ADMISSION

AND

ORIENTATION

UNITED STATES PENITENTIARY

ADMINISTRATIVE MAXIMUM FACILITY

FLORENCE, COLORADO

November 2008

ADX FLORENCE, COLORADO

ADMISSION AND ORIENTATION HANDBOOK

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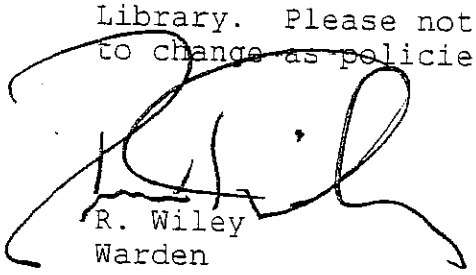
INTRODUCTION

You have been designated to the U.S. Penitentiary, Administrative Maximum (ADX), Florence, Colorado, for service of your sentence. In order to answer questions you may have and facilitate your adjustment to our facility, we are providing you with a copy of this institution's Admission and Orientation Handbook.

This handbook is designed to provide you with general information regarding your rights and responsibilities, the institution's program opportunities, the institution's disciplinary system, the functions of various departments within the institution, rules and regulations unique to this institution, and the overall day-to-day operation of the institution. If, after reviewing the handbook, you have questions, you are encouraged to contact the appropriate staff member and/or refer to Institution Supplements and Program Statements which are available in the Inmate Law Library. Please note, the contents of this handbook are subject to change as policies and procedures are updated.



R. Wiley
Warden

UNIT MANAGEMENT

The following entries contain information which pertain to Unit Management and Unit Management related functions.

STAFF MEMBER DUTIES AND FUNCTIONS:

Unit Manager - Unit Managers are responsible for matters relating to the non-custodial, day-to-day, operation of their assigned unit(s); i.e., inmate telephone usage, cell assignments, sanitation, etc. Also, Unit Managers supervise Case Managers, Counselors and Secretaries.

Case Manager - Case Managers are assigned an inmate caseload and are responsible for matters pertaining to Intake Screening, Classifications/Reviews, Transfers, Inmate Requests, Custody Reviews, Progress Reports, Parole Issues, Release Related Issues, etc.

Counselor - Counselors provide guidance and counseling to the inmates assigned to their caseloads. They act as primary liaison between inmates and other departmental staff members. They assist inmates in resolving complaints, handling visiting matters, and distributing Legal Mail and property. Your Counselor is a valuable resource person available to assist with problems associated with your confinement.

Unit Secretary - Occasionally, the Secretary will participate in the classification/review process as a member of the review panel.

Unit Officer - The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They are also responsible for unit safety, security, and sanitation.

The Unit Manager, Case Manager, and Counselor are the staff members who comprise the Unit Team. The Unit Team assigned to a particular unit is responsible for the inmates housed in that unit. All Unit Team members will make rounds in their assigned units on a regular basis.

HOUSING UNITS:

You will be placed in a housing unit as deemed appropriate for your security needs. The different units, in order from the most secure and restrictive to the least secure and restrictive, are: Control Unit, Special Security Unit, Special Housing Unit (SHU), General Population Units, and Intermediate Unit/Transitional Units. Operations, privileges, and procedures will vary depending upon the unit. Operation of equipment located within the cells; such as, T.V.'s, Toilets, Showers, Lighters, and Lights, have been standardized for all units. Instructions and diagrams are provided as Attachments "A" and "B".

INTER-UNIT TRANSFER:

Upon arrival, inmates will ordinarily be placed in either the Control Unit, Special Security Unit, High Security Unit, SHU, or one of the General Population Units. In order to be transferred to a less restrictive unit you must maintain clear conduct for a specific period of time, participate in the programs recommended by your Unit Team, and demonstrate positive institutional adjustment. Your case history and instant criminal conduct also may be factors in considering you for transfer to a less restrictive unit. At the discretion of the Unit Team, you can be considered for inter-unit transfer. With the exception of inmates being housed in the Control Unit and High Security Unit, the Associate Warden(P) must approve you for transfer to a less restrictive unit. The Regional Director is the approving authority for inmates who are housed in the Control Unit. Specific information relating to the ADX programs can be found in the Institution Supplements provided by the Institution Law Library on General Population and Step-Down Unit Operations.

TELEVISION SYSTEM:

With the exception of the Special Housing Unit and Disciplinary Segregation in the Control Unit, all cells are equipped with Television Sets. The purpose of the T.V. system is to provide the inmate population with information and to provide entertainment. The Institutional Channel 4 will broadcast information which will assist you in your day-to-day functioning. Channel 14 will broadcast videos from the Religious Services and Psychology Services Departments. Other Channels will broadcast a variety of educational and entertainment type programs. As part of the Admission & Orientation process, all new inmates are required to watch the entire A & O Program broadcast on the Institutional Channel. Times and dates for broadcasts of the A & O Program will be provided.

INMATE FINANCIAL RESPONSIBILITY PROGRAM (IFRP):

Inmates are expected to make a good-faith effort to satisfy outstanding debts during incarceration. The I.F.R.P. is a means by which inmates are afforded the opportunity to pay collectable debts. Participants in the program are encouraged to make payments by authorizing regular withdrawals from individual

commissary accounts. Those inmates in FRP Refuse status are limited in their commissary spending. Additionally, they may face additional consequences as noted in Program Statement 5380.08, Financial Responsibility Program, Inmate.

CORRESPONDENCE:

Inmates are permitted to send and receive correspondence. All outgoing correspondence should be given to the appropriate staff member unsealed. It will be inspected, sealed, and then mailed. Incoming correspondence will be opened and inspected prior to being given to you. Inmates wishing to correspond with other inmates must submit a request to their Case Manager and approval must be granted by the Wardens of both facilities.

NARCOTICS DETECTION PROGRAM:

Inmates will be tested for narcotics use on a random and suspect basis. The method of testing will be urine analysis. Participation is mandatory. Inmates refusing to provide urine samples will be subject to disciplinary action.

SANITATION:

Inmates will be expected to maintain a clean and orderly cell at all times. The floor will be kept free of debris and will be scrubbed as needed. The sink, toilet, and shower will be cleaned regularly. Sanitation supplies will be provided on a regular basis by the Unit Correctional Officers. The bed will be made military style immediately after you are awake and dressed. Inmates are required to wash themselves regularly with soap and water. You are not permitted to hang anything on the walls or front grill of your cell.

INMATE PROPERTY:

Inmates will be allowed to retain only the personal property listed in the Institution Supplement on Inmate Personal Property. You may retain legal materials and supplies not to exceed three cubic feet in volume. All legal materials must pertain to active cases. All property must be stored in the space provided beneath your bunk.

INMATE TELEPHONE SYSTEM:

You will be allowed to make collect calls and/or debit calls. Upon arrival, inmates will complete and submit a Telephone Number Request Form to their Unit Team. You may request approval of up to thirty (30) numbers. Each inmate will receive a Phone Access Code Number (PAC #). The PAC Number must be entered prior to dialing the phone number. You must transfer funds from your Trust Fund Account to your Phone Account in order to use the ITS or you may call collect, once your Telephone Number Request has been approved and entered in the ITS. If you lose or compromise your PAC number due to your negligence, submit an "Inmate Request

to Staff Member" to ISM for a replacement card.

Phone Account Funds will be depleted at a rate depending upon the location of the person called and duration of the call. For specific instructions on placing calls through the ITS, consult Attachment C.

INMATE DISCIPLINE SYSTEM:

All inmates have certain rights; such as, the right to be treated humanely. By the same token, inmates are expected to act responsibly. To ensure inmates act responsibly and exhibit proper conduct, the Bureau of Prisons utilizes an Inmate Discipline System. Under this system, inmates are disciplined when they are found to have committed a prohibited act. Your rights and responsibilities and a summary of the Inmate Discipline System is included as attachments D-1 through D-16.

LIENS:

You are prohibited from obtaining or possessing Uniform Commercial Code (UCC) Financing Statement (lien) and attendant forms, documents, and materials. You are further prohibited from possessing any documents, letters, papers, etc., that contain personal information, including but not limited to Bureau of Prisons' staff, United States Attorneys, Assistant United States Attorney, judges, governors, and agents of the Federal Bureau of Investigation, Drug Enforcement Agency, and Alcohol Tobacco and Firearms. If you are found to be in possession of these types of documents or information, the materials will be confiscated as hard contraband, the correct law enforcement agency will be notified as appropriate, and incident reports will be written as appropriate.

As always, you may utilize the remedy process to challenge the confiscation of or rejection of such documents.

CENTRAL INMATE MONITORING SYSTEM:

The Central Inmate Monitoring System is a method by which the Bureau of Prisons monitors the transfer, temporary release, and participation in community-based activities of inmates who require special management consideration. Classification as a CIMS Case does not, in and of itself, preclude an inmate from specific programming consideration.

MARRIAGES:

While incarcerated, inmates may be permitted to marry persons from the community. If you wish to get married, submit a written request to your Case Manager.

WORK ASSIGNMENTS:

Inmates housed in the Pre-transfer Unit may be eligible for job assignments to include UNICOR. Inmates housed in all other units will be eligible for stamping or unit orderly jobs only depending upon your housing unit.

ADMINISTRATIVE REMEDY PROCEDURE:

Administrative Remedy is the procedure by which inmates may resolve their grievances without resorting to legal action. The first step in the Administrative Remedy procedure is the inmate's attempt to informally resolve the complaint. The inmate should demonstrate that he has attempted to use informal means to resolve his problem by documenting said attempt(s) on the standard form. Only one(1)Informal Resolution Form will be issued by the Counselor at a time and only one(1) issue should be addressed per Informal Resolution Form. The second step of the

Administrative Remedy Procedure is the filing of a formal complaint, Institution Administrative Remedy (BP-9). The inmate must file the BP-9 within twenty calendar days. If the response to the BP-9 is unacceptable to the inmate, he may file a Regional Administrative Remedy (BP-10); thereby, appealing to the Regional Director. The BP-10 must be filed within twenty (20) calendar days of the date of the Warden's response. New issues may not be raised on the BP-10. Normally, the Regional Director will respond to the BP-10 within thirty (30) calendar days. If the BP-10 response is unacceptable, the inmate may file a Central Office Administrative Remedy (BP-11), which is directed to the General Counsel. The General Counsel has thirty (30) calendar days to respond. In order to acquire application forms for Administrative Remedy, you must contact your assigned Counselor.

TREATY TRANSFER:

Inmates who are citizens of a foreign country may be eligible to serve their sentence in their home country. Treaty transfer is only possible for inmates without an unpaid Committed fine, and from a country having a formal Prisoner Exchange Treaty with the U.S. All foreign inmates are encouraged to contact their nearest consulate for more information on this program.

FEDERAL TORT CLAIMS:

If your personal property is lost or damaged, and informal resolution of the problem has not been successful, you may wish to file a Tort Claim in order to recover damages. Your counselor can provide you with the necessary forms.

INMATE ACCESS TO CENTRAL FILES:

Inmates are permitted to review their central files prior to parole hearings and for other legitimate purposes. You are only permitted to review the disclosable portions of the file. Requests should be forwarded to your Unit Case Manager.

The DNA Analysis Backlog Elimination Act, Public Law 106-546

requires the Bureau of Prisons to examine each inmate's record to determine if they must submit a DNA sample. Your Case Manager will discuss this issue with you at your Initial Classification.

CORRECTIONAL SERVICES

CALL OUTS:

Call-out sheets of appointments are prepared and distributed to all housing units for posting on a daily basis. Call-outs usually involve an appointment you must keep other than your regular duties. The Call-out sheet will be delivered to the housing unit Officer-in-Charge(OIC). If you have a call-out you will be notified.

COUNTS:

12:01 a.m.	Counted in your assigned cell.
3:00 a.m.	Counted in your assigned cell.
5:00 a.m.	Counted in your assigned cell.
11:00 a.m.	Stand-up count in your cell. (Weekends & Holidays Only)
4:00 p.m.	Stand-up count in your cell.
8:00 p.m.	Counted in your assigned cell.
9:45 p.m.	Counted in your assigned cell.

Requests for special visits must be submitted in writing to the Unit Manager for review. Attorneys must forward a request for a legal visit in writing to the Unit Manager for review. Any special religious visits will be reviewed by an Institution Chaplain. Final approval of any special visit, including legal and religious visits, must be given by the Warden.

CONTROLLED MOVEMENT:

All movement in the institution is controlled and under escort.

RESTRICTED AREAS:

Restricted areas are those areas which you will not have access to when not on an assigned work detail.

VISITATION:

It is the policy of the Bureau of Prisons to encourage visiting by family and friends to maintain morale and to develop closer relationships between family and others in the community. Some of your basic questions concerning visiting will be answered in this handbook. However, consulting with your counselor and other Unit Team members is recommended.

Attorney visits will be conducted on the same days and during the same hours as social visits. Also, attorneys must notify the Unit Manager at least three work days prior to the requested

visiting time. Rules and regulations are provided as Attachment E.

VISITING TIMES:

Thursday, Friday, Saturday, Sunday, and Federal Holidays (8:00 a.m. - 3:00 p.m.)

CONTRABAND:

Contraband is anything that is not:

1. Issued by an institution staff member.

2. Purchased in the commissary.

3. Purchased through approved channels.

4. Approved for issue by an appropriate staff member. Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action.

SHAKEDOWNS:

BOP policy dictates that you and your property can be searched at any time by any staff member.

ALCOHOL DETECTION:

A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

FOOD SERVICE DEPARTMENT

All meals in the Food Service Department are prepared under the direct supervision of a Cook Supervisor in the main kitchen area. This Supervisor has the responsibility to ensure the food tray is clean, all items are on the tray, portions are equal, and temperatures are in accordance with the Food Service Sanitation Manual.

Each individual will receive two trays; one tray will be for hot food items, and the other for cold food items.

In order to meet individual dietary requirements, the following menu choices are provided: 1) regular menu; 2) no pork; 3)

religious diet; 4) no meat; and 5) low fat/low sodium. The third menu option must be approved by the Chaplain.

If you have any questions or concerns regarding the Food Service

operations, an Inmate Request to Staff Member may be submitted to the Food Service Administrator. Periodically, a Food Preference Survey will be taken to determine the likes and dislikes of the population and to update the 35-day cycle menu. The menu is subject to change at the discretion of the Food Service Administrator.

INMATE SYSTEMS DEPARTMENT

The Inmate Systems Department consists of three different areas: The Records Office, Receiving and Discharge, and the Mail Room. Each area will be discussed individually.

RECORDS OFFICE:

The Records Office maintains your Judgment and Commitment File. The Records Office computes your sentence and makes all adjustments in your sentence computation. If you are a new commitment to the BOP, you will receive your sentence computation in the mail, normally within 30 days of your commitment to this facility. Transfers will not receive a new computation unless there are changes in the computation, but your computation will

be re-audited for accuracy. If you want a copy of your sentence computation, request a copy via an "Inmate Request to Staff Member" through your Unit Team. They will be able to provide you a copy form your Central File.

Should you have questions or concerns about your sentence computation, which cannot be answered by you Unit Team, address an "Inmate Request to Staff Member" to the Records Office and be as specific as possible. All questions about jail credits, the Interstate Agreement on Detainers Act (IADA), prior violations, etc., require research and a response is dependent upon the results of the research before a response can be made.

COMMITTED NAME:

The name listed on your Judgment and Commitment Order is your official committed name. All legal transactions during your commitment period will be handled with the use of the name on the Judgment and Commitment Order, even if incorrect. Should you wish to correct your committed name, you must involve the court and have them issue a name change. This action must be initiated by you.

A change to your committed name can only be ordered by the court which sentenced you to your current federal sentence.
DETAINER PROCESSING:

A detainer is notification you are wanted by other authorities for additional prosecution, commitment or other criminal proceedings. Detainers may be received either with or without

solicitation by the Bureau of Prisons. You will receive a copy of the Detainer Action Letter notifying you of the placement or removal of a detainer. Information concerning the detainer must be obtained by you from the agency lodging the detainer.

GOOD CONDUCT TIME AWARDS:

This applies to inmates sentenced for an offense committed on or after November 1, 1987. The Comprehensive Crime Control Act became effective on November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues.

There are no provisions under the new law for parole. The only good time available will be fifty-four days per year for each year of incarceration that you complete, including pre-sentence jail time. 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 usually vested and may or

may not be forfeited, depending on the date of the offense for each count you are found guilty. There is no statutory good time or extra good time for crimes committed on or after November 1, 1987.

As a result of the passage of the Prison Litigation Reform Act (PLRA) and the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA), several changes to Bureau of Prisons policies were required.

- The Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) provisions discussed below apply to inmates with an offense date on or after September 13, 1994, but before April 26, 1996.

- The Prison Litigation Reform Act (PLRA) provisions discussed below apply to inmates with an offense date on or after April 29, 1996.

Inmates with an offense date prior to September 13, 1994, are not affected by the changes discussed below.

INMATE DISCIPLINE AND EARNING GOOD CONDUCT TIME:

VCCLEA inmates convicted of violent offenses must demonstrate "exemplary compliance" with institution disciplinary regulations in order to earn good conduct time.

All PLRA inmates must demonstrate "exemplary compliance" with institution disciplinary regulations in order to earn good conduct time.

All other "new law" offenders continue to be subject to the "satisfactory behavior" standard.

The sanctions for failure to meet "exemplary compliance" are as follows:

For 100 level violations, the Disciplinary Hearing Officer (DHO) must disallow at least 41 days;

For 200 level violations, the DHO must disallow at least 27 days;

For 300 level violations, ordinarily, on the second act of this level (within the anniversary year) the DHO will disallow 14 days (Unit Disciplinary Committee (UDC) can justify not forwarding the matter to the DHO); and

For 400 level violations, ordinarily on the third act of this level(within the anniversary year) the DHO will disallow seven days (the UDC can justify not forwarding the the matter to the DHO).

VESTING AND FORFEITURE OF GOOD TIME:

VCCLEA inmates' good time will only vest if they have earned a General Education Diploma (GED) or a high school diploma or are "making satisfactory progress" toward earning a GED (discussed below). PLRA inmate's good time will not vest until the end of their sentences.

These changes mean that some VCCLEA and all PLRA inmates will have "unvested" good time (as do "old law" inmates). In light of this fact, a schedule for "forfeiture" of good time has been added as a sanction for disciplinary misconduct. The forfeiture schedule is summarized below.

For 100 level violations, the DHO may forfeit up to 100% of unvested good time.

For 200 level violations, the DHO may forfeit the lesser of up to 50% or 60 days; and
For 300 level violations, the DHO may forfeit the lesser of up to 25% or 30 days; and

For 400 level violations, no good time will be forfeited for the first violation, and up to seven days for a second act of this level.

The PLRA also provides that Federal judges may order the forfeiture of good conduct time upon finding an inmate filed a malicious lawsuit, filed a lawsuit in order to harass the

opposing party, or presented false evidence to the court.

EDUCATION AND "MAKING SATISFACTORY PROGRESS":

The standard for "making satisfactory progress" is as follows:

An inmate will be deemed to be making satisfactory progress unless and until an inmate refuses to enroll in school, withdraws, or is found guilty of a prohibited act that occurs in the literacy program.

Once an inmate becomes "unsatisfactory" by doing one of the above, he or she will have to enroll in the program and receive a "satisfactory" rating after 240 hours of instruction in order to regain "satisfactory progress" status.

PLRA inmates who are not in "satisfactory progress" status on their anniversary date will only potentially be awarded a maximum of 42 days good time per year.

Inmates placed in special housing, transferred to a community corrections center, or unable to attend school due to a medical condition will maintain their progress rating (of either satisfactory or unsatisfactory) until some action occurs to make a change (such as their return to school and dropping out, or their return to school and completing 240 instructional hours).

THE BELOW GOOD TIME DISCUSSION DOES NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES (Effective 11/01/87).

STATUTORY GOOD TIME:

Under 18 U.S.C. § 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

- Six months or more to one year or less-five days for each month served.
- More than one year to less than three years-six days for each month served.
- At least three years to less than five years-seven days for each month served.
- At least five years to less than 10 years-eight days for each month served.
- 10 years or more-10 days for each month served.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions. Statutory Good Time does not apply to life sentences or to those inmates who were sentenced under the Youth Corrections Act.

EXTRA GOOD TIME:

The Bureau of Prison awards extra good time credit for performing exceptionally meritorious service, for performing duties of outstanding importance, or for employment in an industry or camp.

An inmate may earn only one type of extra good time award at a time (e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time), except a lump sum award may be given in addition to another extra good time award.

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 by staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction.

RECEIVING AND DISCHARGE:

The Receiving and Discharge section will be receiving and/or mailing your personal property upon commitment or discharge from this facility. All personal property will be inventoried, searched for contraband and issued to you in the order it is received. The Program Statement and Institution Supplement on Inmate Personal Property will govern what you are allowed to retain as personal property at this facility.

Inmate I.D. cards are issued from the Receiving and Discharge section. You will need to see your Unit Team regarding a replacement card.

Any questions or concerns about your personal property should be accomplished via an "Inmate Request to Staff Member" to the Inmate Systems Department. Please be as specific as possible so responses may be accomplished expeditiously.

MAIL ROOM:

The Mail Room operates Monday through Friday, excluding all federal holidays. All First Class mail and publications received by the mail room, from the U.S. Postal Service, will be delivered during the evening watch by the unit officers to the addressee, Monday through Friday, excluding all federal holidays.

Outgoing mail must contain the following information:

Committed Name
U.S. Penitentiary, ADX
Register Number
P. O. Box 8500
Florence, Colorado 81226-8500

Incoming mail, to ensure prompt delivery, should contain the same information:

Committed Name
Register Number
P. O. Box 8500
Florence, Colorado 81226-8500

Although the institution name is not required on incoming mail, it is recommended for speedier processing.

The Federal Bureau of Prisons requires all funds being mailed to an inmate be sent to the Federal Bureau of Prisons' Lock Box. The Federal Bureau of Prisons' Lock Box address is as follows:

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

All negotiable instruments must contain your committed name and register number. Personal checks and cash will not be accepted by the Federal Bureau of Prisons' Lock Box.

PUBLICATIONS:

All publications (book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, advertising brochures, flyers, and catalogs) must come directly from the publisher, a book club, or from a bookstore.

No more than three items may be included in any one package. All publications must be received via the U.S. Mail.

Hardcover books may be received only if they are not available in soft-cover and must be approved in advance by the department head in writing. You should see your Unit Team to make arrangements to have the hard cover removed from the book.

Publications which feature nudity or are sexually explicit will be handled in accordance with national policy on incoming publications.

PACKAGES:

All packages, except those recognized as coming from a publisher, a book club, or a bookstore, must have a package authorization on file before the package is sent. Packages or boxes received without a package authorization on file will be refused at the

post office and returned to the sender without notification to you.

SPECIAL/LEGAL MAIL:

Special/Legal Mail is governed by the Program Statement and Institutional Supplement on Correspondence. The sender must be adequately identified and the outside of the envelope annotated to the effect of "Special/Legal Mail - Open only in the presence of the inmate."

Example:

John Doe, Attorney at Law
Smith, Jones and Doe Law Offices
111 Circle Ave
Anywhere, Colorado (zip code)

"Special/Legal Mail - Open only in the presence of the inmate."

All incoming mail which does not meet the requirements of Special/Legal Mail will be treated as general correspondence. All outgoing legal mail may be sealed. However, you must adequately identify the addressee and adequately identify yourself on the outgoing envelope. You are solely responsible for the contents of all outgoing Special/Legal Mail. All outgoing general correspondence, Special/Legal mail that you wish to have certified, return receipt, insured or registered, will be given to the Unit Team, who will take the outgoing mail to the mail room, obtain the correct amount of needed postage and return the mail to you for postage.

If you are temporarily removed from the institution, you will be required to provide for disposition of your mail. You may elect to have your mail held at the institution for a period of 30 days, after which it will be returned to the sender, or you may have it forwarded to an address of your choice, or you may have all mail returned to the sender as it is received.

Any questions or concerns about your mail should be addressed via an "Inmate Request to Staff Member."

PSYCHOLOGY SERVICES

After your admission into the ADX, you will be interviewed by a representative of Psychology Services, usually within 14 days. We hope to interview everyone within 3 working days, in order to assist with questions, problems, issues, and concerns you may have.

Psychology Services will offer a variety of programs through the closed circuit TV operation in coordination with your Unit Team in place of group counseling. These programs will include Stress Management, Drug Abuse Programming (40-Hour Drug Education Program), Anger Management, and various other topics. If you successfully complete a formal program, you will receive a certificate. Copies of these certificates will also be placed in your psychology file.

If you need to speak with a Psychologist before or after your intake screening you may send an Inmate Request To Staff Member (cop-out) to Psychology Services. When we receive the cop-out, we will see you as soon as possible.

For psychiatric care, we have the services of a psychiatrist at USMCFP Springfield via teleconferencing equipment. Tele-psychiatry clinics are held twice a month. If you believe you need psychotropic medication, first send a copout to Psychology Services explaining why you believe you need it. Psychology staff will determine whether you will be placed in Tele-psychiatry.

If your issue is an emergency, please notify either your unit staff or the unit officers. They will contact Psychology, and you will be seen as soon as possible. No problem is too small to bring up, and no problem is too big to be resolved.

Should you feel suicidal or know of another inmate who you believe could be suicidal, it is very important that you contact staff immediately so Psychology can do an assessment.

Very often, Psychology Services is requested to perform formal evaluations, e.g., parole board, etc. You will be fully advised of the reasons for the requested evaluations and the limits of confidentiality. Everyone has the right to refuse evaluation; however, we will ask and document your reasons for refusal.

If you have any questions about Psychology Services, please ask during your initial interview, send us a cop-out, or ask during Psychology Services' unit rounds.

RELIGIOUS SERVICES

One Chaplain and one Religious Services Counselor, and one Religious Services Secretary are on duty to provide pastoral care and to assist in meeting your spiritual needs. They are in each unit regularly to visit with you.

A wide variety of religious services and programs are made available to you on the closed circuit television. The closed circuit television will also broadcast religious movies, studies,

documentaries, and musical specials. There are a large variety of religious books available for you to check out from the Chapel Library. Please send a request to the Chaplain's Office to check out books. The Chaplaincy staff are dedicated to ministering to you at the level of your need. They are interested in helping you to understand and work through any issues or problem that you may have. You are encouraged to get involved with the Religious Services department and all that it has to offer you.

EDUCATION

A variety of educational programs and opportunities are offered at ADX Florence. These programs include Adult Basic Education, General Equivalency Diploma, Adult Continuing Education, Post Secondary Education, and English as a Second Language. The Leisure and Law Libraries are also available through the Education Department.

All education programming and testing is done within the inmate's cell. Most instruction is effected through the use of the closed circuit television in the inmate's cell. Each inmate that is eligible will be allowed to enroll in one correspondence college course per semester.

RECREATION

The Recreation Department will provide a variety of approved organized and free form activities. Some of these activities are basketball, handball, and special holiday activities. Holiday activities will include: table games, tournaments, and contests.

HEALTH SERVICES

PURPOSE:

To acquaint newly arrived inmates with the appropriate information concerning infectious diseases. We believe by educating all inmates on infectious diseases, modes of transmission, preventive measures, the spread of infectious

disease will be minimized or prevented.

NARRATIVE:

The following information is made available to you to be used in conjunction with the infectious disease video that you either have viewed or will be viewing during the admission and orientation process. Health Services staff are available through the sick call procedure to answer any questions you may have concerning infectious diseases, including HIV. Remember, most blood-borne infectious agents (Hepatitis B, Hepatitis C, HIV) can be transmitted in the same ways.

Human Immunodeficiency Virus (HIV):

It is important to remember that a positive HIV blood test does not mean active AIDS. The term "HIV Positive" refers to the presence of antibodies to the HIV virus in the blood stream in sufficient quantity to be picked up by the lab test that is done. More simply, the virus has invaded the body and the body is building up white blood cells in an attempt to protect itself. The test is picking up the presence of HIV antibodies.

Any person who has been in contact with the HIV virus may become infected. Blood conversion to positive may take from up to six weeks to several months after the initial exposure to the HIV virus. For this reason, when a person's test is negative, blood test is negative for the HIV virus at that moment in time. This does not necessarily mean the person will be negative at the next test. If the person being tested had participated in high-risk activities (eg. needle-sharing, unprotected sex) and there was an exposure to the HIV virus, then the person being tested "could" test positive on later tests. This is what causes a false sense of security. The infected person could be in the process of converting to positive and not know it. This is a highly infectious time in which the virus can be spread to others. Quite simply, many other people place themselves at risk unless proper precautions are taken.

How is the HIV virus is spread from person to person?

There are three main routes that will almost 100% guarantee virus spread. They are: 1) blood and blood products such as serum and plasma; 2) semen; and 3) vaginal secretions. These body fluids provide a good living environment and the necessary conditions for the virus to live and thrive.

It is vital that you be aware of what actions cause the spread of the virus. Sharing of blood or blood products of an HIV infected person will almost 100% guarantee spread of the virus. Tattooing with needles that have not been properly sterilized between use,

and sharing of needles with an infected person during intravenous drug use will almost guarantee spread of the virus.

Unprotected vaginal, anal, or oral sex may also spread the virus. Condoms are not 100% effective and can give a false sense of security against the spread of the virus. The only type of safe sex is no sex if there is a possibility that one of the sex partners is HIV positive.

The following are some activities that you should refrain from participating in to prevent yourself from possibly becoming infected with the HIV virus: 1) do not participate in risky sex acts; 2) do not share your toothbrush with anyone; 3) do not share your razor with anyone; 4) do not give or receive tattoos; and 5) do not share needles. You need to remember that you do not know who is and who is not infected with the virus.

You cannot become infected with the virus by using the toilet, taking a shower, shaking hands, or skin to skin contact. You have to work at it to become infected.

Health Services and Dental staff follow infection control practices which will prevent the spread of the HIV virus from patient to patient. If you have concerns of this nature, you may speak with them during a sick call appointment. All syringes, needles and surgical blades are used only once, and then discarded. All dental equipment is either steam autoclaved or discarded. All surgical instruments are steam autoclaved between patient use. This is all done to protect you.

You should be aware that once you have contracted the HIV virus, there is no cure and at some point in the disease process, you will die either from the disease itself, or from complications from the disease. Life expectancy and quality of life are improving with new and updated treatment regimens.

All appropriate and necessary medical care and treatment is performed following the recommendations of the Centers For Disease Control and the institution's Clinical Director.

HIV infected inmates are not transferred to Bureau of Prisons medical centers unless their medical condition warrants special care that cannot be delivered in this institution.

HIV TESTING:

Mandatory Testing

- Mandatory testing is performed when there are risk factors and the test is clinically indicated and/or surveillance testing is required. Inmates must

participate in mandatory HIV testing programs. If an inmate refuses mandatory testing, staff will initiate an incident report for failure to follow an order. Inmate written consent is not required.

- All inmates involved in an assault/altercation where there has been a potential "blood borne exposure" will be tested, as deemed appropriate by medical staff.

Involuntary Testing - Involuntary testing may be performed following an exposure incident.

Voluntary - You may request an HIV test by submitting an Inmate Request to Staff Member (cop-out).

Recommended - All inmates suspected of or diagnosed with tuberculosis shall be tested for HIV.

Ordinarily, an inmate will not be allowed to test, as a volunteer, more frequently than once yearly. The request can be made via cop-out to the Health Services Department.

TUBERCULOSIS TESTING:

Tuberculosis and Multiple Drug Resistant Tuberculosis cases are on the rise in the United States. People at higher risk of contracting tuberculosis are those in a close living environment such as inmates, hospitalized patients, elderly in nursing homes, etc. Tuberculosis is caused by a very small bacteria called a Bacillus. This small bacteria may be transmitted from one person to another by coughing, sneezing or simple breathing. The bacteria must be inhaled and find its way into the respiratory system in order to cause infection.

Therefore, tuberculosis is very infectious or communicable (easily spread from person to person).

Tuberculosis can be fatal for those persons who do not have a good protective system (immune system) such as those with HIV infection or AIDS, or persons who are undergoing some type of treatment such as chemotherapy or radiation therapy for cancer. Tuberculin skin testing is extremely important in preventing active tuberculosis disease from spreading throughout a setting such as a prison.

All inmates at Bureau of Prisons institutions shall receive mandatory annual TB screening. Referencing the *Prevention and Control of Tuberculosis in Correctional Facilities Recommendations of the Advisory Council for the Elimination of Tuberculosis* MMWR 55(RR09);1-44 published by the Centers for Disease Control and Prevention on July 7, 2006 states, in part, 'The preferred method of screening for TB infection is the Mantoux tuberculin skin test using 0.1 ml of 5 tuberculin units (TU) of PPD.' The Health Services Unit follows these guidelines

and the Federal Bureau of Prisons requires that a Tuberculin Skin Test (PPD) be completed on all newly incarcerated inmates and annually as follow-up.

Any inmate who has not received a tuberculin skin test (PPD) within the last 12 months will be required to submit to mandatory testing. Formerly, an annual chest x-ray was an allowed substitute for the tuberculin skin test (PPD). This practice is no longer allowed because it is not diagnostic for exposure to the bacteria. In making the determination for the need for a PPD, there must be documented evidence of the test being given and the results of that test in the inmate medical record. Inadequate documentation will result in the test being repeated. **Since these testing procedures are mandatory and necessary for inmate and staff safety, any inmate who does not take the test will be subject to disciplinary and other actions, up to and including involuntary testing.** Exceptions to this policy are those inmates who have had a documented positive PPD test and/or have completed a documented specified medication course.

Methicillin-Resistant Staphylococcus Aureus: (MRSA)

Staphylococcus aureus, or more simply "staph," are bacteria that often live in the nose or on the skin of healthy people. When these bacteria penetrate the skin or invade other parts of the body, a staph infection may result. Staph bacteria that are resistant to the action of methicillin and related antibiotics are referred to as "methicillin-resistant staph aureus" or MRSA. Outbreaks of MRSA have been reported among injection drug users, jail inmates, and participants in contact sports such as wrestling and rugby.

As with other types of *S. aureus*, MRSA can be spread among people having close contact with colonized or infected people. MRSA is almost always spread by direct physical contact and not through the air. Spread may also occur through indirect contact by touching objects (e.g., towels, sheets, wound dressings, clothes, workout areas, or sports equipment) contaminated by a person colonized or infected with MRSA.

Generally, MRSA may appear initially as pimples or bites, but will progress into a larger infection if left unchecked. Small, localized skin abscesses may improve without use of antibiotics. When antibiotics are required, there are usually only a few from which to choose. MRSA are resistant to penicillin and all penicillin-like drugs (beta-lactam antibiotics) Most hospital-acquired MRSA are also resistant numerous other antibiotics. MRSA acquired in the community may have broader antibiotic sensitivity.

What can be done to prevent staph or MRSA infections?
The simplest way to avoid MRSA infections is to practice good hygiene:

Wash your hands thoroughly with soap and water for at least 15 seconds.
Keep cuts and abrasions clean and covered with a proper dressing (e.g., bandage) until healed.
Avoid contact with other people's wounds or material that has been in contact with wounds.
Avoid sharing athletic equipment and towels.
Avoid using needles to inject drugs. Because MRSA is often present on the skin, anything that punctures the skin can push MRSA bacteria below the skin or into the blood.

PAYMENT FOR HEALTH CARE SERVICES:

The Bureau of Prisons, may under certain circumstances, charge you, an inmate under our care and custody, a fee for providing you with health care services. This policy took effect and was implemented on October 3, 2005.

All inmates have access to Bureau health care services. The Bureau will charge a copay fee for inmate requested visits to health care providers. Inmates will not be denied access to necessary health care because of an inmate's inability to pay the copay fee.

Generally, you must pay a $2.00 per visit fee for health care services if you:

1) receive health care services in connection with a health care visit that you requested, (except for services described below); or

2) are found responsible through the Disciplinary Hearing Process to have injured an inmate, who, as a result of the injury, requires a health care visit.

If you are evaluated by more than one provider during a health care visit, you will only be charged for one visit.

You will be charged a copay fee for a medical evaluation requested by non-clinical staff if the condition is not an emergency.

INMATES AFFECTED:

1) Any individual incarcerated in an institution under the Bureau's jurisdiction; or

2) any other individual, as designated by the Director, who has been charged with or convicted of an offense against the United States.

Inmates designated to the general population/work cadre of an MRC

will be charged a copay fee except for services described below.

HEALTH CARE SERVICES PROVIDED WITHOUT A COPAY FEE:

We will not charge a fee for:

1) Health care services based on staff referrals;

2) Staff-approved follow-up treatment for a chronic condition;

3) Preventive health care services;

4) Emergency services;

5) Prenatal care;

6) Diagnosis or treatment of chronic infectious diseases;

7) Mental health care; or

8) Substance abuse treatment.

9) This facility is committed to the treatment and prevention of a skin infection called Methicillin Resistant Staphylococcus Aureus (MRSA). Discussion of such skin infections with the sick call screener will not result in a charge. At the time of your screening, you may ask if this issue will qualify as a "no fee" visit. This Health Services Department encourages you to have every skin infection at least looked at by a medical provider during the sick call times.

MRSA follow up treatment.

Examples of health care services based on staff referrals, follow-up treatment for chronic conditions, and preventive health care include, but are not limited to:

- Blood pressure monitoring
- Glucose monitoring
- Insulin injections
- Chronic Care Clinics
- Testing for Tuberculosis
- Vaccinations
- Wound care
- Patient education, etc.

APPEALING THE FEE:

You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program.

INMATES WITHOUT FUNDS:

Inmates without funds will not be charged a health care service fee if you are considered indigent and unable to pay the health care service fee.

An inmate without funds (indigent inmate) is defined as an inmate who has not had a trust fund account balance of $6.00 for the past 30 days.

Wardens may impose restrictions on an inmate to prevent abuse of this provision.

> Example: An inmate shows a pattern of depleting his or her commissary funds before requesting health care services.

PROCEDURES TO COLLECT INMATE COPAY FEE:

Based on the health care provider's clinical evaluation and diagnosis of the inmate, Health Services staff will determine whether a copay fee will be charged.

A computer program to which a charged visit is entered will automatically establish a debt for any non-indigent inmate who is charged a copay fee and does not have sufficient available funds. Incoming funds will be applied against this debt until it is satisfied.

MEDICAL SICK CALL ROUTINE:

Inmate Sick Call:
The unit officer will maintain an adequate supply of sick call triage forms.

The forms will contain an area for inmate name, registration number, date and the medical complaint. Any inmate will be allowed to complete one of the triage forms if needed.

A. Special Housing Unit:

1. Z Unit is considered to be the Special Housing Unit. A member of the Health Services staff will see inmates at least once every twenty-four hours.

2. A Mid-Level Provider will make rounds, and with the required custodial support, stop at each cell. Each inmate will be questioned to identify any medical and/or dental complaints or problems.

3. Inmates requiring a hands-on examination will be scheduled for escort to the exam room in the housing

unit. Inmates requiring special procedures will be scheduled for escort to the Health Services Unit.

B. General Population Housing Units:

Normal Medical and Dental sick call sign-up for "General Population Units" is accomplished using "sick call sign-up forms". Sick call is normally held four days a week on Mondays, Tuesdays, Thursday, and Fridays, with the morning watch Health Services staff picking up the forms. Holidays will be treated as weekend scheduling, with sick-call only being provided to the Special Housing Units and those inmates on D/S or A/D status.

The sick call forms will be reviewed and triaged (prioritized) to assure that the most immediate health care needs are addressed first with more routine issues being scheduled by the unit primary care provider. Sick call rounds begin on the day shift and will continue until all same day health care needs have been addressed.

C. Physician (Clinical Director) Call Outs:

The Medical Records Administrative Specialist will schedule all patients for the Clinical Director based on referrals from the staff Mid-Level Provider and chronic care patients based on current protocols.

D. Urgent/Immediate Care Requests:

Urgent/Emergent care cases will be evaluated on an as-needed basis, and only those found to be an urgent or emergent will be treated at that time, with others being followed-up as deemed appropriate. Emergency health care services are available twenty-four hours each day. There is a "panic button" in each cell for use in medical emergencies. Additionally, emergent health care may be requested by having any correctional staff contact the duty provider.

MEDICATIONS:

1. Necessary medications will be dispensed in a timely manner.

2. Restricted medications will be administered one dose at a time, with the Health Services staff member visually observing for compliance.

3. Issued medications will normally be dispensed in a 30-day supply. If refills have been ordered, the inmate must request a refill three working days before the prescription runs out.

4. Drug Store items (over the counter) are available for purchase in the Commissary.

DENTAL SICK CALL ROUTINE:

Dental sick call triage will be handled in the same manner as medical sick call on the respective units. The information will be forwarded to the Chief Dental Officer who will schedule appointments in the dental department.

Dental emergencies may be triaged by a Mid-Level Provider in consultation with the Chief Dental Officer. The Chief Dental Officer will determine the need for further dental care at that time.

Dental care is delivered in the following order of importance:

1. Emergency dental needs
2. Admission and Orientation Examination
3. Extractions
4. Cleaning
5. Treatment plan and x-rays
6. Restorations (fillings)
7. Prosthetics (dentures, partials, etc.)

The dental department does not provide tooth paste to inmates. Any special requests or concerns for the dental department may be addressed by completing a cop-out and forwarding it to the Chief Dental Officer.

PHARMACY SERVICES:

The Pharmacy follows a limited version of the Bureau of Prisons' formulary. There are up to four restricted medication deliveries per each 24-hour period.

Restricted medications will be administered to the inmate in his cell as ordered by the practitioner and must be taken in the presence of the medical staff member.

All medications will be dispensed in labeled, clear, plastic zip-lock bags.

The Chief Pharmacist is available during normal working hours for consultations concerning medication issues. This service is available through written request via a cop-out request, directed to the Chief Pharmacist.

PHYSICAL EXAMINATIONS:

If you have not had a physical examination at another

institution, you will have a mandatory physical examination shortly after your arrival at our institution.

PREVENTION PERIODIC VISITS:

Periodic visits are used to review the need for and receipt of preventive health care services. Criteria for these visits will be reviewed during your Admission and Orientation Examination. These services are recommended at least:

- every 3 years if you are under 50 years old (with exception of annual PPD testing, annual influenza vaccinations for certain inmates, and annual audiograms for inmates at occupational risk).
- Annually for inmates 50 years of age and older.

CHRONIC CARE:

There are a number of medical conditions that must be followed by the medical staff routinely. You will be notified if you fit into this category.

OVER-THE-COUNTER (OTC) MEDICATIONS:

OTC medications are available for purchase through the commissary and you are expected to purchase these items if you have available funds, even if they are prescribed by a health care provider. If you are indigent and do not have funds to purchase these medications (a review of your account will be performed), AND they are medically indicated and prescribed, these medications will be provided to your through the pharmacy as long as you remain indigent.

EYE GLASSES:

Eye examinations will be yearly by request of the inmate in writing and as needed by recommendation of medical staff. Only military style glasses will be ordered through UNICOR.

You are allowed no more than one pair of eye glasses in your possession, unless indicated by the contract Optometrist. If you feel the need for additional glasses, you must send a request to your unit team through the use of a cop-out. Contact lenses are not allowed in this institution unless they are medically necessary.

If you are transferred from another institution with contact lenses, you must be first medically evaluated to determine if the lenses are medically necessary.

SPECIAL ISSUES:

If you have any concerns that have not been addressed in your Admission and Orientation session; or have any concerns of a medical or dental nature that are not addressed in policy, you may feel free to contact the medical staff via an inmate cop-out. You should address the cop-out to the Clinical Director.

WORK RESTRICTIONS:

If a medical condition warrants your absence from duty, the medical staff will provide you with a duty restriction. If you are on a duty restriction you will be required to remain in your cell with no recreation privileges.

ADMINISTRATIVE CONCERNS/GRIEVANCES:

If you have concerns or questions of an administrative nature concerning Health Services, you may feel free to address them in writing via an Inmate Request to Staff Member (Cop-Out), or discuss them when the AHSA during mainline. If you are unable to resolve your issue, you may pursue your complaint through the formal administrative remedy process. Keep in mind, you have a right to necessary medical and dental care; this does not mean that you will be allowed to dictate your care. The physician is responsible for directing any and all care he/she feels your condition warrants. If a treatment and/or care plan has been recommended, you may choose to refuse the treatment, however you will be expected to sign a refusal form which will be placed in your medical record.

RELEASE OF MEDICAL RECORD:

If you require copies of any documents from your medical record, you must request this in writing to the Medical Records Administrative Specialist via the inmate cop-out. Be specific as to the records and dates that you are requesting.
ADMINISTRATIVE CONCERNS:

If you have any concerns or questions of an administrative nature concerning Health Services, you may feel free to address them in writing via the inmate cop-out or discuss them when the HSA makes unit rounds.

YOU HAVE A RIGHT TO QUALITY MEDICAL CARE CONSISTENT WITH THAT IN THE LOCAL COMMUNITY. THIS DOES NOT MEAN THAT YOU WILL BE ALLOWED TO DICTATE YOUR CARE. THE CLINICAL DIRECTOR IS RESPONSIBLE FOR DIRECTING ANY AND ALL CARE THAT HE FEELS YOUR CONDITION WARRANTS. IF A TREATMENT AND CARE PLAN HAVE BEEN RECOMMENDED, YOU MAY CHOOSE TO REFUSE THE TREATMENT. HOWEVER, YOU WILL BE EXPECTED TO SIGN A REFUSAL FORM WHICH WILL BE PLACED INTO YOUR MEDICAL RECORD.

HEALTH CARE RIGHTS & RESPONSIBILITIES:

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, your cultural, religious, psyco-social and level of ability or disability. You also accept the responsibility to respect the basic human rights of your health care providers and to work with these providers as partners in your health care.

HEALTH CARE SERVICES:

Right - You have the right to health care services, in accordance with the procedures of this facility. Health services include medical sick call sign-up/screening, dental sick call sign-up/screening, routine ambulatory health care and most support services. Normal Medical and Dental sick call sign-up for "General Population Units" (Housing Units D, E, F, G, H, J, and K) is accomplished using "sick call sign-up forms". This sick call sign-up process is held on Monday, Tuesday, Thursday, and Friday, with the morning watch Health Services staff picking up the forms. The sick call forms will be reviewed and triaged (prioritized) to assure that the most immediate health care needs are addressed first with more routine issues being scheduled by the unit primary care provider. Sick call procedures for inmates housed in Administrative Detention, Disciplinary Segregation, SHU, and B Unit is accomplished in the same manner as the General Population Units except sick call will be provided daily, including weekends and holidays. If concerns are urgent or emergent as determined by medical staff, you will normally be seen the same day. You can normally expect to be seen for routine issues within two weeks of the request. Sick call rounds begin during the day shift and will continue until all same day health care needs have been addressed. Emergency health care services are available twenty-four hours each day. There is a "panic button" in each cell for use in medical emergencies. Additionally, emergent health care may be requested by having any correctional staff contact the duty provider.

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

ADVANCE DIRECTIVES/LIVING WILL:

Right - You have the right to provide the Bureau of Prisons with Advance Directives that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital. You have the right to enter into a living will.

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

HEALTH PROMOTION AND DISEASE PREVENTION PROGRAM:

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.

HEALTH CARE PROVIDERS:

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

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

MUTUAL RESPECT OF CLINICIAN AND PATIENT:

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

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

MEDICAL INFORMATION:

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

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

PATIENT PRIVACY:

Right - You have the right to be examined at the highest level of privacy that your security requirements allow.

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

MEDICAL RECORD:

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.

MEDICAL CARE CONFLICTS/CONCERNS:

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, routine rounds or the accepted Inmate Grievance Procedures.

MEDICAL TREATMENT:

Right - You have the right to receive pain assessment, 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.

PAIN MANAGEMENT:

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.

NUTRITION AND INFORMATION:

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.

PHYSICAL EXAMS:

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

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

DENTAL CARE:

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

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

ENVIRONMENT:

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

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

MEDICAL TREATMENT REFUSAL:

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.

COMMISSARY

Delivery dates will be as follows:

D & Z Units on Monday
F & H Units on Tuesday
J-A & K Units on Wednesday (at the Sales Unit)
J-B Unit on Wednesday
G Unit on Thursday
B & E Units on Friday

If a delivery date falls on a holiday, that delivery date will be adjusted accordingly. All sales are final and no substitutions will be allowed at anytime. All funds must be available for purchases at the time of list submission. Prices are subject to change without notice. Quarterly inventories will be conducted during the second to last weeks of March, June, September, and December. The Commissary will be closed these weeks and no adjustments to sales dates will be made. Prior notification will be noted at the end of all Commissary Lists, and on the Commissary

Receipts. Spending limitations are imposed on all Commissary orders. Orders shall be restricted to $53.75 a week not to exceed a total of $215.00 a month. Items that will not affect the spending limit are stamps.

There are also further limitations in each section of the Commissary List. Sales of all items will be restricted to that amount noted on the Commissary List. If sufficient funds are not available to fill your entire order, items ordered first on the list will be provided until funds are depleted.

Shoes can be ordered by using a Sports Shoe Order Form which is available in each unit. All orders must be approved by your Unit Manager prior to being submitted to the Commissary. Delivery time frames are indicated on the Sports Shoe Order Forms. Shoes will be deducted prior to any other sale of any weekly commissary order. If funds are not available, your order shall be returned to your Unit Team.

Hobby craft items are limited to what is available on the Hobby Craft List which is available in your unit. Lists must be signed by the Unit Manager showing approval. It is the inmate's responsibility not to exceed established possession limits on all hobby craft items.

All inmates must possess a Commissary Card to be allowed to purchase items from the Commissary. It is your responsibility to

maintain your Commissary Card after it has been issued to you. If you do not have a Commissary Card, you will not receive Commissary. If your Commissary Card is lost, stolen, or destroyed you must submit a written request to the Receiving and Discharge Department to be issued a new one.

LAUNDRY

Inmate Responsibility - Each inmate shall be responsible for the proper wearing and reasonable care and upkeep of the clothing issued to him. Misuse, destruction or alteration of clothing will result in disciplinary action.

Repair of inmates personal clothing will be taken to the laundry by that Unit's Counselor. Laundry will then be the determining factor if the item can be fixed. If the item is repairable, laundry will fix it, and the Counselor will return it to the inmate.

Standard Issue - The following items will be considered standard issue of inmate clothing and the amount authorized to be in inmate possession, to include the clothing being worn:

Khaki Trousers	3 Each (4 Each for inmates housed in K Unit)
Khaki Shirts	3 Each (4 Each for inmates housed in K Unit)
Shorts(boxer type)	5 Each
T-Shirts	5 Each
Winter Coat	1 Each (Winter issue only)
Shoes(deck Type)	1 Pair (Issued to inmates housed in B&Z Units)
Shoes(velcro/lace-up)	1 Pair
Socks	5 Pairs
Bath Towels	4 Each
Wash Cloths	4 Each
Knit Hat	1 Each (Winter issue only)
Gloves	1 Pair (Winter issue only)

All linens will be issued by the Clothing Room Officer directly to the Unit Officer for distribution as needed in the Unit. The linens may be requested on any designated laundry day.

Mattress	1 Each
Sheets	4 Each
Pillow	1 Each
Pillow Case	2 Each
Blanket	2 Each

Clothing will be cleaned by the following schedule:

Monday	D, E, F, & G Units	Khakis & Blankets (Personal Clothes May Be Washed with Khakis)
Tuesday	H, B, Z, J & K Units	Khakis & Blankets (Personal Clothes May Be Washed with Khakis)
Wednesday	Hygiene Issue to Units	
Thursday	D, E, F, & G Units	Whites Only to Include Linen (Light Colored Personal Clothing May Be Included)
Friday	H, B, Z, J & K Units	Whites Only to Include Linen (Light Colored Personal Clothing May Be Included)

1. Clothing size changes and requests for repair or exchange of unserviceable clothing items must be requested on an "Inmate Request to Staff" form sent to the Laundry Supervisor.

   Exchanges shall be made on Mondays and Tuesdays, and on a one-for-one basis on the unit's designated clothing day.

2. Wool blankets must be separated by utilizing the second laundry bag and washed on the first wash day of the week.

Personal laundry may be washed together with khaki clothing. All personal clothing must be machine washable and dryable. The ADX Laundry shall not be held responsible for damages caused by normal washing and drying to include but not limited to shrinking, fading, fraying, and changes in color of clothing caused by

washing with other clothing. Light colored personal clothing may be accepted on Thursday and Friday, if the items will not bleed or run, with a result of ruining the white clothing. The Laundry Plant Specialist will be responsible for making this determination.

Reissue - When an inmate transfers to a different housing unit, all clothing (clean and dirty), shoes, linen, and laundry bags must be transferred with the inmate.

When an inmate is released on writ, or transferred to another institution, all of that inmate's institution issued clothing (clean and dirty), shoes, and laundry bags must be inventoried and returned to the Laundry.

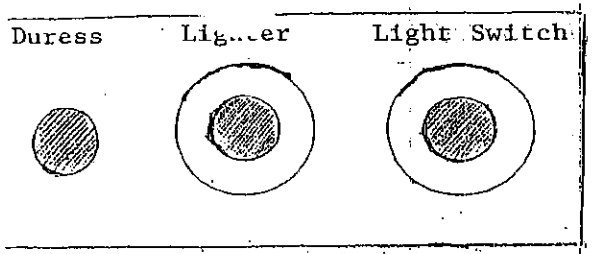
Altered clothing of any type will be considered contraband and will be confiscated. The wearing of altered clothing or the alteration of clothing may result in disciplinary action.

FACILITIES

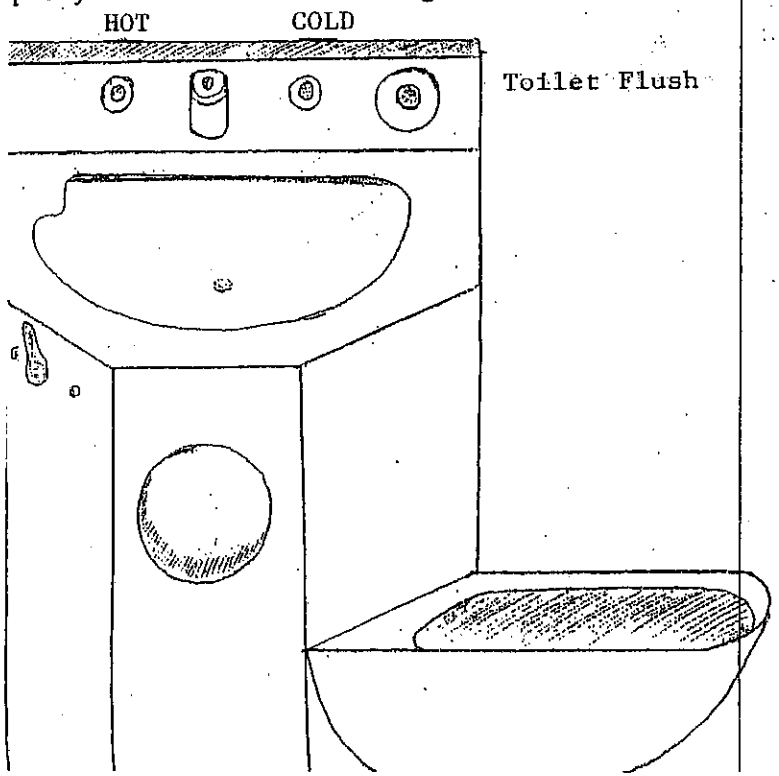
Our department is responsible for the upkeep of the physical plant, to include plumbing, heating, ventilation and air conditioning. We also take care of other items such as televisions, lighter elements, cell lights and the distribution of radio and T.V. signals to the cells.

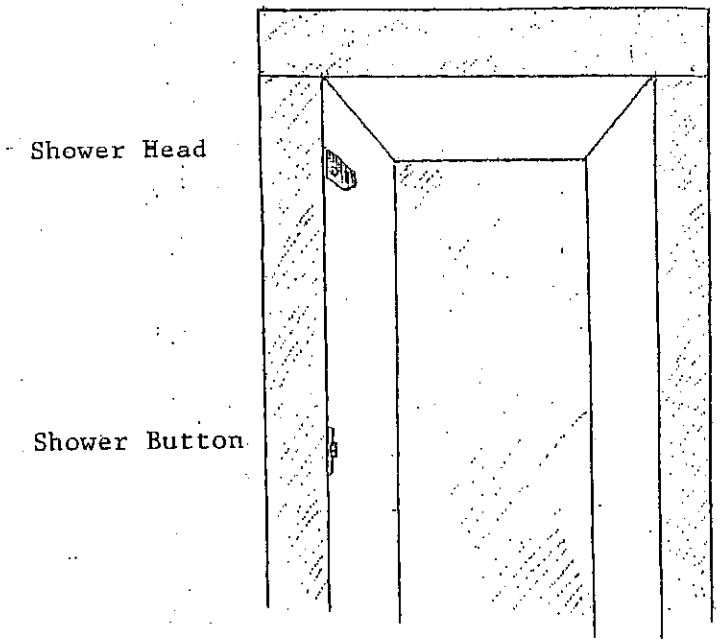
In the event you have a problem, such as your cell being too hot or cold, toilet not flushing or burned out light fixture, send a cop-out directly to the Facility Manager, and we'll get your work scheduled to be completed as soon as possible. We will accept a hand written note in place of a cop-out, but make sure that your full name, register number, unit, range and cell number are included. Also, provide a detailed explanation of the problem.

For issues such as hot water temperature and room temperature you need to be aware that we are required to comply with Federal Energy Conservation Laws and Regulations. The hot water temperature at your sink and shower can not be too hot and the room temperatures are carefully regulated during the cooling and heating seasons.

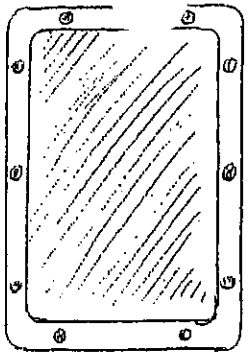


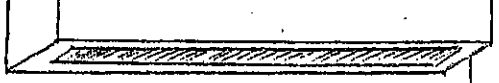
Pressing the light switch several times will dim the lights. The heating element will stay on for approximately 10 seconds after depressing the button. After the heating element is activated, put your incense in the lighter hole.

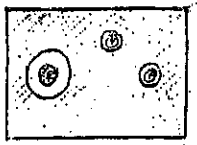




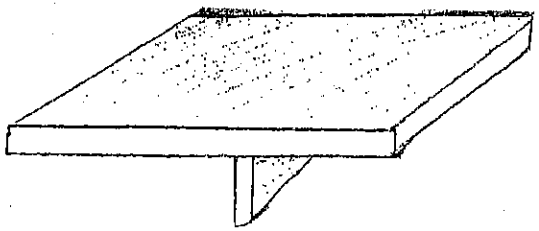
Press the On/Off button to start the flow of water. The shower will remain running for approximately 1 minute. You may find it necessary to depress the On/Off button frequently during the duration of your shower.



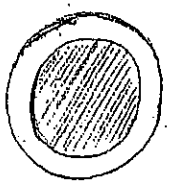




Upper Control Panel

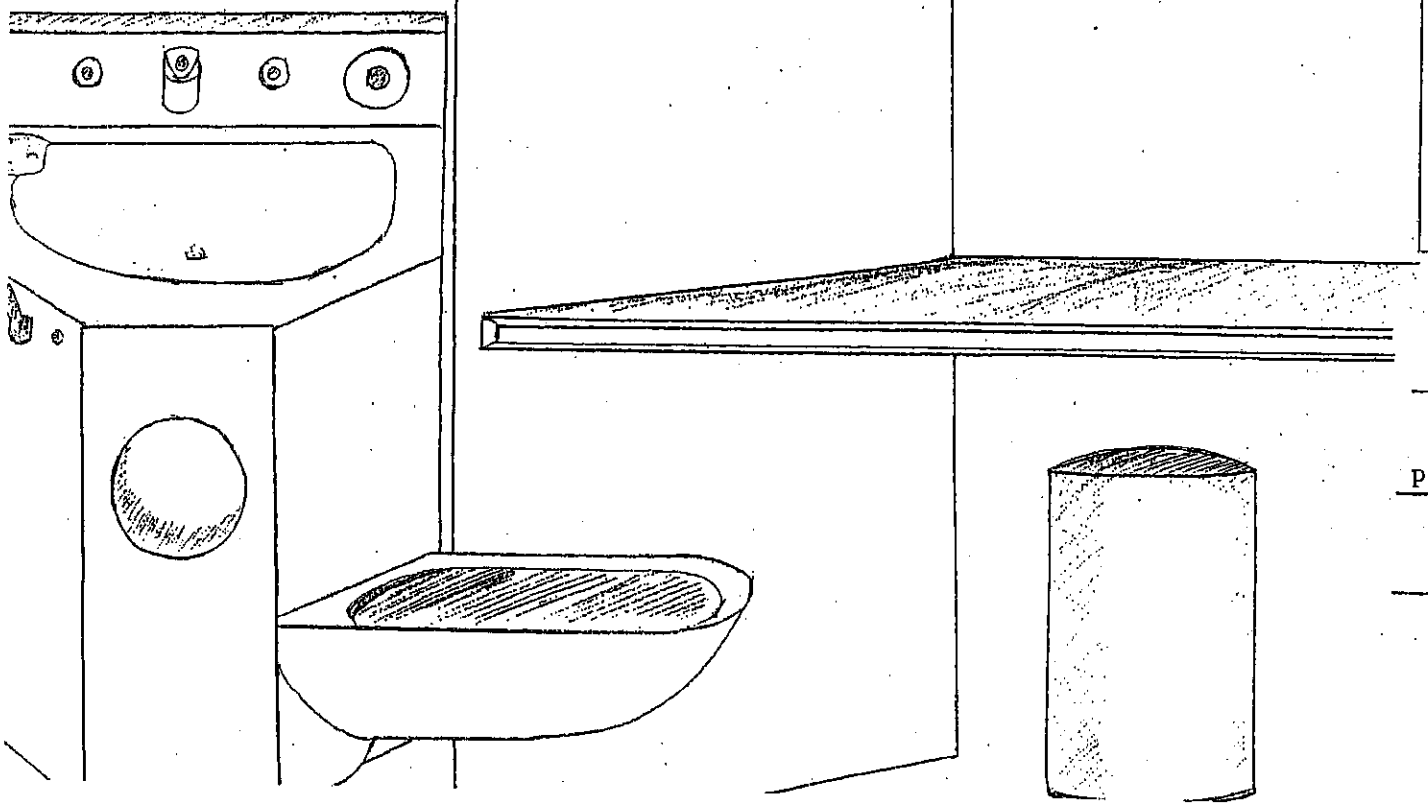


Coaxial Cable Hook-Up



TV Power Supply

Inmate Duress



The "INMATE DURESS BUTTON" is to be

pressed only in an "EMERGENCY".

Instructions for Inmate use of Scan Form: Telephone Number Request

he following instructions are provided to assist you in completing the new Telephone Number Request form. This :w form must be completed exactly as described below in order for your form to be processed in an accurate and nely manner.

ou must complete items one through eleven as described below, using ink. A sample form is attached to illustrate.

em 1	Inmate Register Number	Enter your 8 digit Register Number and darken the appropriate circles.
em 2	Inmate Name (Print)	Enter your first and last name.
em 3	Unit	Enter your assigned housing unit.
em 4	Inmate Signature	Sign the form here.
em 5	Date	Enter the current date.
em 6	Preferred Language	Darken the circle which indicates either English or Spanish as your preferred language for ITS recordings.
em 7	Add/Delete	Darken the circle which indicates whether the telephone number is to be added or deleted from your ITS list.
em 8	English/Spanish	Darken the circle which indicates either English or Spanish as the preferred language, for the ITS recording, of the telephone number being added or deleted.
em 9	Telephone Number	Darken the circle to indicate the telephone number.
em 10	Relationship Section	Darken the circle which indicates the choice that best describes your relationship to the person of the telephone number.
em 11	Name	Enter the name (First Name, Middle Initial, Last Name) of the person whose telephone number is being added or deleted.

Inmate Telephone System (ITS)
Placing a Debit Call

- **Local Call:**
  - Listen for dial tone.
  - Enter seven digit telephone number
  - Wait for new intermitted dial tone
  - Enter Phone Access Code (PAC) number.

Example: 555-1234-357926819

- **Long Distance Call:**
  - Listen for dial tone.
  - Enter 1-area code-seven digit telephone number
  - Wait for new intermitted dial tone
  - Enter Phone Access Code (PAC) number.

Example: 1-202-555-1234-357926819

International Call:

- Listen for dial tone.
- Enter 011, Country code, city code, and telephone number
- Wait for new intermitted dial tone
- Enter Phone Access Code (PAC) number.

Example: 011-35-24-123456-357926819

To Obtain an ITS Account Balance & Cost of Last Call:

- Listen for dial tone.
- Enter 118 & Phone Access Code (PAC) number
- Wait for new intermitted dial tone
- Enter Phone Access Code (PAC) number.

Example: 1-202-555-1234-357926819

Inmate Telephone System (ITS)
Placing a Collect Call

- **Local Collect Call:**
  - Listen for dial tone.
  - Enter 0 & seven digit telephone number
  - Wait for new intermitted dial tone
  - Enter Phone Access Code (PAC) number.
  - Wait for new intermitted dial tone.
  - enter "36" for English or "77" for Spanish Operator.
  - State your name and wait to be connected.

Example: 0-555-1234, 357926819, 36, Joe Smith

- **Long Distance Collect Call:**
  - Listen for dial tone.
  - Enter 0, Area Code, & seven digit telephone number
  - Wait for new intermitted dial tone
  - Enter Phone Access Code (PAC) number.
  - Wait for new intermitted dial tone.
  - enter "36" for English or "77" for Spanish Operator.
  - State your name and wait to be connected.

Example: 0-202-555-1234, 357926819, 36, Joe Smith

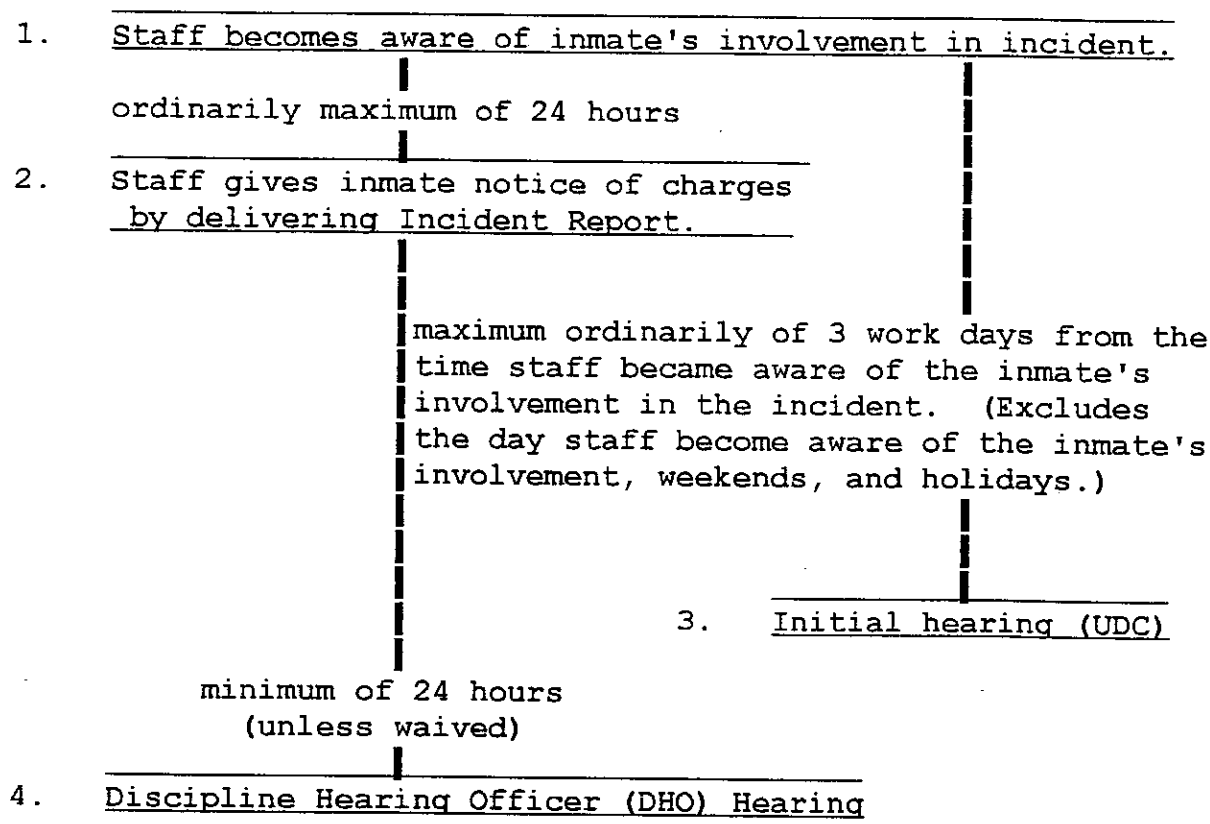
- **International Collect Call:**
  - International Collect Calling is not available

Messages:

A voice message will inform you of problems associated with placing specific calls. Remember the **Status Code number & message** given by the automated operator to speed the rectifying of problems.

TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2



NOTE: These time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may re-institute disciplinary proceedings at the same stage at which suspended. The requirements then begin running again, at the same point at which they were suspended.

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
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, and opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. 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.	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 right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.

RIGHTS	RESPONSIBILITIES
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.	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. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	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 right to participate in education, vocational training and employment, as far as resources are available, and in keeping with your interests, needs, and abilities.	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 right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.	11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE GREATEST CATEGORY

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

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary Transfer (recommend). 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 (Note - can be in addition to A through E - cannot be the only sanction executed).

TABLE 3 (Cont'd)
GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G
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)	
	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.	

TABLE 3 (Cont'd)
GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
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.	Sanctions A-G
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.	

TABLE 3 (Cont'd)
HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions--without violence.	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended) B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended). C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 30 days). E. Make monetary restitution. F. Withhold statutory good time.
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	

TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
212	Engaging in, or encouraging a group demonstration	G. Loss of privileges: commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a work stoppage	H. Change housing (quarters)
214	(Not to be used)	I. Remove from program and/or group activity
215	Introduction of alcohol into BOP facility	J. Loss of job
216	Giving or offering an official or staff member a bribe, or anything of value	K. Impound inmate's personal property
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	L. Confiscate contraband
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	M. Restrict to quarters
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.)	

TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
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)	Sanctions A-M
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.	

TABLE 3 (Cont'd)
MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	
302	Misuse of authorized medication	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).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	
304	Loaning of property or anything of valve 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	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).
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)	C. Disciplinary Transfer (recommend).
308	Violating a condition of a furlough	D. Disciplinary segregation (up to 15 days).
309	Violating a condition of a community program	E. Make monetary restitution.
310	Unexcused absence from work or any assignment	F. Withhold statutory good time.
311	Failing to perform work as instructed by the supervisor	
	Insolence towards a staff member	

TABLE 3 (Cont'd)
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
313	Lying or providing a false statement to a staff member.	G. Loss of privileges: commissary, movies, recreation, etc.
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)	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.
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	
	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	

TABLE 3 (Cont'd)
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
329	Destroying, altering or damaging government property, or the property of another person, having a value of $100.00 or less	Sanctions A-N
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)	
	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.	

TABLE 3 (Cont'd)
LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended). (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
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)	E. Make monetary restitution.
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)	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.

TABLE 3 (Cont'd)
LOW MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
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). *	J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband. M. Restrict to quarters. N. Extra duty. O. Reprimand. P. Warning.
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.	

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 (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

Example: "We find the act of _____to be of High severity, most comparable to prohibited act Engaging in a Group Demonstration."

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 six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).

TABLE 6

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

Severity of Act	Sanctions	Max.Amt. Forf. GT1	Max.Amt. W/hd SGT	Elig. Restoration Forf.SGT	Elig. Restoration W/hd/SGT	Max. Dis Seg1
Greatest	A-F	100%	Good time creditable for single month during which violation occurs. Applies to all categories.	24 mos	18 mos	60 days
High	A-M	50% or 60 days, whichever is less		18 mos	12 mos	30 days
Moderate	A-N	25% or 30 days, whichever is less		12 mos	6 mos	15 days
Low/Moderate	E-P	N/A		N/A(1st offense) 6 mos.(2nd or 3rd offense in same category within six months)	3 mos	N/A (1st offense) 7 days (2nd offense) 15 days (3rd offense) *

1 See Table 5, SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY, on Page 22 of this Chapter. Forfeited good conduct time will not be restored ("GT" in Table 6 represents both good conduct and statutory good time.)

NOTE: In Table 6 headings, "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated resentative denies restoration of forfeited or withheld statutory good time, unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.

TABLE 6 (Cont'd)

To ensure an inmate's case is not overlooked when statutory good time has been forfeited or withheld, the unit team must review the eligibility requirements for restoration in accordance with the time frames established by the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team, whether for or against restoration, must be forwarded (on BP-389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO. An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements.

An inmate with an approaching parole effective date, or an approaching mandatory release or expiration date who has forfeited good time may be placed in a Community Treatment Center only if that inmate is otherwise eligible under Bureau policy, and if there exists a legitimate documented need for such placement. The length of stay at the Community Treatment Center is to be held to the time necessary to establish residence and employment.

UNITED STATES PENITENTIARY
ADMINISTRATIVE MAXIMUM

VISITING RULES, REGULATIONS AND DIRECTIONS FOR TRANSPORTATION TO AND FROM THE INSTITUTION

1. It is the policy of this institution to provide facilities and procedures for non-contact visiting with relatives, friends, groups, etc. Visits by relatives, friends, groups, etc., are important in maintaining the morale of each inmate and motivating him toward positive aspirations. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs.

2. Social visits are permitted from 8:00 a.m. to 3:00 p.m. on Thursday, Friday, Saturday, Sunday, and federal holidays. No visitors will be processed into the Visiting Room after 2:00 p.m. Each inmate will be allowed to receive a total of five (5) visits per month with a maximum duration of seven (7) hours per visit. An inmate may receive more than one visit per day. If the inmate does not leave the Visiting Room during/between these visits, it will only count as one visit. However, if he leaves the Visiting Room and returns to his quarters and/or work assignment and receives another visit, returning to the Visiting Room will count as another visit. No visitor will be allowed to leave the visiting area and return to the visiting area during the same day.

3. A visit may be terminated due to unacceptable conduct. It should be noted when the visit is terminated due to unacceptable conduct, the inmate may receive disciplinary action.

4. Visitors approved to visit one inmate may not, without special permission, visit with another inmate until the completion of the scheduled visit and only if pre-approved for that day.

5. The Visiting Room Officer is responsible for supervising the visits. Visitors are required to dress appropriately. Shorts, mini skirts, sheer or tight fitting clothing, excessively short or low cut clothing, backless clothing, halter tops, or sleeveless clothing may not be worn. Dresses, blouses, or other apparel of a suggestive or revealing nature may not be worn. Female visitors must wear a wireless brassiere and under garments. Visitors are to conduct themselves within the limits of good taste and maintain complete control of their children while in the Visiting Room or on institution property. Visitors and/or those accompanying them are not authorized to loiter in the institution lobby or on the institution grounds during or after a visit unless, waiting for public transportation.

There are several options for public transportation available including:

Fremont County Cab in Florence at (719) 784-2222, City Cab CO., in Pueblo at (719) 543-2525, Express Taxi in Colorado Springs at (719)442-2222, and also Yellow Cab in Colorado Springs at (719)634-5000.

6. Each inmate will assume reasonable responsibility for the proper conduct during the visits with as much control of visitor conduct as may be expected of him. Each inmate and his visitors are expected to maintain a safe and sanitary visiting area. The use of camera or recording equipment without written consent of the Warden is strictly prohibited. Documents or papers will not be examined or signed in the Visiting Room without prior approval of the Unit Manager or the Captain. Visitors are encouraged to store all of their parcels, handbags, cellular telephones, etc., in their vehicles or in their motel rooms prior to coming to the institution as these items will not be allowed in the Visiting Room. Packages or gifts of any kind are not permitted and visitors will only be permitted to bring a small clear change purse and needed medication into the Visiting Room. Coats will not be permitted in the Visiting Room. Food items may not be brought into the visiting area except for visitors with an infant who may bring baby food and/or baby bottles. Visitors may not leave money with the Front Lobby Officer for deposit into the inmate's commissary account. Funds for deposit to inmate accounts should be sent in the form of a postal money order via the U.S. Mail to the Federal Bureau of Prisons' Lock Box. Any effort to evade the visiting regulations may result in disciplinary action for the inmate and possible legal proceedings against the visitor.

7. To ensure the security and good order of the institution, a visitor may be monitored at anytime in the visiting area including restrooms located within the visiting area.

8. The institution does not provide meals for visitors, but vending machines are available.

9. The United States Penitentiary, Administrative Maximum, Florence, Colorado, is located about 45 miles south of Colorado Springs, Colorado, and 35 miles west of Pueblo, Colorado. From Colorado Springs, take Highway 115 south to Florence, turn south on State Highway 67, then proceed approximately two miles to the main entrance of the Federal Correctional Complex. From Pueblo, take State Highway 50 west approximately 30 miles to State Highway 115, turn south on 115 and proceed five (5) miles to State Highway 67, turn south on 67 for two miles to the main entrance of the Federal Correctional Complex.

10. Any special religious visits must be reviewed by an Institution Chaplain. Final approval of any special visit, including legal visits and religious visits, must be given by the Warden.

Attachment F

REPORT
Civil Rights & Civil Liberties Abuses

The Office of the Inspector General (OIG), U.S. Department of Justice, investigates allegations of civil rights and civil liberties abuses by employees in the FBI, DEA, INS, Federal Bureau of Prisons, U.S. Marshals Service, U.S. Attorneys Offices, and all other Department of Justice agencies.

If you believe a Department of Justice employee has violated your civil rights or civil liberties, you may file a complaint with the OIG by:

mail: Civil Rights & Civil Liberties Complaints
Office of the Inspector General
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Room 4322
Washington, D.C. 20530

e-mail: inspector.general@usdoj.gov

or fax: (202) 616-9898

For more information call (800) 869-4499 or visit the OIG's website at www.usdoj.gov/oig

بلغوا عن اي إنتهاك للحقوق او للحريات المدنية

يقوم مكتب المفتش العام التابع لوزارة العدل الأميركية بالتحقيق في أية إتهامات حول إنتهاكات للحقوق والحريات المدنية على أيدي موظفين من مكتب التحقيقات الفدرالي (FBI)، وكالة مكافحة المخدرات، دائرة الهجرة والتجنس (INS)، مكتب السجون الفدرالي، مكتب الطوارىء الأميركي، مكاتب المدعيين العامين، وجميع الوكالات الأخرى التابعة لوزارة العدل.

إذا كنت تعتقد بأن أحد موظفي وزارة العدل قد أقدم على إنتهاك حقوقك او حرياتك المدنية، بإمكانك أن تتقدم بشكوى لدى مكتب المفتش العام،

بواسطة البريد على العنوان التالي:

Civil Rights & Civil Liberties Complaints
Office of the Inspector General
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Room 4322
Washington, D.C. 20530

بريد الإلكتروني

inspector.general@usdoj.gov

أو الفاكس (202) 616-9898

لمزيد من المعلومات إتصلوا بمكتب المفتش العام على الخط الساخن المجاني (800) 869-4499

(800) 869-4499

www.usdoj.gov/oig