the inmate telephone monitoring system, or the ability of staff to monitor inmate calls, will result in disciplinary action.

Inmates found in possession of an electronic communication device, such as a cellular telephone, phone charger, pager, two-way radio, or any other related equipment, may be charged with a violation of code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or code 199, most like code 108, and will be subject to available sanctions, if found to have committed the prohibited act.

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 1-888, 1-900, 1-976, or credit card access numbers.

Inmates will be allowed to update their telephone numbers once a month. The allowable updated numbers will be processed within five working days.

Clothing Issue: Clothing issue hours of operations are as follows:

Monday - Friday

6:00 AM - 7:30 AM

11:00 AM - 12:30 PM

A. Daily Service: In their numbered laundry bag, inmate's must place Whites (T-Shirts, undershorts, socks, etc.) in the laundry cart marked "Whites" for laundry services on M/W/F and their uniform (pants and shirts) in the laundry cart marked "Pants and Shirts", for laundry services on T/TH. Numbered laundry bags may be picked up from assigned clothing bins between the hours of 11:30 AM and 12:30 PM. To obtain replacement clothing, repairs, or alterations, a "Request to Staff Member" form must be submitted to the Clothing Issue Officer.

B. Weekly Service: Sheets and pillowcases may be exchanged on a one-for-one basis.. Linen exchange will be from 6:00 AM to 7:30 AM, Monday, Wednesday, and Friday. No exchange will take place at any other time. The schedule for exchange will be posted inside the units and clothing issue department.

If a holiday falls on a particular unit's linen exchange day, linens will be exchanged on the workday preceding the holiday.

The Clothing Issue Department will not provide services for an 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.

Education: The Education Department here at FCC Coleman-Medium is under the direct supervision of the 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 participants in various areas of their lives while incarcerated and upon release.

The following programs are available:

Literacy Program: The Adult Basic Education Program is provided for inmates who do not have a high school diploma or a General Equivalency Diploma (GED). This is a mandatory class and is designed to meet the specific needs of all inmates by using individualized instruction. Various audio visual materials are utilized including VCR monitors, audio cassettes and computer assisted instruction. The Adult Basic Education classes are offered in both English and Spanish.

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 are contingent upon the student and his active participation.

### **If you are sentenced under VCCLEA or PLRA:**

- You must have a high school diploma, or be enrolled in, making satisfactory progress in the GED program, in order to vest your good conduct time.
- Inmates who are exempt from attending GED class based on a deportation detainer, must enroll in GED or ESL in order to receive their good conduct time.
- Inmates who have completed mandatory period of enrollment must remain enrolled, or re-enroll to vest their good conduct time.
- Inmates found guilty of incident report related to their literacy program enrollment, will be changed to GED UNSATISFACTORY PROGRESS, and will not vest their good conduct time.
- Following assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

Vocational Training: A variety of vocational training programs are offered for inmates to enhance their possibilities of employment upon release to the community. A comprehensive Building Trades Program is available to include electrical wiring, plumbing, woodworking and masonry. Drafting, blueprint reading and building maintenance/sanitation are speciality areas in which specific hands-on equipment and computer assisted instruction are used. The Culinary Arts Program will afford the student to learn through on-the-job training in the Food Services Department. These individual trades, as well as many others, can lead to state certification through the apprenticeship program.

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 Education, Basis Computer Skills and Typing. Other classes will be offered upon availability and interest.

Parenting Program: The Parenting Program was established to provide parents information and counseling through directed classes on how to enhance their relationship with their children even while incarcerated. A specific area in the visiting room is set aside for inmates to "practice" skills learned in the classroom while their children visit.

Law and Leisure Library: The Law and Leisure library will be open from 7:30 AM - 8:30 PM, Monday through Friday, and 7:30 AM - 3:30 PM on Saturday, and 7:30 AM -9:30 AM on Sunday.. 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 and magazines must remain in the leisure reading area and legal books must be requested for use in the library only and cannot be checked out.

Recreation: The Recreation Department consists of a Supervisor of Recreation, Assistant Supervisor of Recreation, and seven Recreation Specialist. It is the goal of the Recreation Department to make available as many programs as possible in order that the inmate population may practice healthful living techniques and enjoy participating with others in structured sporting and gaming events.

The recreation program consists of several recreation facilities, intramural programs, classes, and varsity sports programs. The following is an overview of the Recreation Department and its available programs.

Hours of Operation:

**WEEKDAYS**

**WEEKENDS**

Recreation Yard

6:00 AM - 10:30 AM  
11:00 AM - 3:40 PM  
4:30 PM - 8:30 PM

7:00 AM - 9:30 AM  
11:00 PM - 3:30 PM  
4:30 PM - 8:30 PM

Hobby Craft Center

**WEEKDAYS**

**WEEKENDS**

12:30 PM - 3:30 PM  
2:30 PM - 3:30 PM  
4:30 PM - 8:00 PM

12:30 PM - 3:30 PM  
4:30 PM - 8:00 PM

Music Center

12:30 PM - 3:30 PM  
4:30 PM - 8:00 PM

12:30 PM - 3:30 PM  
4:30 PM - 8:00 PM

Recreation Department Facilities

Recreation Yard

- (4) Basketball Courts
- (2) Bocce Courts
- (4) Handball/Racquetball Courts
- (2) Horseshoe Pits
- (2) Softball Fields
- Jogging Track/Flag Football/Soccer Field

## Leisure Center

Hobby Craft: The Hobby Craft Center consists of a Leather Room, Art Room and Wellness Room.

Music Center: The music center consists of 2 bandrooms, 3 practice rooms and a variety of musical instruments.

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 Billiards, Football, Shuffleboard and Air Hockey.

Fitness Area: The fitness area is set up with stationary bikes, step machines, dip bars, pull-up bars, and sit-up boards.

## 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 35" league.

Varsity Programs: Varsity Teams will be developed and chosen by try-outs. The Recreation Department will sponsor varsity teams for Basketball, Softball, Soccer, and Volleyball.

## Classes

The Recreation Department will be offering classes in the following areas:

### Hobbycraft

Art

Leather

Crochet

### Music Theory

Drums

Piano

Classical

Orchestra Instruments

### Physical Education

Wellness

Wellness Library

Referee/Umpire

## Holiday Activities

Throughout the calendar year, the Recreation Department will sponsor contests and tournaments on all recognized Federal Holidays. Sodas will be awarded as prizes for first and second 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 events commencing. 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
President's Day	Veterans Day
Memorial Day	Thanksgiving
Independence Day	Christmas

### **GENERAL RULES FOR RECREATION**

- \*Steel-Toes shoes are required when working with equipment.
- \*No Food Service clothing are allowed in the Recreation Areas.
- \*T-Shirts are required at all times.
- \*I.D.'s are required when checking out equipment and tools.
- \*No unauthorized inmates permitted in the Hobby craft and Music Rooms

Religious Services: The Religious Service Department provides a full pastoral ministry to inmates of faith groups which includes opportunities for their public and private worship on Fridays, Saturdays, and Sundays and other such holy days as are appropriate within each faith group.

Visitations are conducted throughout the institutions and individual /group counseling is provided to those inmates in need of spiritual counseling, crisis intervention, etc. The counseling includes inmates referred for individual and/or group pastoral care by their Unit Team.

#### Chaplain's Work Schedule:

##### Work Hours

Sunday	7:30 a.m.	-	4:00 p.m.
Monday	12:00 p.m.	-	8:30 p.m.
Tuesday	7:30 a.m.	-	8:30 p.m.
Wednesday	7:30 a.m.	-	4:00 p.m.
Thursday	7:30 a.m.	-	8:30 p.m.
Friday	12:00 p.m.	-	8:30 p.m.
Saturday	8:30 p.m.	-	4:00 p.m.

The Chaplains are available to assist inmates in their spiritual development through informal visits to the chapel area or through a scheduled appointment. For those confined in special housing units, cop-outs may be submitted to the Religious Service Department and for inmates on the compound, the Chaplains regularly stand mainline.

## Safety Department:

### Hazard Communication Program

In 1983 the Occupational Safety and Health Administration issued a standard entitled "Hazard Communication" (29 CFR 1910 1200). This regulation states the minimum standards to which an employer must adhere for communicating to employees information about chemical related hazards in the workplace. Hazard Communication is better known as the "Right-to-Know Law". This simply means that an employee has the right to know the potential hazards of any chemicals in the work place.

The Hazard Communication Program for the Bureau of Prisons will apply to all departments using hazardous materials as part of a manufacturing process, maintenance operations, projects and daily operations within a department.

### Material Safety Data Sheets:

It shall be the responsibility of each department using an identified hazardous material to obtain and maintain the material safety data sheets in an area which will be readily accessible to staff and inmates when they are in their work areas. The MSDS will be maintained in the safety department and updated as needed. An annual review of the MSDS master file shall be conducted by Safety Staff to ensure that it is current and documentation of the review will be maintained in the MSDS master file.

### Uniform Basic Safety Regulation:

Inmate Training. All staff and inmates will be provided a safe work area, proper equipment with which to work, and detailed instruction in the safe way to accomplish work. Each inmate will sign a BP-169 regarding the basic safety rules and regulations. A copy of the signed form will be placed in the inmate's central file.

### Initial Job Orientation Training.

Each inmate will receive familiarization training upon initial job assignment and monthly training will be given on safety topics relevant to the work by the supervisor. The goal of these sessions is heightened safety awareness. These sessions should cover work being performed, machinery, and tools of the speciality. These sessions are not intended to replace initial or continuous training, but to increase job efficiency through injury reduction. The BP-182 form or local equivalency may be used to document the monthly training. Originals are to be forwarded to the Safety Department monthly.

### Inmate Compensation and Handbook:

#### Regulation Governing Inmate Accident Compensation Procedures.

These Regulations are published in 28 CFR Section 301-101 through 301.319. Pursuant to the authority granted at 18 U.S.C. 4126, the procedures set forth in this part govern the payment of accident compensation, necessitated as the result of work-related injuries, to

Federal prison inmates. Compensation may be awarded via two separate and distinct programs. A physical must be completed 45 days prior to release or 45 days after release to be paid by injured party.

A. Inmate Accident Compensation may be awarded to former Federal inmates or their dependents for physical impairment or death resulting from injuries sustained while performing work assignments in the Federal Prison Industries, Inc., in institutional work assignments involving the operation or maintenance of a federal correctional facility, or in approved work assignments for other federal entities.

B. Lost-time wages may be awarded to inmates in Federal Prison Industries, Inc., paid institutional work assignments involving the operation or maintenance of a federal correctional facility, or in approved work assignments for other federal entities for work-related injuries resulting in lost time from the work assignments.

Medical Attention: Whenever an inmate is injured while in the performance of an assigned duty, regardless of the extent of the injury, the inmate shall immediately report the injury to his official work detail supervisor.

Investigation and Report of Injury: The work detail supervisor shall complete an Inmate Injury Report (BP-140), on all injuries reported by the inmate, as well as injuries observed by staff. Staff will then forward the original and remaining copies of the injury report to the institution Safety Manager for review.

Lost Time Wages: The institution Safety Manager shall present the BP-140 to the Institution Safety Committee at the Committee's next regularly scheduled meeting. The Safety Committee shall make a determination if the injury is work related.

Facilities Department: The Facilities Department mission is the design, construction and maintenance of FCC Coleman. The department consists of approximately forty trades persons, three general foremen, and one Facility Manager. Upon complete activation, the Facilities Department will employ approximately three hundred inmate workers involved in all areas of construction and maintenance.

Inmate Conduct: All inmates are responsible for their personal conduct. The BOP and FCC Coleman-Medium have established rules and regulations, and each inmate is expected to observe and comply with all rules and regulations. Inmates violating rules or regulations are subject to disciplinary action. Inmates are expected to be courteous and respectful of the rights of others, including staff and other inmates.

## **INMATE RIGHTS AND RESPONSIBILITIES**

### **Rights:**

- A. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
- B. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
- C. You have the right to freedom of religious affiliation and voluntary religious worship.
- D. You have the right to health care, which includes nutritious meals, proper bedding and clothing and laundry facilities to ensure the cleanliness of your bedding and clothing, opportunity to shower regularly, proper ventilation for warmth and fresh air, an opportunity to exercise regularly, personal hygiene articles and necessary medical and dental treatment.
- E. You have right to visit and correspond with family members and friends. You also have the right to correspond with members of the media in keeping with BOP and institution rules and regulations.
- F. 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, ending criminal cases, and the conditions of your imprisonment.)
- G. You have the right to legal counsel from an attorney of your choice by interview and correspondence.
- H. You have the right to participate in the use of the law library reference material to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
- I. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. This material may include magazines.
- J. You have the right to participate in educational programs, vocational training programs and employment, within the resources of FCC Coleman-Medium, and in keeping with your interests, needs and abilities.
- K. You have the right to use your funds for commissary, other purchases consistent with institution security and order, for opening banks and/or savings accounts, for assisting your family, for your release plans, your family needs and for other obligations you may have.

## Responsibilities

- A. You have the responsibility to treat others , both staff and other inmates, in a respectful manner.
- B. You have responsibility to recognize and respect the rights of others, both staff and other inmates, in this regard.
- C. You have responsibility not to waste food, to maintain neat, clean living quarters, to follow proper hygiene procedures, to keep your area free of all contraband, and to seek medical and dental care as you may need it.
- D. You have the responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate any laws or BOP and/or institution rules or regulations through your correspondence.
- E. You have the responsibility to present honestly and fairly your petitions , questions and problems to the court.
- F. You have the responsibility to use the services of an attorney honestly and fairly.
- G. You have the responsibility to use these resources in keeping with the procedures and schedules proscribed and to respect the rights of other inmates to use the material and assistance.
- H. You have the responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
- I. You have the responsibility to take advantage of activities which may help you toward a successful and law-abiding life within the institution and in the community. You are expected to abide by the regulations governing the use of such activities.
- J. You have the responsibility to meet your financial 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 you may have.

## PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

### GREATEST CATEGORY

#### CODE PROHIBITED ACT

<u>CODE</u>	<u>PROHIBITED ACT</u>
100	Killing.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
105	Rioting.
106	Encouraging others to riot.
107	Taking hostage(s).
108	Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
114	Sexual assault of any person, involving non-consensual touching by force or threat of force.
115	Destroying and/or disposing of any item during a search or attempt to search.
196	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

100 SERIES - - - SANCTIONS

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

200 SERIES - HIGH SEVERITY CATEGORY

<u>CODE</u>	<u>PROHIBITED ACT</u>
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
201	Fighting with another person.
203	Threatening another with bodily harm or any other offense.
204	Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
205	Engaging in sexual acts.
206	Making sexual proposals or threats to another.
207	Wearing a disguise or a mask.
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or

- procedure.
- 209 Adulteration of any food or drink.
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most

like” one of the listed High severity prohibited acts.

200 SERIES - SANCTIONS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

300 SERIES - MODERATE SEVERITY CATEGORY

<u>CODE</u>	<u>PROHIBITED ACT</u>
300	Indecent Exposure.
302	Misuse of authorized medication.
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
304	Loaning of property or anything of value for profit or increased return.
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
306	Refusing to work or to accept a program assignment.
307	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
308	Violating a condition of a furlough.
309	Violating a condition of a community program.
310	Unexcused absence from work or any program assignment.
311	Failing to perform work as instructed by the supervisor.
312	Insolence towards a staff member.
313	Lying or providing a false statement to a staff member.

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

must be charged as “most like” one of the listed Moderate severity prohibited acts.

- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

### 300 SERIES – SANCTIONS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

### 400 SERIES -- LOW MODERATE SEVERITY CATEGORY

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

## 400 SERIES -- SANCTIONS

- B. 1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband
- L. Restrict to quarters.
- M. Extra duty.

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

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, "We find the act of \_\_\_\_\_ to be of High Severity, most comparable to prohibited act 212, Engaging in a Group Demonstration."

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

When the prohibited act is Interfering with a staff Member in the performance of Duties (Code 198, 298, 398, 498,) or Conduct Which Disrupts (Code 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 the severity level which the DHO or UDC finds is most comparable. For example, "We find the act of , to be of High Security, most comparable to the prohibited act, Engaging in a Group Demonstration."

**DISCIPLINARY PROCESS:** There are varying degrees or levels of misconduct. Each incident is dealt with on an individual basis. A staff member observing a violation of a rule or regulation may elect to either write an Incident Report or , if a minor violation, resolve the matter informally. An inmate receiving an Incident Report will be summoned to the Lieutenant's Office where he will be given a copy of the Incident Report. The Lieutenant will

advise the inmate as follows: "You have the right to remain silent. You are advised of your rights to remain silent at all stages of the disciplinary process, but are informed that your silence may be used to draw an adverse inference against you at any stage of the institutional disciplinary process.

You are also informed that your silence alone may not be used to support a finding that you have committed a prohibited act." The Lieutenant will investigate the Incident Report by interviewing the accused inmate and all witnesses to the incident. Following the interview, an inmate may be released to the general population, placed on Unit Restriction or placed in The Special Housing Unit.

**UNIT DISCIPLINARY COMMITTEE:** The Unit Disciplinary Committee (UDC) is empowered to impose minor sanctions in response to violations of institution rules and regulations. When an alleged violation warrants consideration for other than minor sanctions, the charge is referred to the Discipline Hearing Officer (DHO) for hearing and disposition. An inmate whose charge is referred to the DHO may be retained in Administrative Detention or other restrictive status but will have no final status imposed by the UDC.

A. If charged with violating an institutional regulation, the inmate shall normally be given a written copy of the charges against him within 24 hours of the alleged infraction or from the time staff becomes aware of the inmates alleged involvement in the infraction.

B. An inmate charged with a violation is normally entitled to a hearing before the UDC within three working days (excluding weekends and holidays) of the time staff become aware of the inmate's alleged involvement in the infraction.

C. An inmate charged with a violation is entitled to be present at the hearing, except during deliberation or when institution security would be jeopardized.

D. The UDC will afford the charged inmate an opportunity to make a statement and to present documentary evidence in his defense.

E. The charged inmate will be given a written copy of the decision and imposition of disciplinary action.

**DISCIPLINARY HEARING OFFICER:** The DHO conducts hearings, makes findings, and imposes appropriate sanctions for incidents of inmate misconduct referred by the UDC. The DHO will not hear any case not referred by the UDC. Some general procedures include:

A. An accused inmate will ordinarily be given written advance notice of charges against him a minimum of 24 hours before the appearance before the DHO. This requirement may be waived by the accused inmate.

B. An accused inmate will be provided the services of a full-time staff member of his choosing as his representative for the DHO Hearing. If the staff member selected declines or is not available at the specified time, the accused inmate will be given the option of selecting another staff member to represent him or waive the appearance for a reasonable length of time until the desired staff member is available. The inmate may also elect to

continue the hearing without a staff representative.

C. The accused inmate shall be permitted to call witnesses and to present documents on his behalf, providing calling of witnesses or documents disclosed would not jeopardized institution security.

D. The accused inmate shall be permitted to be present during the entire hearing, except during deliberation or when institution security may be jeopardized. If the accused inmate has escaped from custody, the DHO will conduct a hearing in the inmate's absence at the institution from which the inmate escaped. When the inmate is returned to custody, he will be scheduled for an in-person hearing before the DHO.

The DHO may take the same action as the UDC. In addition, the DHO is empowered to recommend disciplinary transfer, forfeiture of good time, withholding of good time, or placement of the inmate in Disciplinary Segregation. Any time an inmate has a pending parole date, the DHO may advise the US Parole Commission of the institution's recommendation regarding the parole action. When the DHO or UDC determines that an inmate did not commit a prohibited act, the inmate's central file will be expunged of the Incident Report with no subsequent effect.