

# **FCC Forrest City, Arkansas**

## **Admission & Orientation Manual**

### **Introduction**

The purpose of this handbook is to provide incoming inmates with general information regarding programs, services, rules and policies established at this facility. Detailed information will be made available during the institution's Admission and Orientation Program. This booklet is a guide for all newly arrived inmates at this institution. We encourage you to review it completely and let staff know your questions or need for further information.

We want your time spent here at FCC Forrest City to be productive. This is a unique facility due to its design, mission, and programs. You have the opportunity to serve your sentence in a facility with numerous programs and services available to all inmates. We stress open communication, respect and cooperation between staff and inmates. You will find the staff willing to assist you throughout your stay here. In return, we expect all inmates to take responsibility to fulfill their obligations. Particularly, we expect your full cooperation in properly conducting yourself in an appropriate manner. Our goal is to help you achieve release at the opportune time, ready to accept your place back in the community. I expect staff to be responsive to any and all problems or issues you present to them. You have the right to serve your sentence in a harassment free correctional facility. Any staff member or inmate who threatens you, verbally or sexually assaults you, or presents a physical threat to you should be reported immediately to the first available staff person not involved. You have several procedures available to report such issues. I encourage you to seek the assistance of staff at the lowest level possible, to quickly resolve the issue as early as possible. If staff cannot resolve the problem, then please proceed up the Chain-of-Command to the staff member's immediate Supervisor until the problem is responded to appropriately. If you disagree with a response you receive from a staff member, I encourage you not to be confrontational with employees and to report the problem to the staff member's immediate Supervisor. Understand, if you handle or respond to the problem in an inappropriate or disrespectful manner, you will face disciplinary action. I expect you to adhere to all lawful instructions given to you by any employee. Please become involved in the various inmate programs, vocational training, and substance abuse treatment available to you. Your focus should be inmate skills development, which will provide you with the opportunity for successful reentry.

C. V. Rivera, Warden

## **UNIT MANAGEMENT**

### **Unit Team and the Classification Process**

Upon arrival at FCC Forrest City, you will be initially assigned to the Admission and Orientation (A&O) Program. While in A&O, you will learn about the programs, services, policies, and procedures regarding this facility. Almost all Bureau of Prisons institutions are organized into a Unit Management System. There are total of (8) Units at the complex. A unit is a self-contained inmate living area. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. You will be assigned to a specific Unit Team that will consist of the Unit Manager, Case Manager, and Correctional Counselor. The Education Advisor and Unit Officer are also considered to be a part of this team and may sit on the Unit Team.

Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the Unit Staff will be at the institution weekdays from 7:30 a.m. to 9:00 p.m., and during the day on weekends and holidays.

### **The Unit Manager**

Is the administrative head of the general unit and oversees all unit programs and activities. He or she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the Chairperson of the team. They review all team decisions and are a member of the Unit Discipline Committee. Additionally, the Unit Manager has direct responsibility for the sanitation of the unit by coordinating closely with the Unit Officer and Correctional Counselor.

### **The Case Manager**

Is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

### **The Counselor**

Provides counseling and guidance for inmates in areas of institutional adjustment, personal difficulties, and plans for the future. They play a leading role in all segments of unit programs and are a voting member of the Unit Team. The Counselor will visit inmate work assignments regularly and is the individual to approach for the resolution of daily problems. The Counselor is a frequent member of the Unit Discipline Committee.

**The Unit Secretary**

Performs clerical and administrative duties relating to the functions of the unit. It is important to note that Secretarial Staff are not resource staff for inmates.

**The Unit Officer**

Has direct responsibility for day to day supervision of inmates and enforcement of rules and regulation. They have safety, security, and sanitation responsibilities in the unit. The Unit Officer is a valuable member of the Unit Team, whose input is solicited for inmate team meetings.

**Communications**

The unit bulletin boards contain written communication of interest to inmates. Town Hall meetings will be held by the Unit Manager to foster communications within the unit. These meetings are held to inform inmates of upcoming activities and to discuss policy and procedures. Inmates are encouraged to ask pertinent questions. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be resolved on an individual basis by Unit Staff members during the regular working hours which are posted in each unit. Unit Staff work schedules, call-outs, change sheets, Program Review docketts, and unit rules and policies will be posted on the unit bulletin boards. It is recommended that you check the bulletin boards daily.

**Program Reviews**

If you have twelve (12) months or less remaining to serve on your sentence, you will have a scheduled program review every ninety (90) days. If you have more than twelve (12) months remaining to serve on your sentence, you will be scheduled for a program review every 180 days. These meetings are held by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. Check the daily call-outs us for your scheduled time and date.

Your appearance at the Unit Team meeting should be neat and clean, and, at a minimum, you should be wearing the khaki uniform and shoes. Shower shoes are not acceptable.

**Residential Re-entry Center Placement**

Inmates eligible for Residential Re-entry Center (RRC) placement (halfway house) will be submitted in accordance with The Second Chance Act. This review will take place at approximately 17 - 19 months prior to your release date. Your referral will be submitted approximately 11- 13 months prior to your release date.

**Consulate Information**

See your Case Manager if you need contact information for your Country's Consulate office.

### **United States Prisoner Transfer Treaties**

If you are not a U. S. citizen, you may be eligible for a transfer to your home country to serve the remainder of your sentence. This is only possible if your country has a formal prisoner exchange treaty with the United States. The Case Manager is the source of information about these transfers and can tell you if your home country has signed this kind of agreement and how to apply.

### **DAILY INMATE LIFE**

#### **Male and female staff routinely work and visit inmate housing areas.**

Therefore, Inmates are advised of the requirement to remain clothed, and the presence of cross-gender staff generally, during the Intake Screening process and the Admission and Orientation process. A general announcement is made at the beginning of primary shifts, or other appropriate time to be determined locally (e.g., 10:00 count instead of morning watch). The verbal announcement to each housing unit, including segregated housing areas, will be "Male and female staff routinely work and visit inmate housing areas." This announcement is made using the general public address system (e.g., from Control or Lieutenants' Office). If the public address system does not cover these areas, an individual announcement in each housing area, including segregated housing areas, is made.

#### **Sanitation and Quarters Rules**

The following rules and regulations have been established for safety, sanitation and uniformity throughout the institution. Your cooperation is necessary in adhering to these rules in order to maintain the high standard of housekeeping practiced at FCC Forrest City.

The housing units are inspected regularly by the Operations Lieutenant and Safety Manager. Also, housing units will be inspected daily by the Unit Team members. Deficiencies will be noted and each inmate will be notified of deficiencies and will be required to correct them. Repeated deficiencies will result in disciplinary action. Sanitation supplies are available in the units. The Unit Counselor and/or the Unit Officer will dispense authorized supplies to the unit orderlies to maintain the cleanliness of the unit. There will be no chemicals or cleaning materials stored in the cells/cubicles.

Inmate cells/cubicles will be clean and neat, and beds will be made in a military style prior to the 7:30 a.m. work call, Monday - Friday. On weekends and holidays, beds must be made once you are up for the day. Inmates assigned to the night shift will be allowed to sleep on top of their made beds during the day. Mattresses will not be removed from the cells/cubicles nor will they be placed on the floors. All inmate property must be kept in your locker and shoes are to be stored underneath beds. You are permitted to neatly hang your towels and one laundry bag on the inner

side of your locker (at the Low) or on the hooks provided (at the Medium). Dirty clothing will be properly stored in a laundry bag between laundry exchanges and no items will be left out on beds, desks, top of lockers, or underneath beds at any time. No hangers are allowed outside the lockers at the Low facility. Hangers may be utilized on the provided hooks at the Medium facility.

Lockers must be kept neat and organized. Floors will be swept and damp mopped daily. Wastebaskets will be emptied and cleaned daily. No plastic trash liners are permitted in your room. You are responsible for contraband found in your area and for the cleanliness of your personal living area. No cardboard, plastic, excess paper or empty containers are permitted in your living area. Window sills may not be used as shelves nor may any obstructions be placed on the windows. No items will be taped on the outside of lockers, beds or on walls. Nude or sexually suggestive photographs, magazines, clippings, or drawings or other items with such depictions are not permitted. Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away. Ice machines are provided in the unit for inmate use. No items are to be stored in these machines. You will not be allowed to visit other inmates in their cubicles/cells unless you live in the same wing of the housing unit. Visiting within the same wing is prohibited after 9:30 p.m. count. There will be no more than three (3) visitors in a cubicle/cell at any time. Personal radios/ MP3 players may be played in the units; provided personal headphones are utilized at a level others cannot hear.

#### **Low and Medium facilities**

Televisions may be viewed in the designated areas during established hours. At the Medium facility, Television viewing is from 6:00 a.m. until 9:30 p.m. count, Sunday through Saturday. At the Low facility, Television Viewing is from 6:00 a.m. until 9:30 p.m. count, Sunday through Thursday and 6:00 a.m. until 12:00 a.m., Friday and Saturday, and nights preceding holidays. The six televisions are designated as Sports, Movies, Spanish channels, News and two (2) General Purpose. During counts, inmates will be counted in their assigned cubicles/cells. Medium facility: Inmates will remain in their cells after the 9:30 p.m. count. Lights will be turned off; however, television reception will be available for inmate listening. Low facility: You may play cards and approved games in the unit recreation rooms until 9:30 p.m. count, provided appropriate noise and sanitation levels are maintained. Lights in the units will be turned on at 6:00 a.m. and turned off at 10:00 p.m. Quiet time within the unit will be observed between the hours of 10:00 p.m. and 6:00 a.m. During quiet time, there will be no loud talking or card/game playing. The only movement will be to and from the toilet, ice machines, and television rooms. All unit showers will be open a total of six (6) hours per day, seven (7) days a week, including federal holidays. Between the hours of 9:15 a.m. and 4:30 p.m., two (2) designated showers in each unit can be utilized by the inmate population. Inmates are expected to

be dressed appropriately when going to and from showers. Pants, shirts, and footwear, at a minimum, will always be worn in the common areas of the units.

### **Telephone Calls**

An Enhanced Communication Monitoring program has been established at the Federal Correctional Complex, Forrest City, Arkansas. Inmates who meet criteria established by the Correctional Programs Division, Central Office, Washington, D.C., will be placed on 100% enhanced communication monitoring. Any inmate who poses a significant threat to staff or inmate safety, institution security or the surrounding community's welfare, because of their prior record, current offense, institution adjustment, or intelligence provided by law enforcement, will be evaluated to determine if social mail and telephone monitoring is warranted. Institutional staff will notify all inmates who meet the criteria for this program.

Telephones are located in the housing units. All charges for calls will come from your TRUFONE account. Collect and direct calls are limited to fifteen (15) minutes. Inmates will be allowed a maximum of 10 denied calls per day. Funds from the Commissary account are allowed to be transferred to the TRUFONE accounts twice per day. A collect call system is available and will still require the use of your personal PAC number. One telephone has been designated in each housing unit at the Low and Camp for inmates on off-duty status or approved restricted housing status, i.e., medical idle or any other authorized idle, to use during the regular day from 6:00 a.m. to 4:00 p.m. and 4:30 p.m. to 10:00 p.m. Evening Lock Down. The remaining three telephones in each housing unit at the Low and Camp are operational during the weekend, holiday, and during the following workweek hours: 6:00 a.m. until 7:30 a.m.; 10:30 a.m. until 12:30 p.m.; and 4:30 p.m. until 10:00 p.m. Evening Lock Down. No telephones will be in use during count time. One telephone has been designated in each housing unit at the Medium for inmates on off-duty status or approved restricted housing status to use during the regular day from 6:00 a.m. to 4:00 p.m. and 4:30 p.m. to the 10:00 p.m. evening lock down. The remaining five telephones in each housing unit at the Medium are operational during the following workweek hours: 6:00 a.m. until 7:30 a.m.; 10:30 a.m. until 12:30 p.m.; and 4:30 p.m. until 10:00 p.m. The telephones will also be operational on Friday, Saturday, and on holidays from 4:30 p.m. until 10:00 p.m. Evening Lock Down. No telephones will be in use during count during the months of November and December; the minutes allowable will be increased to 400 minutes per month. All phone calls are subject to being monitored and recorded, except where approval for unmonitored legal calls has been obtained. Unmonitored, unrecorded phone calls to attorneys can be arranged through your Unit Team with approval by the Unit Manager. Three-way calls are prohibited. Telephones are not to be used to conduct a business or for gambling purposes. Conducting a business or gambling on the telephone, in any way, is a prohibited act. Toll-free telephone numbers are not authorized on the TRUFONE System. There is an automatic duration of 30 minutes between calls for each inmate. Inmates will be allowed to place a total of 300 minutes per month of either collect, direct, or any combination of telephone calls. During the months of November and December, the minutes allowable will

be increased to 400 minutes per month. Minutes will not rollover to the following month.

Except for international telephone calls, the called party has to press five (5) to accept telephone calls from the Inmate Telephone System. Called parties that have procured privacy Directory service or any type of service that blocks unlisted telephone numbers from their local telephone company, will not be able to process calls from the Inmate Telephone System.

Inmates will not be authorized a refund for answering machines on international calls, long distance calls, or local calls. If the called party blocks future calls by pressing A77", the called party's telephone number will stay blocked until the Inmate Telephone System staff receives a written request and a copy of the called party's telephone bill to unblock their telephone number. Called parties who cannot receive collect calls will be provided the opportunity to set up a prepaid account with the carrier, Value Added Communications (VAC) at (800) 913-6097. International called parties can contact VAC by dialing (972) 367-0070. All collect calls will provide an announcement to the called party on how to contact the carrier to find out how to reduce the price of collect calling by utilizing a prepaid account. The called party will be responsible for establishing or closing accounts with VAC. BOP staff cannot get involved in this procedure. Inmates are to submit a signed Inmate Request to a Staff Member to the Trust Fund for any problems are experienced with the TRUFONE inmate telephone calls in the housing units. The requests must be submitted within a 15-day calendar period in order for proper research to be conducted of the problem. You are to document any codes or statements provided by the operator, the date of the call, approximate time of the call, the telephone number called, and the specific nature of the problem(s) experienced. If an inmate telephone is not working properly, inmates are to notify their unit team staff in order for them to notify the Trust Fund staff. It is important that the nature of the problem and the four digit code on the inmate telephone be provided to the Trust Fund staff. Inmate telephone listings in the TRUFONE System can be viewed by inmates on the Automated Inquiry Machine (AIMS) located next to the Commissary. A maximum of thirty telephone numbers are allowed per each inmate for both collect and debit calls. Unit Teams are able to access and print inmate telephone listings on the TRUFONE web browser. Copies of the inmate telephone listings will not be provided by Trust Fund staff. There is a charge of \$3.00 for each 30-day period for the past 120 days for a copy of an inmate's TRUFONE account history. Inmates must see their Unit Counselor to complete a REQUEST for Withdrawal of funds. The form is to be made out to *U.S. Treasurer* and must include the dates of the report requested.

#### **Tobacco Free Environment**

FCC Forrest City is a tobacco free complex. Any inmate who does not adhere to this policy will be subject to disciplinary action. A Smoking Cessation Program is offered in conjunction with Health Services, Psychology and Recreation. For additional information regarding this program, please contact staff in Health Services, Psychology or Recreation.

**Wake-Up**

General wake-up at FCC Forrest City is 6:00 a.m., Monday through Friday, excluding federal holidays. At this time, the unit will be opened for breakfast by the Unit Officer. You will be given a reasonable amount of time to leave the unit if you desire breakfast. It is your responsibility to report to work on time. Late sleepers who are unable to maintain their living areas or arrive at work on time will be subject to disciplinary action. Inmates are expected to be appropriately dressed when exiting their units.

**INMATE PERSONAL APPEARANCE**

You are required to maintain good personal hygiene and present a neat, clean appearance at all times. You may select the hairstyle of your personal choice; however, hair must be clean and well-groomed. Wave caps are not authorized to be worn outside the housing unit. Barber services will be available under the supervision of Correctional Services and a schedule of operation will be posted on unit bulletin boards. Tattooing, branding, or disfiguring any part of your body is strictly prohibited. Standard health and hygiene items were issued when you were processed into the institution. Replacement items can be picked up at the laundry at the same time that you are authorized to exchange clothing/linen or may be purchased in the Commissary. Institution issued shoes and clothing (khaki and/or fatigue) will be worn during normal working hours, Monday through Friday. Shirts are to be buttoned and tucked into belted trousers. Leisure attire (warm-ups, sweat suits, shorts and T-shirts with sleeves) that are neat and clean in appearance may be worn on weekends, holidays, and after normal working hours (usually after 4:00 p.m.), Monday through Friday. Inmates authorized to be in the recreation areas during normal working hours will be permitted to wear leisure attire in these areas. Leisure attire is not authorized in the Visiting Room at any time. Sunglasses are not authorized to be worn inside any building unless authorized by the Clinical Director.

**PERSONAL PROPERTY/STORAGE LIMITS**

Personal and government issued property will be limited to items which can be stored neatly and safely in your personal locker. There will be no accumulation of excessive property which would constitute a fire hazard. The authorized institutional radio and MP3 player is the head phone walkman type. A list of personal property items is identified in the Institution Supplement. Items not on this list will be mailed out of the institution or disposed of as contraband. Questions in this area should be referred to your Unit Team. Approved legal reference materials must not exceed two (2) cubic feet and must be placed neatly in your personal locker. The value of accumulated commissary items may not exceed your monthly spending limitation. You are not permitted to have currency in any form (cash or coins). You may have sixty (60) first class stamps in your possession. Inmates are subject to disciplinary action for violation of this policy. If you are placed in Administrative Detention, all items of personal property, issued clothing and shoes will be inventoried by the Unit Officer. Inventoried property will be

given to the Special Housing Unit Officer who will sign a receipt for the property. This property will be held in the property room of the Special Housing Unit until you are released. Electronic Translators are not allowed.

**SECURITY PROCEDURES**

For accountability purposes, it is necessary to conduct counts on a regular basis. The official count schedule is listed below:

Weekdays: 12:10 a.m.  
3:00 a.m.  
5:00 a.m.  
4:00 p.m. (Stand Up Count)  
9:30 p.m. (Stand Up Count)

Weekends & Holidays: An additional count will be conducted at 10:00a.m. (Stand Up Count)

During the count, inmates are required to be at their assigned beds. The only exception to this is if you have been placed on an out-count at your work site. The 4:00 p.m. and 9:30 p.m. counts are standing counts and all inmates are expected to be standing next to their beds. There will be no inmate movement during the count. All televisions radios and MP3 players will be turned off prior to the count and inmates will cease talking during the count.

**Controlled Movement**

There is a movement system in effect from 7:15 a.m. until 8:50 p.m., seven (7) days a week, including holidays. All movement ordinarily will be made to coincide with the controlled movement time frames. The compound is closed from 10:00 p.m. to approximately 6:00 a.m. During hours when the compound is open, inmates are required to walk on paved sidewalks only and loitering will not be permitted. You may only enter your assigned unit. Controlled movement will normally be five (5) minutes before the hour, to five (5) minutes after the hour. The UNICOR work call will be made at 7:15 a.m. and the general work call will be made at 7:30 a.m.

**Call-Outs / Change Sheets**

A daily call-out and change sheet is prepared and posted on bulletin boards located in your housing unit after 4:00 p.m. each weekday. The call-out will list any scheduled appointments and the change sheet will list work detail changes for the next work day. It is the inmate's responsibility to check the call-out and change sheets each day. Failure to comply with noted changes and to keep scheduled appointments could result in disciplinary action.

**Contraband**

Contraband is defined as any item not issued or approved through the proper channels, or authorized property over the specified limit. Inmates may not purchase items from other inmates or possess items belonging to other inmates. Contraband will be confiscated and disposed of according to policy. The possession of contraband could result in disciplinary action. Altering

or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

#### **Shakedowns**

Staff members may search an inmate's living area for any reason or to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random. Inmates are not allowed to stay in the area during a shake down.

#### **Drug Surveillance**

The Bureau of Prisons operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate fails to comply, that inmate will be subject to disciplinary action.

#### **Alcohol Detection**

A program for alcohol surveillance will also be used at FCC Forrest City. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to a test will result in disciplinary action.

#### **Identification Cards**

Upon arrival at FCC Forrest City, each inmate is given an inmate account card, which is commonly known as a commissary card. This card is also used for identification purposes and must be in the possession of the inmate at all times when he is out of his housing unit.

### **VISITING**

#### **Facility Location**

The Federal Correctional Complex (FCC) is located at 779 SFC 806, Forrest City, in the eastern portion of Arkansas in St. Francis County, adjacent to Yocona Road, approximately 45 miles west of Memphis, Tennessee, and 89 miles east of Little Rock, Arkansas. To reach FCC Forrest City from Interstate 40 coming from Little Rock or Memphis: Take exit 239, Hwy 1. Go south for approximately 3 miles. Turn left on Dale Bumpers Road. The Institutions will be located approximately 2 mile on Dale Bumpers Road.

Visiting facilities and procedures have been established to permit meaningful visits with relatives, friends and associates. Visits will be conducted in a supervised manner which will contribute to a relaxed visiting atmosphere, while maintaining the security of the institution. You will need to contact your assigned counselor to establish your visiting list and to make any necessary additions or deletions. Additionally, it is your responsibility to send a copy of the visiting regulations and directions to the facility to each of your approved visitors. You should also advise your visitors you are

permitted no more than four (4) adult visitors and five (5) dependent children (age 16 and under) visitors. If you have more than five (5) dependent children, contact your Counselor in advance for arrangements. Visitors will be subject to random pat searches. Random searches will be impartial and in a predetermined per order established before the visitors enter into the institution. Visitors are subject to ION scanning to detect the presence of illegal substances. Visitors will be given the options of either consenting to the random search/scanning as a condition of entry or refusing such searches/scanning and departing Bureau of Prisons grounds.

The Visiting Room will operate Saturdays, Sundays, Mondays and Federal Holidays from 8:00 a.m. to 3:00 p.m. Inmates housed in the Special Housing Unit are only allowed to visit on Mondays and will be conducted as Video visiting via a closed circuit video audio system. Requests for SHU visiting must be submitted by the inmate thru the SHU Lieutenant in advance. Visitors cannot deliver any item to an inmate during visitation.

Each inmate will be permitted five (5) visiting points per month. One point will be assessed for each visit, i.e. Once you have reached your five (5) point limit, no further visits will be permitted during the month. Points cannot be carried over to the next month. It is your responsibility to monitor your visiting so your visitors are not denied due to a lack of available visiting points. Should overcrowding in the Visiting Room occur, the Shift Lieutenant or Duty Officer may authorize termination of visits to allow other visitors to visit. Special Visit requests for family emergencies must be submitted to your Unit Team.

You will be permitted to briefly kiss and embrace your visitors at the beginning and end of each visit. Holding hands, kissing, petting or other types of physical contact will not be allowed during the visit and this type of conduct will result in termination of the visit. When your visit ends, you are subject to a visual search prior to departure from the Visiting Room. It is your responsibility to know all of the visiting regulations and to advise your visitors of them. The penalty for violation of visiting regulations by any act or effort may result in disciplinary action against you, which may include the denial of future visits, possibly for an extended period of time. Additionally, criminal prosecution may be initiated against you and/or your visitor(s), in the case of criminal violations.

The following are the only items an inmate may take into the Visiting Room:

- 1 - comb
- 1 - authorized religious medal (with chain)
- 1 - wedding band (plain)
- 1 - approved religious head gear (no knit or home-made caps)
- 1 - pair of glasses (prescription)
- 1 - handkerchief
- (Required medication-Asthma inhaler and/or Nitroglycerin)

Visitors are required to maintain control of children at all times. Failure to do so may result in termination of the visit. All visitors and inmates are expected to conduct themselves in a responsible manner. Conduct which disrupts the orderly atmosphere of visiting or offends other adults or children may be grounds to terminate the visit.

Inmate Family Information Hotline: 870-630-6250

Local Transportation:

Brook Cab Company - 870-633-7537

Bokker's Car Rental - 870-633-5622

Notification to Visitor Form (BP-224) will be completed by the visitor and submitted to the Front Lobby Officer. The Front Lobby Officer will verify each visitor's state or government issued identity by a photo identification (e.g., driver's license, passport, etc.). The photo identification card will be retained by the visitor for re-identification when exiting. If a visitor has no photo identification he/she will not be admitted into the institution. The visitor will sign the Inmate Visitor Log Book. The visitor will submit to a metal detector scan and a search of personal items being brought into the institution. Prior to entering the institution each visitor will have their hand stamped with ultra violet ink. This stamp will be checked by the Control Center Officer and a Visiting Room Officer upon entering and exiting the institution. All inmate visitors will be escorted to and from the Visiting Room by institution staff. Lockers for inmate visitors will be provided to store unauthorized items, only if the visitor arrived in a cab or was dropped off. If the visitor has a vehicle parked outside, unauthorized items must be returned to the vehicle. Children 16 years of age and under must be accompanied by a parent, legal guardian or immediate family member of at least 18 years of age. Proposed visitors who are 16 years of age and are not accompanied by a parent, legal guardian, or an immediate family member of at least 18 years of age, must have the written approval of a parent or legal guardian prior to visiting. All documentation will be processed through the Unit Team prior to the visit. Any visitor who enters the institution must advise the Front Lobby Officer of any communicable diseases carried by any particular individual, e.g., measles, chicken pox, body lice, etc. Failure to do so may result in termination of the visit.

#### **Visitor Attire**

Visitors entering the institution are required to wear appropriate attire. All visitors must adhere to the following dress code. Casual attire is permissible, but clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be permitted in the institution. Admittance of the visitors is up to the discretion of the Front Lobby Officer, Control Center Officer, Visiting Room Officers, Lieutenants, and/or the Institution Duty Officer. The following is a list of clothing that is NOT permissible:

- a. No clothing made from "see-through" material; including lace;
- b. Sleeveless shirts may not be worn;

- c. No shirts, blouses, or dresses that reveal the stomach, back, or thigh. To include tank tops, halter tops, crop tops, etc.; no semi-short sleeve shirts/blouses; no tight fitting shirts, blouses, dresses, skirts, etc.;
- d. No skirts, split skirts, dresses, or shorts more than three inches above the bend of the knee;
- e. No tight fitting shorts or pants. To include stretch pants, Spandex, etc.
- f. No swim suits;
- g. No hats. Exceptions will be made for traditional religious head wear, i.e., Kofi, yarmalac, tam, etc.
- h. No camouflage clothing;
- I. No khaki or orange colored clothing; shirt and pant combination;
- j. No sweat suits or hooded sweat shirts, i.e. cotton type warm-up suits, or athletic wear;
- k. No sunglasses;
- l. No profanity or obscene clothing
- m. No open toe footwear, flip flops, etc.
- n. No purses/men's wallets

**Personal Items:**

A small clear plastic purse will be utilized to carry authorized items into the institution. Items not authorized to be carried into the institution can be secured in the provided lockers for visitors who have been dropped off, otherwise in the visitor's vehicle when available. The following items are authorized to be carried:

- a. Currency. American dollars in denominations of five (5) and one (1) dollar bills and change, not to exceed \$20.00. These can be used in the vending machines;
- b. Diapers, formula, baby food (commercially sealed), and one (1) blanket, necessary for an infant, but, only in an amount which can be used during the length of the visit; Formula will only be mixed in front of the Front Lobby Officer;
- c. Life sustaining medications, i.e., Nitroglycerin tablets, inhalers, etc. These items must be maintained at the visiting room officer's station during the visit.

The following items will **NOT** be permitted to enter the institution:

- a. Strollers or baby carriers;
- b. Baby powder or creams;
- c. Food or drinks;
- d. Candy;
- e. Tobacco products;
- f. Matches or lighters;
- g. Toys or games;
- h. Photographs;
- I. Personal or business papers;
- j. Writing implements;
- k. Medications. Except as noted above;
- l. Animals. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g., Seeing Eye dogs for the blind, will be authorized;
- m. No personal keys; only one (1) key to the car door will be permitted.

## **PROGRAM AND SERVICES**

### **Job Assignments**

All inmates are assigned to a job assignment and are expected to report to their work detail daily and on time. Monthly work reports will be completed by the staff supervisor of your detail and will be forwarded to your Unit Team. Poor work reports could result in the loss of certain privileges and programs. Inmates who continually receive poor work reports or who damage or tamper with work detail equipment will be referred to the Unit Manager or receive disciplinary action. The only authorized clothing allowed on the work site is institutional clothing. At no time will headphones, reading materials, cups, thermos containers, or any other items be permitted at work. Normally, an inmate will be assigned to a job for a ninety (90) day period before he is eligible to put in a request for reassignment. If you have special job skills such as painting, plumbing, electronics, clerical, landscaping, etc., submit an AInmate Request to Staff Member (Cop-Out) to the Department Head over the requested job/program through your Unit Team. Upon approval, the form should be routed to the inmate's current Department Head for approval. With the approval of both Department Heads, the Unit Team may consider the request at the next scheduled team meeting or defer the request until the inmate's regularly scheduled program review. The Unit Team will forward the recommended job change to the Counselor responsible for job assignments/changes.

### **UNICOR**

The UNICOR operation at FCC Forrest City is undergoing organizational vision with a new mission in the near future.

### **FOOD SERVICE**

#### **Meal Hours:**

Monday through Friday (except holidays)

Breakfast 6:00 a.m. to Completion

Lunch 10:15 a.m. to Completion

Dinner 4:30 p.m. to Completion

Saturday, Sunday and Holidays

Breakfast 7:00 a.m. to Completion

Lunch 11:00 a.m. to Completion

Dinner 4:30 p.m. to Completion

### **Mainline Special Needs**

- A. Food Service will provide diabetic syrup to those inmates that are designated as diabetics by Heath Services. A diabetic snack will be provided at the dinner meal to those inmates designated as diabetic and receiving insulin by Heath Services.
- B. Religious Diets are provided through the Certified Religious Diet Program. Contact Religious Services for qualifications. This program is monitored closely by all institution staff.

- C. A no flesh and heart healthy alternative is offered for each meal. To receive either of these alternatives you must enter the serving lines on the South side (Low) or the A Side (Medium) and ask for the alternative before you receive your tray.

#### **Dining Room Rules**

- A. All food Service meals must be consumed in the dining room, including Certified Religious Diet items. Inmates are not allowed to leave the dining room with any food items, including fruit. Insulin dependent inmates who are approved by Health Services to receive a diabetic snack will be allowed to transport the snack item out of Food Service.
- B. No personal items allowed in Food Service, i.e., cups, thermo containers, magazines, books, portable radios/ MP3 players, personal food containers, hot sauce, or personal spice shakers. These items can and will be confiscated.
- C. Reserving of seats and/or tables is prohibited.
- D. Inmates working in Food Services are authorized to wear a Food Service issued hat or bouffant caps. The only other authorized head gear that can be worn in Food Service is Religious head gear authorized by the Religious Services Department.
- E. The inmate dress code will be strictly enforced and monitored during mainline. Shirt tails will be tucked in, unauthorized head gear removed, pant legs rolled down.
- F. Shower shoes are not authorized in Food Service.
- G. Jogging or sweat suits will not be authorized for wear Monday thru Friday, during normal duty hours.
- H. Food Service inmate workers will work in their khaki uniforms and safety shoes.
- I. The Meal Trac System is utilized in Food Service which either requires the scanning of your inmate account card or your fingerprint; therefore, you must have your inmate account card when reporting to mainline.
- J. Food Service inmate workers will clean tables, floors, salad bar, and beverage bars often to ensure a high level of sanitation is maintained in the dining room. Inmates visiting the dining room are prohibited from disrupting or discouraging sanitary standards.

#### **Employment Opportunities**

If you have special skills that apply to the Food Service industry, submit a Request to Staff Member to either the Assistant Food Service Administrator or the Food Service Administrator. Food Service offers a wide range of skills and requires workers to perform to the best of their abilities. While personal hygiene and cleanliness are a must in any service industry, it is paramount in the food service industry. Inmate workers will be given specific duties to perform and will occasionally be called upon to perform other duties as needed. Food Service workers will work various shifts throughout the day.

Workers will be assigned to shifts as needed, based on qualifications.

Food Service will employ approximately 10 to 15% of the inmate population, utilizing the standard pay scale listed below:

Grade 1	.40/Hour
Grade 2	.29/Hour
Grade 3	.17/Hour
Grade 4	.12/Hour
Maintenance Pay	5.25/Month

#### **HEALTH SERVICES**

##### **All A&O Inmates**

All new commitments and transfers with no documented physical on their medical record will be scheduled for a physical within 14 days of their arrival. The physical includes examination by a provider and any clinically indicated tests.

##### **FCC Sick Call Sign-Up Medical & Dental**

Sick call will be scheduled daily on Monday, Tuesday, Wednesday and Thursday from 7:00 a.m. to 7:30 a.m.. Please be prepared to present your COMMISSARY CARD and give your name, number, assigned detail and chief complaint. All inmates will receive an appointment slip to advise your detail and unit officers.

- a. Emergency sick call will be provided during duty and non duty hours. You must report all emergencies to your detail and/or unit officer.
- b. Inmates presenting for sick call, will see the triage nurse who will enter their complaints into BEMA. The PA will triage and schedule the inmates. Dental complaints will be triaged by the Dentist.
- c. A medical provider will review the form to determine if sick call appointment is necessary. Those inmates requiring an appointment will be placed on call out based on Triage Guidelines established by the Clinical Director.

Sick Call Request and Medication Refill forms sent through the institution mail will delay your medical/dental request.

##### **Emergencies for Medical & Dental**

Services for both medical & dental emergencies will be provided during duty and non-duty hours. You must report all emergencies to your detail and/or unit officer.

##### **Physician Visits**

The physician will see inmates from a medical staff member referral or upon your request. The physician is available for medical staff consultation on an as needed basis.

Specialty Clinics will be provided to those inmates identified with various chronic medical conditions as hypertension, diabetes, etc. You will be placed in a specialty clinic conducted by the Physician and followed up every 90-180 days, based on how well your condition is controlled.

**Pill Line**

Controlled and Restricted medication and medication picks up will be ordinarily dispensed at the pharmacy window as follows:

**Camp Pill Line Procedures**

Weekdays

6:15 a.m. to 6:30 a.m.

4:30 p.m. to 4:45 p.m.

Weekends and Holidays

7:00 a.m. to 7:15 a.m.

3:00 p.m. to 3:15 p.m.

**Low Pill Line Procedures**

Weekdays

7:00 a.m. to 7:15 a.m.

8:00 p.m. to 8:30 p.m.

Weekends and Holidays

9:30 a.m. to 10:00 a.m.

12:00 p.m. to 12:30 p.m.

8:00 p.m. to 8:30 p.m.

**Medium Pill Line Procedures**

Weekdays

6:45 a.m. to 7:00 a.m.

7:30 p.m. to 8:00 p.m.

Weekends and Holidays

8:00 am to 8:45 am

7:30 pm to Completion

Inmates on the pill line will report to the Health Services Unit Pharmacy window, and present their ID card to the medical staff conducting the pill line. Mouth checks to verify swallowing of the medications are mandatory and will be strictly enforced. During weekdays, inmates returning medication bottles for refills will report to the Health Services Unit Pharmacy drop box during open movement. Medications ready for pick-up will be available during weekdays only at the 9:00 a.m. and 2:00 p.m. open movements. There will be no medications pickup at any other time unless related to an emergency.

Drug Store Items may be purchased in the Commissary. There is no Drug Store Line at the Pharmacy window. Drug Store Items may be prescribed by the Physician's Assistant in very limited quantities.

**Camp Insulin Line Procedures**

Weekdays

6:30 a.m. and 2:30 p.m.

Weekends and Holidays

7:15 a.m. and 2:45 p.m.

**Low Insulin Line Procedures**

Weekdays

6:15 a.m. and 4:45 p.m.

Weekends and Holidays

9:00 a.m. and 4:45 p.m.

At the morning and evening insulin lines, inmates will report to the Pharmacy window in the Health Services Unit, at the designated time to receive their insulin. Inmates on the insulin line, will report to the Health Services Unit, and present their **ID card** to the Medical staff conducting the insulin line.

**Medium Insulin Line Procedures**

Weekdays

6:15 a.m. to Completion

4:30 p.m. to Completion

Weekends and Holidays

8:00 a.m. to 8:45 a.m.

4:30 p.m. to Completion.

Inmates on pill line will report to the Health Services Unit Pharmacy window, and present their ID card to the medical staff conducting the pill line. Mouth checks to verify swallowing of the medications are mandatory and will be strictly enforced. During weekdays, inmates returning medication bottles for refills will report to the Health Services Unit Pharmacy window during either pill line. Medical staff conducting the pill line must receive the medication bottle(s) from the inmate whose name is on the bottle(s). Medication pickups will be conducted at either pill line and during the 9:00 a.m., 10:00 a.m. and 2:00 p.m. open movements.

**Contract Services**

Contract services are provided in-house and in the community. All emergencies, requiring additional medical services will be transported to the local hospital.

**Physicals**

All inmates with no documented physical, or out of BOP custody for more than 30 days, will be scheduled for a physical examination within 14 days of arrival. The physical will include an examination by a mid level provider, dental examination by the dental staff, and any medically indicated laboratory tests and x-rays.

**Periodic Examinations**

Risk based preventive health care examinations, (e.g. cancer screenings) are available for the inmate population. Periodic Preventive care visits will be available every three years for sentenced inmates under 50, and every year for 50 years and older, up on written request from the inmate.

**Pre-release Physical Examinations**

If the inmate did not receive a physical examination within one year prior to his expected release date, pre-release physical examinations will be conducted within two months prior to release, if requested by the inmate via cop-out.

**Special Care Items**

Institutional eye glasses will be provided at government expense following the optometrist evaluation. Inmates, who wish to have eye glasses mailed from an outside source, must have the Health Services Administrator's approval. The inmate will send the Assistant Health Services Administrator a Cop-Out, requesting to complete a Special Package Authorization form. Eyeglasses will not be mailed from home. Tennis shoes will NOT be authorized from an outside source. All tennis shoes will be purchased by the inmate from the commissary. Medical shoes will be authorized by the Clinical Director and purchased by the Health Services Administrator.

**Staff Availability**

The Health Administrator and Assistant Health Services Administrator are available during mainline to address inmate's concerns.

**Patient Rights and Responsibilities**

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

If you have an urgent health condition which arises during a regular weekday, from 7:30 a.m. to 4:00 p.m., you have the right to request an emergency assessment of a medical condition to your work supervisor or unit officer and if they are not available you can contact any staff member at all times. If you have an urgent condition which arises after 4:00 p.m., the weekend or holiday, you have the right to request an emergency assessment of a medical condition to your work supervisor or unit officer and if they are not available you can contact any staff member at all times. You have the responsibility to seek the staff member, be truthful and not overstate your complaint. Upon the assessment of your medical emergency by Health Services Staff, you have the responsibility to adhere to the prescribed treatment plan.

**ADVANCE DIRECTIVES**

If you are unexpectedly ill or injured and become unconscious, you will have no control over the medical decisions that are made for you in your final days. You may choose to execute a Living Will, which states that you do not want your life to be prolonged by extraordinary means in the event of a terminal and incurable condition. You can only write and sign a Living Will when you are mentally alert and competent to make decisions. You are not required to have a Living Will. BOP pre-printed Living Will forms can be

found in the inmate law library, along with more information on Advanced Directives. You may also have this document prepared by a private attorney at your own expense. Once completed, the original document will be placed in your Health Record.

#### **HEALTH CARE RIGHTS & RESPONSABILITIES**

You are responsible for attending all medical appointments on the Call-Out. If you choose to refuse treatment or your appointment, then you will need to report to Health Services to sign a Refusal of Treatment form. Failure to report for an appointment is grounds for an incident report. If you are not satisfied with your treatment, and the issue cannot be resolved between you and your medical provider, then you may proceed with the Administrative Remedy Process outlined in this handbook. While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care providers.  You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.

- You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
- You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.
- You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
- 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.
- You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the Administrative Remedy Program.
- You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you were admitted as an inpatient to a hospital.
- You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
- You have the right to be provided with information regarding your diagnosis, treatment, and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.

- You have the responsibility to keep this information confidential.
- You have the right to obtain copies of certain releasable portions of your health record.
- You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
- You have the right to be examined in privacy.
- You have the responsibility to comply with security procedures should security be required during your examination.
- You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
- 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.
- 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.
- 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.
- You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
- 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.
- You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
- You have the responsibility to eat healthy and not abuse or waste food or drink.
- 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).
- You have the responsibility to notify medical staff you wish to have an examination.
- You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care, and routine care.
- You have the responsibility to maintain your oral hygiene and health.

- You have the right to a safe, clean, and healthy environment, including smoke free living areas.
- You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
- 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.
- You have the right to be counseled regarding the possible ill effects of refusing medical treatment.
- You have the responsibility to notify health services regarding any ill effects that occur because of your refusal. You also accept the responsibility to sign the treatment refusal form.

#### **INMATE COPAYMENT PROGRAM**

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

#### **Health Care Visits with a Fee**

You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described below. These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in the below section, you will be charged a \$2.00 co-pay fee for that visit. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

#### **Health Care Visits with no Fee**

- Health care services based on health care staff referrals
- Health care staff approved follow-up treatment for a chronic condition
- Preventive health care services
- Emergency services
- Prenatal care
- Diagnosis or treatment of chronic infectious diseases
- Mental health care
- Substance abuse treatment

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

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

**Primary Care Providers and Requests for Medical/Dental Care**

All inmates will be assigned a Primary Care Provider and a new Sick Call Request form will replace Cop-Outs when requesting medical/dental care. Inmates should address all requests for medical treatment to their provider, stating their medical complaint and all dental requests should be addressed to the Dental Department. These requests should be brought to Health Services when sick call is announced. Usually sick call is conducted between 7:00am to 7:30am Monday thru Thursday. Triage staff will review these requests to determine if a sick call appointment is necessary. Those inmates requiring an appointment will be placed on call-out. In the event your provider is not available, another provider will review your request to determine if an appointment is necessary or can wait until your provider returns. Appointment dates will be based on the medical complaint and can range from the same day to 2 weeks. Please follow the correct procedure and complete the new Sick Call Request form when submitting requests. You may obtain the new form in your unit. Requests sent through the institutional mail or failure to submit a new Sick Call Request form will delay your medical treatment and will not be processed. All inmates will be assigned a provider based on the following:

All inmates currently in Chronic Care Clinics, i.e., Hypertensive, Diabetic, Pulmonary, Neurology, Cardiac, Mental Health, General and Infectious Disease will be assigned to MD-2.

**TRUST FUND**

Each inmate has two accounts set up at the Institution, a deposit fund account and an TRUFONE telephone account. The deposit fund account will be used to keep track of all deposits and withdrawals made to an inmate's account. An inmate's TRUFONE telephone account will be used to keep track of all telephone transactions.

Each inmate has two accounts set up at the Institution, a deposit fund account and an TRUFONE telephone account. The deposit fund account will be used to keep track of all deposits and withdrawals made to an inmate's account. An inmate's TRUFONE telephone account will be used to keep track of all telephone transactions.

**Inmate Funds**

The Trust Fund Technicians are responsible for all functions relating to the inmate's personal funds on deposit while here. This includes withdrawals and Inmate Requests to Staff for information about an inmate's account.

All non-postal money orders and non-government checks processed through the national Lock Box will be placed on a 15 day hold. Postal money orders, federal, state and local government checks will still be processed with no hold. Western Union transactions- Quick collect programs are not affected by the national lockbox 15-day hold.

**Daily Collections**

All funds being sent to inmates at FCC Forrest City must be sent to the National Lock-Box location at the following address:

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

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

Instruct them NOT to enclose personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The national Lock-Box cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.

Instruct them that they must have the inmate's committed name (no nicknames) and register number printed on the envelopes; all money orders; U.S. Treasury, state, and local government checks; and any foreign negotiable instruments payable in U.S. currency.

No receipts are issued for Lockbox deposits but the transactions (with the sender's last name) can be viewed on the AIMS machine located next to the Commissary. In the event a Lockbox transaction has not been posted to an inmate's account, the sender is required to initiate a tracer to locate the negotiable instrument in question. The sender of the funds can address questions and inquiries concerning Lockbox transactions to (202) 307-2712.

**Western Union - Quick Collect Program**

Inmate's families and friends may send inmates funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 9:00 a.m. EST the following morning. No receipts are issued for Western Union Quick Collect

deposits but the transactions (with the sender's last name) can be viewed on the AIMS machine located next to the Commissary. The sender has the sole responsibility of sending the funds to the correct inmate.

The following information must be provided for each Western Union's Quick Collect transaction:

- A. Inmate's Eight Digit Register Number and Inmate's Committed Name on the block asking for the Sender's account number with company
- B. City Code: FBOP
- C. State Code: DC
- D. Pay to: Federal Bureau of Prisons

At an agent location with cash, the sender must collect a Blue Quick Collect Form. Each transaction is accepted or rejected at the point of sale. The sender of the funds are to address all questions and inquiries concerning Western Union transactions not posted to an inmate's account to Western Union at (800) 325-6000. Western Union Quick Collect can now be sent from Mexico to incarcerated inmates.

#### **Inmate Earnings**

While incarcerated each inmate will be assigned to a work detail, for which they will receive a monthly job performance evaluation and be paid for the hours which they worked that month.

Inmates may be listed on any of three payrolls. They may receive UNICOR wages - for all UNICOR hours worked, Commissary wages - for hours worked in Commissary and the inmate photo program, and Regular Performance Pay - for all other details. Inmates do not receive a receipt for their performance pay. Prior to the pay being released to the inmate accounts, all IFRP contract payments will be taken from the earnings.

The UNICOR pay is compiled by UNICOR staff and then sent to the Trust Fund Technician for posting to inmates' accounts. UNICOR staff performs the verifications for GED and IFRP compliance prior to submitting the payroll disc and backup documentation. UNICOR pay will be posted between the 3<sup>rd</sup> and 5<sup>th</sup> calendar day of the end of the preceding month.

The Commissary pay and regular inmate performance pay is compiled and entered into the BOPNET TRUPAID system by the work detail supervisors prior to the fifth calendar day following the end of the preceding month. TRUPAID is linked to Sentry; therefore, the system automatically verifies compliance with GED requirements and FRP requirements as the work detail supervisor enter the inmate's work hours into TRUPAID. The Department Head reviews the performance pay sheets for accuracy and certifies in TRUPAID that payroll is ready for processing. The Inmate Pay Coordinator notifies the Trust Fund Technician to post payroll upon completion of the final review and final approval from the Warden. All payrolls will be posted by the 10<sup>th</sup> calendar day following the end of the preceding month.

The appropriate departments are responsible for timely keying/certifying the data into BOPNET TRUPAID for the Drug Abuse Program (DAP) Achievement Awards, Psychological Treatment Programs Awards and any other institution bonuses. Any awards and bonuses are to be keyed and posted with the monthly pay submittals.

#### **Withdrawals from Inmate Accounts**

Withdrawals may be accomplished at the inmate's request for various reasons. They may request withdrawals to order books and magazines, to send money to their families, or to pay court ordered fees, among other things. Except in the case of an IRS ordered lien or a Prison Litigation Reform Act court-ordered fee, no funds may be withdrawn from an inmate's account without his consent.

All requests for funds withdrawals must be completed (signed) in the presence of a staff member. After the inmate has signed the withdrawal form it shall, at no time be handled by an inmate.

Request for Withdrawal of Inmates' Personal Funds (TRULINCS)- This form is used by the inmate for all withdrawals except:

- Commissary Sales
- Special Purpose Orders (SPO)
- Payments upon Release
- Inmate Financial Responsibility Program
- PLRA Payments

The form is completed and forwarded to the Trust Fund Technician for processing. If the inmate does not have sufficient funds to cover the withdrawal, the form is marked Insufficient Funds and the form is returned to the unit. No receipts or copies of the processed forms are returned to the inmate. All original forms are kept on file in the Trust Fund Technician's office.

Once processed the Trust Fund Technician will prepare a payment voucher and forward it to the appropriate Certifying Officer for certification. The payment is then transmitted to Austin, Texas to the Department of Treasury to have the check issued.

Withdrawal requests which require enclosures to be sent with the payment, may be accepted under the following conditions. In addition to the appropriate signatures, the Request for Withdrawal of Inmates' Personal Funds shall be submitted with a stamped and addressed envelope attached. Forms submitted with enclosures which do not have a stamped and addressed envelope attached will be voided and returned to the unit. This method should be used whenever the inmate is ordering magazines, books, newspapers, any other materials which require enclosures and payments sent out of the country. By policy these forms will be processed and scheduled at least once a week.

**Inmate Financial Responsibility Withdrawal Request(IFRP)**

It is the responsibility of the Unit Management staff to provide the Trust Fund Department with the properly completed withdrawal form. Only court ordered financial obligations shall be requested on this form.

FRP forms are processed once each month, as soon as the monthly Inmate Performance Pay has been posted. Payments are classified as Single Payment, Repetitive Monthly Payments, or Repetitive Quarterly Payments. Quarterly payments are taken in the third month of each calendar quarter (March, June, September, and December). The payments are automatically processed simultaneously with inmate pay. No receipts are issued to the inmate for these payments. Confirmation of payment will be received by the Unit Management Staff from the U.S. Attorney. All forms are maintained in the Trust Fund Technician's files.

**Releases and Transfers**

Releases - Transportation of inmates to a release destination must be accomplished by the most economical method. Public transportation must be arranged as far in advance of the inmate's release dates as is feasible. Release transportation shall be determined and reserved in advance of preparation of the Release and Gratuity Form. The correctly completed and signed form shall be forwarded to the Accounting Technician in the Business Office no later than five working days prior to the inmate's release.

The inmate's phone account and commissary account will not be closed until one business day prior to his release. He will be able to shop and use the phone until that day.

On the day of the inmate's release, he will be escorted to the cashier's office, where his personal funds, (including balance of telephone funds), and any authorized gratuity and/or transportation funds will be issued to him. The maximum cash Financial Management is permitted to give an inmate is \$250.00. Any funds not posted to an inmate's account (i.e. payroll due) at the time of his release, will be posted when presented to the Trust Fund Technician. These funds, in addition to any balance of funds exceeding \$250.00 on the day of release, will then be forwarded by U.S. Treasury check to the inmate at the forwarding address indicated on the release forms.

**Transfers**

Inmates transferring to other Bureau of Prisons facilities utilizing the TRUFONE system, will have their personal funds transferred to them automatically via TRUFONE and TRUFAC. If the inmate is transferred to a contract facility, the money will be forward by U.S. Government check.

**Commissary**

The institution commissary is under the supervision of the Trust Fund Supervisor and designee. The Commissary is a privilege established to allow inmates to purchase items from an approved shopping list. The items sold in the Commissary are approved by the Warden and the Commissary Committee.

Inmates are allowed to shop once per week on their designated shopping day. The Commissary shopping lists will be provided by the Commissary. All prices are subject to change without notice. A list will be provided each time an inmate shops or upon request during Commissary hours. An inmate must have a completed shopping list and his Inmate Account Card in order to shop in the commissary. Completed shopping lists will not be returned to an inmate once the shopping list has been placed into the designated slots located at the Low and Medium Commissary lobbies. Inmates are not allowed to leave the Commissary line without permission from the Commissary staff member after a shopping list has been turned in. No-shows will not be allowed to shop until the following week.

The commissary hours of operation at the Low are 6:15 a.m. to 3:00 Monday thru Thursday. The Commissary hours of operation at the Camp are 6:15 a.m. to 12:30 p.m. Tuesday and Wednesday, in addition to the sale of Over-The-Counter (OTC) medications on Thursday from 6:15 a.m. to 7:30 a.m. The Commissary hours of operation at the Medium are 6:15 a.m. to 3:00 p.m. Monday thru Thursday.

	April - June	July - Sept	Oct - Dec	Jan - Mar
Monday	01-25	26-50	51-75	76-00
Tuesday	26-50	51-75	76-00	01-25
Wednesday	51-75	76-00	01-25	26-50
Thursday	76-00	01-25	26-50	51-75
Friday	Closed	Closed	Closed	Closed

Inmates receive a total validation of \$290.00 per month to spend. Postage stamps and Policy over the counter medications are not charged against the monthly spending limit. All other sale, including SPO's will be included in the monthly spending limit. On or after November 15<sup>th</sup> of each year, the holiday spending limit will be implemented to increase the monthly spending limit by \$50.00 for one validation period.

The spending amount is revalidated for \$290.00 each month based on the 5<sup>th</sup> digits of the register number:

- Digit 0, revalidated on the 1<sup>st</sup> of the month
- Digit 1, revalidated on the 4<sup>th</sup> of the month
- Digit 2, revalidated on the 7<sup>th</sup> of the month
- Digit 3, revalidated on the 10<sup>th</sup> of the month
- Digit 4, revalidated on the 13<sup>th</sup> of the month
- Digit 5, revalidated on the 16<sup>th</sup> of the month
- Digit 6, revalidated on the 19<sup>th</sup> of the month
- Digit 7, revalidated on the 22<sup>nd</sup> of the month
- Digit 8, revalidated on the 25<sup>th</sup> of the month
- Digit 9, revalidated on the 28<sup>th</sup> of the month

Inmates that are on the Financial Responsibility Program (FRP) Refusal status are revalidated for the \$25.00 spending limit on their regular revalidation date based on the last two digits of the last five digits of the register number. Inmates that have a DHO restriction are revalidated for the \$10.00 spending limit on their regular revalidation date based on the last two digits of the last five digits of the register number.

If an inmate's radio is stolen, lost, or broken, he will not be able to purchase another one unless he has written approval from his Unit Team. The Unit Correctional Counselor and Unit Manager's approval are required for purchase of a second pair of athletic shoes, specialty shoes (including cleats and special sizes), and safety boots within a nine-month period. An Inmate Request to Staff Member noting this approval must be in the possession of the Commissary staff prior to the shoes being sold to the inmate. The inmate is not authorized to deliver the form to the Commissary staff. These items are not authorized for purchase while an inmate is on DHO/UDC restrictions or FRP refused status. The Medical Department may authorize purchase of a low cut safety shoe via the completion and submittal of a Special Purchase Form to the Trust Fund Department. This medical shoe may be purchased while the inmate is on UDC restrictions or within the nine-month purchase restrictions; however, the medical shoe cannot be purchased if the inmate is on FRP refused status or DHO restrictions. In the event that an inmate desires to return a warranty product to the vendor, the item must be shipped at the inmate's expense from the institution to the inmate's home or an address of the inmate's preference. The recipient of the product will then be responsible for contacting the vendor to remedy the complaint. Items shipped out of the institution will not be permitted back into the institution for security reasons.

Other Rules While Shopping at the Commissary:

- Each inmate must prepare his own Commissary list.
- Smoking and radios are prohibited in the sales area.
- Once the Commissary shopping list is deposited into the designated slots at the Low and Medium Commissaries, the inmate shopper must remain in the area. If the inmate shopper is not present when his name is called, the inmate will be considered as a no-show and will not be able to shop until the following week and his items will be returned to the shelves.
- Inmates can shop once per week. Special Purpose Orders (SPO's) and Over-The-Counter (OTC) medications will be sold on regular scheduled shopping days. OTC medications will also be sold on alternate days as needed at the Low and Medium Commissary and at the designated time on Thursday mornings at the Camp.
- Inmates are responsible to make sure their receipts are accurate and each inmate must sign the original receipt and return it to the sales person. Inmates are responsible for safeguarding their receipts as duplicates cannot be provided for warranty items.
- Inmates may not purchase items for other inmates.
- All sales are final. Once an inmate shopper departs the window, there will be no exchanges, adjustments, or refunds.

Questions concerning your inmate account will not be answered during sales. Inmates may view their balance and the last twenty transactions to their accounts on the Automated Inquiry Machine (AIMS) located next to the Commissary. All other questions pertaining to inmate's Commissary accounts must be submitted on an Inmate Request to Staff addressed to the Trust Fund Technician. Questions regarding Special Purpose Orders must be submitted on an Inmate Request to Staff addressed to the Trust Fund Department SPO Ordering Staff Member.

New items will be considered by the Commissary Advisory Committee semi-annually in April and November of each calendar year. Inmates are to submit an Inmate Request to Staff Member addressed to the Commissary Advisory Committee for any new items they would like for the committee to consider selling in the Commissary. Mass productions of the same requests will not be considered. Inmate Request to Staff for new items will not be responded to. Minutes of the Commissary Advisory Committee biannual meetings will be posted in the lobby of the Commissary and in the housing units.

**The following items are prohibited by Bureau policy from sale in the Commissary:**

- Items which do not meet safety or security requirements.
- Tobacco products and smoking accessories
- Coins
- Protein/carbohydrate products, any product associated with body building, muscle enhancing, or weight lifting
- Liquid dietary drinks/powders
- Prepared meals from outside sources
- Any item containing poppy seeds
- Canned soups and/or vegetables Potentially hazardous or perishable foods.
- Medications and vitamins not specifically approved
- Medications which contain benzoyl peroxide
- Bromo-seltzer
- Products containing olive leaf extract
- Products for denture cleaning which are effervescent tablets/powders such as Efferdent and Polident Medications for the treatment of colds which contain pseudoephedrine such as Sudafed
- Dietary supplements such as: amino acids in the form of tablets, capsules, liquids, or powders; desiccated liver tablets, ginseng, C.O.Q.10; or gamma cryzanol
- Products that contain manufactured L-Tryptophan pursuant to Food and Drug Administration (FDA) direction
- Any item not approved by the FDA
- Any item containing hemp seed oil
- Smoking cessation products other than nicotine patches
- Electrical appliances
- Musical instruments
- Lighters or lighting paraphernalia
- Products in aerosol containers

- Products containing chlorine as an active ingredient
- Computer/calculator devices that allow programming or password protection of information
- Magazines
- All items with a unit cost of \$100 or more unless approved, in writing, by the Warden.
- Radios capable of picking up shortwave, UHF, VHF, and television bands. Only battery-operated digital radios (AM/FM frequencies) are permitted
- Combination radio/tape players, recorder/tape players, recorders, compact disc players, video games, computer games, or portable televisions
- Athletic or specialty shoes which sell for \$100 or more. No air pockets or cavities, logos, stripes, or inserts of any color such as red, blue, green, pink, purple, etc.

**Special Purpose Orders (SPO'S)**

SPO's will be purchased during regular scheduled shopping days. Cleats can be ordered via SPO in the Recreation Department. Funds will not be encumbered for shoes purchased via the Recreation Department in order for the item to be itemized as a Controlled item as it falls within the nine-month purchase rule. Sizes not stocked in Commissary are purchased by SPO through the Commissary.

Approved SPO items can only be ordered from approved vendors. The respective department will forward the approved SPO forms to the Trust Fund staff to verify availability of inmate's funds, encumber the inmate's Commissary account, and order the merchandise. All SPO's with chemical items must be identified with the Safety Department's MSDS number or approval must be granted by the Safety Department prior to forwarding to the Trust Fund staff

After a SPO has been received and entered into inventory, the name of the inmate will be posted on the Commissary bulletin board.

The Recreation Department will pick up and store all hobby craft SPO's after the completion on sales on a designated day each week. All other SPO's will be released to the inmates at the conclusion of their sales.

**Trust Fund Sales Unit Commissary Workers and Inmate Photography**

The Commissary inmate work detail is limited to six inmates at the Low Commissary, eight inmate at the Medium Commissary, one inmate worker in the Warehouse Commissary Cage and three full-time inmate workers (this will include any part-time inmate worker) in the Camp Commissary. If an inmate desires to work in the Commissary, he is required to submit an Inmate Request to a Staff Member addressed to the Commissary staff. The inmate's name will be placed on the Commissary Waiting List if he has at least six months until projected release date, has not had any disciplinary actions within 12 months of applying for a position, has a High School diploma or General Equivalency Diploma (GED), is not on the Financial Responsibility Program (FRP) Refuse status, meet Drug Education Program requirements, has no food service or medical restrictions, and meet health requirements of prolonged standing, bending, and lifting a minimum of 50 pounds. The inmate must also be cleared by both the Unit Team and Correctional Services. If an inmate receives an incident report and the report is not purged by the Unit Team or the Disciplinary Hearing Officer, the inmate will be terminated from the Commissary inmate work detail and/or his name will be removed from the

Commissary Waiting List. If an inmate Commissary worker is housed in Special Housing and is cleared of any prohibited acts, is on writ status and returns to the Institution, or is transferred back to the Institution, the inmate will be considered for placement on the Commissary Waiting List as long as he maintained good work standings. If any inmates are terminated in the Commissary for inventory shortages, the inmates will not be rehired nor placed on the Commissary Waiting List.

All inmate workers in the Commissary must wear safety shoes, no exception. No commissary items will be brought into the Commissary. Inmates observed participating in horseplay, inappropriate behavior, failing to follow proper safety procedures, consuming Commissary food items or beverages, bringing in or dropping off other inmates' commissary lists without authorization, unauthorized usage or close observances of TRUFAC and the office computer, suspected or engaging in prohibited acts such as stealing merchandise will be terminated.

Four inmate photographers are authorized on the Trust Fund inmate photo work detail at the Low, three inmate photographers are authorized on the Trust Fund inmate photo work detail at the Camp, and four inmate photographers are authorized on the Trust Fund inmate photo work detail at the Medium. There is no waiting list for inmate photographers. If an inmate desire to be considered for an inmate photographer's position, the inmate is required to submit an Inmate Request to Staff to the Recreation Supervisor. If the candidate meets Recreation's requirement, the Recreation Supervisor will forward the name and register number to the Support Services Supervisor for final approval. The inmate will be considered if he has at least six months until projected release date, has not had any disciplinary actions within 12 months of applying for a position, has a High School diploma or General Equivalency Diploma (GED), is not on the Financial Responsibility Program (FRP) refuse status, and is cleared by Correctional Services. If an inmate receives an incident report and the report is not purged by the Unit Team or the Disciplinary Hearing Officer, the inmate will be terminated from the inmate photo work detail. The pay grades for the Trust Fund Sales Unit Commissary Workers and Inmate Photographers are Commissary Pay Grade 4 at \$.55 per hour. Inmates will be considered for the maximum pay grade of Commissary Pay Grade 3 at \$.75 per hour, if warranted and if the inmate has worked a total of 495 hours. Inmate clerks are not authorized at the Commissary due to the implementation of the TRUFACS system. Therefore, Commissary Pay Grades 2 and 1 are non-existent.

#### **TRUFONE SYSTEM**

- The TRUFONE System is a means for inmates to supplement written correspondence for maintaining family and community ties. The daily processing for TRUFONE is handled by the Trust Fund Technicians. Their offices are located in the Administration Building in the Low and Medium Facilities.
- The Associate Warden -Administration is responsible for overseeing the TRUFONE System. The Trust Fund Supervisor is responsible for the day-to-day operation. Inmates may only use the telephones in their housing units. Telephones are to be used to maintain family and community ties.

Use is a privilege and disciplinary sanctions may be imposed for abuse. One telephone has been designated in each housing unit at the Low and Camp for inmates on off-duty status or approved restricted housing status, i.e., medical idle or any other authorized idle, to use during the regular day from 6:00 a.m. to 4:00 p.m. and 4:30 p.m. to 10:00 p.m. Evening Lock Down. The remaining three telephones in each housing unit at the Low and Camp are operational during the weekend, holiday, and during the following workweek hours: 6:00 a.m. until 7:30 a.m.; 10:30 a.m. until 12:30 p.m.; and 4:30 p.m. until 10:00 p.m. Evening Lock Down. No telephones will be in use during count time. One telephone has been designated in each housing unit at the Medium for inmates on off-duty status or approved restricted housing status to use during the regular day from 6:00 a.m. to 4:00 p.m. and 4:30 p.m. to 10:00 p.m. Evening Lock Down. The remaining five telephones in each housing unit at the Medium are operational during the following workweek hours: 6:00 a.m. until 7:30 a.m.; 10:30 a.m. until 12:30 p.m.; and 4:30 p.m. until 10:00 p.m. The telephones will also be operational on Friday, Saturday, and on holidays from 4:30 p.m. until 10:00 p.m. Evening Lock Down. No telephones will be in use during count time. Upon arrival, an inmate will be assigned a Phone Access Code (PAC). This nine-digit number allows an inmate access to the ITS. It is the responsibility of the Trust Fund Technician to establish, provide the PAC number in a sealed envelope, and deliver to the respective Unit Team mail box in the Associate Warden complex within one working day after the inmate's arrival. The Unit Team staff is responsible for delivering the PAC number to the inmate.

The inmate telephone 300 minute monthly limit will be reset based on the commissary spending limit re-validation day as identified in the table below. If the 5<sup>th</sup> digit of your register # is: then your TRUFONE minutes will be reset this day.

0.....1st	5.....16th
1.....4th	6.....19th
2.....7th	7.....22nd
3.....10th	8.....25th
4.....13th	9.....28th

The PAC number is a confidential code and should not be shared with any other inmate. If an inmate feels his PAC has been compromised, he should report it to a member of the Unit Staff. Unit Staff will contact the Trust Fund Supervisor, who will restrict the phone system for the affected inmate until a new PAC is established. The Unit Staff will also notify the Special Investigative Supervisor (SIS) for investigative purposes. Prior to notifying the SIS, the Unit Staff will determine if the PAC number was provided by the inmate to an authorized inmate. The Special Investigative Supervisor (SIS) will also be contacted for investigative purposes. The inmate must submit a Request for Withdrawal of Inmates' Personal Funds, for a \$5.00 charge payable to U.S. Treasury to establish the new number. In order for an inmate to access his telephone account on the inmate telephone, he is to dial 118, enter his PAC code, and follow the instructions. He will be able to access his TRUFONE balance, Commissary balance, make transfers in whole dollar amounts from his Commissary account to his TRUFONE account, determine the cost of the last call, and obtain the number of call minutes remaining for

calls. In transferring funds, it is the inmate's responsibility to ensure the correct amount desiring to transfer before he presses A1" to confirm the amount as TRUFONE funds cannot be transferred back to the Commissary account. In order for the TRUFONE system to process a call, the number must be keyed to the inmate's individual telephone account.

Inmate telephone list can be viewed and printed on TRULINCS workstations located in the housing units.

A maximum of thirty telephone numbers are allowed per each inmate for both collect and debit calls. In order to obtain a written report of telephone charges for any 30-day period within the past 120 days, the inmate must submit a Request for Withdrawal of Inmate's Personal Fund, for a \$3.00 charge for each 30-day period payable to U.S. Treasury.

If for any reason the inmate wishes to exceed the thirty number limits, he must obtain approval from the Associate Warden - Administration. This approval will be in the form of a written memorandum from the Associate Warden - Administration to the Trust Fund Supervisor.

#### **Phone Usage/Availability**

One telephone has been designated in each housing unit at the Low and Camp to use during the regular day from 6:00 a.m. to 4:00 p.m. and 4:30 p.m. to 10:00 p.m. Evening Lock Down. The remaining three telephones in each housing unit at the Low and Camp are operational during the weekend, holiday, and during the following workweek hours: 6:00 a.m. until 7:30 a.m.; 10:30 a.m. until 12:30 p.m.; and 4:30 p.m. until 10:00 Evening Lock Down. One telephone has been designated in each housing unit at the Medium for inmates on off-duty status or approved restricted housing status to use during the regular day from 6:00 a.m. to 4:00 p.m. and 4:30 p.m. to 10:00 Evening Lock Down. The remaining five telephones in each housing unit at the Medium are operational during the following workweek hours: 6:00 a.m. until 7:30 a.m.; 10:30 a.m. until 12:30 p.m.; and 4:30 p.m. until 10:00 p.m. Evening Lock Down. The telephones will also be operational on Friday, Saturday, and on holidays from 4:30 p.m. until 10:00 p.m... Telephone privileges are not available at the Low, Camp, and Medium during institution count time. During institution emergencies, inmate's telephones may be restricted or terminated. Toll-free telephone numbers and telephone numbers to conduct a business or for gambling purposes are not authorized on the Inmate Telephone System.

Telephone calls are limited to fifteen minute intervals, and at the end of fourteen minutes a tone will warn the caller that there is one minute remaining. After fifteen minutes the call will automatically be disconnected. There is an automatic duration of 30 minutes between calls for each inmate. Inmates will be allowed to place a total of 300 minutes of either collect, direct, or any combination of telephone calls. Minutes will not rollover to the following month. During the months of November and December, the minutes allowable will be increased to 400 minutes per month.

The prerecorded announcement and intermittent call branding notifying the recipient that Athis call is from a Federal Prison is on all direct and collect calls. It is a standard message at all prisons using the TRUFONE System. However, the called party will not have to press five (5) to accept direct international telephone calls and rotary dialed telephones. As a result of international telephone calls and rotary dialed telephones not having the called party block option, communication will begin immediately when the called party answers the telephone. Inmates will be charged for answering machines. Inmates will not be authorized a refund for answering machines on international calls, long distance calls and local calls. For all other calls, if the called party blocks future calls by pressing 77, the number will stay blocked until the Trust Fund staff receive a written request from the called party to unblock their numbers. Letters sent directly to the inmates to unblock the called party telephone numbers will not be accepted by the Trust Fund staff. Inmate Request to a Staff Member cannot be used to unblock telephone numbers as the form is not providing consent from the called party. Inmates are allowed two transfers from their Commissary account to their ITS accounts per day. Credits are available for immediate use and cannot be transferred back to the Commissary account unless the inmate is being released from the Prison System or has a telephone restriction for more than 10 days. Fund transfers are allowed from Sunday thru Saturday and federal holidays from 6:00 a.m. to 4:00 p.m. to 10:00 p.m. Evening Lock Down. Fund transfers are not permitted during institution count times.

#### **Call Types**

There are three different call types; incoming calls, staff assisted calls, and collect calls.

#### **Incoming Calls**

Incoming telephone calls will not be accepted. In an emergency, the calling party may contact the inmate's unit team and advise them of the emergency. It is the responsibility of the unit staff to inform the inmate of the emergency and to direct the inmate to Religious Services to place a monitored call on the telephone designated for inmate's usage. During non-business hours, a Lieutenant or the Institution Duty Officer will coordinate the monitored telephone calls.

#### **Staff Assisted Calls**

With the exception of approved emergency, attorney/client, or indigent calls, no inmate calls will be made from staff telephones. The TRUFONE System does not affect the way in which legal calls are placed.

#### **Collect Calls**

Inmates will receive their PAC number the next working day after their arrival at the institution. An inmate may place a collect call after the telephone number is keyed to his individual telephone account number.

**Rates for Direct Dialed Telephone Calls**

The rates for placing direct dialed international, long distance, and local telephone calls are standard in all Bureau of Prisons institutions that are currently using the Inmate Telephone System - II.

<b>Direct Dial Call Types</b>	<b>PER MINUTE RATE</b>
Local Calls	\$.06
Long Distance	\$.23
Canada	\$.35
Mexico	\$.55
International	\$.99

**Special Housing**

There are two special housing situations with specialized procedures for telephone privileges.

**Administrative Detention/Disciplinary Segregation**

Inmates in Administrative Detention will be allowed telephone privileges once every 30 days. Inmates in Disciplinary Segregation will be allowed telephone privileges once every 30 days.

**Troubleshooting TRUFONE Telephone Calls and Providing Reimbursements for Valid Claims**

Inmates are required to submit a signed Inmate Request to a Staff Member to the Trust Fund staff regarding any problems that they are experiencing with the TRUFONE System. The request must specify the date of the call, approximate time of the call, the telephone number called, statement or code given by the telephone recording or the operator, and the specific nature of the problem. If a call is connected to any person or an answering machine at the telephone number the inmate is calling, the telephone call will be considered complete and no refund will be given. Appropriate disciplinary action will be taken. If an inmate is unable to reach his called party and the operator notes a code 5 or a code 15 on the inmate's telephone account record, this signifies that the called party has a credit problem with their local telephone company or with VAC. Staff from the Bureau of Prisons are not authorized to get involved with these types of situations. If it is a code 5, then the called party must contact their local telephone company. If it is a code 15, then the called party must contact Correctional Billing Services at 1-800-844-6591.

If an inmate telephone is not working properly, inmates are to notify their unit team staff in order for them to notify the Trust Fund staff. It is important that the nature of the problem and the four digit code on the inmate telephone be provided to the Trust Fund staff.

**Laundry**

The laundry will provide inmates with their clothing, shoes, bed linens, coats, and personal items. Items will be exchanged on a one-for-one basis and empty tubes of toothpaste and shaving cream in addition to combs, razors, and toothbrushes must be returned to receive similar items. Inmates MUST adhere to the posted schedules for their exchanges.

New underwear (socks, T-shirts, and boxer shorts) are issued once a year. The scheduled dates will be posted on the bulletin boards in the Laundry and in the housing units. Once the initial issue of clothing items and boots are issued, another new issuance of slacks, shirts, jackets, and boots will not be issued. These items will be exchanged for clean, wearable clothing and/or boots. If you are sent to the Special Housing Unit, the initial issue of clothing will not be held until release. Instead the inmate will be issued clean, wearable clothing and boots.

- Inmate account cards must be presented for identification purposes.
- Exchanges will not be permitted for style reasons.
- If there is intentional destruction of the clothes, you will be subject to disciplinary action.
- Inmates may not exchange another inmate clothing for any reason.

Clothing in need of mending can be returned to the Laundry at the Low Facility Tuesday thru Friday between 6:15 a.m. to 7:30 a.m.; at the Camp Tuesday and Tuesday between 6:15 a.m. to 7:30 a.m.; and at the Medium Facility Monday thru Thursday between 6:15 a.m. to 7:30 a.m.

Hygiene items may be picked up on your regularly scheduled exchange day. The following items are available for exchange/issue:

Toothbrush	1 only
Toothpaste	2 only
Soap	3 only
Comb	1 only
Shaving	1 only
Cream	
Razors	8 only

**Trust Fund Limited Inmate Computer System (TRULINCS)**

In order to log into the TRULINCS system you will need your Registration Number (without hyphen), your Phone Access Code (PAC), and your Personal Identification Number (Commissary PIN). All three must be entered within 30 seconds.

**TRULINCS Services Include**

Purchase TRU-Units  
Public Messaging (Email)  
View Account Transactions  
Send Funds (BP-199S)  
Contact List Management

- Email List
- Telephone Number List

- Postal Mailing List for Labels  
Print Services  
Electronic Law Library (maintained by the Education Department)

**TRULINCS COST**

- \* \$0.05 per TRU-Unit/Minutes
- \* \$0.15 per page to print

**Contact List Management**

Each inmate is responsible for maintaining their own contact list. One entry form will be keyed for all contact information related to email addresses, telephone numbers (to be sent to TRUFONE/ITS), postal mailing labels, and fund transfers (BP-199s).

You are allowed a maximum of:

- \* 100 Total Contacts
- \* 30 Total Telephone Numbers
- \* 30 Total Email Addresses

Although two telephone numbers or email addresses may be entered per contact, your TOTAL approved telephone numbers or email addresses cannot exceed 30. DO NOT enter telephone numbers or email addresses of contacts you only wish to communicate with via postal mail only.

**Account Transactions**

Inmates can view their current balance4s and last 30 days of transactions from their Commissary, TRUFONE/ITS, and TRULINCS at no cost utilizing the TRULINCS System. Inmates can print their account statement for a fee of 3 TRU-Units per page (\$0.15).

Inmates will enter all information related to sending Commissary Funds (BP-199) to an outside person into TRULINCS. The payee must be on your Contact List and will be selected from the contact list on the Send Fund screen. Inmates will be required to print the form (for FREE), sign it in the presence of Unit Management staff, and give the form to Unit Management staff for their approval and disbursement to the Trust Fund Technician for processing. Once the inmate clicks on the ASave and Print@ button for the BP-199, the funds are encumbered until processed or rejected by the Trust Fund Technician. Encumbrances will be held no longer than 21 days, if not processed or rejected then it will be automatically released back to the inmates available balance. If the inmate makes a mistake on the BP-199 and has already clicked ASave and Print@, then the inmate should print the form and write CANCEL across the form and give to their Unit Management staff to forward to the Trust Fund Technician for rejection. The funds will be released back to their available balance upon receipt of the form.

**Electronic Messaging**

When an email address is entered, the system will generate an email to the contact requesting their approval to communicate by registering with

[www.corrlinks.com](http://www.corrlinks.com). Messaging may begin after the contact approves communication. Inmate may check the status of each contact's email address by viewing their Contact List - Message List.

Each message is limited to 13,000 characters. No attachment or inserted graphics/links and no HTML formatting is allowed. These emails will be rejected. Inmates will be charged 1 unit (\$0.05) per minute while in the Messaging Service (reading, composing, or idle). All messages will be saved in a draft folder automatically therefore if the system is interrupted the inmate will not need to spend more time re-typing their email.

**Rejected or Blocked Email Addresses**

When an email address is blocked or rejected by the contact via the system generated message, the contact can send a written request to unblock their email address to the Trust Fund Department. The contact' status will be changed to pending contact approval and they will need to approve the system generated message.

**Funds Returned to TRUFACS**

Funds are returned to TRUFACS only when the inmate is released or the inmate is on messaging restriction for more than 30 days. The inmate must request in writing that their balance be returned to their Commissary account. That is a one-time transaction for the entire balance.

**Print Service**

Free Print Services include

- Mailing Labels (10 per day)
- BP-199s

Pay Print Services include

- Emails
- Account Transactions
- Contact Lists
- Electronic Law Library

**Maximum Usage Limits**

Maximum Session Times include

- Contact List - 15 Minutes
- View Account Transactions - 3 Minutes
- Send Funds (BP-199) - 5 Minutes
- Print Services - 5 Minutes
- Purchase TRU-UNITS - 3 Minutes
- Public Messaging - 30 Minutes

**CORRECTIONAL SYSTEMS DEPARTMENT**

Open House for Correctional Systems (Mail Room, Receiving and Discharge, and Records) will be on:

**Low**

Mailroom: Monday - Friday	2:00 - 2:30 p.m.
R&D/Records: Thursday	12:00 - 12:30 p.m.

**Medium**

Mailroom: Monday - Friday

2:00 - 2:30 p.m.

R&D/Records: Tuesday-Wednesday-Thursday

2:00 p.m. - 2:30 p.m.

**Camp**

Mailroom

Any questions regarding inmate mail, personal property, or record related concerns should be referred to Correctional Systems during this period.

**Correspondence**

In most cases, you are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing general correspondence for the Low is placed in mailboxes located in each Unit and may be sealed.

**UNSEALED**

General outgoing correspondence for the medium is placed in mailboxes located in each unit and must remain unsealed. The outgoing envelope must have your name, register number, complete spelling of institution, e.g. Federal Correctional Complex and return address in the upper left hand corner, and a label with addressee's name and address. You must assume responsibility for the contents of all your letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. You will be notified of this placement and have an opportunity to respond. There is no mail service at this institution on weekends and holidays.

**Outgoing Legal Mail**

Inmates have an opportunity to turn in all legal mail at Open House Hours. Inmates housed within the Special Housing Unit may turn their legal mail in to the Unit Staff who will then take it to the mailroom. Any legal mail placed in the mail boxes in the unit will be considered as regular correspondence and will fall under the procedures for processing regular correspondence.

**Incoming Correspondence**

First class mail is distributed Monday through Friday (except holidays) by the Evening Watch Officer in each Unit. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by the Counselor or Case Manager as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

To aid in the prompt delivery of your mail, please advise those writing to you to put your register number and unit on the envelope.

All inmate packages received at the institution must have prior authorization, or be marked on the front of the package as to contents if authorized by BOP policy, e.g. Magazines Enclosed, Authorized Reading Material, Legal Material.

The incoming FCC inmate mail address for each location is:

Low: P.O. Box 9000, Forrest City, AR 72336

Medium: P.O. Box 3000, Forrest City, AR 72336

### **Incoming Publications**

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term *publication* means a book and single issues of a magazine or newspaper. An inmate at the low and camp may receive hardcover publications and newspapers only from the publisher, a book club, or a bookstore. Publications printed on pulp-like paper stock, folded and/or divided into sections are considered newspapers. An inmate may receive other soft-cover material (for example, paperback books, newspaper clippings, or magazines) from any source. At the medium, all publications, hardcover, newspapers and soft cover material must come from the Publisher, book club, or bookstore. Due to fire and safety reasons, accumulation of publications will be limited to (10) ten magazines, (10) ten books, (2) two newspapers and to the amount that can be neatly stored in your locker. The Unit Manager may allow more space for legal publications upon request. The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity.

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

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.
- It is sexually explicit material.

### **Special Mail**

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and vice-president of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies and

Consulates' Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys and representatives of the news media. Incoming mail of this type must be received with the notation "Open in the Presence of Inmate", and must be signed by the sender as an officer of that agency. It is your responsibility to take your Special Mail to the mail room during open house hours Monday - Friday, excluding holidays from 2:00 p.m. - 2:30 p.m.

Inmates are required to have their identification card when coming to open house for any reason. Outgoing special mail may still be sealed before submitting to staff for processing. Please note, outgoing special mail submitted without an accurate return address will not be accepted. It will be returned immediately to the inmate for correction. Inmates attempting to send outgoing special mail under another inmate's return address may be considered for disciplinary action. Outgoing packages weighing 16 ounces or greater, to include special mail, will continue under the current procedures. Inmates with packages meeting these specifications should see their assigned Counselor for further processing.

All outgoing mail is subject to scanning by electronic means, including, but not limited to, x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing special mail by these methods may occur outside the inmate's presence. Electronic scanning is for the sole purpose of identifying harmful materials, and cannot be used to read or review the content of outgoing special mail communication. In the event suspected harmful materials are identified by electronic scanning, all necessary safety precautions must be taken to further inspect the potentially harmful materials. If the presence of harmful materials is confirmed, appropriate action will follow, e.g., confiscation of the materials and investigation for possible disciplinary or criminal charges. As much as possible under these circumstances, confiscated outgoing special mail will not be read by staff, and the inmate will be informed as soon as possible of its disposition.

A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by the Counselor or Case Manager. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

**Inmate Correspondence with Representatives of the News Media**

You may write through Special Mail procedures to representatives of the news media if specified by name or title. You may not receive compensation or anything of value for correspondence with the news media. You may not act as

a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

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

#### **Correspondence between Confined Inmates**

You may be permitted to correspond with an inmate confined in another penal or correctional institution. The following limitations apply:

Such correspondence may always be inspected and read by staff at the receiving institution.

The appropriate unit manager at each institution must approve the correspondence if both inmates are housed in federal institutions and both inmates are members of the same immediate family, or are a party or witnesses in a legal action in which both inmates are involved.

The Warden will be apprised of any unusual circumstances pertaining to a request to correspond for members of the same immediate family or for inmates who are a party or witness in the same legal action. When denying an inmate's request to correspond, the Unit Manager shall document the reason(s) for the denial. The approval of such correspondence privileges for both inmates will ordinarily remain in effect even if either inmate is transferred within the Bureau of Prisons.

The Wardens of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal institution or if approval is being granted on the basis of exceptional circumstances.

#### **Rejection of Correspondence**

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity.

Examples include:

- Matter which is non-mailable under law or postal regulations.
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 408). A sentenced inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of your commitment (i.e., refinancing a mortgage for your home or sign insurance

business while confined in the institution, however, you may not operate (i.e., mortgage or insurance business while confined in the institution.)

**Notification of Rejection**

The Warden will give written notice to the sender concerning the rejection of mail and the reason for rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of the rejection of correspondence and the reasons for it, and you also have the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

**Mailing of Inmate Property**

Inmates wishing to have personal items mailed out of the institution will make a request to the appropriate staff as follows:

- Unit Counselor - All personal items other than hobby craft.
- Recreation Staff - All completed hobby craft items.

Release clothing is the only authorized package to be mailed into the institution from home. The Unit Counselor will initiate the authorization form. Medical devices or related materials are authorized by medical staff. Religious items are authorized by the chaplaincy staff through special purchase order. The Mail Room Officer will not accept any item or package for mailing or delivery unless the appropriate authorization form is on file in the Mail Room.

**Change of Address/Forwarding of Mail**

You may request change of address cards from Receiving and Discharge staff. These cards are given to inmates who are being released or transferred, to notify correspondents of a change of the address. General correspondence will be forwarded for (30) thirty days. Any general mail received after (30) thirty days will be returned to the sender.

**Certified/Registered Mail**

Inmates desiring to use certified, registered, or insured mail may do so. Contact your Counselor for assistance. Services such as express mail, private carrier services, COD, or stamp collecting while confined are not provided.

**Funds Received Through the Mail**

All funds received through the mail are returned to sender. All funds should be sent to the National Lockbox location;

FBOP  
Inmate Name  
Inmate Registration Number  
Des Moines, Iowa 50947-0001

### **Sentence Computation**

The Records Office is responsible for the computation of inmate sentences. An inmate will be given a copy of his initial sentence computation after it is prepared and certified by the Designations and Sentence Computation Center (DSCC), in Grand Prairie, Texas. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, are resolved by staff upon inmate request for clarification.

### **Fines and Costs**

The court may impose a committed or non-committed fine. The inmate will remain incarcerated until arrangements are made to pay a committed fine, or qualifies for release under the provisions of Title 18 U.S.C., Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison; however, intent to make payment must be signed prior to release.

### **Detainers**

Warrants (or certified copies of warrants) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that you initiate efforts to clear up these cases to the degree you can. Federal and state detainers may be processed under the procedures of the Interstate Agreement on Detainers. This agreement applies to all untried detainers based on pending charges, which have been lodged against an inmate by a member state, including the U. S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney for resolution.

Note: Louisiana, Mississippi and the District of Puerto Rico do not honor the Interstate Agreement on Detainers Act.

### **Good Conduct/Good Time**

This applies to inmates sentenced for an offense committed after November 1, 1987. The Sentencing Reform Act became law November 1, 1987. The Violent Crime Control and Law Enforcement Act became effective September 13, 1994. The Prison Litigation Reform Act became effective April 26, 1996. 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 (54) days good conduct time per year, based on actual time served. 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, or successfully completing the GED program for some inmates.

**Statutory/Extra Good Time**

This applies to inmates sentenced for an offense committed prior to November 1, 1987. In most cases, these individuals will receive statutory good time and may earn extra good time. In addition, these individuals may be eligible for parole. Due to the diminishing numbers of these cases, an in-depth discussion will not be provided.

**ACCESS TO LEGAL SERVICES****Legal Correspondence**

Legal Correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he or she is an attorney. The front of the envelope must be marked **SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE.** It is your responsibility to advise your attorney about this policy. If legal mail is not properly marked, it will be processed as general correspondence.

**Attorney Visits**

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

**Legal Materials:**

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

**Attorney Phone Calls**

In order to make an unmonitored legal phone call, you must make arrangement through a member of your Unit Team at least 48 hours in advance.

**Law Library**

The Law Library contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, and other legal materials. The law library is located in the Education Department.

**Notary Public**

Under the provisions of Title 18 United States Code 4004, Case Managers are authorized to administer oaths and to take acknowledgments. Some states will not accept the Federal Bureau of Prisons' stamp for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact Unit Staff for arrangement with the institution's Notary Public.

**Copies of Legal Materials**

In accordance with institution procedures, you may copy materials necessary for research of legal matters. An electronic card operated copy machine is available in the Law Library for inmate use. You may purchase a weekly limit of three (3) \$5.00 cards (each card makes 50 copies) from the Commissary. Inmates who are without funds and can demonstrate a clear need for particular copies may request a limited amount of free duplication through their Unit Counselor or Case Manager.

**Federal Tort Claims**

Inmates are instructed to contact their Correctional Counselors to initiate the filing of a Federal Tort Claim.

**Freedom of Information/Privacy Act of 1974**

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

**Inmate Access to Central Files**

An inmate may request review of disclosable portions of his central file. Institution staff will permit the review of the central file and monitor the inmate reviewing the file. Inmates shall submit a request to their Case Manager for this deposition.

**Inmate Access to Other Documents**

An inmate can request access to the Non-Disclosable Documents in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a Freedom of Information Act Request to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. Additional information can be obtained from a Unit Team staff member. A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

**Executive Clemency**

The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of a sentence, or a reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in full or partial depending on whether it absolves a person from all or a portion of the crime.

A pardon may have conditions imposed upon it or it can be absolute, which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Executive Clemency forms can be obtained through the Unit Team or Law Library. The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. The rules governing these petitions are available in the Law Library.

A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven (7) years is usually required.

#### **EDUCATION**

FCC Forrest City Education strives to address the needs of all inmates assigned to the facility. We believe that academic instruction, occupational training, and the overall constructive use of your time are worthwhile activities that can help you make a full and productive life for yourself, if you choose to do so. In order to provide educational services that are pertinent to your needs, the Education Department must first assess your needs. Based on the results of assessment and your interests, we can develop programs that will assist you in self improvement. Our instructors use the Adult Basic Learning Exam (ABLE), Test of Adult Basic Education (TABE) and Spanish Assessment of Basic Education (SABE) tests as an instrument that will determine your academic abilities. Once your interests and academic abilities are determined, we can recommend the programs that will enable you to reach your goals. The Education Department is here for your benefit.

In fulfilling its function as center of learning, the Education Department offers programs and services in the following areas:

- General Equivalency Diploma (GED)
- English as a Second Language (ESL)
- Post-Secondary Education
- Vocational Training
- Parenting
- Adult Continuing Education
- Career Counseling/Release Preparation
- Law and Leisure Libraries

The Violent Crime Control Law Enforcement Act (VCCLEA) of 1994 and the Prison Litigation Reform Act of 1995 (PLRA) mandate inmates without a high school/GED credential participate and make satisfactory progress in the Literacy Program as a condition to vest their earned good time. Inmates that withdraw from the Literacy Program after completion of mandatory requirements commit a prohibited act, or refuse the program will receive an unsatisfactory progress which will have a negative effect on good conduct time.

An inmate with limited proficiency in English is required to attend an English-as-a-Second Language (ESL) class until they achieve the eight-grade level as measured by a score of 225 on the ESL CASAS Level C Reading Certification test and a score of 215 on Level B or C of the Listening Comprehension test. All exemptions to the ESL Program will be handled as outlined in Program Statement 5350.24, Mandatory English-as-a-Second language (ESL) Program.

**RECREATION**

The Recreation Staff at FCC Forrest City encourages each inmate to participate in the activities and programs offered through this department. We challenge every inmate to get involved and use their time constructively through leisure time programming.

This department's goals and the Bureau of Prisons' goals are to reduce personal stress, institutional tension, keep inmates constructively occupied, and to increase physical fitness and positive lifestyles while incarcerated.

**Hours of Operation:**

**Low:**

Monday - Friday

Leisure Area: 11:30 a.m. - 3:30 p.m. and 4:30 - 8:30 p.m.

Fitness Area: 6:15 a.m. - 9:55 a.m. and 4:30 - 8:30 p.m.

Yard Area: 6:15 a.m. - 9:55 a.m., 11:30 - 3:30 p.m. and 4:30 p.m. - 8:30 p.m.

Saturday and Sunday

All Areas:

7:45 a.m. - 9:30 a.m., 10:30 a.m. - 3:30p.m. and 4:30 p.m. - 8:30 p.m.

**Medium:**

Monday-Friday

Leisure: 12:30 p.m. - 3:25 p.m. and 4:30 - 8:25 p.m.

Fitness: 6:15 a.m. - 10:25 a.m., 11:30 - 3:25 p.m. and 4:30 p.m. - 8:25 p.m.

Yard Area: 6:15 a.m. - 10:25 a.m., 11:30 a.m. - 3:25 p.m. and 4:30 p.m. -

Dark (Seasonal)

Saturday and Sunday

Leisure/Fitness/: 7:45 a.m. - 9:25 a.m.,

Gym Areas 10:30 a.m. - 3:25 p.m. and 4:30 - 8:25 p.m.

Yard Area: 7:45 a.m. - 9:25 a.m., 10:30 - 3:25 p.m. and 4:30 p.m. - Dark (Seasonal)

## **Recreation Facilities**

### **A. Recreation Leisure Center**

#### **1. Leisure Area**

- a. Supervisor Office
- b. Recreation Counseling
- c. Music Rooms
- d. TV in Leisure Center and Patio Area (Sports or News Only)
- e. Billiard Tables, Football, Ping-pong, Table Games
- f. Multi-Purpose Rooms
- g. Equipment Check Out Room

#### **2. Hobby Craft**

- a. Art Studio
- b. Leather Craft
- c. Hobby Craft Tool Room

#### **3. Fitness Area and Gym**

- a. Recreation Staff Office
- b. Cardiovascular Room (stationary bikes, treadmills, aerobic steps)
- c. Wellness Program
- d. Equipment Check Out Room

#### **4. Recreation Yard**

- a. Basketball Courts
- b. Volleyball Courts
- c. Softball Fields
- d. Soccer Field
- e. Flag Football Field
- f. Racquet/Handball Courts
- g. Walking Track
- h. Horse Shoes (Low Only)
- i. Bocce Ball Courts

The RECREATION LEISURE CENTER is a multipurpose facility that fulfills and meets many needs, programs and objectives. The Recreation Leisure Center houses the following: music rooms, staff office, TV viewing, hobby craft work areas, hobby craft locker storage, tool and equipment check out room, staff and inmate restrooms.

The RECREATION YARD was developed for the purpose of facilitating all of our intramural and varsity sports programs. The FCI Forrest City's intramural program includes the major seasonal sports: softball, basketball, flag football, soccer, volleyball. To provide for a more complete program, we also offer racquet-handball, bocce ball and numerous other tournaments and activities.

The FITNESS CENTER facilitates all our wellness/fitness programs. The programs and classes will be offered: abs classes, step aerobics, exercise

classes, spinning, circuit training on fitness equipment and many other innovative programs.

INTRAMURAL AND VARSITY SPORTS are open to the general population. Sign-up sheets, rules of the games and team requirements are generally posted in each housing unit and on recreation bulletin boards. All interested inmates are encouraged to join and participate with their unit teams.

Playing seasons for all intramural and varsity sports are based on an annual sports calendar. The sports calendar clearly shows the variety of sports that will take place during the different seasons.

There are ten Federal Holidays in which activities will be offered. During these specific holidays, we will offer: special tournaments, bingo, inmate productions, community sports participation and many other activities. Incentive awards are offered.

## **RELIGIOUS SERVICES**

### **Roles of Religious Services Staff**

Religious Services provides pastoral care to institutional staff and inmates. The Chaplains have an Open Door policy for personal counseling. If you need to visit with any of the Chaplains, please stop by the Chapel. Since we realize that you may be more comfortable with someone of your specific faith, Religious Services contracts clergy from the various religious faiths. Additionally, the Religious Services staff will have community volunteers to assist you with your particular religious needs. A Religious Services schedule will be updated periodically and posted in the Chapel, in Recreation, Education and on unit bulletin boards. Please note that all religious group meetings will take place in the Chapel.

### **Pastoral Care Offered**

Please inform your family, friends and significant others to call the institution at (870)630-6000 (Low) and (870)494-4200 (Medium) to report any and all emergencies. You will be notified only after the information/emergency has been confirmed by the Chaplain. Please tell your family, friends and significant others to give as much details when calling with an emergency situation.

The Chapel has the following services available to inmates: religious library (books, videos, and cassettes); and free literature (newspapers, devotionals, and journals). Religious items will be purchased through approved vendors. In rare situations, hard to find mandatory religious items, may be acquired by SPO through approved BOP vendors upon the approval of a chaplain. This includes, but is not limited to, head wear, medallions, medicine pouches, and the like. Hobby craft items must be mailed home per recreation policy. No item, made in hobby craft into religious articles, may be maintained in the institution. If your religious faith requires you to wear a particular piece of head wear you will need to see a Chaplain. All head wear must be listed on your Property Form. All Religious items should

be maintained in a proper manner in the units. Inmate lockers are the proper storage place for individual Religious items. Prayer rugs, religious head wear, medallions and the like should not be displayed, for decorative purposes, on beds or on the floor. If you are in need of a religious diet, the Alternative Diet Program is available for you. This consists of two components. The two components are the no flesh diet and the certified processed food line. If interested, please stop by the Chaplain's office for more information. If you would like an opportunity for spiritual growth and deepening your religious roots, Religious services provide a program at: FCI Milan, MI; FCI Petersburg, VA; FCI; and USP Leavenworth, KS that will help you succeed. The Life Connection Program is designed to contribute to personal transformation and reduced recidivism. Inmates will participate in religious specific, and inter-faith and social responsibility program components. In addition, the program is designed to increase religious tolerance and respect among participating inmates; connect inmates with spiritual mentors at the program site, and link participants with a faith community at their release destination in order to enhance community reintegration. This program is open to inmates of all faiths or those still seeking a spiritual grounding. Orientation for the Life Connections Program will be held once a month at a time in the Chapel posted throughout the units on the Chapel bulletin boards.

#### **Religious Rights**

It is your right to practice your chosen faith. It is important to practice your faith responsibly. The Chaplains are here to facilitate the ability of the inmates to practice their chosen faith. No one may disparage the religious beliefs of an inmate, nor coerce or harass an inmate to change religious affiliation. If you decide to change your personal Religious Preference at any time, please submit an Inmate Request to Staff to the Chaplain. Attendance at all religious activities is voluntary. We hope that you will make use of the services offered at FCI Forrest City.

#### **PSYCHOLOGY SERVICES**

Psychology staff offer comprehensive individual and group therapy programs. These programs address the full range of clinical disorders, provide self-help options, assess and treat behavioral or emotional problems, and facilitate overall adjustment. The Psychology department also provides drug abuse treatment for those who have a substance use disorder. Moreover, psychologists consult closely with psychiatry and will help determine any need for psychotropic medication. We also consult with other staff about the mental health needs of inmates and coordinate our services with other departments as appropriate. To request mental health treatment, inmates may submit a cop-out to psychology or stop by the department during an open move. Enrollment in counseling groups is generally offered on a first-come-first-serve basis; to enroll, the inmate must stop by the department and place his name on the appropriate sign-up roster.

Twenty-four hour crisis intervention is available seven days a week to any inmate presenting a need for such. Inmates are encouraged to alert any staff

member to their need for intervention; a psychologist will respond as appropriate. While staff are trained to recognize signs of distress and to refer inmates, the inmates, themselves, are strongly encouraged to notify staff of any behavior or situation that may suggest another inmate is upset and/or potentially suicidal. Common signs of suicide are depression, a loss of interest in activities, and/or major changes in appearance, mood, relationships, or routine. Importantly, if a fellow inmate makes statements that suggest he may be thinking of suicide, please take those statements seriously and refer him to a staff member. All arrivals to the institution will be screened by a Psychologist. This assessment will include a review of any past and current problems and may include an individual interview.

The screening will provide the psychologist an opportunity to note and recommend potential needs for treatment.

Drug abuse treatment is available to any inmate with a substance use disorder as determined by the assessing psychologist. Drug abuse treatment at Forrest City consists of the Residential Drug Abuse Program (RDAP), follow-up services for those who have completed the unit-based component of the RDAP, Drug Abuse Education, and nonresidential drug abuse counseling. The RDAP, Drug Abuse Education, and nonresidential drug abuse treatment are voluntary and may be requested by any inmate who thinks he may have a substance use disorder. Follow-up services are mandatory for those who have completed the unit phase of the RDAP; if an inmate fails to comply with follow-up services he will be failed from the RDAP and will lose all secondary benefits of that program. Moreover, an inmate may be required to complete the Drug Abuse Education program if (a) there is evidence that alcohol or other drug use contributed to the commission of his instant offense, (b) if alcohol or other drug use was a reason for violation of parole, probation, or supervised release, and / or (c) if there is a judicial recommendation that the inmate receive any form of drug abuse treatment while incarcerated. If an inmate is required to complete Drug Abuse Education, but either declines to enroll or fails to complete the program, certain sanctions will be applied. These sanctions include retention at the lowest pay grade within the institution and denial of community programming to include RRC placement.

The RDAP is a voluntary, comprehensive drug abuse treatment program that includes a 9-month, unit-based treatment component as well as a substantial aftercare phase. Entry to the program ordinarily is permitted when the inmate is within 36 months of his projected release date. The RDAP is made available to any inmate who meets the diagnostic criteria for a substance use disorder as determined by the assessing psychologist. Importantly, in addition to meeting the diagnostic criteria for a substance use disorder, the inmate must have a history of drug abuse or addiction that is documented to have occurred within his last 12 consecutive months in the community. RDAP is located in Helena B Unit at the Low and B2 Unit at the Medium. Program participants live in the RDAP unit where they participate in a broad range of treatment activities half of each day; they are expected to work or attend educational programming the remainder of the day. If an inmate desires

enrollment in the Residential Drug Abuse Program, he may request that psychology determine his eligibility by submitting a Acop- out.@ When he applies, the inmate will be advised of two matters: (a) whether he qualifies to enter the Residential Program and (b) whether he is provisionally eligible to receive a sentence reduction under 18 USC 3621 (e). Importantly, when an inmate completes the unit-based component of RDAP, he will be required to successfully complete all follow-up services while he continues the confinement portion of his sentence. At minimum, this requires compliance with a treatment plan and completion of monthly contacts with drug abuse treatment staff for a period of one year (or until transferred to RRC). Then, once transferred to RRC, the RDAP participant is required to complete all aftercare requirements while in bureau custody at the RRC. Failure to meet follow-up and aftercare requirements will result in program failure and forfeiture of any benefit received.

### **Suicide Prevention**

It is not uncommon for people to experience feelings of depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receiving bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicide, and are trained to refer all concerns to the Psychology Department. However, staff does not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in unusual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that there is nothing to live for@), PLEASE alert staff.

### **Sexually Abusive Behavior Prevention and Intervention**

#### **You Have the Right to be Safe from Sexually Abusive Behavior**

The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse and sexual harassment. While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.**

You do not have to tolerate sexually abusive/harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

#### **What Can You Do To Prevent Sexually Abusive Behavior?**

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

- Carry yourself in a confident manner at all times. Do not permit your emotion (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.

- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

**What Can You Do if You Are Afraid or Feel Threatened?**

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff.

Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area. If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

**What Can You Do if You Are Sexually Assaulted?**

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her). After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

**Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

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

It is important that you **tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust.

BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or

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

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

**Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, D.C. 20530**

- **E-mail OIG.** You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours, Monday - Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

Note: These e-mails:

- are untraceable at the local institution,
- are forwarded directly to OIG
- will not be saved in your e-mail 'Sent' list
- do not allow for a reply from OIG,
- If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

#### **Third-party Reporting.**

Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically:

[http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp).

#### **Understanding the Investigative Process**

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

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

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you. FCC Forrest City has a Memo of Understanding (MOU) with a local Rape Crisis Center (RRC). The contact information is: Angels of Grace, 406 Pecan Street, Helena, Arkansas 72342; Hot Line #870-338-8447. If additional information is needed, you may seek services through Psychology Services.

### **Management Program for Inmate Assailants**

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

### **Policy Definitions**

#### **Prohibited Acts:**

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

- **Code 114/(A): Sexual Assault By Force**
- **Code 205/(A): Engaging in a Sex Act**
- **Code 206/(A): Making a Sexual Proposal**
- **Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex**
- **Code 229/(A): Sexual Assault Without Force**
- **Code 300/(A): Indecent Exposure**
- **Code 404/(A): Using Abusive or Obscene Language**

#### **Staff Misconduct:**

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

#### **What is sexually abusive behavior?**

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

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

of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury; Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight;

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

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

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

**Sexual Harassment:** repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

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

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior occurs between two or more inmates. An incident is considered **Staff-on-Inmate Abuse/Assault** when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

**NOTE:** Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report. **Please be aware that both male and female staff routinely work and visit inmate housing areas.**

CONTACT OFFICES

<p>U.S. Department of Justice Office of the Inspector General Investigations Division 950 Pennsylvania Avenue, NW Suite 4706 Washington, D.C. 20530-0001</p>	<p>Federal Bureau of Prisons Central Office National PREA Coordinator 320 First Street, NW, Room 554 Washington, D.C. 20534</p>
<p>Federal Bureau of Prisons Mid-Atlantic Regional Office Regional PREA Coordinator 302 Sentinel Drive, Suite 200 Annapolis Junction, MD 20701</p>	<p>Federal Bureau of Prisons North Central Regional Office Regional PREA Coordinator Gateway Complex Tower II, 8th Floor 400 State Avenue Kansas City, KS 66101-2492</p>
<p>Federal Bureau of Prisons Northeast Regional Office Regional PREA Coordinator U.S. Customs House, 7th Floor 2nd and Chestnut Streets Philadelphia, Pennsylvania 19106</p>	<p>Federal Bureau of Prisons South Central Regional Office Regional PREA Coordinator U.S. Armed Forces Reserve Complex 344 Marine Forces Drive Grand Prairie, Texas 75051</p>
<p>Federal Bureau of Prisons Southeast Regional Office Regional PREA Coordinator 3800 North Camp Creek Parkway, SW Building 2000 Atlanta, GA 30331-5099</p>	<p>Federal Bureau of Prisons Southeast Regional Office Federal Bureau of Prisons Western Regional Office Regional PREA Coordinator 7338 Shoreline Drive Stockton, CA 95219</p>

Third-party reporting (outside of institution):  
[http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp)

## **FACILITIES OPERATIONS**

The Facilities department provides maintenance and construction support for the overall operation of the institution. All work will be accomplished in a manner consistent with all applicable policies and guidelines. Inmate workers will be provided the opportunity to learn skilled trades while performing meaningful work. Inmates will be expected to complete all work assignments and perform assigned tasks as directed by the supervising staff. Safety shoes must be worn at all times as well as other protective gear as directed by the appropriate staff member. Inmates will not be allowed to direct or supervise other inmates in the accomplishments of tasks or work. However, inmates of lesser knowledge may be paired with inmates of journeyman level experience to accomplish the work while learning in a hands on environment. Inmates will receive instruction as to the appropriate working hours and reporting times. Inmates are responsible for reporting to work on time and dressed in the prescribed work uniform. If an inmate is absent or late due to a request by a staff member other than the inmate's work supervisor, the inmate will be responsible for insuring that the requesting staff member advises the work supervisor of the inmate's whereabouts.

The work assignments in the varied fields will include masonry, plumbing, painting, landscaping, heating and ventilation, sheetrock and drywall repairs, welding, automotive repair, power plant operations, etc. Inmates will be afforded the opportunity, where possible, to work in an area of interest. However, the assignment of inmates to other work areas will be consistent with the needs of the institution in order to operate the facility in a safe and sanitary manner. The inmate pay program will be adhered to at all times. Basically, inmates will be paid for productive work, based on the work supervisors monthly work evaluation of the inmate's performance. This will include the inmate's attitude, work ethic, ability and desire to learn and accomplish tasks requiring a higher degree of proficiency. Inmates will be evaluated each month and afforded the opportunity to review and sign the evaluation (pay sheet) with their direct supervisor. If differences arise between the inmate and their direct work supervisor, they will be addressed through the General Foreman and then the Facility Manager. Inmate workers will at times be issued tools and/or equipment to perform work. Inmates will utilize the chits in the Tool Rooms as provided by policy and will be held responsible for the use of the tools and material in a manner that is consistent with the direction of staff in the accomplishment of approved work. Handicap showers are available for inmates with physical disabilities. They are equipped with grab bars and handicap accessible items. They should only be used by inmates with handicap disabilities.

## **SAFETY DEPARTMENT**

The Safety Program in this institution is designed to ensure a safe and healthful living and working environment for inmates and staff. The Safety Department serves as an advisor to the Warden in matters relating to Fire Prevention and Suppression, Environmental Health and Safety, and Sanitation. In this capacity, the Safety Department conducts regular and irregular

inspections of all areas within the institution to ensure compliance with national laws and Bureau of Prison policy.

Fire Prevention and Protection are of paramount importance to the well-being of inmates and staff in this institution. State-of-the-art fire protection systems and life safety call buttons are incorporated into all areas to ensure your safety in case of fire. Please do not tamper with these systems. Inmates who abuse or misuse these systems will be subjected to disciplinary action by staff. You will be required to participate in a fire drill each quarter in both your living unit and workplace. Please take these drills seriously and learn the location of evacuation routes. Evacuation plans are posted at each exit door. We request your cooperation in reporting any fire to the nearest staff member so lives and property can be protected.

#### **Basic Safety Regulations**

In order to maintain a safe and secure environment, basic safety regulations must be followed. During the A & O presentation, the Safety Department will address safety regulations in the institution. In addition, each work supervisor will provide initial job orientation upon assignment to a new work detail.

#### **Injuries**

It is your responsibility to report any injury occurring at the institution. If you sustain an injury on any work assignment, YOU must immediately report it to your work supervisor. If you fail to report a work injury to your supervisor within forty-eight (48) hours, you may be ineligible to receive lost time, wages, and compensation. For purposes of submitting a compensation claim for a work injury resulting in some degree of physical impairment, you should contact the Safety Manager 45 days prior to your release or transfer to a RRC but no later than 11 days prior to your release. This claim must include a medical evaluation before any compensation can be considered.

#### **Pest Control**

The Safety Department has a regular schedule to monitor and implement pest control needs including spraying for crawling and flying insects. Any pest control concerns in personal areas should be submitted to the Safety Manager by submission of an "Inmate Request to Staff Member" form.

#### **Recycling Program**

The Safety Department coordinates a complex-wide recycling program. Individual participation is encouraged by separation and placement of various recyclable items into designated containers. A portion of profits received from Aluminum Cans is returned to the inmate population to use to purchase approved items such as microwaves and recreational equipment. Return of used batteries to Commissary is required when new batteries are purchased.

### **RELEASE PREPARATION PROGRAM**

While Release Preparation begins at initial classification, you should enroll in the Release Preparation Program no later than 30 months prior to release to the community. This program will assist you in developing plans for your personal life and for reintegration into the community. There are two (2) separate programs offered: a unit-based program and an institutional program. Your Unit Team will assist you with program enrollment.

### **INMATE FINANCIAL RESPONSIBILITY PROGRAMS (IFRP)**

The Inmate Financial Responsibility Program requires inmates to demonstrate a responsible effort toward payment of identified financial obligations. During initial classification and subsequent program reviews, the Unit Team will evaluate your financial obligations and will work with you to establish an acceptable payment plan. Obligations will normally include, but are not limited to, the following: court ordered fines, assessments, restitution, cost of incarceration fee, and child support. Your payment plan is designed to reflect a responsible effort toward payment of the identified obligations. Your outside resources and institutional earnings will be identified to satisfy any obligation. If you refuse to meet your financial obligations, you will lose certain privileges to include no assignment to or removal from UNICOR, no Halfway house placement, and you will not qualify to receive performance pay above the maintenance pay level.

### **PROBLEM RESOLUTION**

#### **Inmate Request to Staff Member**

The Bureau form BP-ADMIN-148, Anmate Request to Staff Member, commonly called a ACop-Out, is used to make a written request to a staff member. Any type of request can be made with this form. A Cop-Outs may be obtained in the living units from the Correctional Officer on duty or the Unit Team. Staff members who receive a ACop-Out@ will answer the request in a Reasonable period of time. The answer will be written on the bottom of the request form.

#### **Administrative Remedy Process**

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

The first step of the Administrative Remedy procedure is the documentation of the informal resolution attempts. Inmates may obtain this form, commonly referred to as a BP82, from their Correctional Counselor only. On this form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After this form is completed and the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-9 along with the informal resolution form to the Counselor. The Unit Manager will review the material to ensure an attempt at informal resolution was made. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. The time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension. If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form and response attached. The BP-10 may be obtained from the Correctional Counselor. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension. If the inmate is not satisfied with the response by the Regional Director, he may appeal to the General Counsel in the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form within thirty (30) calendar days from the date of the BP-10 response and must have copies of the BP-9 and BP-10 forms with responses. The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension in writing. In writing a BP-229, BP-230, or BP-231, the form should be written in three (3) sections:

- (1) Statement of Facts
- (2) Grounds for Relief
- (3) Relief Requested

Time Limits (in calendar days) for filing:

- |        |                             |
|--------|-----------------------------|
| BP-9:  | 20 days from incident       |
| BP-10: | 20 days from BP-9 response  |
| BP-11: | 30 days from BP-10 response |

#### **Sensitive Complaints**

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

the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-9 at the institution.

#### **DISCIPLINARY PROCEDURES**

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates.

Violations of Bureau rules and regulations are subject to an Administrative Fact Finding Hearing by the Unit Discipline Committees (UDC), and for more serious violations, the Disciplinary Hearing Officer (DHO). A list of prohibited acts is contained in this section.

There are varying degrees or levels of misconduct. Each incident is dealt with on an individual basis. A staff member observing a violation of a rule or regulation may elect to either write an Incident Report or, if a minor violation, resolve the matter in an informal manner. An inmate receiving an Incident Report will be summoned to the Lieutenants Office where he will be given a copy of the Incident Report. The Lieutenant will investigate the Incident Report by interviewing the accused inmate and all witnesses to the incident. Following the interview, the inmate may be released to the general population or placed in Administrative Detention.

#### **Unit Disciplinary Committee**

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

#### **Unit Disciplinary Committee**

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An inmate whose charge is referred to the DHO may be retained in Administrative Detention or other restricted status but will have no final status imposed by the UDC.

- If charged with violating an institutional regulation, the inmate will be given a written copy of the charges against him within 24 hours of the alleged infraction or from the time staff becomes aware of the inmate's alleged involvement in the infraction.
- An inmate charged with a violation is entitled to a hearing before the UDC within five working days (excluding day of notice, weekends, and holidays) of the time staff becomes aware of the inmate's alleged involvement in the infraction.

- An inmate charged with a violation is entitled to be present at the hearing, except during deliberation or when institution security would be jeopardized.
- The UDC will afford the charged inmate an opportunity to make a statement and to present documentary evidence in his defense.
- The charged inmate will be given a written copy of the decision and imposition of disciplinary action.

#### **DHO Hearings**

The DHO conducts hearings, makes findings, and imposes appropriate sanctions for incidents of inmate misconduct referred by the UDC for disposition by the DHO. The DHO may not hear any case not heard and referred by the UDC. Some general procedures include:

- The inmate shall be given written notice of charges against him not less than 24 hours before the appearance before the DHO. This requirement may be waived by the accused inmate.
- An accused inmate will be provided the services of a full-time staff member of his choosing as his representative for the hearing. If the staff member selected declines or is not available at the specified time, the accused inmate will be given the option of selecting another staff member to represent him or waiving the appearance for a reasonable length of time until the desired staff member is available. The inmate may also elect to continue the hearing without a staff representative.
- The accused inmate shall be permitted to call witnesses and to present documents on his behalf, provided calling of witnesses or documents disclosed would not jeopardize institution security.
- The accused inmate shall be permitted to be present during the entire hearing, except during deliberation or when institution security may be jeopardized. If the accused inmate has escaped from custody, the DHO will conduct a hearing in the inmate's absence at the institution from which the inmate escaped. When the inmate is returned to custody, he will be advised of his right to have the escape charge brought before the DHO.

The DHO may take the same action as the UDC. In addition, the DHO is empowered to recommend disciplinary transfer, forfeiture of good time, withholding of good time, or placement of the inmate in Disciplinary Segregation. Any time an inmate has a pending parole date, the DHO may advise the U.S. Parole Commission of the institution's recommendation regarding the parole action. When the DHO or UDC determines an inmate is innocent of committing any prohibited act, the inmate's central file will be expunged of the Incident Report and it shall have no subsequent effect. The internal disciplinary system is outlined in detail in Program Statement 5270.09, available for reading in the Law Library.

NOTIFICATION TO: INMATE POPULATION

RE: POSSESSION OF ELECTRONIC ITEMS

Be advised that the unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items, such as MP3 players, charges, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate discipline system. Such unauthorized possession, manufacture, or instruction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.

GREATEST SEVERITY (100) LEVEL PROHIBITED ACTS:

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY (100) LEVEL PROHIBITED ACTS:

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).

- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate=s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY (200) LEVEL PROHIBITED ACTS:

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not 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's clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

228 Tattooing or self-mutilation.

229 Sexual assault of any person, involving non-consensual touching without force or threat of force.

296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).

297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.

298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY (200) LEVEL PROHIBITED ACTS:

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 6 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate=s personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

MODERATE SEVERITY (300) LEVEL PROHIBITED ACTS:

300 Indecent Exposure.

301 (Not to be used).

302 Misuse of authorized medication.

303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.

304 Loaning of property or anything of value for profit or increased return.

305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.

306 Refusing to work or to accept a program assignment.

307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as

- 110).
- 308 Violating a condition of a furlough.
  - 309 Violating a condition of a community program.
  - 310 Unexcused absence from work or any program assignment.
  - 311 Failing to perform work as instructed by the supervisor.
  - 312 Insolence towards a staff member.
  - 313 Lying or providing a false statement to a staff member.
  - 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper(may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
  - 315 Participating in an unauthorized meeting or gathering.
  - 316 Being in an unauthorized area without staff authorization.
  - 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
  - 318 Using any equipment or machinery without staff authorization.
  - 319 Using any equipment or machinery contrary to instructions or posted safety standards.
  - 320 Failing to stand count.
  - 321 Interfering with the taking of count.
  - 322 (Not to be used).
  - 323 (Not to be used).
  - 324 Gambling.
  - 325 Preparing or conducting a gambling pool.
  - 326 Possession of gambling paraphernalia.
  - 327 Unauthorized contacts with the public.
  - 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
  - 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
  - 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
  - 331 Possession, manufacture, introduction, or loss of a non hazardous tool, equipment, supplies, or other non hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
  - 332 Smoking where prohibited.
  - 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
  - 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
  - 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
  - 336 Circulating a petition.
  - 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
  - 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
  - 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
  - 399 Conduct which disrupts or interferes with the security or orderly running of the

institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY (300) LEVEL PROHIBITED ACTS:

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

LOW SEVERITY (400) LEVEL PROHIBITED ACTS:

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

AVAILABLE SANCTIONS FOR LOW SEVERITY (400) LEVEL PROHIBITED ACTS:

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

- K. Confiscate contraband
- L. Restrict to quarters.
- M. Extra duty.

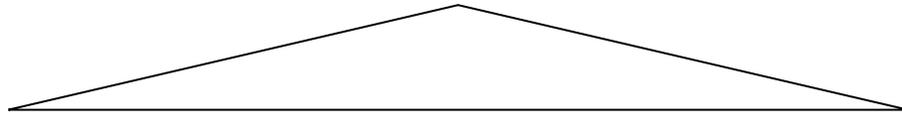
ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2nd offense 3rd or more	Disciplinary segregation (up to 1 month). Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). Any available Moderate severity (300)lvl sanction
Moderate Severity (300 level)	12 months	2nd offense 3rd or more	Disciplinary segregation (up to 6 months). Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available High severity (200) lvl sanction
High Severity (200 level)	18 months	2nd offense 3rd or more	Disciplinary segregation (up to 12 months). Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available Greatest severity (100) lvl sanction
Greatest Severity (100 level)	24 months	2nd or more	Disciplinary Segregation (up to 18 months).

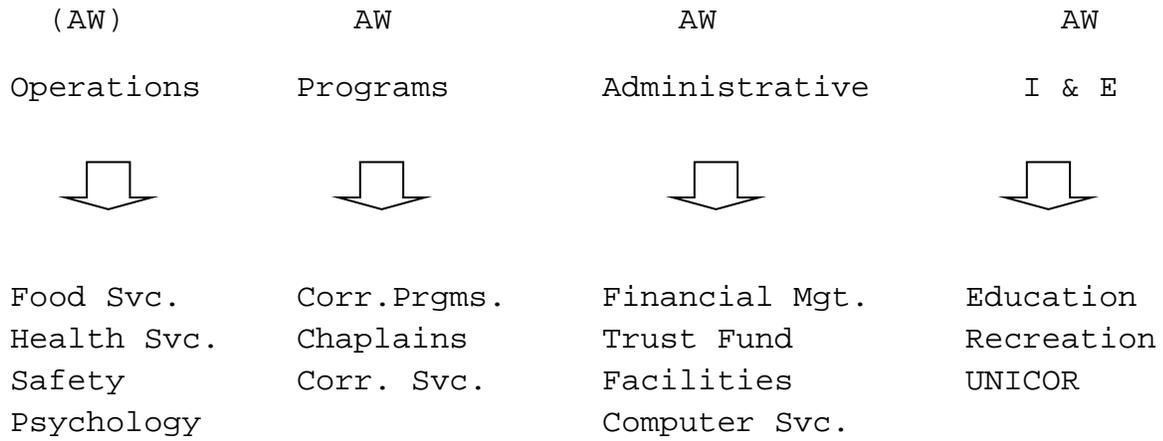
ORGANIZATIONAL CHART - FCC FORREST CITY

Warden

Executive Assistant



Associate Warden



ADDRESSES

FCC FORREST CITY

Federal Correctional Complex Forrest City - Medium  
P.O. Box 3000  
Forrest City, AR 72336  
(Include your unit, name and register number)

Federal Correctional Complex Forrest City - Low  
P.O. Box 9000  
Forrest City, AR 72336  
(Include your unit, name and register number)

SATELLITE CAMP

Federal Correctional Institution Forrest City - SCP  
P.O. Box 8000  
Forrest City, AR 72336  
(Include your unit, name and register number)

REGIONAL OFFICE

South Central Regional Office  
344 Marine Forces Drive  
Grand Prairie, TX 75051

CENTRAL OFFICE - BUREAU OF PRISONS

Director, Bureau of Prisons  
320 First Street, N.W.  
Washington, DC 20534

PARDON ATTORNEY

U.S. Pardon Attorney  
1 North Park Building  
440 Friendship Boulevard  
Bethesda, Maryland 20014

CONCLUSION

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