

FEDERAL CORRECTIONAL INSTITUTION

ESTILL, SOUTH CAROLINA



**INMATE
INFORMATION
HANDBOOK
2009**

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INTRODUCTION

The material in this handbook will help you understand what you will encounter as you enter prison and, hopefully, will assist you in your initial adjustment to institution life. In the event any information in this handbook conflicts with BOP program statements and supplements, the policies and regulations set forth in the BOP program statement will prevail.

The following list of executive staff and departments heads can assist you with a healthy transition to and from prison, as well as facilitate conflict resolution.

Warden	M. L. Rivera
Associate Warden (Operations)	E. L. Weir
Associate Warden (Programs)	C. Rivera
Superintendent of Industries	M. Tucker
Exec. Assistant/Camp Admin.	A. Jones
Captain	G. BonDurant
CMC	J. Dunn
Inmate Systems Supervisor	J. Simon
Chaplain	B. Broome
Chief Psychologist	P. Weathers
Inmate Support Supervisor	W. Williams
Computer Services Manager	T. Hall
Discipline Hearing Officer	R. Doe
Facilities Manager	M. Griffin
Food Services Administrator	S. Ashline
Health Services Administrator	Vacant
Safety Manager	D. Bird
Supervisor of Education	K. Mack
Supervisor of Recreation	Vacant
Unit A Manager	L. Carlson
Unit B/CA Manager	S. LaBier
Unit D/CB Manager	C. Rhodes

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

Orientation: You will be given a social and medical screening at the time of arrival. You will be immediately provided with a copy of the institution's rules and regulations, which includes information on inmate rights and responsibilities.

For the first few weeks of your stay at this institution, you will be initially assigned to the Admission and Orientation (A&O) Program and housed in CA Unit. While in A&O, you will learn about the programs, services, policies, and procedures regarding this facility. Also, you will hear lectures from staff regarding programs and departments at this facility. At the end of the A&O Program, you will be assigned to a job and moved to another housing unit. While you are in A&O status, you are not allowed to leave the housing unit until 2:00 p.m. daily. Your cell will be ready for inspection at 7:30 a.m., prior to reporting to the officer.

Classification Teams (Unit Teams): Almost all Bureau of Prisons institutions are organized into a unit management system. There are four units at FCI Estill. A unit is a self-contained inmate living area. Each unit is staffed by a unit team directly responsible for those inmates living in that unit. The unit staff typically includes the unit manager, a case manager, a counselor, and a unit secretary. The education advisor and unit officer are also considered to be unit staff and make programming recommendations to the unit team. You will be assigned to a specific unit team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the unit team. Unit team members are available to assist in many areas including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution daily; a unit staff work schedule is posted on the unit bulletin board in each unit.

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager: Unit managers are the administrators of the general housing units and oversee all unit programs and activities. As department heads at the institution, they have a close relationship with other departments and personnel. Unit managers are "chairpersons" of teams. They review all team decisions and chair the Unit Discipline Committee.

Case Manager: Case managers are responsible for all casework services and for classification material, progress reports, release plans, correspondence, and other materials relating to an inmate's commitment. They are responsible to the unit manager on a daily basis. Case managers serve as liaisons between the inmate, the administration, and the community. The case management coordinator provides technical assistance to unit staff regarding case management procedures.

Counselor: Counselors provide guidance for inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. They are members of the unit team and frequent members of the Unit Discipline Committee. The counselor visits inmate work assignments regularly and to provide leadership and guidance to other staff in the unit. The counselor is the first person you talk with to resolve any type of problem.

Unit Secretary: The unit secretary performs clerical and administrative duties. These duties include preparation of reports and correspondence, creation and maintenance of central files, and general filing.

Unit Officer: The unit officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. In conjunction with unit team members, they have safety, security, and sanitation responsibilities in the unit. Unit officers are jointly supervised by the unit manager and the captain during their unit assignment.

UNIT ACTIVITIES

Unit Schedules: A schedule of unit activities and programs is posted on each bulletin board throughout the institution to inform you of unit-based activities and programs developed and implemented by the unit team. Unit-based program schedules will be listed on the bulletin boards. Inmates may request participation via an *Inmate Request to Staff*.
(Step 3.8.1) (Step 3.8.2c)

Program Reviews: If you have 1 year or less remaining to serve on your sentence, you will have a scheduled program review every 90 days. If you have more than 1 year remaining to serve on your sentence, you will be scheduled for a program review every 180 days. These meetings are held by the unit teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. Attendance is mandatory for all program review (team) meetings.

Unscheduled Program Reviews: Inmates or staff may request an unscheduled program review. An inmate must provide a compelling rationale to the unit team, demonstrating his need for an unscheduled program review. A request is submitted to the case manager via *Inmate Request to Staff* (copout). The unit manager is the approving official. (Step 1.5.4)

Postage for Indigent Inmates: An inmate who neither has 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 (up to 5 a month) at government expense. All request for postage will be made to the unit manager. (Step 3.5.1)

Inmate Savings Account: At this time, and due to recently enacted laws, financial institutions will not open savings accounts without you being present. Your unit team can assist you in making contact with your family, if you choose to have those individuals open an account for you. (Step 1.5.6)

Town Hall Meetings: Town hall meetings are held periodically to inform in you of any issues or changes in policies or procedures. You are encouraged to participate and ask pertinent questions. These questions should pertain to the unit as a whole, rather than personal questions or problems.

Treaty Transfers for Non-U.S. Inmates: If you are not a U.S. citizen, you may be eligible for a transfer to your home country to serve the remainder of your sentence. This is only possible if your country has a formal prisoner exchange treaty with the United States. The unit team is the source of information about these transfers and can tell you if your home country has signed this kind of agreement and how to apply. (Step 2.2.2)

Transfers and Designations: If you, your family or your attorney desires to make contact with the officials responsible for designating inmates or transfers they need to contact the Designation and Sentence Computation Center located at the following address: *U.S. Armed Forces Reserve Complex, Designation and Sentence Computation Center, 346 Marine Forces Drive, Grand Prairie, Texas 75051*

Consular Visits: When it has been determined that an inmate is a citizen of a foreign country, a visit with the consular representative of that country will be allowed on matters of legitimate business. (Step 2.2.2)

Central Inmate Monitoring System: The Central Inmate Monitoring System (CIMS) is a method for the Bureau's central and regional offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who have special management considerations. Designation as a CIMS case does not prevent you from participating in community activities. If designated as a CIMS case, you will be notified by your case manager. If you fall in this category and are applying for community activities, you should apply in ample time to allow the institution to obtain the necessary clearances.

Parole: FCI Estill has been designated as a parole hearing institution. See your unit team for further information.

DAILY INMATE LIFE

Housing Disabled Inmates: For those inmates who have been determined to be disabled, you will be placed in Unit BA. (Step 3.8.1b)

Inmate Identification/Commissary Cards: Inmate identification cards (commissary cards) will be placed in the provided ID card holder in the proper manner. The identification card will always be worn in plain view for staff to read the card. All inmates must have their identification card attached to the lefthand side of the chest on the outer garment at all times. Inmates are not required to wear their identification cards in the housing units. If an inmate loses his identification card, he will be required to pay \$5.00 for the replacement card and \$1.70 for the replacement plastic card holder. If an inmate is considered "indigent" by current policy, the holder and card will be provided at no cost. If the clip spring or clip holder malfunction, at no fault to the inmate, the inmate may receive a new holder from the Inmate Systems Management Department during open house hours at no cost.

Inmate Dress Code: All policy and regulations governing inmate grooming will be adhered to by all inmates at all times. During normal business hours, 7:30 a.m. to 4:00 p.m., Monday through Friday, all inmates in duty status **will** be clothed in their institutional-issued work clothing, including belts. Institutional issued work clothing is defined as a Khaki Shirt and Khaki Pants. The khaki uniform will be worn by inmates on all work details, with the exception of Food Service workers who must wear the prescribed white work uniform. Food Service whites will not be worn on the recreation yard at anytime. The khaki & white food service uniforms will be worn with a belt fastened neatly around the waistline with no exposed underwear. Pants will not be worn below the waistline. Pant legs will not be rolled/bloused or worn inside the shoes/boots.

Inmates may wear a white issued T-Shirt during the summer months from June 15th to August 15th. Thermal underwear is the only clothing allowed to be worn under the khaki uniform. No leisure clothing will be worn with the khaki uniform (gray T-shirts, sweat shirts, etc.) Pants will be worn around the waist and not low on the hips. Institution jackets will be issued on August 15th and picked up on June 15th each year.

Leisure/Personal Clothing: The gray sweat shirts, sweat pants, and T-shirts are considered personal clothing for leisure activities. Personal clothing is not allowed to be worn with the khaki or food service whites uniform at any time. Monday through Friday from 7:30 a.m. to 4:00 p.m. leisure clothing can only be worn in the housing units or the recreation area. Leisure clothing can only be worn on the compound while going directly to or from the recreation area.

During non-business hours, defined as those hours after 4:00 p.m., weekends, and holidays, the type of clothing worn during these hours is optional for all off-duty inmates. Authorized leisure clothing (e.g., sweat pants, athletic shorts, sweat suits, gray T-shirts) may be worn, with the exception of tank tops. All shirts worn on the compound will be tucked in. Shorts are limited to ones purchased through the commissary (refer to the approved property list for retention in general population). Clothing such as sweat pants, khaki pants, and sweat suit pants that have been cut into shorts are not allowed and are considered altered clothing. Wave caps "doo rags" are only authorized for wear in your assigned unit. This type of headgear is not allowed on the compound or recreation areas at any given time. All non-religious headgear will be removed upon entering any building.

When institution staff determines an inmate's personal clothing is inappropriate because of being altered, extensive wear, damage, improper fit, or unsuitable for security or sanitation reasons, the item(s) will be confiscated and mailed from the institution at the inmate's expense or disposed of in accordance with existing policies and procedures. A "Confiscation" form will be completed.

Personal Hygiene: The articles necessary for maintaining personal hygiene will be made available to you: e.g., toothpaste; toothbrushes; combs; razors; and soap. Like items will also be available for sale through the commissary. There are no restrictions for hair length, but your hair must be kept neat and clean. A barbershop is available for inmate use. The hours of operation will be posted in each of the housing units and in the barbershop. **We strongly encourage good personal hygiene at all times.** (Step 3.8.1e)

Personal Property Limits: Items which may be retained by you are limited for sanitation, security, and safety reasons. These limitations are to ensure excess personal property is not accumulated, which could constitute a fire hazard or impair staff searches of your living area (please refer to the approved personal property list for general population). Any inmate personal property not authorized at the time of admission can be replaced and purchased through the institution commissary. The only exceptions are medical devices and release clothing. All personal property, including commissary items, will be stored in your locker. Boxes, wooden items, and paper bags may not be kept within the living quarters.

Inmate Personal Property List Approved For Retention in General Population

The amount of personal property an inmate may retain is limited to the following listed items (consult the institutional supplement for more information concerning personal property):

W = White G = Grey C = Commissary only

All items must be in their original containers. Items not meeting this requirement are subject to confiscation and/or disposal. Non-perishable commissary items sealed in unopened, original containers may also be transported or shipped.

Government issued items

- 4 Shirts
- 4 Pants
- 1 Poncho
- 1 pillowcase
- 2 sheets
- 2 towels
- 2 blankets
- 2 wash cloths
- 1 belt
- 1 laundry bag

Clothing:

- 1 Bathrobe, WG (no hoods and no longer than knee length)
- 1 Cap, baseball, WG (no logos)
- 2pr Shoes, athletic/specialty, (W) (B) (BW) (\$100 value maximum/no pumps/no pockets) court, turf, running shoe (see attach b)
- 1pr Shoes, casual
- 1pr Shoes, shower, W&G
- 1pr Shoes, slippers (colorless)
- 1pr Shoes, work
- 2 Shorts, gym
- 5 Socks, tube, W A
- 2 Sweatshirt, G (pullover/no hoods/cotton, no logos)
- 2 Sweat pants, G (cotton, no logos)
- 5 T-Shirts/sleeveless undershirts, W&G (no pockets/no logos) A
- 7 Underwear, G (boxers or briefs) A
- 5 Handkerchief (white only), A

PERSONAL ITEMS:

- 1 Address book
- 1 Alarm clock - non-electric
- 1 Bag, athletic tote, no logo
- 4 Batteries (no battery packs)
- 5 Books (hard/soft)
- 5 Magazines, A none over 3 months old
- 7 Newspaper, A 7 days' worth
- 1 Book/reading light
- 1 Bowl (plastic/24 oz or less)
- 1 Calculator, small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated)
- 1 Calendar, Small
- 2 Comb/pick (plastic)
- 1 Combination Lock
- 1 Shaving bag
- 1 Cup (plastic)
- 1set Dentures
- 1set Earplugs
- 1box Envelopes
- 2pr Eyeglasses, no stones
- 2 Eyeglass case, soft
- 1 Hairbrush
- 5 Hangers, plastic, only one on each wall peg in the cell
- 1 Headphones
- 1 Laundry bag, mesh
- 25 Letters
- 1 Mirror, small/plastic
- 2 Pen, ballpoint
- 2 Pencils
- 1 Photo album/scrapbook, small
- 25 Photos, single-faced
- 2 Decks Playing cards A
- 1 Radio w/earplugs, walkman-type
- 60 First Class, Stamps total value equivalent to currently \$24.60
- 1 Sunglasses, non-reflective
- 1 Thermos, 1-gallon, clear
- 1 Watch (\$100 maximum value, no stones, electronically unsophisticated, (i.e. inability to send signals)
- 1 Wedding band, no stones/white/yellow metal
- 2 Writing tablet

Hygiene Items:

- 1 Dental floss and/or pick (unwaxed) (1container)
- 1 Denture adhesive
- 1 Denture brush
- 1 Denture cleaner/powder
- 1 Denture cup
- 2 Deodorant, A
- 1 Nail clippers, no file
- 1 Razor, with 6 refills
- 1 Scissors, mustache, blunt tipped
- 1 Sewing kit
- 3 Soap, bar, A
- 1 Soap dish
- 1 Toothbrush
- 2 Laundry soap, A
- 1 Toothbrush holder
- 2 Toothpaste, 2 tubes
- 1 Tweezers, blunt tipped

Recreational Items:

- 2 Athletic supporter
- 1 Gloves, fingerless/athletic
- 2 Gloves, handball
- 1 Mouth pieces plastic, B
- 2 Headbands/sweat bands, white
- 2 Knee wraps
- 4 Racquetballs, 2 cans of 2

Approved Religious Items:

- 1 Cross
- 1 Chain
- 2 Kufis
- 2 Crowns, B W
- 2 Yarmulkes

Other Items:

- 10 Chocolate, instant A, packets
- 1 Coffee, instant container, unopened
- 2 Coffeemate, container A
- 24 Liquid cans, soda, water, juice etc, A
- 24 Cookies, crackers, and cakes, various, A

Inmate Personal Property List Items Not Authorized For Retention**Personally Owned Items:**

- Contact lens solution
- Opened commissary items
- Altered personal property
- Three-ring binders containing metal

Recreational Items:

- Knitting needles

Items Authorized but NOT Transferable from institution to institution

- Brita water pitcher and Brita replacement filter
- Beard trimmer
- 5 Magazines, none over 3 months old
- 5 Newspapers

QUARTERS RULES

Wake Up: General wake-up at FCI Estill is 6:00 a.m. The unit is opened for breakfast by the unit officer. You will be given a reasonable amount of time to leave the unit if you desire breakfast. It is your responsibility to report to work on time.

Communications: The unit bulletin boards contain written communications of interest. Unit staff work schedules, weekly food service menus, call-outs, change sheets for the following day, program review docket, and much more will be posted on the unit bulletin boards. It is recommended that you check the bulletin boards twice a day. These notices are not to be removed.

Storage Space: Storage space consists of an individual locker. Locks may be purchased in the institution commissary. Under no circumstances will any material be accumulated to the point where it becomes a fire, sanitation, security, or housekeeping hazard.

Clothing: All clothing is to be neatly stored in your locker or hung on the wall peg on your wall. There are two pegs for each inmate and you are allowed to hang one hanger on each peg. You are allowed to hang one set of khakis (shirt & pants) on one peg and a washcloth and towel on the other peg. You must wear institution-issued clothing. Civilian clothing is not authorized.

Legal Materials: You are allowed to maintain legal materials in your locker. They should be related to active cases only and kept to a reasonable amount. Staff may authorize additional storage space on a temporary, short-term basis to any inmate who demonstrates a need for additional material in connection with an inmate's ongoing litigation.

Commissary Items: The total value of your accumulated, consumable commissary items will be limited to the monthly spending limitation. Special limits on various items may apply. Please refer to the approved property list for retention in general population.

Radios and Watches: You may not own or possess more than one approved radio and/or watch at anytime. Proof of ownership through appropriate property receipts will be required. You may not have in your possession radios and watches which are worth more than \$100. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with your register number. Only walkman-type radios are permitted. Watches must be electronically unsophisticated, i.e. unable to send signals or record information. Inmates may not give any items of value to another inmate (e.g., radios, watches, and/or commissary items). No battery packs will be authorized.

Jewelry: You may have a plain wedding band, without stones and, with prior approval, a religious medal without stones. These items may not exceed \$100 in value each.

Food Storage: Food items left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away.

Letters, Books, Photographs, Newspapers, and Magazines: Nude pictures are not to be displayed. You are not permitted to tack, staple, or tape items to any surface. There is a bookshelf located between the lockers, one for each inmate. Each inmate is allowed 5 books in combination of hardback or softback books, 1 Bible/Koran, and a photo album on the bookshelf. No other items will be placed on the bookshelf.

Room Sanitation: It is your responsibility to check your living area immediately after it is assigned. You are to report all damages to your unit team. You may be held financially liable for any damages to your personal living area. Other rules regarding this subject are stated in this section under "Quarters Rules."

You are also responsible for dusting, sweeping, mopping, waxing, buffing, removing trash, and keeping your personal area clean and neat. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. You will not be allowed to tape any item on the walls or under the top bunk in your cell. *See Attachments A & B for photos of how your cell is required to look during inspections and when you are not in the cell.*

Orderlies work full-time schedules and are responsible for the unit's sanitation. However, it is your responsibility to keep your room clean. Trash and wastebaskets are to be emptied and cleaned prior to 7:30 a.m. each day. Your room will be cleaned daily to include the dusting of your window, furniture, baseboards, air conditioning vents, and light fixtures. Floors will be swept and mopped daily. Walls will also be cleaned daily. Air conditioning vents will be kept clear of all debris and not be clogged or blocked with any paper, cardboard or fabric sheets.

Beds will be made each weekday by the morning work call. On weekends and holidays, your bed must be made when you leave your room or by the 10:00 a.m. count. Inmates assigned to the night shift will be allowed to sleep on top of a properly made bed during

the day. Beds will be made military style with the blanket used as the top cover. The extra blanket will be neatly folded at the foot of your bed. Mattresses and pillows will not be removed from the room. Mattresses, blankets, and/or towels will not be placed on the floor. Personal property left lying on the bed is prohibited. You are permitted to hang your towel and washcloth on the wall peg. Your laundry bag on will be stored under your bed. Dirty clothing will be properly stored in a clothing bag between laundry exchanges. Shoes will be neatly lined up and arranged under the bed. **Note: The cell door window will not be covered at anytime preventing staff from viewing inside the cell.**

Room Sanitation Requirements

Only a total of 5 personal and education books, one large photo album, a Bible or Koran, and the authorized amount of magazines are allowed to be neatly stored on the shelves between the two lockers or on the bookshelves in a three man cell. No other items will be placed on these shelves.

There are coat hooks mounted to the wall, 2 for each inmate assigned to the cell. The only items allowed to be hung on coat hooks are: one set of khakis or whites (shirt and pants on a hanger), one coat (when issued), one towel and one wash cloth. All other clothing will be stored inside the inmate's locker.

All personal property, commissary items, and clothing etc., will be stored in the lockers. The only authorized exceptions to this requirement are the following items which will be allowed to be stored neatly under the bed: Unopened beverages in cans/bottles, shoes neatly arranged, dirty laundry bags and washing detergent. Laundry bags will not have any personal property other than dirty laundry.

The large water jugs and/or water pitchers will be stored at the head of the bed, against the wall. Toilet paper rolls may be stacked near the wall beside the toilet.

Listed below are some items of special attention:

1. No items will be hung or taped to room walls, windows, under bunks, and outside or inside of locker doors.
2. All beds must be made according to photos.
3. Keep areas free of dust: window sills, top of lockers and desks, floors, etc.
4. Maintain room floors daily. No blankets or towels are allowed on floors.
5. Trash must be removed daily.
6. No items will be stored on window sills or light fixtures.
7. Air Vents will not be clogged or blocked.
8. Shoes need to be properly placed under the bed.
9. No paper bags and/or boxes allowed to be stored in rooms.
10. No personal property or clothing allowed on chairs, beds and outside lockers, except as noted above.
11. No items including ponchos will be hung on the silver door stop on the walls outside the rooms. Any items will be confiscated.

Room Visitation: Visiting is prohibited in other units, which also includes the other wing of an inmate's assigned unit. An inmate found in a wing or unit other than his assigned wing of a unit is considered to be in an unauthorized area. Additionally, the sidewalks leading to other units are off limits, and appropriate sanctions can be levied. Visiting other inmates assigned to the same wing is permitted until the 9:00 p.m. During visits with inmates in the same wing room, the door will remain open the entire visit, and there will be a total of no more than three inmates in a room at one time.

Showers: Showers are opened and closed as posted on the shower stalls of each unit.

Televisions: Televisions may be viewed in the unit activities area during established off-duty hours. TV hours will terminate at 1:00 a.m. During television viewing, any chair that is unoccupied in the television area for 10 minutes will be confiscated with the exception of the following instance: a brief visit to the restroom. When the first infraction occurs, your chair will be confiscated for 3 days. Any other infraction will result in an incident report.

Designated Smoking Areas: *Smoking is prohibited. There are NO designated smoking areas.*

Quiet Time: Card games and approved games may be played during established hours, providing appropriate noise levels are maintained. Personal radios may be played, but headphones must be used. Lights in the unit will turn on at 6:00 a.m. and turn off at 10:00 p.m. Quiet time within the unit from Sunday to Saturday will be observed between the hours of 9:00 p.m. and 6:00 a.m.

COMMISSARY OPERATION

Deposits to Commissary Accounts: Deposits to commissary accounts from outside sources will be made through the mail to the National Lockbox. All checks or money orders must be completed with your committed name and register number. If information is missing, the check or money order will be returned to the sender with a letter of explanation. A copy of this letter will be sent to you. The following is the proper way in which to address all envelopes to the National Lockbox:

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

Your family must not enclose any letters or items of a personal nature as they will not be forwarded to you. Your committed name and register number must be on all negotiable instruments that are sent. You must instruct your family to place THEIR return address and name in the upper left corner to ensure their funds can be returned to them in the event they cannot be posted to the inmate's account.

U.S. postal money orders, U.S. treasury checks, state checks, and cash will be immediately deposited to your account with no holding period. All personal checks and other type of money orders will be held at least 15 calendar days before being credited to your account. All foreign checks will be held for 60-calendar days.

Funds transferred from other federal institutions using the Inmate Account Transfer Module (IATM) system will be deposited to the appropriate commissary accounts daily. If your money is not posted within 1 week after your arrival, contact the business office via *Inmate Request to Staff*.

Commissary Fund Withdrawals: Requests for Withdrawal of Inmates' Personal Funds, BP-199 forms, will be processed within 1 week of receipt by the Financial Management Department. Inmates will be authorized to send personal funds to any authorized recipient. Authorized is defined as any entity that has been verified by the inmates PSI, or visiting list, by unit staff. The assigned unit counselor will verify the recipient as an authorized entity prior to routing for signature approval. This procedure is for the purpose of preventing continued criminal activity. Withdrawals may be approved for sending money to family members, friends and dependents, postage, court costs, attorney fees, birth certificates, expenses for emergency bedside visits, funeral trips, legal books, legal copies, education, etc.

Account Inquiries: All inquiries regarding the status of your commissary account shall be addressed to your unit staff or the Financial Management Department using a BP-148, *Inmate Request to Staff*.

Commissary Policies: If you leave the commissary after you have submitted your commissary request sheet, it will be voided and you will not be able to shop. Prices are subject to change without notice. All sales are final. All ice cream flavors will be rotated. Additions to your list will not be permitted.

Spending Limitations: You are permitted to spend up to \$290 each month for regular and special purchases. Stamps and phone time are excluded from this spending limitation.

Commissary Hours/Procedures: The commissary will be open to all inmates on the compound. There will be no restrictions.

Monday, Wednesday & Thursday: 6:45 a.m. to 3:00 p.m.; reopens after 4 p.m. cleared count until last call.
Tuesday: 10:00 a.m. to 6:30 p.m. or until last call.

Open house hours for the commissary are as follows: Monday-Thursday, 11:00 a.m. to 12:30 p.m.

Monthly re-validation dates (the monthly date which your commissary spending limit is renewed) are as follows:

You take the fifth number of your register number, multiply it by 3, then add one to it. This will be the date that you validate your spending limit. Example: Register #11111-111 (Fifth number is 1. $1 \times 3 = 3 + 1 = 4$. Your validation date would be the 4th of the month.

Register #	Day of the month
00000-000	1 st
00001-000	4 th
00002-000	7 th
00003-000	10 th
00004-000	13 th
00005-000	16 th
00006-000	19 th
00007-000	22 nd
00008-000	25 th
00009-000	28 th

*****FRP Refuse status inmates will be re-validated on the 1st Monday of each month.*****

LAUNDRY OPERATION

Laundry Exchange: Dirty laundry will be accepted between 6:45 a.m. and 8:00 a.m. on Mondays, Tuesdays, Thursdays, and Fridays. Linens will be exchanged only on Wednesdays. Your laundry may be picked up the following workday between 6:45 a.m. and 8:00 a.m. There will be no laundry accepted on the scheduled day of linen exchange. Inmates must show their commissary cards for any clothing exchange transactions.

Clothing Exchange: Inmate clothing exchanges will be accomplished by submitting an *Inmate Request to Staff* (cop-out) to the laundry identifying items and sizes requested. These exchanges will be evaluated thoroughly. Call-outs will be scheduled when items are ready for pick-up. Exchanges will be made on a one-for-one basis. Inmates will be required to wait at least 6 months before requesting an exchange. They can exchange half of their issue as needed on a quarterly basis.

Clothing Identification & Accountability: All new commitments are assigned a laundry number which corresponds to a numbered bin located in the clothing room. Issued clothing will be tagged with your laundry number and institution number. Socks, washcloth, shoes, and towels will not be tagged. You will be required to sign for your clothing issue. Upon your release, all clothing items will be returned to the institution laundry.

SECURITY PROCEDURES

Counts: One of the first realities of institutional life is the inmate accountability process. It is necessary for the staff to count inmates on a regular basis. During a count, you are expected to stay quietly in your room until the count is clear. You will be expected to stand at your bedside during the official count at 4:00 p.m. daily. An additional standing count will be held at 10:00 a.m. on holidays and weekends. Other standing counts can and will be called at unscheduled times. Official counts will ordinarily be taken at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:00 p.m. Unit officers and/or staff responsible for housing units will conduct census checks, in quarters, at 8:00 a.m. and 12:30 p.m., Monday through Friday, excluding holidays and weekends. Staff will take disciplinary action, if you are not in your assigned area during a count or if you leave an assigned area before the count is cleared. If you are in your bed and are completely covered, staff may need to awaken you to verify your presence.

Lockdown: Lockdown will take place at 9:45 p.m. prior to the 10:00 p.m. count. You will remain in your cells until the 6:00 a.m. count clears, or as dictated by the security conditions of the facility.

Controlled Movement: All inmate movement within the institution will be controlled by utilizing an hourly scheduled movement system. Movements will begin on the hour and will end 10 minutes after the hour. The movements will also be announced by staff via public address system. During the 10-minute period of controlled movement, you may move within authorized areas. During all moves, Monday thru Friday 7:30 a.m. to 3:30 p.m., all shirt tails must be tucked inside your pants. All inmates are required to travel through the metal detector when traveling to and from the housing units. Steel-toed shoes will be removed and properly searched. All belongings will also be searched for contraband and unauthorized items. Between the hours of 10:00 p.m. and 6:45 a.m., **movement is restricted**, you are prohibited from being outside your unit unless you are on a work detail or under staff escort. Any inmate found in a wing or unit or on the sidewalk other than that of his assigned unit is considered to be in an unauthorized area, and appropriate sanctions can be levied.

Adverse Weather: During adverse weather conditions, an announcement may be made to close the compound. If this occurs, you are to return to your assigned housing unit or assigned work detail.

Call-outs: The call-out system is used to schedule and announce appointments to the hospital, dental clinic, Education area, unit team meetings, and other activities. **The call-out sheet will be posted on each unit's bulletin board after 4:00 p.m. on the day preceding the appointment.** Generally, all call-outs will be scheduled in conjunction with the controlled movement schedules on the hour.

Change Sheets: Change sheets are posted on a daily basis on the unit's bulletin board. This printout indicates changes in job assignments, education classes, quarters, and custody. It is **your responsibility** to check for appointments at daily. All scheduled appointments are to be kept. It is also recommended you check the change sheet daily for changes in job, class, quarters, and/or custody level.

Work Passes: Work passes will be utilized by Facilities Department staff when dispatching inmate workers to perform tasks throughout the institution during normal work hours.

Contraband: Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff will make an effort to locate, confiscate, and report contraband found in the institution. You are responsible for all items found in your assigned living area. All receipts should be kept in your possession after purchasing such items as radios, sunglasses, photo albums, etc. You may not purchase radios or other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institutional rules; the cost of the damage will be levied against you. All non-perishable items in your possession must be documented on a BP-383, Inmate Personal Property Record.

Housing Area Searches: In order to retrieve contraband or stolen property, staff may search your room without notice or prior approval from you. It is not necessary for you to be present during a search of your area. Once searched, your property and living area will be left, as neatly as possible, in its original order.

Drug Surveillance: The Bureau operates a drug surveillance program that includes mandatory random testing as well as other periodic drug testing. Refusal to provide a urine sample will result in disciplinary action.

Alcohol Detection: A program for alcohol surveillance is in effect at all institutions. Inmates will be tested for alcohol use on a random basis. If you are under suspicion of alcohol use, you may receive an immediate test. A positive test or refusal to submit to a test will result in disciplinary action.

Fire Prevention and Control: Fire prevention and safety are everyone's responsibility. You are required to report any fire immediately to the nearest staff member. Piles of rags, combustible materials, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be allowed. Fire exits and fire evacuation plans are posted in all areas. A fire/safety inspection will be conducted monthly in every area of the institution by a qualified professional from the Safety Department. Any tampering with fire suppression equipment will result in disciplinary action.

PROGRAMS AND SERVICES

Education Department

The Education Department is supervised by the supervisor of education and is responsible for providing a broad range of programs including academics and testing, social education, parenting, vocational training, pre-release programming, and legal and leisure library resources. Every inmate will be interviewed by the education technician prior to initial classification with the assigned unit team to determine appropriate educational level and desired programming.

Counseling Activities: Education staff offer various groups and are available for counseling needs. These groups may include Drug Education, Self-Image, Personal Finance, Health and Nutrition, Employment, Personal Growth and Development, Release Preparation, Parenting, and other voluntary groups. You are encouraged to participate. Staff are available during prescribed open house hours (3:00 - 3:30 p.m. Monday - Friday) for individual counseling on various educational issues.

Attendance policy: Students are required to attend all class sessions, unless otherwise notified by a staff instructor. Local Policy states that students can only be excused from class or assignment upon written approval of the Associate Warden (Programs), a medical appointment, or written call-outs. All other absences will be counted as unexcused. Students will be considered tardy if not

present within ten (10) minutes of the scheduled class time. After exhausting all attempts to locate the student, the Lieutenant's office will be notified and students will receive an Incident Report for unexcused absence from a program assignment.

Student rules and regulations: Good student behavior is essential to bring about optimum educational growth. Optimum educational growth is achieved when students exhibit self-respect for others, their property, and are able to function in a school environment which is structured to ensure individual dignity and individual worth of all its members. In order to promote and improve the academic environment, we have adopted the following policies for students to follow in all classes at all times.

Be on time for all classes. Do not be disruptive or uncooperative in class. Do not bring magazines, newspapers, or anything that does not pertain to the class. Do not wear radios, headphones, or hats inside the Education Department. Do not sleep in class. Do not leave the classroom unless you ask and receive permission from the instructor. Do not use abusive or inappropriate language. Do not draw, complete commissary sheets, or do anything which is not related to the class lesson(s). Complete only the work as instructed. Dress appropriately for class. Only institution khaki shirts and pants are allowed, and shirt tails must be tucked in. Be respectful to other students and tutors. Do not eat or drink in the Education Department. Leave the area around you clean and tidy.

Incentive/Achievement System: A graduation ceremony will be scheduled twice each year for compensatory education classes (GED and ESL), as well as vocational occupation classes which are classified as marketable in nature. Certificates and \$25 will be awarded for successful completion and participation in these specific programs. Attendance in the graduation ceremonies is mandatory. Achievement incentives, such as commissary-type items (cookies, candy, chips, soda) trial size hygiene items (soap, toothpaste, shampoo), and stationary items (cards, paper, pencils), will be provided on a discretionary basis to students participating and progressing through various stages of compensatory classes who excel in performance, attitude, and behavior. Such awards will be distributed infrequently through the Supervisor of Education at the recommendation of the instructor. Students achieving a basic literacy level (equivalent to 8th grade), as measured by the Adult Basic Learning Examination, will receive a one-time achievement award of \$5. Students achieving a score of 500 or higher in each subject area of the practice GED examination will receive a one-time achievement award of \$10 through the inmate pay system.

Self-Improvement Programs:

Literacy/General Equivalency Development (GED): If you do not provide official proof of a high school diploma or a GED certificate, you will be required to attend GED classes for a minimum of 240 classroom hours. Your current educational status will be determined during the education intake interview. All inmates who fail to produce adequate documentation of high school equivalence will be automatically enrolled in a mandatory GED program, until documentation is provided to staff or until the attainment of a GED Certificate is awarded. Inmates who do not possess a high school diploma or GED credential will be restricted to pay grade 4 until the attainment of high school equivalency. The GED program is self-paced. Upon mastery of the necessary objectives, as well as appropriate scoring on each subject area test of the practice GED examination, your instructor will recommend to the supervisor of education for you take the official GED examination. While the Literacy Program (GED) is available for all inmates to participate, those who elect to not participate after meeting policy requirements should be aware of the following statutes:

The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that any inmate with a date of offense on or after September 1994, but before April 26, 1996, lacking a high school credential, participate in and make satisfactory progress toward the attainment of a GED certificate in order to vest earned good conduct time (GCT).

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

If an inmate falls under one of these two sentencing guidelines and chooses not to enroll and make satisfactory progress in the Literacy Program, it will have a negative effect on his good conduct time. For further information, consult the program statement on the Literacy Program (GED standard) or inquire of Education staff.

English-as-a Second Language (ESL): During the education interview, a staff member will evaluate your ability to speak, read, write, and understand English, if English is not your primary language. If it is determined that you need classes in English-as-a-Second Language (ESL), you will be required to attend ESL classes until you have demonstrated English language proficiency. Proficiency in the ESL program is measured by the achievement of a 225 score on the CASAS Certification Exam. Passing the certification examination is required for completion of the English-as-a-Second Language Program.

Continuing Education: A variety of continuing education programs are offered by the Education Department. These classes vary from semester to semester, depending on interest and instructor availability. Programs offered include Commercial Driver's License

(academic instruction only), Business, Public Speaking, Writers' workshops, Spanish-as-a-Second Language, Arabic, Business Math, Business Law, and Algebra, Spanish, Calligraphy, and other high-interest topics. **All post-secondary educational courses must be approved by the assigned post-secondary coordinator prior to enrolling.**

Correspondence Courses. All correspondence courses must be approved by the Education Department prior to an inmate enrolling.

Vocational Training: The Vocational Training program offers a variety of work-related programs that are classroom and competency based, as well as self-paced. Apprenticeship opportunities are available as cook/chef, electrician, plumber, dental assistant, industrial mechanic, carpentry, HVAC, quality control technician, welding, and baker. Additional vocational training programs include Carpentry, HVAC, Computer, and Food Technology.

Pre-Release: Upon your request to your unit team, you will be scheduled for a series of pre-release workshops designed to assist you in preparing for your release. These workshops include topics such as health and nutrition, personal growth and development, employment, personal finance, release requirements, and community resources related to anger management, family/spiritual counseling, vocational rehabilitation, social security programs, and other pertinent information.

Leisure and Law Libraries:

Monday - Thursday
7:30 a.m. - 3:30 p.m.
5:00 p.m. - 8:00 p.m.

Friday
7:30 a.m. - 3:30 p.m.

Saturdays
7:30 a.m. - 9:30 a.m.
10:30 a.m. - 3:00 p.m.

For more information on educational services, see your Education representative for details.

RECREATION PROGRAMS

Recreation, and Leisure Programs: Recreation programs are supervised by the recreation supervisor under the direction of the supervisor of education. Programs include indoor and outdoor activities, individualized arts and crafts programs, music, table games, tournament and league events, intramural team sports in softball, basketball, and volleyball.

Recreation Yard: There will be movement to the recreation yard at 6:30 a.m., in conjunction food service workers, for those inmates not wanting to eat during the breakfast meal. This move will be a one way move and the inmates going to the recreation yard will not be allowed to leave until the 7:30 a.m. work call is announced.

Hobby craft Programs and Materials: The hobby craft area is located in the recreation leisure center. A variety of programs are available in recreation. You may obtain hobby craft material for the program in which you are authorized, but only through the Special Purpose Order Program. Classes are taught for leather, art, drawing, beadwork, and crochet. Materials for the classes are provided only when you have been formally enrolled in the class. Hobby craft materials will be stored in the hobby craft lockers. Participants of the unit hobby craft activities must store all materials in an assigned room locker. Participants who are authorized to participate in the hobby craft programs must provide a combination lock for the locker assigned. All completed projects must be disposed of within 30 days of completion. Only three projects can be active at any given time. All hobby craft items will be mailed at your expense through the mail-out program in recreation to an authorized visitor from your visiting list only. Selling hobby craft items or giving materials to other inmates is strictly prohibited. Completed projects are not allowed to be stored in housing unit room lockers. Everyone authorized to participate in the hobby craft programs or classes will abide by all rules and regulations or be removed for not following prescribed procedures. **FCI Estill staff are not responsible for stolen items.**

Sports and Musical Equipment: Athletic and music equipment are provided and maintained by recreation staff. You may purchase authorized items through the Special Purpose Order (SPO) Program. Playing cards can be purchased through the commissary and used in both recreation and/or the housing unit. One harmonica can be retained in the housing unit, but can only be played in the recreation areas.

Wellness Classes: The Wellness Program offered at Estill is a very unique one. It consists of classes that deal with one's complete health. Topics covered are: nutrition, smoking cessation, anatomy, health promotion and disease prevention, aerobic exercise, etc. Submit an "Inmate Request to Staff" to recreation in order to participate in any of these programs.

FCI Photo Program: Recreation coordinates the FCI Photo Program at the FCI and SCP. Inmates can purchase photo vouchers from the commissary during their regularly scheduled shopping day. Inmates wanting to take a picture will provide a signed voucher to a recreation specialist; recreation staff will verify the name and register number and have the photographer log the photo ticket onto the log sheet, prior to having any picture taken. All inmates must abide by the rules of the photo program; **failure to do**

so may result in the confiscation of photos. At no time will an inmate be allowed to purchase a photo voucher and give it to another inmate to have his picture taken. The name of the inmate on the photo voucher must be the inmate taking the picture. Pictures can only be taken in the designated areas of the visiting rooms and where designated by the supervisor of recreation in recreation. Photographs will be permitted for groups, hobby craft items, and individuals. **IOU's will not be accepted for any reason.**

The following rules apply to taking pictures in the recreation yard: Individual and group photos will be permitted in the designated areas of the recreation yard only.

1. In order to take a group photo, the inmate paying for the photo voucher for the picture must submit a cop-out to the recreation specialist listing all participants prior to 3:00 p.m. on the group photo picture day.
2. Each individual in a group photo must sign a waiver, or he will not be permitted in the photo.
3. All backdrops used will be authorized by the recreation supervisor.
4. Clothing is mandatory and will be worn in the manner designed: No torn or altered clothing; pant legs will not be rolled up; and only authorized head gear. No obscene gestures will be permitted.
5. No hand signs of any type will be displayed.
6. If hats are worn, they must be kept straight and forward.
7. No pictures will be permitted with support shorts showing. (Clothing cannot have any insignia or art work on it.)
8. Hobby craft projects cannot be taken with the inmate, nor will retakes be authorized.
9. No pictures will be authorized with reading material.
10. Pictures will be taken during the following hours in the recreation entryway only:

Friday evenings: 6:00 p.m. - 7:00 p.m. (completed hobby craft)
Saturday evenings: 5:30 p.m. - 7:30 p.m. (individual photos)
Sunday evenings: 5:30 p.m. - 7:30 p.m. (group photos)

Picture retakes will only be authorized by the recreation supervisor or his/her designee. Reasons for retakes will be limited to the following conditions:

1. Discoloration of picture.
2. Scratch on the negative causing a line or distortion of the picture.
3. Picture is so dark that the person cannot be identified.

Recommendations: For a good, clean photograph, a picture should be taken from the waist up. An entire body exposure takes the flash further away, thus not allowing the flash to light up the facial features.

The following rules apply to taking pictures in the visiting room: No inmate group pictures will be permitted, excluding family relations or authorized visitors.

1. No spouse or significant others are permitted to sit on your lap.
2. Inmates are not permitted to take photos with another's visitors, nor will the visitors be permitted to take pictures with another inmate's visitors.
3. No obscene body gestures or moves, (i.e., hands in pants).
4. No hand signs of any type will be permitted.
5. No kissing or deep embrace hugging is permitted in photos, only a face-to-face with 1 inch of space in between; the inmate is permitted to put the arm over the visitor's shoulders provided both hands are in full view of the camera.
6. Inmates taking pictures with large visitor groups will be in the front and to the side with both hands in full view.
7. Groping or deep embracement of your spouse or significant other will not be permitted.
8. Clothing will be worn in the manner designated.
9. Pictures will only be taken in the designated areas.
10. Inmates are responsible for their visitors and must insure that the visitors are following the rules.
11. Small children under the age of 10 are allowed to sit on the lap or to be held in your arms during a photo.

Pictures will be taken in the visiting room during the following hours: Saturday and Sunday from 8:00 a.m. - 2:00 p.m.

No pictures will be authorized to be taken which is not outlined in these rules. Pictures are to be taken in good taste. A family oriented setting is appropriate. Any picture deemed inappropriate or which violates any of the above rules will be confiscated, and the individual responsible will face disciplinary action.

PSYCHOLOGY SERVICES

Intake Screenings: All inmates must complete a Psychology Services Intake Questionnaire (PSIQ) in R&D. Cadre inmates will have a subsequent intake interview with a psychologist. The purpose of the intake interview is to gather information and to assess the inmate's current psychological functioning. After the interview, the psychologist prepares a brief written report. A copy of the report is kept in the inmate's psychology file and a copy is sent to the unit team.

Crisis Intervention: Psychologists are available to see inmates who are experiencing acute signs of distress.

Individual Counseling: Individual counseling services are available for any inmate experiencing family, interpersonal, adjustment or other personal concerns.

Group Counseling: The Psychology Department provides educational and therapeutic groups that address special concerns faced by inmates. These groups are:

1. Anger and Stress Management
2. Family Reunification Video Series
3. Communication Skills

Referrals

Self-Referrals: For an inmate to self-refer to the Psychology Department, they must fill out an *Inmate Request to Staff* form addressed to the Psychology Department or psychology staff, and place it in the drop box on the unit. In emergency situations, inmates should notify any staff member that they require immediate attention, so staff can contact Psychology Services.

Referrals by Staff: When a staff member believes an inmate will benefit from psychological counseling, they may refer the inmate to the Psychology Department. Counseling is usually on a voluntary basis; however, in situations where the inmate poses a risk to himself or others, or to the safety and security of the institution, psychology staff will take steps to ensure the safety of the inmate and others.

Other referrals: Inmates also may observe unusual behavior in other inmates that signal the need for a psychological intervention. In these cases, inmates are encouraged to inform staff, so that the individual may receive the required assistance.

Drug Abuse Treatment Programs

40-Hour Drug Education Class: Inmates sentenced or returned to custody as a parole/probation violator after September 30, 1991, and it is determined by unit and/or drug abuse treatment staff through screening:

1. There is evidence in the PSI that alcohol or other drug use contributed to the commission of the instant offense -or-
2. Alcohol or other drug use was a reason for a violation either of supervision or BOP community status for which the inmate is now incarcerated
3. The inmate was recommended for drug programming during incarceration by the sentencing judge; will be required to participate in the drug education course.

Sanctions: Inmates who are required to complete the 40-Hour Drug Education Class but refuse to participate, withdraw, are expelled, or otherwise fail to meet attendance and examination requirements shall be held at the lowest pay grade within the institution and shall be ineligible for community programs.

Inmates interested in volunteering for the 40-Hour Drug Education Class need to submit an *Inmate Request to Staff* to the drug treatment specialist.

Non-residential Drug Abuse Treatment: is available to inmates with substance abuse problems. This treatment can be either individual and/or group counseling, depending on the needs of the individuals and the number of individuals requiring treatment. Inmates who have graduated from an institution Residential Drug Abuse Program will receive their required monthly institutional transitional services through the Non-residential Drug Abuse Treatment Program. Inmates interested in volunteering for the Non-Residential Drug Abuse Treatment program need to submit an *Inmate Request to Staff* to the drug treatment specialist.

Self-help Programs: e.g., Alcoholics Anonymous (AA), are available for inmate participation. These programs are monitored by the drug treatment specialist and usually meet once a week. They are chaired by community volunteers and are available to any

interested inmate. To volunteer for these self-help programs, inmates need to submit an *Inmate Request to Staff* to the drug treatment specialist.

Residential Drug Abuse Program (RDAP) interviews will be completed on all inmates interested in participating in RDAP. RDAP is a 500-hour unit-based residential program for inmates with histories of substance abuse or dependence who meet specific eligibility criteria. No RDAP exists within FCI Estill, but inmates meeting eligibility criteria may be transferred to other institutions which do offer this program. Inmates interested in being interviewed for a Residential Drug Abuse Program must submit an *Inmate Request to Staff* to the drug treatment specialist.

Incentives: Certain inmates may be eligible for 6 month RRC placement and a sentence reduction of up to 12 months upon successful completion of RDAP and community transitional services. In order for your eligibility for these incentives to be determined, you must first be deemed qualified to participate in RDAP. Inmates will be notified in writing regarding their eligibility for early release.

Psychology Treatment Programs: Some BOP institutions offer psychology treatment programs which are similar to the Residential Drug Abuse Program but focus on different issues. Examples are the CODE Program, the Values Program, and the Brave Program, which focus on topics such as adjustment to incarceration. None of these programs are available at FCI Estill. However, you may be eligible to transfer to another facility if you would qualify for one of these programs.

Suicide Prevention: It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider suicide due to the pressure incarceration can bring to the forefront. Staff are trained to monitor inmates for signs of suicidality and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating "there is nothing to live for"), PLEASE alert staff right away. Your alertness can save a life.

Suicide Watch Companions: The Psychology Department has a unique opportunity for a small number of qualified inmates to act as suicide watch companions. These inmates will be trained by the psychology staff in appropriate suicide watch procedures, in addition to special training in interpersonal communication skills and information related to suicide prevention. Inmates interested in being interviewed for the Inmate Suicide Watch Companion Team must submit an *Inmate Request to Staff* to Psychology Services.

Sexual Abuse/Assault Prevention and Intervention Program: All inmates should have received a sexual abuse/assault prevention and intervention pamphlet as part of their A&O Handbook. Please refer to this information. **Any inmate who is the victim of a sexual abuse and/or assault is advised to notify any staff member, immediately.**

Inmate on inmate sexual abuse/assault is defined as "one or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidating, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act." Any sexual acts or contacts between inmates are considered prohibited acts. The Psychology Department, in conjunction with other departments, has several responsibilities regarding the care and documentation of perpetrators and victims of sexual assault. Counseling is available to inmates who are victims of sexual assault. See "Attachment C"

Smoking Cessation: The Federal Bureau of Prisons promotes a smoke-free environment. FCI Estill is a non-smoking facility. The Psychology Department recognizes that inmates who are accustomed to smoking may experience difficulty if they quit abruptly. When an individual quits smoking, they may experience physical and psychological discomfort. However, these symptoms may be lessened with the appropriate interventions of a smoking cessation program. The Psychology Department, in conjunction with Health Services and the recreation staff, offers a Smoking Cessation Program which emphasizes healthy living, including nutrition, exercise, and stress management. Nicotine replacement patches are available for purchase through the institution commissary once an inmate has been cleared by Health Services to receive this intervention. For information about nicotine replacement therapy, please submit an *Inmate Request to Staff* to the Health Services Department. For all other information about smoking cessation, including an inmate support group, please submit an *Inmate Request to Staff* to the Psychology.

FOOD SERVICE

Meals: You will be provided three nutritionally balanced meals per day. Special religious meals may be received through the Religious Common Fare Diet Program. Removal of food from the dining room is not permitted with the following exception: one piece of fruit when fresh fruit, is on the menu, is permitted to be taken from the dining hall; fruit must be consumed before it spoils. You must have your identification card with you to eat. Your card will be scanned as you arrive at the serving line to ensure inmates are not making multiple trips. Food Service will open for mainline at 6:45 a.m. Monday through Friday. After you finish eating you will report to the recreation yard or back to your unit until work call. Inmates will not be allowed to loiter on the compound or in front of their work areas

UNIT MANAGEMENT PROGRAMS

Counseling Activities: Unit staff offer various groups and are available for counseling needs. These groups may include drug abuse prevention, self-image, personal finance, health and nutrition, employment, personal growth and development, release preparation, and other voluntary groups. You are encouraged to participate in these groups. Staff are available in each unit for individual counseling sessions, as well as formal group counseling sessions and seminars offered throughout the year.

Escorted Trips: You may submit a written request for an escorted trip to your unit team.

Inmate Financial Responsibility Program: Working closely with the administrative office of the courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed fines, fees, and costs. If you are a designated inmate, you are required to develop a financial plan to meet your financial obligations. These obligations may include: Special assessments imposed under Title 18 United States Code 313; court ordered restitutions, fines and court costs; judgments in favor of the U.S.; other debts owed the Federal Government; and court-ordered obligations (e.g., costs of incarceration fees, child support, alimony, student loans, and other judgments).

Institution staff will assist you in establishing a payment plan. **You** are responsible for making all payments either from earnings within the institution or from outside resources. Payment made by outside sources must be verified by the presentation of appropriate documentation. If you refuse to meet your financial obligations, you will lose certain privileges, to include no assignment to or removal from UNICOR, and you will not qualify to receive performance pay above the maintenance pay level. The status of any financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institution program changes.

Job Assignments: You are expected to maintain a regular job assignment. Most job assignments are controlled through the Performance Pay System, which rewards good performance with increased pay and bonus pay. The Job Assignment Committee (JAC) controls all changes in job assignments. Once the JAC determines placement in a job the inmate will be placed on the change sheet. Under normal circumstances, A&O inmates will be placed in Food Service for the first 90 days. Upon satisfactory completion, the inmate will be allowed to request release from Food Service and seek a different job. Generally, an individual must stay in a job assignment for approximately 90 days before requesting a change. Inmate-driven requests must be approved in writing by detail supervisors. All jobs generally begin at the maintenance level. Examples of work assignment areas are: Food service, unit orderly, and maintenance shop. A limited number of jobs are available in the commissary and Federal Prison Industries.

RELIGIOUS PROGRAMS

Marriages: It is possible for inmates to get married while incarcerated at FCI Estill, providing they meet all specified criteria and as long as they obtain the warden's approval. The magistrate of Hampton County, South Carolina, allows for the groom-elect to not be present when applying for marriage licenses. This would be completed with a "Power of Attorney." The chaplains and unit management staff will provide more guidance on this issue upon request.

Religious Offerings: A wide range of religious programs are offered. Staff chaplains are available, as well as contract and volunteer representatives of various faiths. Special religious diets, holiday observances, and other worship activities are coordinated through the chaplains' office. Information and schedules are posted on the inmate and chapel bulletin boards, and you may contact the chaplains' office for additional information.

Life Connections Program: The Federal Bureau of Prisons now offers the Life Connections Program (LCP) to inmates interested in deepening their spirituality and in continuing their spiritual lives once released from incarceration. The LCP is an 18-month residential program offered to all inmates meeting the program criteria. See a chaplain for further details.

MEDICAL SERVICES

The overall Bureau health care delivery system includes local medical facilities, as well as major medical facilities. Your health care provider will determine if the type of appointment scheduled is subject to a co-pay. If you are considered indigent, you will not have the co-pay fee deducted from your inmate commissary account.

A. Health Care Visits with a Fee:

1. You must pay a fee of \$2 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 which you requested, except for services described in section B.
2. These requested appointments include sick-call and after-hour request 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 B, you will be charged a \$2 co-pay fee for that visit.
3. You must pay a fee of \$2 for health care services, charged to your inmate commissary account, per health care visit, if you are found responsible through the Discipline Hearing Process to have injured an inmate who, as a result of the injury requires a health care visit.

B. Health Care Visits with no Fee: You will not be charged 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
Emergency is defined as a medical conditions that are of an immediate, acute, or emergent nature, which without care would cause rapid deterioration of the inmate's health, significant irreversible loss of function, or may be life-threatening.
5. Diagnosis or treatment of chronic infectious diseases
6. Mental health care or 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.

Medical and Dental Sick Call

Routine Sick call Visits: Inmates are to be instructed at initial screening, and again at A&O lectures, to submit an Inmate Triage sheet (SF-600) to the Health Services Department for any routine sick call needs.

An inmate who desires a routine medical or dental sick call appointment should report to the Health Services Department between 7:15 a.m. and 7:45 a.m. on Monday, Tuesday, Thursday, or Friday, excluding holidays to sign up for sick call. The inmate will complete an Inmate Triage sheet (SF-600) and ensure it is brought over to the Health Services Department prior to 7:15 a.m. These requests will be triaged and appointments scheduled in accordance with current triage guidelines. Sign up for dental sick call is conducted also at 6:30 a.m. Monday, Tuesday, Thursday, and Friday.

Routine dental care (cleaning) is requested by submitting a request to staff member addressed to the dental clinic. Names are placed sequentially on a waiting list for routine care.

Pill Line Operations: There are no over-the-counter medications given at FCI Estill. Limited over-the-counter medications may be purchased from the commissary. Only medications approved by the BOP and the local Pharmacy & Therapeutics Committee will be dispensed at this facility. The following times have been established for both medication pill-line and insulin-line at the institution:

Medication Pill-lines and Medication pick-up at FCI:

Morning pill-line: 1130-1200
Evening pill-line: 2000-2010

Insulin-lines at FCI:

Morning insulin-line: 0645-0700
Evening insulin-line: 1630-1700

Medication Pill-lines, Insulin-lines and Medication pick-up at SCP:

Morning pill-line: 0830-0900

Evening pill-line: 1800-1810

Inmates will be issued new pill-line passes on Friday, August 29, 2008 denoting which pill-line they were assigned. Each pill-line pass will be a different color (lime-green for 1130-1200 pill-line and orange for 2000-2010 pill-line). Inmates are to adhere to assigned pill-line passes issued. If an inmate does not present his pill-line pass and registration identification card it will result in no medication being administered. This does not apply to medication pick-up. Medication pick-up requires inmates to have registration identification card and repetition of registration identification number to Health Services staff member prior to picking up medication. There will be no exception. Inmates missing two (2) or more scheduled pill-lines will be placed on call-out for Health Services. In an event of an emergency or circumstances beyond the institution's control, pill-lines will be delayed.

The following are terms used by the Health Services Department to identify and define an inmate's ability to work and participate in other activities:

Idle Status: You will be placed in idle status for a temporary disability not to exceed a 3-day duration including weekends and holidays. You will also be restricted to your room, except for meals, barbering, religious services, sick-call, visits, and call outs. No recreation activity is allowed.

Convalescent Status: The recovery period for operation, injury, or serious illness will not be less than 4 days and not exceed 30 days, subject to renewal. You will be excused from work and may not participate in any recreational activities outside the unit. Generally, there are no restrictions on educational, psychological, and/or religious activities.

Restricted Duty: During this period, you will be restricted from specific activities because of physical or mental handicap. Restricted duty will list all handicaps, work limitations, and time periods, either specific or indefinite as related to your case.

If you become ill or injured after the regular sick-call appointment sign-up period, you should request that your work supervisor or unit officer call the clinic for an appointment.

Medical Emergencies: Medical emergencies shall be screened by medical personnel at all times. Medical emergencies shall include, but not be limited to, those requiring immediate medical attention, or loss of life or limb situations. Inmates who become ill during the workday and/or after normal sick-call sign-up hour, should report to their duty supervisor or unit officer. Supervisors or unit officers shall notify the Duty MLP of all emergencies. Health Services staff shall determine the urgency and prognosis of all emergencies once the patient has been evaluated.

Missed Appointments: An inmate more than 10 minutes late will be considered "OUT OF BOUNDS," have his appointment canceled, and be subject to disciplinary actions. If for any reason you think you will be late, have your duty supervisor call the Health Information Department.

Eyeglasses: Due to safety and sanitation concerns, contact lenses are prohibited for dispensing by the BOP. All inmates needing prescription eye wear will report to sick call for triage. All exceptions to this policy must have the health services administrator's (HSA) and/or clinical director's signatures.

Footwear: The Bureau of Prisons and the Occupational Safety and Health Administration have that established all inmates shall wear steel-toe shoes at work and at the weight pile. Inmates with special medical needs will be evaluated for alternate foot wear. All exceptions to this policy must have the health services administrator's (HSA) and/or clinical director's signatures.

Routine Physical Examination: Inmates arriving at this facility will receive an initial medical screening during the intake procedures at R&D. In addition, inmates who are new to the BOP or who do not have a current, documented examination from another federal facility will be scheduled for a complete examination. A complete physical examination may require laboratory specimens of blood, urine, chest x-ray examination, skin testing for exposure to tuberculosis, and any other test deemed necessary by medical staff. The purpose of these examinations is to ensure the health and safety of the general population and to identify and contain the possibility of the spread of a communicable disease.

Inmates who refuse to comply with medically indicated testing or examinations shall be housed in a segregated area until it is determined by the medical staff that they are free from any health risks, including communicable disease. Involuntary testing may be conducted when an inmate refuses infectious disease testing.

Inmates may request age specific physical examinations. Inmates in good general health **MAY** refuse this examination by requesting in writing a waiver at the time the physical is offered. Any inmate being released from the Bureau may request a physical examination if they have not had one within 1 year. This examination should be conducted within 2 months prior to release.

Activity or Duty Restrictions: One of the BOP's primary goals is to provide a healthy and safe working environment for inmates and staff. To meet this goal, inmates are required to wear institution prescribed clothing, foot wear, and head gear. Inmates with documented medical problems **MAY** receive a written waiver from Health Services. Inmates with multiple medical problems or certain physical limitations will be considered for transfer to a facility that can meet the needs which cannot be met locally through chronic care clinics.

Every inmate shall be required to attend established programs. Inmates shall not be medically excused from an assigned program without the written approval of the health services administrator and/or clinical director.

Inmates with limited duty restrictions secondary to an illness or injury will be issued a duty limitation form. This document shall have four copies: copy one shall be maintained in the individual medical record; copy two will go to the unit officer; copy three will be given to the work supervisor; and copy four will be maintained by the inmate. Duty limitations must be dated and contain the following: Type of limitations; Period of time that limitation will be in effect, not to exceed one year, and a new evaluation will be required to extend limitations/equipment; Signature of medical officer, clinician examining patient, or health services administrator. Inmates found in violation or abusing their limitations shall be held responsible and could face disciplinary actions.

Consultants and non Bureau Medical Staff: Referrals to consultants are made through the office of the clinical director. Consultants only provide the clinical director and the medical staff with recommendations. The final decision to act on a recommendation rests with the clinical director and the BOP. Any questions regarding visits with a consultant or their recommendations are best addressed to the clinical director or health services administrator via *Inmate Request to Staff*.

Open House: If you have any questions about the level or type of medical care you are receiving, you may direct your questions to the health services administrator during open house hours. Open house is conducted on Wednesday from 2:00 - 4:00 p.m. You may submit an *Inmate Request to Staff (Copout)* at any time for answers concerning medical care provided by the Health Services Department.

INMATE MEDICAL RIGHTS AND RESPONSIBILITIES

While in custody of the Federal Bureau of Prisons, each inmate has the right to receive health care in a manner that recognizes human dignity and rights. They also have the responsibility to respect the human rights of the health care providers.

Right: You have the **right to access** health care services based on the local procedures at your institution. Health services include medical, dental and all support services. **If an inmate co-pay system exists in your institution, health services cannot be denied due to lack (verified) of personal funds to pay for your care.**

Responsibility: You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. **You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.**

Right: You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.

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

Right: You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the health services administrator, members of your unit team, the associate warden and the warden.

Responsibility: You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Inmate Grievance Procedures*.

Right: You have the right to provide the Bureau of Prisons with **Advance Directives or a Living Will** that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.

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

Right: You have the right to be provided with information regarding your diagnosis, treatment and prognosis. **This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.**

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

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

Responsibility: You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

Right: You have the right to be examined in privacy.

Responsibility: You have the responsibility to comply with security procedures should security be required during your examination.

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.

Right: You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.

Responsibility: You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.

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 be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

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.

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 2 years; if over the age of 50, once a year and within 1 year of your release).

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

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.

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

Responsibility: You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others.

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.

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence- Outgoing: You may correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list, provided the correspondence does not present a risk to the security of the institution. General outgoing correspondence is placed in the mailbox located in each wing of the housing unit. The morning watch unit officer will inspect all outgoing general correspondence for contraband and seal each item before it is collected by the morning watch compound officer.

The outgoing envelope must have your name, registration number, and return address in the upper left hand corner. Special/legal mail is brought directly to the mail room for processing at 7:00 am. It will not be taken at any other time in the day.

You are responsible for the content of your letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

You may be placed on restricted correspondence status based on misconduct or a matter of classification. You will be notified of this placement and have the opportunity to respond.

Incoming Correspondence: Mail is ordinarily distributed by the evening watch officer Monday through Friday excluding weekends and holidays. Legal and Special mail will be issued to you by a unit team staff as soon as possible after it is received. The number of incoming letters you receive will not be limited unless it places an unreasonable burden on the institution. Advise ALL those writing to address the envelope with your register number and designated unit. to aid the prompt delivery:

Incoming Publications: The Bureau of Prisons permits you to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine/newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs.

You may receive soft-cover publications (for example, paperback books, newspaper clippings, magazines, and other similar items) only from the publisher, from a book club, or from a bookstore. You may receive hardcover publications and/or newspapers only from a publisher, book store, or a book club. You may retain a total of five books, which may include a combination of soft and hard cover books. Magazines are limited to five issues not to exceed 30 days old, and newspapers are limited to five not to exceed 7 days old. The unit manager may allow more space for legal publications upon request. The warden will reject a publication if it is determined to be detrimental to the security, good order, or discipline of the institution, or if it might facilitate criminal activity.

Publications which may be rejected by the warden include, but are not limited to, one of the following criteria:

1. It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
2. It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
3. It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
4. It is written in code.
5. It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.

John Doe, 00000-000 Federal Correctional Institution P.O. Box 699 Estill, SC 29918-0699	<input type="checkbox"/>
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John Doe, 00000-000 (Unit) Federal Correctional Institution P.O. Box 699 Estill, SC 29918-0699	<input type="checkbox"/>
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6. It encourages or instructs in the commission of criminal activity. It is sexually explicit material that, by its nature or content, poses a threat to the security, good order, or discipline of the institution, or facilitates criminal activity.

[Statutory restrictions requiring return of commercially published information or material which is sexually explicit or features nudity §§540.72]. Section 614 of the Fiscal Year 1999 Omnibus Budget Act (P.L. 105-277) specifies:

“None of the funds made available in this Act to the Federal Bureau of Prisons may be used to distribute or make available any commercially published information or material to a prisoner when it is made known to the Federal official having authority to obligate or expend such funds that such information or material is sexually explicit or features nudity.”

Commercially published information or material means any book, booklet, pamphlet, magazine, periodical, newsletter, or similar document, including stationery and greeting cards, published by any individual, organization, company, or corporation which is distributed or made available through any means or media for a commercial purpose. This definition includes any portion extracted, photocopied, or clipped from such items.

Nudity means pictorial depiction where genitalia or female breasts are exposed.

Features means the publication contains depictions of nudity or sexually explicit conduct on a routine or regular basis or promotes itself based upon such depictions in the case of individual one-time issues. Publications containing nudity illustrative of medical, educational may be excluded.

The following are examples of commercial publications which, based on current practices of the publisher, may be distributed to inmates even though they may contain nudity because the publication does not **feature** nudity as defined by law: National Geographic; Our Body, Our Selves; Sports Illustrated, Swimsuit Issue; Victoria's Secret catalog. Any publication may change a single issue or its general policies and practices at any time which would allow it to become acceptable or non-acceptable for distribution. The above examples are guidelines only and are subject to change.

Sexually explicit means a pictorial depiction of actual or simulated sexual acts including sexual intercourse, oral sex, and masturbation. Publications with sexual content which are not returned through application of the procedures in Section 7 are still subject to rejection through application of the procedures in Section 6.b.(7) of the program statement. For example, publications which contain sexually explicit text or which feature sado-masochism, bestiality, or which involve children may not meet the definitions in this section for “sexually explicit” or “nudity,” but may be considered sexually explicit under Section 6.b. (7).

Special Mail: "Special Mail" is a category of correspondence which may be sent out of the institution unopened. It includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, members of the U.S. Congress, embassies and consulates, governors, state attorney generals, prosecuting attorneys, directors of state departments of corrections, state parole commissioners, state legislators, state courts, state probation officers, other federal and state law enforcement, attorneys, and representatives of the media. The mail room will be open during morning work call at 7:30 a.m. to process outgoing special mail until the end of work call at 7:40 a.m. Special Mail will also be accepted during ISM open house hours on Wednesday and Thursday from 11:15 a.m. until the compound is closed after the lunch meal. In the event the units are locked down in the morning for adverse weather, etc., the mail room will accept Special Mail during the 3:00 p.m. open movement on that day only.

Special mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, members of U.S. Congress, embassies and consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other federal law enforcement officers, U.S. Attorneys, state attorney generals, prosecuting attorneys, governors, U.S. Courts, and state courts, provided all criteria are met.

The unit team will pick up your special mail and deliver it to you. The unit team will then open your incoming special mail in your presence. These items will be checked for physical contraband and for qualification as special mail. The correspondence will not be read or copied if the sender is accurately identified on the envelope, and the front of the envelope clearly indicates that the correspondence is "**SPECIAL MAIL ONLY TO BE OPENED IN THE PRESENCE OF THE INMATE.**" Without adequate identification as special mail, staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media: You may use special mail privileges when corresponding to representatives of the news media if the representatives are specified by name or title. You may not receive compensation or anything of value for corresponding with the news media. You may not act as a reporter, publish under a byline, or conduct a business or profession while in the custody of the Federal Bureau of Prisons. Representatives of the news media may initiate

correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, reviewed for qualification as media correspondence, and reviewed for content which is likely to promote either illegal activity or conduct contrary to regulations.

Correspondence Between Confined Inmates: You may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of your immediate family or is a party in legal action in which you both are involved. Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). The warden at both institutions must approve the correspondence. A request is submitted to the unit manager via *Inmate Request to Staff*, with all the pertinent information to complete the request.

Rejection of Correspondence: The warden may reject correspondence sent by you or to you if it is determined to be detrimental to the security, good order, discipline of the institution, the protection of the public, or if it might facilitate criminal activity. Examples include: Matters which are non-mailable under law or postal regulations. Matters which depict, describe, or encourage activities which may lead to the use of physical violence or group disruption. Information of escape plots, plans to commit illegal activities, or plans to violate institution rules. Direction of an inmate's business. Threats, extortion, obscenity, or gratuitous profanity. Matters which are written in code. Sexually explicit material which, by its nature or content, poses a threat to an individual's personal safety or security or to the institution's good order.

This does not prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of your commitment. You may, for example, correspond about refinancing a mortgage for your home or sign insurance papers. However, you may not operate a mortgage or insurance business while confined in the institution.

Notification of Rejection: If your incoming mail is rejected, the warden will give written notice to the sender concerning the rejection of mail and the reasons for its rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of the rejected correspondence and the reasons for it. You also have the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

Inmate Packages: The only packages an inmate may receive from home are those containing release clothing within the last 30 days of confinement. Release clothing will be limited to one pair of pants, one shirt (no t-shirts or tank tops), one pair of socks, one pair of shoes, one belt, and one jacket or sweater. The release package will be issued to you in R&D the day of your release. It will be your responsibility to ensure that the sending party includes the proper sizes of clothing. In the event the clothing does not fit, the inmate will be provided release clothing by R&D staff and will be required to take the clothing received from home with him at the time of release.

Change of Address/Forwarding of Mail: The mail room will provide you with United States Postal Service (USPS) change of address kits if you are being released or transferred. A Bureau change of address form will also be completed by you upon your departure. It will be maintained in the mail room for a period of 30 days for the purpose of forwarding all general mail. Special mail will continue to be forwarded after 30 days. Any general mail received after 30 days will be returned to sender.

Special Postal Services: If you desire to use certified, registered, or insured mail, you may do so by attending the mail room open house (Wednesday/Thursday from 11:15 a.m. to 12:15 p.m.). You may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

INMATE TELEPHONE SYSTEM (TRUFACS)

Telephones: There are telephones located in each housing unit for your use from 6:00 a.m. to 11:00 p.m. daily. Third party billing and electronic transfer of a call to a third party are prohibited. Likewise, 1-800, 1-900, 1-976, 1-888, 1-877, or credit card access numbers are not allowed.

Telephones are to be used for lawful purposes only. Threats, extortion, or other illegal activities may result in prosecution. All inmate telephones are subject to monitoring and recording. You must contact your unit team for an unmonitored legal call. FCI Estill has the Inmate TRUFONE system (TRUPHONE). This system uses a personal access code (PAC). It allows you to call up to 30 approved numbers. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account after 4:30 p.m. or on weekends. Forms for updating telephone numbers may be obtained from the unit counselor. You will be given your confidential PAC (nine-digit) number. This will allow you to place a call by first entering the telephone number followed by your nine-digit PAC number within 2 business days of your arrival. All calls are automatically terminated after 15 minutes.

Changes to your phone list may be made up to three times monthly by submitting a request through the unit counselor. Changes can be made on an emergency basis only as determined by staff. The use of the telephone will not interfere with the institution's schedules, programs, work assignments, or counts. When a count or census is conducted, all inmates on the telephone shall terminate their calls immediately.

During institution emergencies, use of the inmate telephone may be curtailed or terminated. Inmates are permitted to speak with individuals who are listed on their individually approved phone lists only. An inmate who places a phone call to an individual who is on his approved phone list **MAY NOT** permit another inmate to participate in the phone call **AT ANY TIME**.

Each inmate will be limited to 300 minutes of completed calls each month. This limitation will be calculated by combining your collect and direct calls. Your 300-minute limit will be re-validated on the same date as your commissary account re-validation. Please refer to the re-validation chart located in the section involving "Commissary Operations" to ascertain the date in which your phone time will be re-validated.

A written report of telephone charges is available for any 30-day period within the past 120 days upon payment of a fee of \$3 for each 30-day period. A Request for Withdrawal of Inmate's Personal Funds (BP 199) must be submitted to unit staff, to include the specific 30-day period for which a telephone account is requested.

A list of denial code explanations is posted on each unit bulletin board or a copy can be obtained through your unit team.

VISITATION (Step 1.2.3b) all areas covered.

Approved Visitors: You must submit a visiting list to your counselor for approval. Only those visitors documented on the approved visiting list will be authorized to visit. Members of your immediate family (wife, children, parents, brothers, sisters) will ordinarily be placed on the approved visiting list temporarily (a grace period of 30 days), as long as they can be verified in your PSI. During this time frame, visiting forms should be sent to family members for completion. Potential immediate family visitors will provide verification of the relationship (i.e birth certificates). A common-law spouse will usually be treated as an immediate family member, provided the common-law relationship was established in a state which recognizes such a status. When an inmate requests a visitor, other than immediate family, the proposed visitor must complete and submit the information sheet with a signed release authorization form. In addition, a minimum of two notarized statements from individuals, other than family, must be submitted. These statements must affirm their knowledge of a relationship between the inmate and the proposed visitor prior to the inmate's incarceration and their individual association with the inmate and proposed visitor. You will be allowed a maximum of four adult visitors in the visiting room at a time. There will be no limit on the number of children allowed to visit; however, you will be responsible for the conduct of all your visitors. No toys will be permitted to be brought inside.

All visitors are required to clear the metal detector and/or submit to random pat searches. If they don't clear the metal detector or submit to the pat search they will not be authorized to enter the institution.

Identification of Visitors: A Photo Identification is required for all visitors 16 years of age and older. Identification may include a VALID driver's license, state Identification, photo identification, or valid passport. Birth certificates are not considered proper identification. Persons without photo identification will not be permitted to visit.

Visiting Hours: You are encouraged to have visits in order to maintain family and community ties. Visiting hours are as follows: weekends/holidays 8:00 a.m. to 3:00 p.m. and from 5:00 p.m. to 8:30 p.m. on Friday. Any exceptions to this schedule must be approved by the warden. Visitors arriving after 7:30 p.m. on Friday and 2:00 p.m. on weekends/holidays will not be allowed to visit.

Those individuals visiting you should be aware of the following: It is a Federal crime to bring upon the institution grounds any weapons, intoxicants, drugs, or other contraband. Title 18 United States Code 1791 provides a penalty of imprisonment for not more than 10 years, a fine of not more than \$250,000, or both, to a person who provides or attempts to provide an inmate anything whatsoever without the knowledge and consent of the warden. All persons entering these premises are subject to routine searches of their person, property (including vehicles), and packages.

The warden, upon a reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable tests. A visitor has the option to refuse any of the searches, tests, or entrance procedures, but the visit will not be allowed. This could also result in an indefinite suspension of visiting privileges for this visitor.

The following information is provided to aid your visitor's arrival to the institution: FCI Estill is located approximately 63 miles north of Savannah, Georgia; 76 miles west of Charleston, South Carolina; and 3 miles south of Estill city limits. The institution is accessible by car via US 321 and South Carolina Route 3.

Visitors arriving in the area via Interstate 95 South should use Exit 38 (at Yemassee); those arriving from Interstate 95 North should use Exit 5. Commercial airline service is available through three major airports within a 100-mile radius: Savannah, Georgia; Columbia, South Carolina; and Charleston, South Carolina. Interstate bus service (Greyhound Lines, Inc., and Continental Trailways) and Amtrak's north-south passenger trains have regular stops in Hampton County. There are no local taxi companies to provide travel from Hampton County bus station or the rail station.

Attire (Inmates): Inmates entering the visiting area will be dressed in institution clothing with approved shoes. All inmates will be required to wear their khaki uniforms with belts and shirts tucked. Items that you may take into the visiting room are limited to one comb, one handkerchief, one wedding band (no stone), one religious medallion (with chain), legal materials (legal visits only), and prescription eyeglasses. You may not take anything with you upon departure that you did not bring with you.

Attire (Visitors): Your visitors will be required and expected to wear clothing which is within the bounds of good taste when visiting you at this facility. The duty officer will be consulted prior to denying a visitor's entry into the institution because of his/her attire. Clothing considered not appropriate for visiting: (this list applies to all visitors who have the physical attributes of an adult) Low-cut or see-through clothing; tube or tank tops; backless clothing; sleeveless clothing; shorts of any type (children under the age of 10 may wear shorts); braless; bare midriffs; bathing suits (bathing suits are not permitted regardless of age); spandex type tops or bottoms; figure- or form-fitting (tight) clothing of any type; camouflage/combat military type clothing; khaki-type/colored button-down shirts; trousers similar to institution-issued clothing (FCI visiting room); green-colored clothing similar to institution-issued clothing (SPC visiting room); sweat pants; wind pants; inappropriate logos, quotes or lettering on clothing that is offensive; and any other apparel of a suggestive or revealing nature. All skirts, including splits in front, side or back, must extend below the knees to be allowed into the visiting room. Hats, hair wraps, and scarves, with the exception of the "hijab," are not permitted inside the institution.

Permitted Visitor Items: All visitors must clear the metal detector in the entrance area. They also may be asked to submit to a pat search. Visitors' purses, attorneys' briefcases, or other approved items may also be searched. Other personal articles must be left in the visitor's car. Visitors are permitted to bring a reasonable amount of diapers five, infant care items, and feminine hygiene products into the visiting room. No food may be brought into the visiting room since vending equipment is conveniently located. Review the institutional supplement on visiting regulations regarding other items not listed in this section.

Visiting Rules: All visits will begin and end in the visiting room. A kiss, embrace, and/or handshake will be allowed only upon the visitor's arrival and departure. Visitors cannot visit with any inmate other than the approved inmate. Smoking by either you or your visitors is not allowed. You are not allowed to receive coins or money for your commissary account while in the visiting room. Special visits for emergencies may be requested from the unit manager via an *Inmate Request to Staff*. Details of the reasoning for this visit must be contained in your request.

ACCESS TO LEGAL SERVICES

Legal Correspondence: Legal correspondence from attorneys will be treated as special mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney, and the front of the envelope must be marked "SPECIAL MAIL - open only in the presence of the inmate." It is your responsibility to advise your attorney about this policy. If legal mail is not properly marked, it will be opened and processed as general correspondence.

Attorney Visits: Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours; however, visits from an attorney can be arranged at other times based on the circumstances and availability of staff. Attorney visits will be subject to visual monitoring but not audio monitoring.

Legal Material: During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may not be transferred during attorney visits unless previously approved. You are expected to handle the transfer of legal materials through the mail.

Attorney Phone Calls: In order to make an unmonitored legal phone call, you must make arrangements through a member of your unit team. Your request should be written on an *Inmate Request to Staff* form to your counselor at least 24 hours in advance. A check will be conducted for any legal phone call requests due to an imminent court deadline. (Step 2.3.1)

Law Library: The law library contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons program statements, institution supplements, indices, and other legal materials. The law library schedule is posted in the Education building. An inmate law library clerk is available for assistance in legal research. Legal materials are also available in the special housing unit ordinarily via an *Inmate Request to Staff*.

Notary Public: Under the provisions of Title 18 United States Code 4004, certain staff are authorized to administer oaths and to take acknowledgments. Contact your unit team for more details. A recent change in the law allows that a statement to the effect that papers which inmates sign are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies unless specifically directed otherwise.

Copies of Legal Materials: In accordance with institution procedures, you may copy materials necessary for research of legal matters. A debit card operated copy machine is available in the Education Department for inmate use. Inmates who are without funds and can demonstrate a clear need for particular copies may submit a written request for a limited amount of duplication to their unit team. In the event the copy machine in the education department is out of order you can request copies from the unit team provided you pay the cost of the copies.

Freedom of Information (FOI)/Privacy Act of 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without, the prior written consent of, the individual to whom the record pertains, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including program statements and operations memoranda) shall be processed through the Freedom of Information Act, Title 5 United States Code 552. Address all concerns to: Federal Bureau of Prisons, FOIA/PA Section, 320 First Street, N.W., HOLC Building, Room 738, Washington, D.C. 20534

Inmate Request to Review Central File: An inmate seeking to review his inmate central file shall submit a request to his case manager via *Inmate Request to Staff* (copout). The inmate's request will be acknowledged and will be permitted to review the file whenever practicable. All file reviews will be done under constant staff supervision. An inmate may review his central file with the (exception for the section marked FOI Exempt). (Step 1.5.4)

Inmate Access to Other Documents: You may request access to the non-disclosable documents in your central file and medical file or other documents concerning yourself that are not in your files by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your register number and date of birth for identification purposes. A request on your behalf by an attorney for your records will be treated as a "Privacy Act Request" if the attorney has forwarded your written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Executive Clemency: You are advised that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. To apply for executive clemency, you must do so on forms that are available through your unit team. The rules governing these petitions are available in the law library.

Pardon: A pardon is an executive act of grace that is a symbol of forgiveness. It does not denote innocence nor does it expunge the record of conviction. A pardon can be in "full" or in "part," depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed or it can be "absolute," which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. An application for pardon may not be submitted until the expiration of at least 5 years from the date of release from confinement. In cases involving crimes of a serious nature, such as violation of narcotics laws, gun control laws, income tax laws, perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime or crimes of a serious nature, a waiting period of 7 years is usually required.

Commutation of Sentence: This is the form of executive clemency power used to provide post-conviction relief to you during your incarceration. The President of the United States is authorized by the Constitution to grant clemency for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process.

Reprieve: A reprieve is the suspension of an execution of a sentence for a period of time and is ordinarily an act of clemency extended to a prisoner to afford him an opportunity to seek improvement of the sentence imposed. A reprieve differs from a commutation which is a reduction of a sentence and from a pardon, which is a permanent cancellation of it.

PROBLEM RESOLUTION

Inmate Requests to Staff: There is a chain of command that is expected to be followed. You are to try and resolve any problems by first going to your counselor or case manager, then the unit manager before you address any issues to the executive staff. The Bureau form BP-148, *Inmate Request to Staff* (cop-out), is used to make a written request to a staff member. Any type of request can be made with this form. A BP-148 may be obtained in the living units from the unit officer. In order to facilitate responses, you should submit both copies of the cop-out to the appropriate staff member. Staff members who receive a cop-out will normally answer the request within 5 working days unless there are extenuating circumstances.

Federal Tort Claims: If negligence of institution staff results in personal injury or property loss/damage to you, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, you must complete a Claim for Damage, Injury, or Death, Standard Form 95. You can obtain this form by submitting a request to the legal liaison through institution mail. Once you have completed the Standard Form 95, mail your tort claim to: Regional Counsel, Southeast Regional Office, 3800 Camp Creek Parkway, S. W., Building 2000, Atlanta, GA 30331-6226

Administrative Remedy Process: The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, you can resolve a problem informally by direct contact with a staff member or via a BP-148. However, when informal resolution is not successful, a formal complaint can be filed as a Request for Administrative Remedy.

Complaints regarding tort claims, inmate accident compensation, Freedom of Information or Privacy Act requests, and complaints on behalf of other inmates **are not** accepted under the Administrative Remedy procedure.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. If the issue cannot be informally resolved, your counselor will issue a BP-229 (BP-9) form. You will return the completed BP-229 to your counselor who will deliver it to your unit manager, who will review the material to ensure an attempt at informal resolution was made. You will be provided a receipt once your BP-229 is received by the administrative remedy coordinator. The BP-229 complaint must be filed within 20-calendar days from the date of the incident or complaint, unless it was not feasible to file within that period of time. Institution staff have 20-calendar days to act on the complaint and to provide a written response to you. This time limit for the response may be extended for an additional 20-calendar days.

When a complaint is determined to be of an emergency nature (which threatens your immediate health or welfare), the reply must be made as soon as possible (within 48 hours from receipt of the complaint).

If you are not satisfied with the response to the BP-229, you may file an appeal to the regional director. If an inmate's complaint involves a different region, they should consult their counselor for the proper address to send your BP-230 (regional office appeal). This appeal must be received in the regional office within 20-calendar days from the date of the BP-229 response, and includes mail time. All concerns should be addressed to: Administrative Remedy Coordinator, Southeast Regional Office, 3800 Camp Creek Parkway, S.W., Building 2000, Atlanta, GA 30331-6226

The regional appeal is written on a BP-230 (BP-10) form, which may be obtained from your counselor, and must have a copy of the BP-229 form and response attached. The regional appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. You will be notified of the extension. If a response is not returned within the allotted time period including an extension, you should assume your request has been denied, and take whatever steps you deem necessary.

If you are not satisfied with the response by the regional director, you may appeal to the central office of the Bureau of Prisons. The national appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms with responses. The forms are to be sent to: National Inmate Appeals Administrator, Office of General Counsel, 320 First Street, N.W., Washington, D.C. 20534

The BP-231 form may be obtained from your counselor. The national appeal must be answered within 40-calendar days, but the time limit may be extended an additional 20 days.

In writing a BP-229, BP-230 or BP-231, the form should contain the following information: Statement of facts, Grounds for relief, and Relief requested.

Time Limits (in calendar days) for Filing: BP-229: 20 days from incident, BP-230: 30 days from BP-9 response, BP-231: 40 days from BP-10 response.

Response Extensions: BP-229: 20 days, BP-230: 20 days, BP-231: 30 days.

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

RELEASE

Sentence Computation: The Inmate Systems Management Department (ISM) is responsible for the computation of your sentence. You will be given a copy of your sentence computation as soon as it is prepared. Any questions about good time, jail time/prior custody credit, parole eligibility, full term dates, release dates, or periods of supervision are resolved by staff upon your request for clarification. Open house for the records department is Wednesday/Thursday 11:15 a.m. to 12:15 p.m.

Fines and Costs: In addition to jail time, the court may impose a committed or non-committed fine and/or costs. An inmate with a committed fine will stay in prison until the fine is paid unless arrangements are made to pay the fine, or he qualifies for release under the provisions of Title 18 USC, Section 3569 (Pauper's Oath). Additionally, you will also be responsible for paying interest on the unpaid balance of your fine unless interest was waived by the court in the judgement and commitment order. The amount of interest and the method of calculation depends on the statute under which you were sentenced. This, in turn, is determined by the date of the offense of conviction.

Detainers: Certified copies of warrants, indictments, or information based on pending charges, over-lapping, consecutive or unsatisfied sentences in federal, state, or military jurisdictions will be filed as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that you initiate efforts to clear up these cases. Case management staff may give assistance to you in your efforts to have detainers against you disposed of either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Detainers may be quickly disposed of under the procedures of the "**Interstate Agreement on Detainers.**" This agreement applies to all detainers based on untried pending charges (excluding parole/probation violations) which have been lodged against you by a **member state** regardless of when the detainer was lodged. For you to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but you know of pending charges, it is important for you to contact the court and district attorney.

Good Conduct Time: This only applies to you if you were sentenced for an offense committed on or after November 1, 1987. The Comprehensive Crime Control Act (CCCA) became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under this new law for parole. Fifty-four days may be earned for each full year served on a sentence in excess of 1 year. This may not be awarded until the end of the year and may be awarded in part or in whole contingent upon behavior during the year. Once awarded, it is vested and may not be disallowed. **Once disallowed, the credit may not be restored and is subject only to review by the warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy procedures.**

Additional procedures for offenses committed after September 13, 1994, but before April 26, 1996, the **Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA)** include a distinction between violent and non-violent offenders and inmates who have, or do not have, a high school diploma or equivalency. These distinctions can affect the awarding, disallowance, and forfeiture of GCT and the aggregation of VCCLEA sentences with other sentences.

The Prison Litigation Reform Act (PLRA) of 1995 amended the VCCLEA, in order to motivate all inmates into an "exemplary compliance" standard for violations of institution rules and regulations. It effectively impacts those offenses committed after April 26, 1996. In addition, the amendment further requires the Bureau to consider educational progress toward earning a high school diploma or an equivalent degree in awarding GCT credits. The PLRA also specifies that GCT shall vest on the date the inmate is released from custody. This means that all earned GCT for the year, or years, preceding the current or final partial year, is available for forfeiture throughout service of the sentence. Some or all GCT earned during the current or final partial year may be disallowed (not forfeited).

There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO YOU IF YOU WERE SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

Good Time: "Good time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence - that is, it advances the date when release will be mandatory if you are not paroled at an earlier date. The awarding of good time does not in itself advance your release date. It has that effect only if you would not otherwise be paroled before the mandatory date. The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done, however.

Statutory Good Time: Under Title 18 United States Code 4161, if you are sentenced to a definite term of 6 months or more, you are entitled to a deduction from your term if you have faithfully observed the rules of the institution and have not been disciplined. It is computed as follows:

- Not greater than one year - 5 days for each month of a sentence of not less than 6 months or more than 1 year.
- More than 1 year, less than 3 years - 6 days for each month of the stated sentence.
- At least three 3 years, less than 5 years - 7 days for each month of the stated sentence.
- At least 5 years, less than 10 years - 8 days for each month of the stated sentence.
- 10 years or more - 10 days for each month of the stated sentence.

At the beginning of your sentence, the full amount of statutory good time is credited subject to forfeiture if you commit disciplinary infractions.

If the sentence is for 5 years or longer, 18 United States Code 4206(d) requires the Parole Commission to release you after service of two-thirds of the sentence unless the Commission determines that you have seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that you will commit another crime. If you are serving a sentence of 5 to 10 years, this provision may mandate release before the date established by subtracting good time from the sentence.

Statutory good time does not apply to life sentences or to sentences under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly 6 months; a shorter period does not qualify for good time under the statute and a longer period cannot be part of a split sentence.

Extra Good Time: The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service or for performing duties of outstanding importance or for employment in an industry or camp. You may earn only one type of good time award at a time, e.g., if you earn industrial or camp good time, you are not eligible for meritorious good time. However, a lump sum award may be given in addition to another extra good time award. Neither the warden nor the discipline hearing officer may forfeit or withhold extra good time.

The warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The discipline hearing officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the warden must approve a new staff recommendation in order for the award to recommence. A **disallowance** means that you do not receive an extra good time award for only 1-calendar month. A **disallowance** must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which extra good time has been disallowed or terminated.

Superior Court of District of Columbia Sentences (calculation of sentence for offenses committed on or after April 11, 1987):

The **District of Columbia Good Time Credits Act of 1986** (the "Act") became effective on April 11, 1987, for all D.C. Code offenses committed on and after that date. It also applied to sentences being served but only from April 11, 1987. D.C. Code 24-405 was repealed by this Act, but was replaced with D.C. Code 24-428, **institution good time** (hereinafter referred to as DCIGT) with no significant change to the amount of good time that could be earned based on conduct. (The change was that good conduct time would begin to accrue with a sentence of **30 days** instead of with a sentence of **one month**.) It also added 24-429, **educational good time**; D.C. Code 24-430, **administration of good time credits** and D.C. Code 24-432, **forfeiture**. 18 USC 4162, **industrial good time** continued to be applied to sentences imposed under D.C. Code 24-428.

DC Code 24-428, institution good time. D.C. Code 24-428, when initially enacted, applied only to prisoners **imprisoned in a district correctional facility** but this had no negative effect since the BOP applied SGT to prisoners transferred to BOP custody. This practice became moot on August 17, 1991, when D.C. Code 24-428 was amended to apply to any D.C. Code offender regardless

of location and was retroactive. D.C. Code 24-428 was repealed effective June 22, 1994, for offenses occurring on and after that date. D.C. Code 24-428 states,

- A. Every person who is convicted of a violation of a District of Columbia ("District") criminal law by a court in the District of Columbia and whose conduct is in conformity with all applicable institutional rules is entitled to institutional good time credits in accordance with the provisions of this section. Application of good time credits shall commence on the 1st day of the person's commitment, as follows:
1. Five days for each month, if the sentence is not less than 30 days and not more than 1 year.
 2. Six days for each month, if the sentence is more than 1 year and less than 3 years.
 3. Seven days for each month, if the sentence is not less than 3 years and less than 5 years.
 4. Eight days for each month, if the sentence is not less than 5 years and less than 10 years.
 5. Ten days for each month, if the sentence is 10 years or more.
 6. When two or more consecutive sentences are to be served, the aggregate of the several sentences shall be the basis upon which the good time credits shall be applied.
- B. Good time credits shall be applied to the person's minimum term of imprisonment to determine the date of eligibility for release on parole and to the person's maximum term of imprisonment to determine the date when release on parole becomes mandatory.
- C. Good time credits applied to the minimum term of imprisonment shall be computed solely on the basis of the minimum term of imprisonment. Good time credits applied to the maximum term of imprisonment shall be computed solely on the basis of the maximum term of imprisonment.
- D. Institutional good time credits under this section shall be applied without retard to the person's award of educational good time credits under D.C. Code 24-429.

As noted earlier, D.C. Code 24-428 applied to prisoners in the service of sentences on the effective date of April 11, 1987, which had no significant effect except as to minimum terms.

There is no 180-day date (18 U.S.C. 4164) for a D.C. Code 24-428 sentence. If not paroled by action of the U.S. Parole Commission, a sentence under this section will be **mandatorily paroled** on the statutory release date.

D.C. Code 24-429, Educational Good Time: D.C. Code 24-429, like D.C. Code 24-428, became effective on April 11, 1987, but unlike D.C. Code 4-428, it was not repealed on June 22, 1994, and remains in effect. D.C. Code 24-429 applies only to sentenced D.C. Code offenders.

The sections state: Every person whose conduct complies with institution rules and who demonstrates a desire for self-improvement by successfully completing an academic or vocational program, including special education and the Graduate Equivalency Diploma Program, shall earn educational good time credits of no less than 3 days a month and not more than 5 days a month. These credits shall not be awarded until completion of the academic or vocational program.

Educational good time credits authorized by the provisions of this section shall be applied to the person's minimum term of imprisonment to determine the date of eligibility for release on parole and to the person's maximum term of imprisonment to determine the date when release on parole becomes mandatory.

An inmate who was enrolled in an educational course or program prior to April 11, 1987, but who did not complete it until after April 11, 1987, became eligible to earn the credits only from the time on and after April 11, 1987. Any inmate who enrolled in an educational course or program on and after April 11, 1987, became eligible to earn education good time credits.

An inmate whose offense occurs on or after August 5, 2000, will not be entitled to earn D.C. education good time. An inmate whose sentence was imposed on or after August 5, 2000, but whose offenses occurred from April 11, 1987, to August 5, 2000, will be entitled to earn D.C. education good time. Inmates who are in a D.C. education good time earning status on and after August 5, 2000, will continue to earn credit.

After transfer or commitment to the Bureau of Prisons, enrollment in a Bureau of Prison approved program for any portion of a calendar month (1 day or more) equals 1 full month's (3 to 5 days) of education good time.

No D.C. education good time will be applied to a minimum mandatory sentence.

No D.C. education good time will be applied to any minimum term for an offense mentioned in D.C. Code 24-434. Education good time that exceeds the 14 - 85% date will not be appl. to min. terms as disc. in D.C. Code 24-429.2 and 24-208(b).

D.C. Code 24-432, Forfeiture. D.C. Code 24-432, like D.C. Code 24-428, became effective on April 11, 1987, but unlike D.C. Code 24-428, it was not repealed on June 24, 1994, and remains in effect. The section states:

The award of good time credits for good behavior and faithful performance of duties may be forfeited, withheld and restored by the Director, in accordance with rules promulgated by the mayor pursuant to D.C. Code 24-430, after a hearing, which shall be conducted in accordance with the rules.

Because of this statutory provision, from April 11, 1987, the D.C. Department of Corrections no longer had to rely on 18 U.S.C. 4165 - 4166 for the forfeiture, withholding, and restoration of time credits. The implementing D.C. Department of Corrections rules for D.C. Code 24-432, as promulgated by the mayor, were published in May, 1987, in **Title 28, Chapter 5 of the District of Columbia Municipal Regulations**, as amended on February 19, 1988, in **Volume 35 of the District of Columbia Register**. For D.C. Code offenders in Bureau of Prisons facilities, discipline hearings or considerations for restoration, are conducted under the provisions of the Bureau of Prisons program statement on **Inmate Discipline and Special Housing Units**.

Selective Service Registration: Any inmate who is under the age of 26 is required to register with the Selective Service System within 30 days of release from the facility.

Residential Re-entry Center Good Time: Extra good time for you while in a Federal or contract residential re-entry center (RRC) is awarded automatically beginning on arrival at that facility and continuing as long as you are confined to the center unless the award is disallowed.

Camp Good Time: If assigned to a camp, you are automatically awarded extra good time beginning on the date of commitment to the camp and continuing as long as you are assigned to the camp unless the award is disallowed.

Lump Sum Awards: Any staff member may make a recommendation to the warden to approve a lump sum award of extra good time for you. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The warden may make lump sum awards of extra good time of not more than 30 days. If the recommendation is for more than 30 days and the warden agrees, the warden will refer the recommendation to the regional director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under Title 18 United States Code 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated.

Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

- (a) An act of heroism;
- (b) Voluntary acceptance and satisfactory performance of an unusually hazardous assignment.
- (c) An act which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security matters;
- (d) A suggestion which results in substantial improvement of a program or operation or which results in significant savings;
- (e) Any other exceptional or outstanding service.

Good Time Procedures: Extra good time is awarded at a rate of 3 days per month during the first 12 months and at the rate of 5 days per month thereafter (e.g., the first 12 months, as stated, means 11 months and 30 days - day for day - of earning extra good time before an inmate can start earning 5 days per month). For example, if you were to stop working, transfer from Industries to an institution job or if good time was terminated for any reason, the time that you are not earning good time does not count in the calculation of the first 12 months. If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made. You may be awarded extra good time even though some or all of your statutory good time has been forfeited or withheld.

Extra good time is not automatically discontinued while you are hospitalized, on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra good time may be terminated or disallowed during such absences if the warden finds that your behavior warrants such action.

If you are in an extra good time earning status, you may not waive or refuse extra good time credits. Once extra good time is awarded, it becomes vested and may not be forfeited, withheld, retroactively terminated or disallowed.

Parole: Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. As a parolee, you will remain under the supervision of a U.S. Probation Officer until the expiration of your full term. For those inmates with "old law sentences" (Sentenced before November 1, 1987) who have questions regarding parole, see your case manager.

Release Planning: If granted parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved. The parole plan is part of the material which is submitted in connection with the parole hearing. The unit team submits your release plan to the U.S. Probation Officer approximately 3 to 6 months before the scheduled parole date.

Residential Re-entry Center Transfers: If you are nearing release and need assistance in obtaining a job, residence or other community resources, you may be transferred to a community corrections program. The Bureau's Community Corrections Branch within the Community Corrections and Detention Division supervises services provided to you when you are housed in contract facilities and participating in specialized programs in the community. The community corrections manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, state and local governments, and the community. CCM are located strategically throughout the country. They are responsible for developing and maintaining a variety of contract facilities and programs working under the supervision of the appropriate regional administrator.

Community programs have three major emphases: residential community-based programs provided by residential re-entry centers and local detention facilities, programs that provide intensive non-residential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

Community-Based Residential Programs: The community-based residential programs available include both typical residential re-entry center (RRC) and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring your activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, you are required to pay subsistence from your salary to help defray the cost of your confinement. Your payment rate during RRC residence is 25% of your income.

Most Bureau of Prisons community-based residential programs are provided in residential re-entry centers. These facilities contract with the Bureau of Prisons to provide residential correctional programs near your home community. RRC's are used primarily for three types of offenders:

Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and re-establishing family ties.

Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.

Those serving short sentences of imprisonment and terms of community confinement.

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

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs in which an offender is employed in the community during the day, returning to the institution at night.

DISCIPLINARY PROCEDURES

Discipline: It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are subject to an administrative fact-finding hearing by the unit discipline committees (UDC) and, for more serious violations, the disciplinary hearing officer (DHO). A list of prohibited acts is contained in this section.

Inmate Discipline Information: If a staff member observes or believes he/she has evidence that you have committed a prohibited act, an incident report may be written; this is the first step in the disciplinary process. The incident report shall ordinarily be delivered to you within 24 hours of the time staff became aware of your involvement in the incident. The writer of the incident report and the investigator may attempt an informal resolution except for prohibited acts in the greatest or high severity categories.

If an informal resolution is accomplished, the incident report will be expunged and not placed in the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violations in the greatest severity category (100 series) must be forwarded to the disciplinary hearing officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing.

Initial Hearing: You must ordinarily be given an initial hearing within 3 work days from the time staff became aware of your involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). You are entitled to be present at the initial hearing. You may make statements or present documentary evidence in your behalf. The UDC must give its decision in writing to you by the close of business the next work day.

The UDC may extend the time limits of these procedures for good cause. The warden must approve any extension over 5 days. You will be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the DHO for final disposition.

Discipline Hearing Officer: The DHO conducts disciplinary hearings on serious violations. The DHO may not act on a case that has not been referred by the UDC.

You will be provided with advance written notice of the charges not less than 24 hours prior to your appearance before the DHO. You may waive this requirement. If requested, you will be provided with a full-time staff member of your choice to represent you. You may make statements in your own defense and may produce documentary evidence. You may present a list of witnesses and request their testimony at the hearing. You may not question a witness at the hearing; the staff representative and/or the DHO will question any witness on your behalf. You may submit a list of questions for the witness(es) to the DHO if you do not have a staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. You have the right to be present throughout the DHO hearing except during deliberations. You may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing.

INMATE RIGHTS AND RESPONSIBILITIES

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

RESPONSIBILITIES

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

SUMMARY OF DISCIPLINARY SYSTEM

PROCEDURES

1. Incident involving possible commission of prohibited act.
2. Staff prepares incident report and forwards to lieutenant.
3. Appointed investigator conducts investigation and forwards material to Unit Discipline Committee.
4. Initial hearing before Unit Discipline Committee.
5. Hearing before discipline hearing officer.
6. Appeals through Administrative Remedy Procedure.

DISPOSITION

1. Except for prohibited acts in the Greatest and High Severity categories, the writer of the report may resolve informally or drop the charges.
2. Except for prohibited acts in the Greatest and High Severity categories, the lieutenant may resolve informally or drop the charges.
3. Unit Discipline Committee may drop or resolve informally any High, Moderate, or Low Moderate charge, impose allowable sanctions, or refer to discipline hearing officer.
4. Discipline hearing officer may impose allowable sanctions or drop the charge.
5. The warden/superintendent, regional director, or general counsel may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

TIME LIMITS IN DISCIPLINARY PROCESS

1. Staff become aware of inmate's involvement in incident.
Ordinarily
Maximum of 24 hours
2. Staff gives inmate notice of charges by delivering Incident Report.
Maximum of 3 work days, excluding day staff became aware of the inmate's involvement, weekends & holidays
3. Initial Hearing (UDC) Minimum of 24 hours
(unless waived)
4. Discipline Hearing Officer (DHO)

NOTE: These time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period of time not to exceed 2 weeks while informal resolution is attempted.

If informal resolution is unsuccessful, staff may start disciplinary proceedings at the same stage at which suspended. The time requirements then begin running again at the same point at which they were suspended.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

<u>Sanction Code</u>	<u>Sanctions</u>
A	Recommend parole date rescission or retardation.
B	Forfeit earned statutory good time (up to 100%) and/or terminate or disallow extra good time (an extra good time sanction may not be suspended).
C	Disciplinary transfer (recommended)
D	Disciplinary segregation (up to 60 days)
E	Make monetary restitution.
F	Withhold statutory good time (Note: Can be in addition to A through E - cannot be the only sanction executed).
G	Loss of privileges: commissary, movies, recreation, etc., (Note: Can be in addition to A through E - cannot be the only sanction executed)
H	Change housing (quarters).
I	Remove from program and/or group activity.
J	Loss of job
K	Impound inmate's personal property.
L	Confiscate contraband.
M	Restrict to quarters.
N	Extra duty
O	Reprimand
P	Warning

**Prohibited Acts and Disciplinary Severity Scale - Greatest Category
Sanctions A-G**

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

Code Prohibited Acts

- 100 Killing
- 101 Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)
- 102 Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition
- 105 Rioting
- 106 Encouraging others to riot
- 107 Taking hostage(s)
- 108 Possession, manufacture, or introduction of a hazardous tool (Tools 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., hack-saw blade)
- 109 (Not to be used)
- 110 Refusing to provide a urine sample or to take part in other drug-abuse testing
- 111 Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 112 Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 197 Use of the telephone to further criminal activity.
- 198 Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.

**Prohibited Acts and Disciplinary Severity Scale - High Category
Sanctions A-M**

Code Prohibited Acts

- 200 Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions--without violence.
- 201 Fighting with another person
- 202 (Note to be used)
- 203 Threatening another with bodily harm or any other offense
- 204 Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing
- 205 Engaging in sexual acts
- 206 Making sexual proposals or threats to another
- 207 Wearing a disguise or a mask
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure
- 209 Adulteration of any food or drink
- 210 (Not to be used)
- 211 Possessing any officer's or staff clothing
- 212 Engaging in, or encouraging a group demonstration
- 213 Encouraging others to refuse to work, or to participate in a work stoppage
- 214 (Not to be used)
- 215 Introduction of alcohol into BOP facility
- 216 Giving or offering an official or staff member a bribe, or anything of value
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value
- 219 Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission
- 222 Making, possessing, or using intoxicants
- 223 Refusing to breathe into a breathalyser or take part in other testing for use of alcohol
- 224 Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)
- 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).
- 298 Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.

**Prohibited Acts and Disciplinary Severity Scale - Moderate Category
Sanctions A-M**

Code Prohibited Acts

- 300 Indecent Exposure
- 301 (Not to be used)
- 302 Misuse of authorized medication
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized
- 304 Loaning of property or anything of value for profit or increased return
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels
- 306 Refusing to work, or to accept a program assignment
- 307 Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)
- 308 Violating a condition of a furlough
- 309 Violating a condition of a community program
- 310 Unexcused absence from work or any 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 or Code 200)
- 315 Participating in an unauthorized meeting or gathering
- 316 Being in an unauthorized area
- 317 Failure to follow safety or sanitation regulations
- 318 Using any equipment or machinery which is not specifically authorized
- 319 Using any equipment or machinery contrary to instructions or posted safety standards
- 320 Failing to stand count
- 321 Interfering with the taking of count
- 322 (Not to be used)
- 323 (Not to be used)
- 324 Gambling
- 325 Preparing or conducting a gambling pool
- 326 Possession of gambling paraphernalia
- 327 Unauthorized contacts with the public
- 328 Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization.
- 329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less
- 330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)
- 332 Smoking where prohibited
- 397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).
- 398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable

**Prohibited Acts and Disciplinary Severity Scale - Low Moderate Category
Sanctions A-M**

Code Prohibited Acts

- 400 Possession of property belonging to another person
- 401 Possessing unauthorized amount of otherwise authorized clothing
- 402 Malingering, feigning illness
- 403 Not to be used
- 404 Using abusive or obscene language
- 405 Tattooing or self-mutilation
- 406 Not to be Used *
- 407 Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)
- 408 Conducting a business
- 409 Unauthorized physical contact (e.g., kissing, embracing)
- 410 Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)
- 497 Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).
*
- 498 Interfering with a staff member in the performance of duties. Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.

Sanctions

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- 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 Transfer (recommend).
- D. Disciplinary segregation (up to 15 days).
- E. Make monetary restitution.
- F. Withhold statutory good time.]
- G. Loss of privileges: commissary, movies, recreation, etc. *
- H. Change housing (quarters). *
- I. Remove from program and/or group activity. *
- J. Loss of job. *
- K. Impound inmate's personal property. *
- L. Confiscate contraband. *
- M. Restrict to quarters. *
- N. Extra duty. *

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

When the prohibited act is interfering with a staff member in the performance of duties (Codes 198, 298, 398, or 498), or conduct which disrupts (Codes 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.

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a 6-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16). 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. Sanction B.1 may be imposed in the Low Moderate category only when you have committed the same low moderate prohibited act more than one time within a six-month period.

SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR RESTORATION OF FORFEITED AND WITHHELD STATUTORY GOOD TIME

Appeals of Disciplinary Actions: Appeals of all disciplinary actions may be made through the Administrative Remedy Procedure. Appeals of UDC sanctions must be appealed within 20 working days. Appeals of DHO sanctions must be appealed within 20 working days. Appeals for UDC are made through a BP-9 to the warden. Appeals for DHO are made to the regional director (BP-230) and the general counsel (BP-231). On appeal, the following items will be considered:

- Whether or not the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether or not the UDC or DHO based their decisions on "some facts."
- Whether or not an appropriate sanction was imposed according to the severity level of the prohibited act.

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

SPECIAL HOUSING UNIT

Special Housing Unit Status: There are two categories of special housing. These are administrative detention and disciplinary segregation.

Administrative Detention: This is used to separate you from the general population. To the extent practical, while in administrative detention, you shall be provided with the same general privileges as inmates in general population. You may be placed in administrative detention when you are in holdover status during transfer, a new commitment pending classification, pending investigation or a hearing for a violation of Bureau regulations, pending investigation or trial for a criminal act, or pending transfer for protection.

Disciplinary Segregation: This is used as a sanction for violations of Bureau rules and regulations. While in disciplinary segregation, you will be denied certain privileges. Personal property will usually be impounded.

PERSONAL PROPERTY APPROVED FOR RETENTION IN SPECIAL HOUSING UNIT

A. ADMINISTRATIVE DETENTION:

- 1 Bible, Koran, or other religious paperback book
- 2 newspapers
- 1 photo album, no wire binders, ten loose photographs
- 2 magazines, issued by SHU officers one for one exchange
- 1 prescription eyeglasses
- 1 religious medallion and chain
- 1 pair shower shoes
- 1 plain wedding band
- 1 Stationary
- 1 book of stamps
- 1 Radio w/ear plugs

Commissary items will be limited. Only the following is allowed: Personal hygiene items, as listed on Commissary List EXCLUDING razors, Magic shave will be issued by the unit officer as needed.

- 1 Coffee, 1 pound bag
- 2 Snack foods
- 1 Powdered drink mix, bag

Disposable razors will be issued and controlled by Special Housing Unit officers for all inmates housed in the Special Housing Unit.

Inmates will be authorized ten pieces of personal mail in their rooms. The remainder will be placed in storage. Education materials furnished by Education may be allowed for a current enrollment. Legal materials will be limited to case material which is currently active and related materials. Other legal material may be issued from the inmate's property upon request.

B. DISCIPLINARY SEGREGATION:

- 1 Bible, Koran, or other religious paperback book
- 1 prescription eyeglasses
- 1 plain wedding band
- 1 religious chain and medallion
- 1 pair shower shoes
- 1 book of stamps, 20 stamps

Inmates will be allowed to keep six pieces of personal mail received while in disciplinary segregation status. Legal materials will be limited to case material which is currently active. Other legal material may be issued from the inmate's property upon request (excess personal mail will be stored). Education materials furnished by Education may be allowed for a current enrollment. No hard-cover books will be allowed.

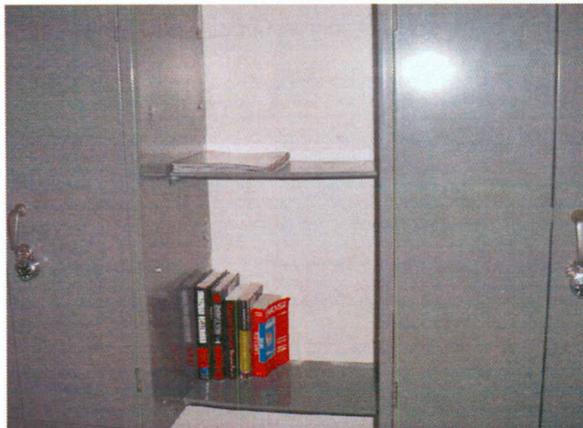
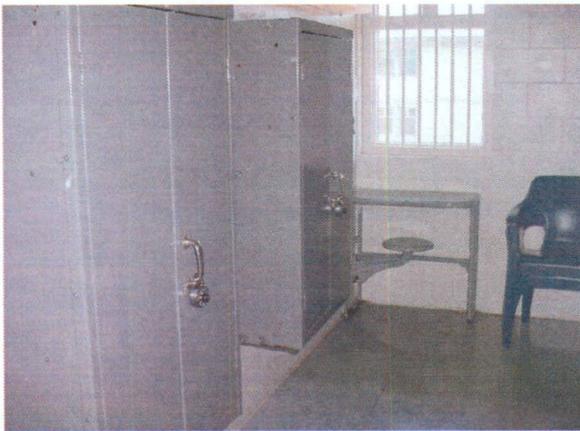
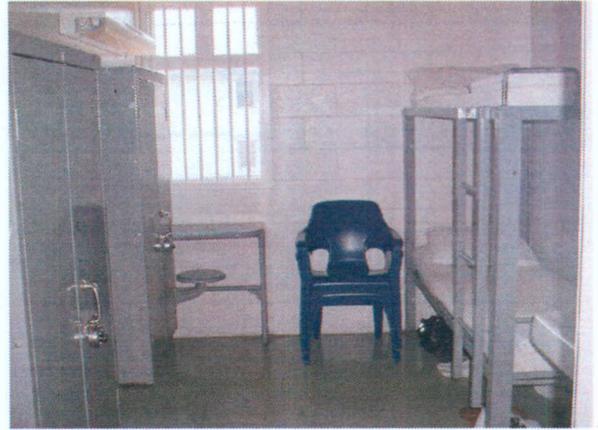
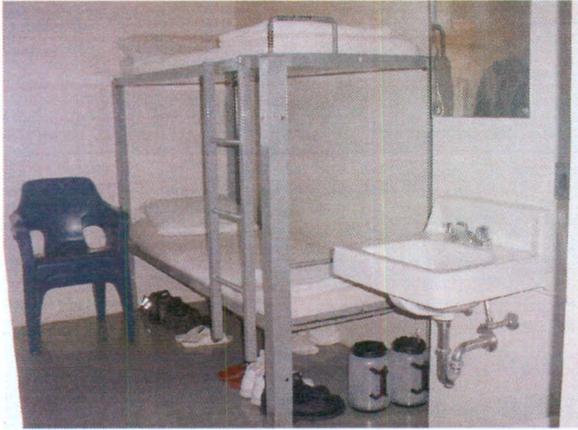
PERSONAL HYGIENE (As listed on Commissary List):

- 1 Deodorant
- 2 Soap
- 1 Toothpaste
- 1 Skin lotion
- 1 Shampoo

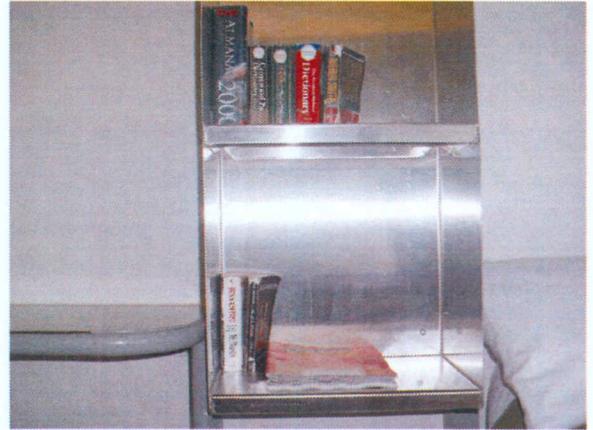
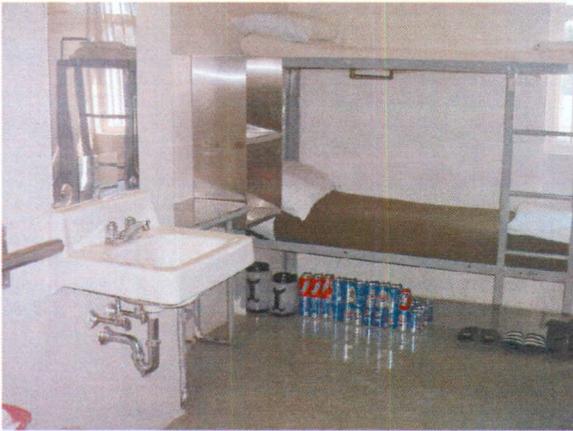
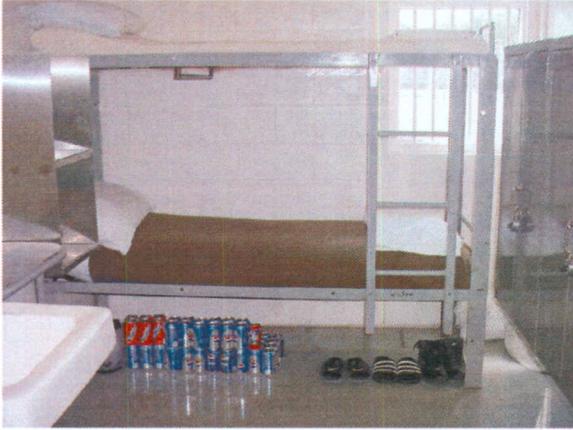
CONCLUSION

This information has been provided to assist you during your period of incarceration. You are encouraged to become familiar with the contents of this handbook and to seek assistance from your unit staff on any area which may require clarification.

**Attachment A
Standard Cell
Inspection Requirements**



Attachment B Handicapped Cell Inspection Requirements



Attachment C

U.S. Department of Justice
Federal Bureau of Prisons

Sexual Abuse/Assault
Prevention and Intervention

An Overview for Offenders

October, 1998

What is sexual abuse/assault? According to the Federal Bureau of Prisons (BOP) Program Statement on Sexual Abuse/Assault Prevention and Intervention Programs,

- **Inmate-on Inmate Sexual Abuse/Assault** is: One or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidating, inappropriate touching, or other actions and/or pressuring another inmate to engage in a sexual act.
- **Staff-on-Inmate Sexual Abuse/Assault** is: engaging in, or attempting to engage in a sexual act with any inmate or the intentional touching of and inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

Sexual abuse/assault of inmates by staff or other inmates is an inappropriate use of power and is prohibited by BOP policy and the law. (See appendix).

- **Staff Sexual Misconduct** is: sexual behavior between a staff member and inmate which can include, but is not limited to indecent, profane or abusive language or gestures and inappropriate visual surveillance of inmates.

Your right to be safe from sexual assault. While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race or ethnicity. Whether you are straight, gay, lesbian, or bisexual, **you have the right to be safe from unwanted sexual advances and acts.**

Confidentiality. Information concerning the identity of an inmate victim reporting a sexual assault, and the facts of the report itself, shall be limited to those who have a need to know in order to make decisions concerning the inmate-victim's welfare and for law enforcement/investigative purposes.

What to do if you are assaulted. If you become a victim of sexual assault, **you should report it immediately to staff** who will offer you immediate protection from the assailant and will refer you for medical examination and clinical assessment. You do not have to name other inmates or the staff member to receive assistance, but specific information may make it easier for staff to help you. You will continue to receive protection from the assailant, whether or not you have identified your attacker or agree to testify against them. 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 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 Sexual Assault. It is important that you **tell a staff member if you have been sexually assaulted.** 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 the reported information confidential and only discuss it with the appropriate officials on a need to know basis.

There are however, other means to confidentially report the assault if you are not comfortable talking to 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 sexual misconduct. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentially, 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 to the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. The address is:

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

Seek Medical Help. If you have been sexually assaulted, you must get medical attention immediately. Although it may be difficult, it is important that you **do not shower after the assault**. Showering may wash off the hair and body fluids which are critical evidence. Also, bring the clothes and underwear that you had on at the time of the assault to the medical exam with you. You will be checked for the presence of physical evidence which supports your allegation. A medical professional will perform a pelvic and/or rectal examination to obtain samples of or document the existence of physical evidence such as hair, body fluids, tears or abrasions which remain after the assault. This physical evidence is crucial in corroborating the sexual assault occurred and in identifying the assailant. The examination will be conducted privately and professionally.

You should seek medical help if you have been sexually assaulted or had sexual relations with others, to determine if you have been exposed to the HIV virus or other sexually transmitted diseases. Female offenders will be tested for pregnancy when appropriate.

Understand the Investigative Process. Once the misconduct is reported, the BOP and/or other appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. 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. Any inmate who alleges that he or she has been sexually assaulted shall be offered immediate protection and will be referred for a medical examination.

Counseling Programs For Victims of Sexual Assault. If you have been the victim of an assault by staff and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention and mental health counseling are all available to you.

Most people need help to recover from the emotional effects of sexual assault. If you are the victim of a sexual assault, whether recent or in the past, psychology staff are available to counsel you. If someone else, psychological services are available to help you gain control over these impulses.

About Your Safety. If you feel that your right to be left alone sexually is being violated, staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual assault with any staff member. Some staff, like psychologists, are specially trained to help you deal with problems in this area. If you are in an emergency situation, approach any staff member. It's part of their job to ensure your safety. Even if you have not been assaulted or abused, but are in fear for your safety, you must report your concerns to staff. You do not have to name other inmates to receive assistance, but specific information may make it easier for staff to help you.

Avoiding Sexual Assault. Here are some things you can do to protect yourself against sexual assault:

- 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.
- 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.

REMEMBER:

Sexual Assault is a serious crime. The BOP will investigate all reported incidents of sexual assault. If you are a victim of such an assault **REPORT IT IMMEDIATELY.** BOP staff **WILL PROTECT YOU** from your assailant.

Staff or inmates who engage in sexual abuse or assault of inmates **will be investigated** by law enforcement authorities if found guilty will be subject to a full range of criminal and administrative sanctions.

Any sexual act between inmates and staff (even when no objection is raised) is **ALWAYS illegal.**

APPENDIX.

Practical Definitions. The following practical definitions and examples are provided as general descriptions of behaviors that are inappropriate. Other state and federal statutes may prohibit this conduct.

Inmate-on-Inmate Sexual Abuse/Assault: One or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidation, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. Sexual acts or contacts between inmates, even when no objections are raised, are prohibited acts.

Prohibited Acts: Inmates who engage in inappropriate sexual behavior with or direct it at others, can be changed with the 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

Staff-on-Inmate Sexual Abuse/Assault: Engaging in, or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

Inappropriate Staff Conduct. The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in, sexual behavior with an inmate. Sexual behavior can include, but is not limited to indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates.

- Making sexually offensive comments or gestures, or engaging in physical conduct of a sexual nature with an inmate.
- Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors.

It is NEVER appropriate for a staff member to make sexual advances, comments or to engage in sexual contact with an inmate. Even if the inmate wants to be involved with the staff member, the staff member is not allowed to respond. It is not appropriate for an inmate to approach a staff member sexually.

Statutory Definitions. The following statutes prohibit sexual behaviors by staff and inmates:

Aggravated Sexual Abuse (18 U.S.C. § 2241): **By force or threat....**Whoever, in a Federal prison, knowingly causes another person to engage in a sexual act or by using force against that person; or, by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnaping; or attempts to do. **By other means...**Whoever, in a Federal

prison, knowingly renders another person unconscious and thereby engages in a sexual act with that other person; or administers to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance or attempts to so and thereby, substantially impairs the ability of that other person to appraise or control conduct; and engages in a sexual act with that other person.

Sexual Abuse (18 U.S.C. § 2242): Whoever, in a Federal prison, knowingly causes another person to engage in a sexual act by threatening or placing that other person in fear or attempts to do so; or engages in a sexual act with another person or attempts to do so if that person is incapable of appraising the nature of the conduct; or physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act.

The following criminal provisions are only to sexual misconduct by staff members.

Sexual Abuse of a Ward (18 U.S.C. § 2243(b)): Whoever, in a Federal Prison, knowingly engages in a sexual act or attempts to do so with another person who is in official detention; and under the custodial, supervisory, or disciplinary authority of the person so engaging.

Abusive Sexual Contact (18 U.S.C. § 2244): Whoever, in a Federal prison, knowingly engages in sexual contact with another person without that other person's permission.

Terms Defined (18 U.S.C. § 2246): Sexual Act is defined as: . . . contact between the penis and the vulva or the penis and the anus; contact occurs upon penetration, however slight; contact between the mouth and the penis, the mouth and the vulva, or mouth and the anus; or the penetration, however slight, of the anal or genital opening by another by a hand or a finger or by any object - with the intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Sexual Contact is defined as: . . . the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Contact Offices

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