

# Admission and Orientation

## Inmate Handbook



Federal Bureau of Prisons

FCI Fort Dix

New Jersey

Revised: May 17, 2022

## **WARDEN'S COMMENTS**

This booklet has been prepared to help you become familiar with rules, regulations, and information concerning the operation of the institution. Within the next few days, you will have the opportunity to meet with a representative from each department at our Admission and Orientation Program. During this program you may ask procedural questions and have concerns addressed from the various departments.

The information in this booklet is valuable to you. However, the information contained in the sections entitled "Inmate Rights and Responsibilities", "Community Unit Operations", "Inmate Discipline" and "Correctional Services" should be viewed as critical—review these sections carefully. The answers to most questions asked by inmates are found in this booklet. Take it upon yourself to know this information; you will be held responsible for that knowledge.

The population at FCI Fort Dix is culturally, geographically, and racially diverse. When people are living together in this type of setting, it becomes necessary to establish rules which preserve the rights and safety of everyone, maintain a clean environment, and enforce regulations for the well-being of all. Having respect for those around you, as well as for yourself, will help to maintain amicable relations and a tranquil environment.

During your stay at FCI Fort Dix, first attempt to address any concerns with the department in which the issue exists, as they are in the best position to answer your questions. If concerns arise that cannot be remedied through those channels, the executive staff is available during the noon meal.

Your cooperation in making your stay at FCI Fort Dix a peaceful and productive experience is appreciated.

Stevie M. Knight

Warden

## **INTRODUCTION**

This handbook has been developed to provide the inmate with general information regarding the operations and programs at this institution. It also describes the institution and presents the rules and regulations inmates will encounter during confinement. The material in this handbook will help inmates to understand what they will encounter when they enter the institution and will hopefully assist them in their initial adjustment at this facility.

- FCI Fort Dix is a Low Security Facility. There are no bars, towers, or locks on rooms within the community units. Inmates must demonstrate a high degree of responsibility, and the expectations are that each inmate will comply
- Read the A&O Handbook, become familiar with the do's and don'ts of the institution and the rights and responsibilities you are expected to follow.
- During your first 30 days at FCI Fort Dix, you will attend an orientation program. As part of this orientation, you will be tested academically, receive a medical evaluation, and receive a mental health review.

### **I. General Characteristics:**

- A. Low Security, with an adjacent Federal Satellite Camp
- B. Basic Demographics
  1. Average Sentence is 133 months.
  2. Average Age is 41.
  3. Most inmates are from this area, and there are a large number of deportable aliens confined here.
- C. FCI Fort Dix is a tobacco/smoke free environment

### **II. Areas of Responsibility**

**Dr. Kodger, Associate Warden:** Computer Services, Financial Management, Human Resources, Trust Fund and Unicorn.

**Mr. Thomas Gubbiotti:** CMC, Correctional Systems Management, Education, Recreation, Unit Management.

**Mr. James Gibbs, Associate Warden:** Correctional Services, Facilities, LMR, and Safety.

**Mr. Charles Pavlov, Associate Warden:** Health Services, Psychology, Food Services, Re-Entry Affairs Coordinator (RAC) and Religious Services.

**Ms. Shannon Callis, Executive Assistant and Camp Administrator:** Satellite Camp Operations, Affirmative Employment, Base Liaison and Employees Club.

### **III. General Philosophy**

- A. Provide services required by policy in a consistent, humane, and a reasonable manner.
- B. Treat all inmates with courtesy; inmates are expected to treat staff likewise.
- C. Maintain a high level of sanitation. We expect every inmate to help keep it that way.
- D. Whenever there is a conflict between an operation, program, or activity, security will prevail.

### **IV. Access to Administration**

- A. Work through the chain of command
- B. Utilize the Inmate Written Request to Staff
- C. Executive Staff are available during the meal service

## **CORRECTIONAL SERVICES**

**Correctional Services Department:** The lieutenants and correctional officers are primarily responsible for your security during confinement. Lieutenants supervise the correctional officers, who are the direct line of supervision and contact with the inmates. The officers enforce the rules, regulations, and can assist inmates with problems.

**Inmate Identification/Account Cards:** Must be carried at all times. If you lose the card report it immediately to your correctional counselor.

**Counts:** Daily at **12:00 midnight, 3:00 am, 5:00 am, 4:00 pm (stand-up), and 9:30 pm. (stand-up)** On Saturdays, Sundays and Federal Holidays, a 10:00 am stand-up count is conducted. **THERE WILL BE NO MOVEMENT OR TALKING DURING COUNT AND YOU MUST BE NEAR YOUR ASSIGNED BUNK.** Special counts can be called at any time. During special counts, follow Staff direction. During late night counts, staff must assure you are alive and well. Therefore, you must be visible to staff while they count. If you are not visible, staff may judiciously tap the bed, or call your name for assurance.

**Out Counts:** You may be assigned to a detail where you will be counted outside of your assigned unit (the Food Service detail is an example). You will be responsible for being at that location during count. Your supervisor is directly responsible for you. At no time, for any reason, are you to leave your assigned area. If you are listed on the call out, notify your supervisor.

**Lockdown Census Count:** At any time a lock down census may occur. It will be announced by staff on the public address system. In such instances, inmates will cease all movement and report to the closest staff member. You will give your name and number to this individual. There will be no movement to or from the area and any call-out will be rescheduled. When the census is cleared, normal movement resumes.

**Emergency Counts/Lockdown:** Emergency Counts may be necessary for a number of reasons. When informed of an emergency count, inmates are to follow instructions given by staff immediately and without question. When staff are responding to an emergency, step aside to give staff easy access to address the situation.

**Controlled Move** The Compound is split into two halves, the Upper Compound and Lower Compound. The Lieutenant's Office will be identified as the center of the compound for the East and West sides. The designated lower compound will be identified as follows: as you step out of the Lieutenant's Office onto the compound anything to the Left of the Lieutenant's Office will be considered the Lower Compound. Everything to the Right of the Lieutenant's Office will be considered the Upper Compound. The Recreation Building in front of the Lieutenant's Office will be considered the Upper Compound for the East and West Sides. East Side Food Service will also be considered the Upper Compound. When it is time for a move to be announced, the Compound Officer will call for a 5 minute move for the Lower Compound only. At this time Inmates from the Lower Compound will be released from their Housing Units and given an opportunity to go to program areas. Once the 5 minute move is over, the Compound will be cleared of all Inmates and the Compound Officer will call for a 5 minute move for the Upper Compound. At this time the Upper Compound will release their inmates to program areas as well. Inmates will be given 5 minutes to reach their destination. Inmates will not be permitted to hang around between housing units once the move is over. Inmates who are found to be on the compound once the move is over will be sent to the Recreation Track until the next move is announced. Inmates will not be permitted to leave the Recreation Track until the next move is announced. The moves will be conducted seven days a week, hourly until Institutional Recall is announced. Upon clearing of the 4:00 pm, count the following moves will take place. Five minute move for the upper compound and a 5 minute move for the lower compound. This will give inmate orderlies the opportunity to report to work, or other inmates to go to recreation. Once the five minute move is over, and the Compound is clear of all inmates, Insulin line/Pill line will be announced. The Evening Meal will begin.

**Drug Surveillance:** An inmate who is identified for a random urine test will normally be required to submit to the test within a two (2) hour period. Failure to do so without a verifiable medical reason will be considered a refusal and the appropriate disciplinary actions will be taken. A verbal refusal will result in a waiver of the two-hour period, and disciplinary action may be implemented immediately. Urine and Alco test are conducted on a random, suspect, or community basis. Tests may occur at any time, night or day.

**Disciplinary Actions:** If a violation is committed, reported or observed, the incident may be handled informally between the officer and the inmate, if it is not a serious infraction. If an incident report is submitted, it is investigated by a lieutenant. The report will then be forwarded to the Unit Disciplinary Committee (UDC). Some reports will be referred to the Discipline Hearing Officer (DHO), for disposition.

**Lieutenants' Office:** Inmates will be properly dressed when they enter the Lieutenant's Office, wearing the khaki uniform, with shirts tucked in and wearing the appropriate footwear.

**Inmate Searches:** Inmates and their living areas can be, and are searched, at any time. After searches in living areas staff are expected to return the area to its' previous condition when the situation allows for it.

**Meals:** Inmates are to be appropriately attired for the lunch meal, Monday through Friday, in the khaki uniform, with institutional footwear worn. During the morning and evening meals, inmates may wear recreational clothing to the dining area. Clothing will not be mix/matched. When wearing the uniform it must be complete. Line jumping or doubling up on meals will not be tolerated. Inmates must have their Inmate Account Card in their possession in order to enter the dining facility.

**Recall:** Once recall is announced, inmates must report directly back to the community unit, or work detail if appropriate. Inmates are not permitted out of the community units after the 8:30 pm recall. Special Recalls can be announced at any time. Inmates are recalled for severe weather at FCI Fort Dix, especially lightning, which is a common experience during the warmer weather.

**Staff/Inmate Interaction:** Fort Dix is the largest Federal Prison. The work load for every staff member is extremely high. You are expected to achieve a positive & appropriate relationship with the staff. Staff are expected to afford you fair treatment and respect as well.

**Special Housing Unit:** There are two statuses of special housing: Administrative Detention and Disciplinary Segregation.

**Administrative Detention:** This status separates an inmate from the general population. To the extent practical, inmates in Administrative Detention will be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status; during transfer; is a new commitment pending classification; is pending investigation or trial for a criminal act; is pending transfer for protection; or is finishing confinement in Disciplinary Segregation.

**Disciplinary Segregation:** This status is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation are denied certain privileges. Personal property will usually be impounded.

Inmates placed in the Special Housing Unit are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff will provide a reasonable amount of non-legal reading material. Inmates will be seen by a member of the medical staff daily, including weekends and holidays. A Unit Staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular review of their housing status.

**Social Visits for inmates in the Special Housing Unit who still enjoy visiting privileges, are limited to once per week (Mondays). The visits are held in the Visiting Room.**

Program Statement 5270.09 **INMATE DISCIPLINE** will make you aware of your rights and responsibilities regarding: the types of disciplinary action which may be taken by institution staff; the disciplinary system within the institution and the time limits; a listing of prohibited acts and disciplinary severity scale; sanctions (by severity) for prohibited acts, with eligibility for restoration of forfeited and withheld statutory good time; and disallowance of good conduct time. Should you have any questions or concerns regarding this matter, you are to contact a member of your Unit Team.

**Communication between inmates housed in the Special Housing Unit and inmates in the general population is strictly prohibited.**

**Wake Up:** General wake up for all inmates is 6:00 AM. The unit officer will announce breakfast when notified by the Control Officer. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the inmate's responsibility to leave the unit on time for work call.

**Call Out/Change Sheet:** The Call-Out is a scheduling system for appointments. The Call-out is issued each afternoon after 4:00 pm for the following day. It is your responsibility to check for **a p p o i n t m e n t s** on a daily basis: all scheduled appointments are to be kept. Failure to report to a Call-Out may result in disciplinary action. The call out sheet is posted in the unit near the officer's station. The change sheet, which is posted with the Call-Out, is to be checked as well. The change sheet will indicate any job change affecting you. Should you appear on the Change sheet with a job change, the job change will be effective the following work day (or day indicated on the Change Sheet). Should you have difficulty in reading the Change sheet or Call-Out sheet, consult your unit team or Unit Officer for assistance.

**Unit Census Count:** After the morning work call and the afternoon meals, the unit officer is required to perform a census count of his assigned unit. This officer must be presented with inmates' name and number during this census. Inmates are to make their presence known to the staff member taking the census to assure proper accountability. If you do not belong in the unit and are discovered during the census, you will be subject to disciplinary action.

**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, and will be maintained consistent with the limits as provided in the Institutional Supplement on Inmate Personal Property. Items not listed as being authorized for retention as described in the Institutional Supplement, must 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 three cubic feet and must be placed neatly in your personal locker. See page 14 thru 18 of this handbook for more details. 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).

No items will be stored around, behind, or on top of the wall lockers. No personal items/government issued items will be permitted left on top of beds, under mattresses, on chairs, tables, lockers, window **s i l l s** etc., within the housing unit. **Your property, if not in use by you, will be kept in the wall locker at all times.** This includes your mail and your issued uniforms and bed linen. You are allowed to keep your footwear under your assigned bunk. Footwear may also be kept in the locker. When footwear is stored under the bunk, the footwear must be aligned directly underneath the bunk, on the floor, **n e x t** to the bed post/frame. If assigned a gray metal locker, you may hang a laundry bag with your dirty clothing in it, on the outside of the locker. Any property found outside of the wall locker and not attended to by the inmate, is considered contraband and will be confiscated and not returned. Any article not issued to you by staff, purchased through the commissary, or authorized for possession will be considered contraband. Excessive property and articles used for unauthorized purposes is also considered contraband. Any food item not in its original container is considered contraband.

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.

**Out of Bounds/Unauthorized Area:** You are permitted only in your designated housing area, the dining room, education complex, religious services area, in designated inside and outside recreation areas, or in a staff area when on call-out or appointment. All other areas are off-limits, unless performing on a work detail or in the area while under escort. **THE ENTIRE FENCE LINE IS OFF LIMITS.** Any area between the **ADMINISTRATION BUILDING AND THE VISITING ROOM IS OFF LIMITS. YOU ARE NOT PERMITTED BEHIND ANY COMMUNITY UNIT (REAR AREAS). YOU MUST EXIT/ENTER THE UNITS THROUGH THE DESIGNATED ENTRANCE/EXIT WAY (UNLESS IN AN EMERGENCY).** During the service of the noon and evening meals, you will remain within the community unit or at the assigned work area, until authorized to be released by the unit officer. **DISCIPLINARY ACTION WILL BE TAKEN IF YOU ARE DISCOVERED IN ANY UNAUTHORIZED AREA. YOU ARE NOT AUTHORIZED TO BE IN A COMMUNITY UNIT THAT YOU ARE NOT ASSIGNED TO, WITH EXCEPTION OF STAFF OPEN HOUSE TO SEE YOUR UNIT MANAGER WHOSE OFFICE MAY BE IN ANOTHER UNIT. ALL OTHER UNITS ARE OFF LIMITS.**

**Building Entrances/Windows:** Inmates may not loiter, congregate or block any entrance/exit area to any building. Inmates will not lean from, shout from, or converse windows. You must enter/exit the units and or buildings at the designated entry/exit door unless during an emergency or under staff escort.

## **PERSONAL APPEARANCE/DRESS CODE**

You are required to maintain good personal hygiene and present a neat, clean appearance at all times. You may select the hair style of your personal choice; however, hair must be clean and well-groomed. You may wear a mustache and/or beard. Beards must be neatly trimmed and kept clean at all times. **ARTIFICIAL HAIR PIECES AND EARRINGS ARE NOT ALLOWED.** **TATTOOING, BRANDING, OR DISFIGURING** any part of your body is strictly prohibited. Standard health and hygiene items were issued to you when you were processed into the institution. Toothpaste, shaving soap, toilet tissue, and bath soap will be available to you on a routine basis and issued by the Inmate Services Department. Health and Personal Hygiene products are also available for purchase at the commissary.

**On Duty Inmate Dress Standards:** All inmates will be properly dressed in their institution issued work clothing. The khaki shirt and pants, or food service whites (when assigned to Food Service); will be worn together at all times. The uniform shirt will be tucked into the pants and the buttons will be fastened except for the top. Pants will be fastened with a belt and worn properly at the waist. No "SAGGING" or "BAGGING". Issued safety boots/shoes will be worn with the uniform. The uniform will have the name tape affixed to the shirt and the pants. Alterations of any type to the issued uniform items are not allowed. If the name tape is removed through normal wear, report to the Laundry on your commissary day for replacement/repair of the name tape. The pant legs will not be bloused or tucked into the boots. You cannot mix clothing items, (for example; the uniform shirt **cannot** be worn with recreational clothing or vice versa). Inmates must remove their hats/caps inside of all buildings except the gymnasium. Do-rags will not be worn outside the community units, even if they are hidden inside a cap, hat or any other head gear. If you are caught with one, it may be confiscated by staff. Ear phones are not to be used while walking on the compound, or in the dining hall. They may be used in the recreation areas, or while sitting in the courtyard areas. Staff may confiscate these items if you are caught.

**Off Duty:** You may wear athletic or recreational clothing, such as sweat pants, shorts, t-shirts, while in the community unit, recreational areas, etc., or while en route to or from these areas. If wearing recreational clothing the shirts have to be tucked in. You may also wear the uniform when not on duty. During the evening hours and on the weekends, whatever clothing is worn, must be tucked in. You are not permitted to mix and match uniform and athletic or recreational clothing, (For example; the uniform shirt **cannot** be worn with recreational clothing or vice versa). The only exception is that athletic footwear is allowed with the uniform during evenings and weekends when inmates are not assigned to work or visiting.

Within the community unit you must wear, as a minimum, recreational shorts and a shirt when walking in the units. **You may not wear your under shorts outside the unit rooms. You must wear pants or recreational shorts/sweat pants and a shirt are required when not in bed sleeping.**

**Noon Meal: Monday through Friday, except on holidays, all inmates who are attending Food Service must be dressed in the duty uniform, coats and jackets will be opened hats off.** You cannot wear sweat shirts/sweat pants or long underwear as an outer garment to food service.

**Call-Outs:** You must be dressed in the appropriate on-duty uniform for all call outs/appointments. Personal or recreational clothing is not appropriate.

**Clothing Maintenance:** Altered clothing is considered contraband and will be confiscated. You are only permitted 4 sets of uniforms (2) short sleeve and (2) long sleeve shirts, (4) pants, (1) winter coat and (1) jacket. No graphics will be allowed. Do-rags are a hygiene item and will not be worn outside of inmate assigned rooms/community unit bathroom areas. Do-rags are not authorized to be worn outside of the community unit. If a ball cap is worn the bill will be to the front and center and the cap must be provided to you by the institution. No "homemade" hats/caps are authorized. Religious head wear must be approved for your wear in accordance with our policy. A sweatshirt can be worn underneath the long sleeve uniform shirt or separately as a recreational clothing item but not as part of the duty uniform. **Uniforms must be worn appropriate from 7:30 a.m. to 4:00 p.m.**

**Footwear:** Bus shoes are not authorized for retention/use once you receive your issued boots/shoes. Inmates may not wear shower shoes outside of the community unit. When in uniform you must wear Institutional issued boots or shoes.

**Sunbathing:** This is not authorized at any location on the compound.

## COMMUNITY UNIT /UNIT TEAM OPERATIONS

**Unit Rules:** These are the general rules in each community unit. Upon arrival into your assigned unit from A&O you should receive an orientation briefing at this time questions regarding the unit rules should be addressed by you. The rules are: Inmates will only use the designated entry/exit door to enter and exit the community units. For safety and security reasons you are not permitted to lean out, hang out, yell or talk to any other inmates from the community unit windows. Placing any items outside of the window or on the window sill is prohibited. **Your rooms are to be clean, and in order and ready for inspection at 7:30 a.m. daily.** Lights will be turned off in all rooms at 11:30 p.m. No visiting or noise will be permitted in the room areas or the bathrooms after 11:30 p.m. No inmate is permitted in another inmate's room without the inmate assigned to the room being present. You are responsible for the general sanitation and housekeeping of the room, to include your assigned wall locker. No items will be stored around, behind, or on top of the lockers. No items are to be stored in closet areas of the two-man rooms. Footwear can be placed inside the locker or neatly aligned under the bed. All laundry bags are to be stored inside of your locker. However, inmates issued standard size gray lockers may hang the dirty laundry bag with dirty laundry only from the outside of the locker. **There will be no articles/property hanging from the assigned beds or lockers.** The only items allowed to be hung from the front of the bed will be a damp towel or wash cloth (which must be hung side by side), jacket, or poncho while drying. There will be nothing taped or posted on walls, doors, or outside of lockers and no sexual suggestive pictures are allowed to be hung inside your locker. Window screens that are damaged, torn or cut will be removed permanently. You cannot store any items under your mattress. Personal items cannot be left unattended by you—if you leave the room the item must be placed back into your locker. Beds will be made by 7:30 am. If not being used the second issued blanket and or sheet must be secured in your locker. **The only allowable marking on then chair will be the room and bed number. All chairs with additional markings will be confiscated.** See your correctional counselor if you have a chair that is improperly marked. **When not in use the chair will be placed at the foot of the bed. Chairs will not be left unattended in the television rooms.** Chairs will not be left unattended for extended period of time in the television rooms. You are allowed to use the telephones; however, this use is a privilege and must not interfere with institution schedules, programs, work assignments or counts. Telephones will be turned off at 11:30 p.m. every night. Articles or advertisements for transportation to the facility are not permitted to be taped to the telephone booths. No inmate is permitted to change beds without prior authorization of the unit team. Two-man rooms and lower bunks are considered preferred housing. Placement into preferred housing is determined by unit team. Once assigned to preferred housing, this privilege can be revoked as a result of a UDC/DHO sanction, sanitation violations, and FRP Refusal. Lower bunks are provided first to those inmates who, for medical reasons, require a lower bunk and who are issued a pass by FCI Fort Dix Medical Staff. Showers are closed for cleaning from 7:30 a.m. until 10:30 a.m. and closed daily from 11:30 p.m. until 5:00 a.m. **No hair cutting will be permitted in any location within the unit, utilize the barbershop for haircuts.** Cleaning supplies are to be picked up daily and returned to the cleaning supply room. Cleaning supplies are not to be stored in the rooms or lockers. Unit laundry services are provided in the unit at no cost to the inmate. However, no government issued outerwear is to be washed in the unit. These items are to be exchanged at the institution laundry. Use of the washer/dryer will cease at 11:30 p.m. Sunday thru Thursday; and at 2:00 a.m. Friday, Saturday, and nights preceding a federal holiday. You must wear the khaki uniforms when entering the staff office area. Inmates are not permitted to congregate inside or outside of the doorways. **Outgoing Legal/Special Mail must be delivered by the inmate to the unit team between 3:00 p.m. and 4:00 p.m. Monday thru Friday.** Such mail must be properly addressed with the required postage affixed. This mail will then be delivered by unit staff to the legal mailbox. **Inbound Legal/Special will be distributed by the unit team. Inmates will be notified via the unit bulletin board. Inmates must bring their identification card to claim the mail.** Television and Recreation rooms are open Monday thru Friday from 6:00 a.m. to 7:30 a.m. At 7:30 a.m. the rooms will be closed for cleaning and will reopen at 11:00 a.m. On Saturday and Sunday the rooms will open at 6:30 a.m. and continue throughout the day. Sunday through Thursday these rooms will close at 11:30 p.m. Friday, Saturday, and nights preceding a federal holiday, the rooms will be opened until 2:00 a.m. The leisure/quiet rooms are to be utilized for reading, writing, and individual meditation only. No game playing or group prayer will be authorized. Inmates are expected to be appropriately dressed when exiting their room or shower areas. Pants/shorts, shirts and footwear, at a minimum, will always be worn in the common areas of the units. Inmates will not walk around in the unit in under shorts and you must wear a shirt. **"All inmates will be in full uniform Monday through Friday, 7:30 AM-4:00 PM: when on the first floor of the housing units, when reporting to work call, and reporting for all Call-Outs / appointments."** At FCI Fort Dix, NJ, the housing units are assigned accordingly.

**RDAP Community Unit – 5852- A&O (Unicor Unit) 5841**  
**Community Unit – All Other Units**

**Unit Team Meeting:** When you appear for the unit team meeting your appearance should be neat and clean and you must be wearing your khaki uniform with shoes/boots. The Program Review (also referred to as "team") will be held every 90 or 180 days. These are held by the unit teams to review programs, work assignments, transfer, custody, institutional adjustments, etc. These reviews occur every 180 days, except during the last twelve months of confinement, when they are held every 90 days.

**Unit Manager:** The Unit Manager is the administrator, supervisor, coordinator and monitor of a multi-disciplinary team of staff members who are assigned to work in the unit. The Unit Manager assumes administrative responsibilities for the unit including supervisory responsibility over the Unit Case Managers, Counselors, and Secretary.

**Case Manager:** The Case Manager is responsible for all professional case work services for inmates assigned to their caseload. He or she is the central staff member who works with inmates in formulating their goals, program plans and the Inmate Financial Responsibility Program.

**Correctional Counselor:** The Correctional Counselors are responsible for the management of individualized and group counseling sessions for inmates. Counselors work with inmates and the Unit Team in establishing goals and formulating programs. The Correctional Counselors work with you as a primary liaison to all other staff members. He or she participates in the development of programs suited to your needs. The basic job of the Correctional Counselor is to be available to help solve the day-to-day problems that you may have in the unit. He or she will usually deal with matters of administrative complaints, sanitation, living assignments, visiting lists, telephone lists, mail, funds, and property.

**Unit Secretary:** The Secretary is responsible for all administrative and related work generated by the unit staff. **It is important to note that secretarial staff are not a resource person for inmates.**

**Unit Officer:** The Unit Officer has direct responsibility for the day-to-day supervision of the inmates and enforcement of the rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit officers are in regular contact with inmates in units and are encouraged to establish professional relations with them, as long as such interaction does not interfere with the primary duties.

**Town Hall Meeting:** The unit town hall meeting is held when needed. These meetings are held to make announcements, or to discuss changes in policies and procedures. Inmates are encouraged to attend these meetings and when given the opportunity to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be resolved by a unit staff member during the regular working hours which are posted in the unit.

**Sanitation/Housekeeping:** The community units are inspected regularly by all staff at FCI Fort Dix. Sanitation problems or housekeeping issues will be noted and each inmate will be notified of the deficiency, and be expected to correct their area of responsibility. Repeated deficiencies will result in disciplinary action, and/or loss of certain privileges.

**Telephone Calls:** Telephones are located in the community units. All charges for calls will come from your ITS account. Calls are limited to 15 minutes. Each inmate is authorized 300 phone minutes each month. ITS phone credits are purchased during regular commissary sales. A collect call system is also available and will still require the use of your Personal Identification Number. **The sharing of personal identification numbers (PIN) is prohibited.** Telephones may be used from 6:00 am - 11:30 pm in the community units. No phones will be in use during count times. **The sharing of phone time (allowing others to talk while your PIN is in use) is prohibited.** All phone calls are being monitored and recorded, except where approval for unmonitored legal calls has been obtained. **You are not authorized to use the phones during your work hours.** Telephones are not to be used to conduct a business. Conducting a business, in any way, is a prohibited act. Three way phone conversations are also prohibited.

**Television:** There are televisions located in each living unit. In the Community Units and RDAP viewing will be permitted 11:00 am to 11:30 pm (excluding institution count times) Sunday through Thursday. Viewing will be permitted from 11:00 am to 2:00 am on Friday, Saturday and nights preceding a holiday. The Television rooms must be kept clean at all times. Television rooms will be closed for cleaning from 7:30 am to 11:00 am daily.

The institutional movies provided by Recreation will be shown on a designated television within the unit.

**Water from hot water dispensers can burn you! Be cautious when utilizing these devices and only dispense hot water into cups or bowls designed to contain hot beverages. Hot water dispensers that malfunction due to abuse or misuse will not likely be immediately replaced.**

## **LEGAL ACTIVITIES**

**Legal Work Copies:** In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copy machine is available in the Education Department or Law Library for inmate use with Debit cards. Staff may make copies for a nominal fee. However, if the funds are not available and the inmate can demonstrate a clear need for particular copies, submit a written request for a reasonable amount of free duplication to the unit manager.

**Legal Visits/Law Library:** All legal visits must be arranged by the **unit team** in advance and approved by the Associate Warden (Programs). Legal visits should be scheduled during regular visiting hours whenever possible. If it is necessary to schedule an attorney visit outside regular visiting hours, the visit will be limited to one hour. **When routine Attorney visits occur, the Attorney can be placed on the inmate's visiting list.** All attorneys will be expected to provide proper identification. Current law books for inmates' use are located in the Inmate Law Library within the Education Department. **Legal Calls:** Unmonitored, unrecorded phone calls to attorneys can be arranged through your Correctional Counselor with approval by the Unit Manager. In order to receive a legal call, an inmate must show an imminent court deadline. All Legal calls will be collect calls.

**Administrative Remedy of Complaints:** Staff will first attempt verbal resolution of any issue you may present. Failing verbal resolution of the problem, you may request a BP-8 (Request for Informal Resolution) from the Correctional Counselor. You will fill out the BP-8 and return it to the Counselor. The Counselor will investigate the complaint and prepare a response as soon as possible. If you are not satisfied with the Counselor's response, you may request a BP-229 (old BP-9) Request for Administrative Remedy. For your convenience, the chart below is provided to clarify time limits for the complete Administrative Remedy process.

### **Time Limits for Administrative Remedy**

<b><u>FILING TIME FOR INMATES</u></b>	<b>BP-229(BP-9) within 20 days of incident</b>	<b>BP-230(BP-10) 20 calendar days from date of BP 9 response</b>	<b>BP-231(BP-11) 30 days from response receipt</b>
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RESPONSE OF  
ADMINISTRATION

**20 days  
from receipt  
of BP-229  
from inmate**

**30 days from  
receipt of  
BP-230 from  
inmate**

**40 days from  
receipt of  
BP-231 from  
inmate**

**NOTE:** All response times are in calendar days. Extensions for response are authorized.

**SENSITIVE COMPLAINTS:** If an inmate believes a complaint is such a sensitive nature that he would be adversely affected if the complaint becomes 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 within the institution. If the Regional Director finds the explanation valid, 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 the 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-229 at the institution.

**Pursuant to the provisions of the 2008 Court Security Improvement Act, inmates will not be permitted to possess UCC (Uniform Commercial Code) documents or any other documents containing unauthorized personal information concerning Bureau of Prisons staff, judiciary, or other Law Enforcement personnel.**

**These documents may be confiscated and treated as contraband. Inmates found to possess this contraband are subject to disciplinary action, and possible criminal prosecution. Inmates may appeal the confiscation of these documents through the administrative remedy process.**

## **SAFETY**

This Institution's goal is to provide you with a safe work area and environment. In the event you discover a safety hazard or unsanitary condition, report it immediately to a staff member. Safety talks are conducted each month by detail supervisors. You will also receive an initial job orientation review from your detail foreman upon assignment to any detail.

**Injuries:** You are responsible for reporting 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 not less than 30 days prior to your release or transfer to a Residential Reentry Center (RRC). This claim must include a medical evaluation before any compensation can be considered.

**Fire Safety:** Fire drills are routinely conducted within the community units and inmates are required to evacuate the housing unit during fire drills and/or fire alarms. You should review the fire evacuation plan posted in your unit to become familiar with the routes/exits that are to be used in the event of an emergency. Fire extinguishers are located on each floor in the housing unit and are not to be tampered with. Any inmate who does not adhere to these safety rules may be subject to disciplinary action. Do Not Tamper with any alarms or any fire safety equipment.

**Federal Tort Claim:** If the negligence of the institution staff results in personal injury or property loss or damage to property, it can be the basis of a claim under the **FEDERAL TORT CLAIM ACT**. To file such a claim, inmates must complete a **STANDARD FORM 95**. They can obtain this form from the Safety Manager or Unit Team.

## **PROGRAMS OF INTEREST**

**Furloughs:** A furlough is an authorized absence from an institution by an inmate who is not under an escort of a staff member, a U.S. Marshal and or other federal or state agent. Furloughs are a **p r i v i l e g e** not a right and are only granted in the public interest and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs. The Bureau has a furlough program for inmates who have community custody and have (2) years or less remaining to their anticipated released date. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval via the unit team. Furloughs **may** be granted for the following reasons:

- To visit dying relative.
- Attendance at the funeral of a relative.
- Obtaining medical service not otherwise available (w/approval of Medical Director and Assistant Director of Correctional programs)
- Contacting Prospective employers.
- Establishing or reestablishing family or community ties.
- Participating in select educational, social civic, religious and recreational activities, which will facilitate release transition.
- Any other significant reason consistent with the public interest.

**Marriages:** If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so, under certain conditions. All expenses will be paid by the inmate. Government funds may not be

used for marriage expenses. The institution marriage ceremony is normally held in June. If an inmate requests permission to marry, he must:

- Have a letter from the intended spouse which verifies their or her intentions to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.

The Chaplain is available to discuss with the inmate the issue of marriage while incarcerated. Further questions on this matter should be discussed with your assigned Case Manager.

**Unit Release Preparation Program:** When an inmate enters the pre-release phase of his sentence, (normally 17-19 months remaining to serve) the Unit Team will provide inmates with an informational program, designed to assist inmates in preparing for release. Issues such as release clothing, gratuity, detailed status, and social security cards will be discussed. This program is mandatory. Your Unit Team will discuss this with you at regularly scheduled team meetings.

**Institution Release Preparation Program:** Inmates that are within 30 months of release are identified for participation at regularly scheduled team meetings. This is a comprehensive program designed to enhance successful reintegration into the community. It provides important information regarding health and nutrition, employment and job search techniques, personal finance and consumer skills, community resources, release requirements and procedures, and personal growth and development. This program is not mandatory; however, non-participation could affect placement into a Residential Reentry Center program.

**Visitation:** The East and West Compound will have visits from 8:30 a.m. to 3:00 p.m., on Sunday, Friday, and Saturday, and Federal holidays. There will be visiting on Monday for the East and West Compound from 8:30 a.m. to 12:00 p.m. only.

Special Housing Unit visits will be held on Monday from 12:00 p.m. to 3:00 p.m., and on Federal holidays that fall on Monday. No more than 10 Special Housing Unit inmates will be allowed to visit at one time.

The Satellite Camp will have visits from 8:30 a.m. to 3:00 p.m., on Saturday, Sunday, Monday, and Federal holidays. There will be no visiting on Tuesdays, Wednesdays, or Thursdays unless a Federal holiday falls on one of these days.

On the first day of each month, inmates on the East and West Compound will be given 8 visitation points for the month. Inmates will be charged 2 points for visits on Saturday and Sunday and 1 point for visits during the weekday. No points will be deducted for legal visits and Federal holidays. Once an inmate exhausts the 8 monthly points, he will no longer be permitted to receive visits for the remainder of the month. Points will not carryover from month to month.

Visitors and inmates will sit facing each other while in the visiting room. Inmates and visitors will not be permitted to sit side by side.

Any visitor who objects to any of the required searches, tests or entrance procedures has the option of refusing and leaving the institution grounds. We will deny entry to any visitor who refuses to undergo the established entry screening procedures.

A visiting list of immediate family members and ten friends/other relatives only will be prepared during your initial interview with your Correctional Counselor. You will be notified when your visitors are approved to visit you. It is your responsibility, not ours, to inform your visitors when they can visit you. Unapproved visitors will not be permitted to visit. No more than three (3) adult visitors may visit at a time. Inmates claiming common-law relationships will have that person added as an immediate family member only if the state in which the person is from recognizes common law marriage as a "legal" marriage. Otherwise the person is subject to the same process applications as non-immediate family visitors. Additional information regarding visiting may be obtained from your Counselor.

Visitors will not be permitted entry without proper identification. All visitors, with the exception of children under 16 years of age, must display photo identification before being permitted into the institution. Proper identification includes valid and current driver's license, passport, or state identification card with photo. Children under the age of 16 must be accompanied by an approved adult visitor. Each inmate having a visit must assume responsibility for his visitors conduct. Children should be controlled to the extent of consideration of other visiting groups and not be permitted to wander from the immediate area, run about the visiting room or create noise that disturbs other visits. Failure to control children will result in termination of the visit. **Every visitor to this institution must successfully pass through a metal detector screening—a visitor who fails this screening cannot enter the institution. Additionally, an ION Scanner will be used to detect the presence of narcotics. A positive reading on this test will constitute entry denial.**

Kissing and embracing **briefly** upon arrival and departure is permitted within the bounds of good taste. During visits, hand holding is permitted. At all times, proper decorum must be maintained. An excessive display of affection will not be tolerated and will result in termination of the visit and possible suspension of visiting privileges. The institution has the right to assign specific seating locations for visitors and inmates within the visiting room.

Visitors will be permitted to bring money into the visiting room to purchase food items from the vending machines. Money will not be accepted for deposit to the inmate's account through the Visiting Room.

**Prohibited Items:** Food, newspapers and magazines will not be brought into the Visiting Room by visitors, nor will pagers, cellular telephones, recording equipment, photography equipment, cameras, radios, tape players, tape recorders or tapes, pictures, personal keys, or any tobacco products.

All medication brought into the visiting room will be kept by the officer in charge. No food, with the exception of baby food/formula, will be brought into the visiting room. The only items an inmate may take into the visiting room are one pair of prescription glasses, a comb, authorized religious medal/headgear, a wedding band, and a handkerchief.

The inmate will be pat searched prior to each visit, and visual searches will be conducted after each visit. Inmates are required to carry their commissary card to gain entry into the visiting room.

**You cannot receive money or negotiable items from a visitor, nor exchange any items what so ever without prior approval.** It is your responsibility to ensure your visitors understand the visiting and dress code regulations before they arrive at FCI Ft. Dix for a visit. Failure to comply with the visiting regulations will result in a delay or termination of the visit. Visitors are expected to demonstrate courtesy and respect. Visitors are not permitted to loiter on prison or Ft. Dix property prior to, during, or following visits.

The following **visiting attire will be adhered to by the visitors as per the institution supplement for Visiting Procedures:** See through clothing, zipper dresses and skirts, tight stretch shorts and pants (biker shorts/spandex), halter tops, tank tops, tube tops, or any type of clothing that may be interpreted as provocative are not considered appropriate. Any visitor wearing any of these items will be denied entrance and instructed to leave the institutional grounds and return when the appropriate clothing is worn. Skirts shorts and dresses that are more than 4 inches above the knee, khaki-colored clothing, and military clothing are not permitted. If a visitors apparel is in question, the Duty Officer will be notified and make the final decision. If this occurs at a time when the Duty Officer is not in the institution, the Operations Lieutenant will make the decision.

**Special Visits:** "Special Visits" must be recommended by the Unit Team with final approval by the Associate Warden (P). These include visits with potential employers, investigators, and parole representatives. Clergy visits must be arranged through the Chaplain's Office. Due to the large volume of visitors and the limited space available for these visitors, Special Visits will rarely be approved. Special visits will not be used to circumvent the requirement for background checks for visitors.

**Visitor Entry onto the Military Installation:** In order to gain access to the installation all vehicles entering Fort Dix must be insured, properly registered and operated by a licensed driver. Proof of insurance, registration and driver's license is required and will be asked for. If these items are not in possession or not valid, the visitor will not be permitted entry to the post. All visitors, with the exception of minors, must also present a valid identification in order to enter the installation.

## DIRECTIONS

**FROM EAST COAST:** If coming from any town directly East: \*Garden State Parkway to Exit 82 (Route 37 West) \*Follow 37 West to 70 West \*Follow Route 70 to Route 530 (it will be a right hand exit, sign for Fort Dix, Browns Mills) \*Follow Route 530 till you cross a bridge over a lake. At the stop light go to the left onto Lakehurst Road. Lakehurst Road will turn into Juliustown Road. Make a right hand turn on Pointville Road and proceed to the FCI Fort Dix checkpoint. As you enter the grounds of FCI Fort Dix the East Compound will be towards your right, the West Compound to your left, and the Camp will be straight ahead on your right hand side.

**FROM PHILADELPHIA CROSSING BEN FRANKLIN BRIDGE:** Cross bridge and follow 30 East to 38 East\*Follow 38 East approximately 20 miles and turn left onto Route 616 (Pemberton) \*Go two stop lights and turn right onto Route 630 \*Route 630 will change to Pointville Road; proceed to the FCI Fort Dix checkpoint. As you enter the grounds of FCI Fort Dix the East Compound will be towards your right, the West Compound to your left, and the Camp will be straight ahead on your right hand side.

**FROM PHILADELPHIA CROSSING WALT WHITMAN BRIDGE:** Cross bridge into New Jersey to 295 North (exit 1B)\*Follow 295 North to exit 40 (Route 38 East)\*Follow 38 East approximately 20 miles and turn left onto Route 616 (Pemberton) \*Go two stop lights and turn right onto Route 630 \*Route 630 will change to Pointville Road; proceed to the FCI Fort Dix checkpoint. As you enter the grounds of FCI Fort Dix the East Compound will be towards your right, the West Compound to your left, and the Camp will be straight ahead on your right hand side.

**FROM NORTHERN NEW JERSEY COMING DOWN NEW JERSEY TURNPIKE:** \*Follow New Jersey turnpike to exit 7\*Once off exit follow 206 South \* Stay on 206 South to the Intersection of North Pemberton Road and Woodlane Road (County Road 630), turn left at this light \*Stay on Route 630 through two traffic lights. Route 630 will change into Pointville Road; proceed to the FCI Fort Dix checkpoint. As you enter the grounds of FCI Fort Dix the East Compound will be towards your right, the West Compound to your left, and the Camp will be straight ahead on your right hand side.

**FROM ANY SOUTHERN STATE (DELAWARE, VIRGINIA, MARYLAND):** \*Follow 95 North to 295 North\*Follow 295 North to exit 40 (which is 38 East) \*Follow 38 East approximately 20 miles and turn left onto Route 616 (Pemberton) \*Go two stop lights and turn right onto Route 630 \*Route 630 will change to Pointville Road; proceed to the FCI Fort Dix checkpoint. As you enter the grounds of FCI Fort Dix the East Compound will be towards your right, the West Compound to your left, and the Camp will be straight ahead on your right hand side.

Local transportation schedules to Fort Dix, New Jersey from the Philadelphia and New York City area can be obtained by contacting the New Jersey Transit bus and light rail line services.

**Financial Responsibility Program (FRP):** The Inmate Financial Responsibility Program requires inmates to demonstrate a responsible effort toward payment of identified court ordered financial obligations, fines, etc. 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: court ordered fines; assessments; restitution; court costs; other government obligations; state fines; and child support. Your payment plan is

designed to reflect a "**responsible effort**" toward payment of the identified obligations. All outside resources and institutional earnings will be identified to satisfy any obligation. Refusal to participate by an inmate in this program when required, or to comply with the provisions of his financial OBLIGATION will ordinarily result in the following:

- \* You will not receive a furlough (other than possibly an emergency furlough).
- \* You will not receive performance pay above the maintenance pay level, bonus pay or vacation pay.
- \* You will not be permitted to work in UNICOR.
- \* Your monthly spending limit for the Commissary will be restricted to \$25.00 per month.
- \* You will be quartered in the lowest housing unit status.
- \* You could be denied community based programs.
- \* You will not be entitled to a release gratuity.
- \* You will receive a score of zero for "Responsibility" on your BP-338, Custody Classification form.
- \* This may result in an increase in your Security Level.
- \* Where applicable, the U.S. Parole Commission will be notified.
- \* You will not receive an incentive for participation in residential drug treatment programs.
- \* You will not be assigned to any work detail outside the secure perimeter of the institution.

Note: If your FRP Status changes, it is your responsibility to contact your counselor so your status can be reevaluated.

**United States Prisoner Transfer Treaties:** See attached Treaty Transfer Pamphlet. If it is not attached, see the A&O Counselor and they will provide you with a pamphlet.

**Guidelines for Consulate Visit/Access:** The most recent publication of the Consular Notification and Access directory will be located in the Law Library. Ordinarily, Consulate visits are arranged through the Executive Assistant. When visits are scheduled, notices will be made to unit team members. Inmates desiring a consulate visit can contact their unit team for more information.

**Inmate Work Programs:** All inmates will receive a job assignment. The Centralized Job Assignment Committee assigns all initial jobs and changes (with the exception of UNICOR work details. The job assignment committee considers such factors as: the inmates Financial Responsibility needs, past work history (both in the community and institution), work interests, written requests, institutional needs, and security/safety concerns, prior to making an appropriate assignment. Other information will include education needs and requirements. Normally inmates will remain in their job assignments for a period of at least **180 days** before being permitted to request a job change. Job change requests will be submitted to the inmate's unit team to be discussed at team review. The unit team will forward the request with the recommendations to the JOB ASSIGNMENT COMMITTEE, WHICH WILL CONSIDER THE INMATE REQUEST AND THE TEAM RECOMMENDATION. Work Supervisors will be required to document unacceptable work performance over a period of at least two months before requesting an inmate be given a job change. During this two-month period, the work supervisor will be responsible for detailing the inmate to a less demanding job on the current job assignment with close supervision in an attempt to bring the job performance to a satisfactory level. The exception to the two-month period will be if the inmate's actions warrant an incident report, or if any security concerns arise as a result of an assignment, the inmate could be given a job change. A UDC sanction to loss of job will result in a reassignment as well. If you have special job skills, such as painting, plumbing, electronics, clerical, landscaping, etc., please tell us. Written requests for job assignments are accepted and considered.

**Performance Pay:** It is the policy of FCI Ft. Dix to provide incentives and rewards in the form of monetary compensation for inmates who make contributions to the accomplishment of institution goals. Work performance, as well as productive participation in correctional programs may be recognized by performance pay. There are four basic pay grades reflecting the level of responsibility of the assignment. The factors which are taken into account in granting performance pay are goal attainment, exceptional quality and quantity of work, resourcefulness, initiative, trustworthiness, dependability, and ability to work with minimal supervision.

## **UNICOR**

UNICOR inmates will be hired from the waiting list only. Inmates will be hired into UNICOR from the waiting list on a six to one ratio. For every six inmates hired off the prior list one inmate will be hired off the general list. **An inmate may be hired ahead of other inmates on the waiting list, if the inmate possesses needed skills and the Associate Warden documents the reasons for the action in the position classification files.** The present pay structure ranges from Grade 1 through 5, with Grade 5 starting at a base hourly wage of \$.23 to a Grade 1 of \$1.15. Any inmate worker who wishes to secure an FPI assignment above a grade 4 of compensation or wish to work in an incentive pay (piece work) position must have obtained a GED or high school diploma. Inmates who are employed at UNICOR also receive Holiday, Vacation and Longevity benefits. If you are seeking employment with UNICOR, please contact your respective Correctional Counselor for a UNICOR application.

## **CORRECTIONAL SYSTEMS MANAGEMENT (CSM) PROCEDURES**

**Sentencing Guidelines (VCCLEA/PLRA):** The Violent Crime Control Act became effective September 13, 1994 and separated crimes into two categories: violent and non-violent. If you are serving a crime of violence for a VCCLEA sentence, you must display **EXEMPLARY COMPLIANCE** with institutional rules.

The Prisoner Litigation Reform Act became effective April 26, 1996. This law allows the Bureau of Prisons to vest good conduct time on the day you are to be released from prison, and not before. In a d d i t i o n , all inmates are held to the higher standard of an exemplary compliance. Prisoners sentenced under PLRA may not have the sentence computation aggregated with any other sentence computation except another PLRA sentence. Inmates who do not have a GED or equivalent, must be enrolled with education to become GED SAT or you will earn 42 days of GOOD CONDUCT TIME and

not 54.

Regardless what law you have been sentence under, prior custody credit (if any) is subtracted from your sentence and inoperative (if any) is added to it. Different rules concerning prior custody credit may apply depending on the law.

**Mail:** You were given the opportunity to indicate whether you wish to receive mail. This should have occurred during the initial processing. If you indicate that you do not wish to receive mail, all general correspondence will be returned to a sender (if identified) or to the U.S. Postal Service for proper disposition. However, all "Special Mail" will be delivered to you, and will be opened and inspected in your presence.

**Outgoing Mail:** Mail depositories for outgoing General Correspondence are located in each unit and Special Mail will be hand delivered by you to your unit team who will deposit the mail in the Special Mail depository. Mail is collected from these boxes daily, except weekends and holidays. ("Special Mail" is correspondence sent to: President and Vice President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies, and Consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law Enforcement Offices, and Attorneys).

All outgoing mail must contain your committed name, register number, quarters, and the institution address in the upper left corner of the envelope. Without a proper return address, the outgoing correspondence will not be mailed. Outgoing mail will be sealed by you prior to placing it in the mail depositories. Proper postage must be affixed to the envelope.

**Incoming Mail:** The correct mailing address to receive mail at FCI Ft. Dix is:

**INMATE COMMITTED NAME, REGISTER NO.  
BUILDING/FLOOR NUMBER  
FEDERAL CORRECTIONAL INSTITUTION  
BOX 2000  
JOINT BASE MDL, NEW JERSEY 08640**

It is your responsibility to advise your correspondents of the correct mailing address. All general correspondence is opened and inspected by the Mail Room Officer prior to delivery to you. The Institution will not accept delivery of mail that has "postage due" required.

Contraband Prevention: The introduction of narcotics and other prohibited drugs or controlled substances through the mail continues to pose a threat to the security of Bureau of Prisons' (BOP) facilities, and to the safety of staff and inmates. Please note the following mail procedures at this institution: Incoming general correspondence envelopes and paper must be white in color. Incoming general correspondence containing materials such as glitter, lipstick, and crayon will be rejected. Incoming general correspondence that is stained or contains an oily substance will be rejected. Postage stamps and envelope flaps may be removed prior to providing incoming general correspondence to an inmate. All incoming general correspondence utilizing a label for either a recipient and/or sender may be rejected (except for inmate to inmate correspondence; requiring the recipient and sender information to be completed either in ink or through address stamp.) All incoming general correspondence sprayed with fragrance; such as, but not limited to perfume or cologne, may be rejected. All incoming special mail 14 and legal mail will continue to be opened only in the presence of the inmate; however, special mail and legal mail envelopes will be photocopied prior to delivery, with only the copy provided to the inmate.

**Special Mail:** "Special Mail" will be opened and inspected in your presence by Unit Staff. Incoming "Special Mail" includes mail from the President and Vice President of the United States, Attorneys, members of the U.S. Congress, Embassies, Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal Law Enforcement Officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. With the exception of mail from Members of Congress and the Chambers of a Federal Judge, all the above listed correspondence must include the statement "Special Mail - Open Only in the Presence of the Inmate" on the face of the envelope to be processed under the "Special Mail" provisions.

**Inmate to Inmate Correspondence Privileges:** You may be permitted to correspond with another inmate confined in another penal or correctional institution given the following:

- 1) The Warden may approve correspondence between Federal and state prisoners. Unit Managers may approve correspondence between inmates confined at federal institutions.
- 2) Permission to correspond will ordinarily only be considered for immediate family members or co-defendants involved in current litigation.
- 3) Such correspondence may be inspected and read by staff at the sending and receiving institutions (**it may not be sealed by the inmate**).

You can discuss these procedures and submit your requests for such privileges with your assigned case manager.

**Non- Authorized Items:** Negotiable items, money orders and checks must be mailed to the National Lock Box at the address listed below. These items must contain your committed name and register number. In the absence of this information, the item will be returned to the sender via certified mail.

**Federal Bureau of Prisons**

**Insert Inmate Name**

**Insert Register Number**

**Post Office Box 474701**

**Des Moines, Iowa 50947-0001**

Subscriptions to publications on a "Bill Me Later" basis are prohibited. If you desire to purchase a subscription to a newspaper or magazine, you will pay for it in advance by completing a Request for Withdrawal of Funds for the amount of the subscription. These forms can be obtained from your Counselor. Remember, there are established personal property limits for books, magazines and newspapers.

Polaroid pictures with double-faced or pealed backs are contraband and will be returned to the sender with a notice of rejection if received in the mail.

**Incoming Packages:** **Inmates may not receive packages at the institution, unless prior staff authorization has been given.** All unauthorized packages will be returned to the sender unopened with a notation indicating "No Prior Approval to Receive Package." Inmates may receive soft-cover books and magazines from any source and the mailing procedure may constitute a package. In such a case, inmates should advise the sender to mark the package in a manner that will alert staff the package contains authorized items, e.g., "Contents - Authorized Publications." An inmate requesting a package mailed to the institution must submit an Authorization to Receive a Package to the appropriate department head. The respective department head will review the request and if approved, shall forward the BP-381, Authorization to Receive Package to the mailroom. Unless the approved form is filed at the mail room, the Mail Room Officer will not accept any package for delivery to the inmate.

**Rejection of Correspondence:** The Warden may reject inmate incoming or outgoing mail if it is determined to be detrimental to the security, good order, or discipline of the institution, and/or may cause harm to the public or promote criminal activity. Some examples are:

- Matter which is not permissible under law or postal regulations;
- Information on escape plots, plans to commit illegal activities or violations of institution rules;
- Direction of an inmate's business (Prohibited Act 408). An inmate may not conduct a business while confined;
- Matter which depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption;
- Threats, extortion, obscenity, or gratuitous profanity;
- Unauthorized inmate to inmate correspondence.

**Incoming Publications:** The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" refers to a book, single issue of a magazine or newspaper or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogues. An inmate may receive soft-cover publications (paperback books, magazines) from any source. Hardcover books and newspapers must be received from the publisher, a bookstore, or a book club. Inmates are limited to 6 magazines and eight reading books.

- The Warden will reject a publication if considered detrimental to the security, good order, or discipline of the institution. Publications which may be rejected must fall within the following criteria:
- Depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices;
- Depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' Institutions;
- Depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs;

- Is written in code;
- 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;
- Is sexually explicit material that by nature or content poses a threat to the security, good order, or discipline of the institution.

**Change of Address and Forwarding of Mail:** Inmate general correspondence will be forwarded to a new address for a period of thirty (30) days. Inmates being transferred or released from custody will be provided U.S. Postal Service Change of Address Cards to notify correspondents of a change in an address. After the 30-day forwarding period has expired, general mail received will be returned to the sender with the notation "Not at this address" "Special Mail" received for an inmate who has left the institution will be forwarded regardless of the thirty-day forwarding period for general mail.

Open House West

West Open House - Records 11:00 - 12:30 Thursday

West R&D/Mailroom 11:00 - 12:30 Wednesday and Thursday

East Open House - R&D/Mailroom 11:00 – 12:30 Wednesday and Thursday

**INMATE PERSONAL PROPERTY LIST**  
**AUTHORIZED FOR RETENTION TRANSFER BETWEEN INSTITUTIONS**  
**NATIONAL LIMIT MALES**

**W = White**

**G = Grey**

**C = Commissary Only**

**Personal Clothing:**

Bathrobe, W.G. (no hoods) © (1)

Cap, Baseball, W.G. (no logos) © (1)

Shoes, Athletic, W (\$100 value/no pumps/no pockets) © (2 pr)

Shoes, Casual, ©, (1 pr)

Shoes, Shower, (colorless) © (1 pr)

Shoes, Work, ©

Shorts, Gym, W.G. © (2)

Socks, Tube, W © (5)

Sweatshirt, G (pullover/no hoods/cotton) © (2) (no logos)

Sweat pants, G (cotton) © (2) (no logos)

T-Shirts/Sleeveless Undershirts, W. (no pockets/no logos) (C)(5)

Underwear, W (boxers or briefs) © (7)

Handkerchief, (white only) (5)

**Personally Owned Items:**

Address Book © (1)

Alarm Clock (non-electric) © (1)

Bag, Athletic Tote © (1)

Batteries © (4)

Books (hard/soft) (5)

Book/Reading Light © (1)

Bowl (plastic/24 oz or less) © (1)

Calculator, small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated) © (1)

Calendar, small (1)

Comb/Pick, (plastic) © (2)

Combination Lock, © (1)

Contact Lens, (clear/prescribed) (2 pair) \*\*\*\*\*ONLY AUTHORIZED BY OPHTHALMOLOGIST\*\*\*\*\*

Shaving Bag, © (1) Cup,

(plastic) © (1)

Dentures, (1 set)

Earplugs, © (1 set)

Envelopes, © (1 box)

Eyeglasses, (2 pairs)

Eyeglass Case, (2)  
Hairbrush, © (1)  
Hangers, (plastic) © (5)  
Headphones © (1)  
Jug, (plastic/1 gal) © (1)  
Laundry Bag (mesh) © (1)  
Letters (25)  
Mirror (small/plastic) © (1)  
Pen, Ballpoint © (2)  
Pencils © (2)  
Photo Album/Scrapbook © (1)  
Photos (single-faced) (25)  
Picture Frame (clear plastic) © (2)  
Playing Cards © (1)  
Wallet (small) © (1)  
Radio w/ Earplugs (Walkman-type) © (1)  
Stamps © (40, 1st Class)  
Sunglasses (non-reflective) © (1)  
Thermos (plastic liner) © (1)  
Towels (white/large) © (1)  
Watch (\$100 maximum value, electronically unsophisticated, i.e.  
Inability to send signals) © (1)  
Watchband, © (1)  
Wedding Band, (no stones/white/yellow metal) (1)  
Writing Tablet, © (2)

**Hygiene Items:**

Dental Floss and/or Pick, (unwaxed) © (1 container)  
Denture Adhesive, © (1)  
Denture Brush, © (1)  
Denture Cleaner/Powder, © (1)  
Denture Cup, © (1)  
Deodorant, © (2)  
Hair Oil/Gel, (non-flammable, non-alcohol) © (1)  
Lotion, Skin, (moisturizing) © (1)  
Lens Cloth, © (1)  
Nail Clippers, (no file) © (1)  
Razor, © (1)  
Razor Blades, © (1 pkg)  
Scissors, Mustache, (blunt tip) © (1)  
Sewing Kit, © (1)  
Soap, Bar, © (2)  
Soap, Dish, © (1)  
Toothbrush, © (1)  
Toothbrush Holder, © (1)

Toothpaste © (2 tubes) Tweezers, (blunt tip)  
© (1)

**Recreational Items:**

Athletic Supporter, © (2)  
Gloves, (finger less/athletic) © (1) Gloves,  
(handball) © (2) Harmonica, © (1)  
Headbands/Sweatband, (white) © (2) Knee Wraps, ©  
(2)  
Racquetballs (2 cans of 2) © (4) Tennis Balls  
(can of 3) © (1) Weight lifting Belt, © (1)  
Weight lifting Gloves, © (1) Weight lifting  
Wraps, © (2)

**Hobby Craft Items:**

Paints As Approved by Recreation\*\* Paint Brush As  
Approved by Recreation\*\*  
Leather craft Items-as Approved by Recreation\*\* Knitting Yarn  
20 skeins  
Knitting Needles 1 pair (plastic only)  
Drawing Pencils One Set  
Calligraphy Set One Set ( no metal tips)

**Religious Items:**

Prayer Rug 1 each  
Prayer Oil 3 bottles (no glass containers)  
Religious Medal 1 each (must be on chain)  
Prayer Beads 1 set (plastic only)  
Religious Headgear 3 each (color  
specific)

NOTE - ANY NON-TRADITIONAL RELIGIOUS  
ITEMS MUST BE APPROVED BY THE  
RELIGIOUS SERVICES DEPARTMENT

**Other Items:**

Chocolate (instant) © (10 packets)  
Coffee (instant/jar/container, unopened) © (1) Coffee mate  
(jar/container, unopened) © (1) Tea (instant/jar/container,  
unopened) © (1)

**Non-perishable commissary items sealed in unopened, original containers may also be transported or shipped.**

**NOTE: NO ONE ITEM MAY EXCEED \$100 IN VALUE**

\* CLOTHING ITEMS WILL NOT BE BLACK, NAVY BLUE, OR DARK GRAY OR HAVE ANY SPORTS TEAM LOGOS. INMATE ORGANIZATION OR BRAND NAME

\*\* MUST BE KEPT IN HOBBY CRAFT. COMPLETED HOBBY CRAFT ITEMS WILL BE MAILED HOME. NO LEATHER CRAFT TO BE KEPT IN POSSESSION.

\*\*\* A C O U S T I C GUITAR, KEYBOARD WITH EARPHONE, AND HARMONICA CAN BE IN PERSONAL POSSESSION. ALL OTHERS TO BE KEPT IN HOBBY CRAFT.

CADRE TOTALS - 1 TENNIS SHOES, PLUS A RUNNING SHOE 2 SWEAT SUITS, 2 GYM SHORTS, 5 ATHLETIC SHIRTS, 5 SWEATS SOCKS, 2 BOOKS, 4 NEWSPAPERS, 5 MAGAZINES.

**Government Issued Items**  
**May not be transferred from Institution to**  
**Institution Limits to be established by**  
**Wardens**

**May not be transferred from institution to institution limits to be established by wardens**

Belt, Cap, (stocking), Coat (over) Gloves (work) Pajamas, Jacket, Pants Scarf Shirts, Shoes (work) 1Pair of socks, T-Shirts Underwear  
Underwear (insulated)

\*\* **Exceptions** are government issued/personal medical equipment to include orthopedic shoes, appliances, clothing, insulin testing kits, etc. Also included are specially made items for obese or extremely petite inmates which if not mailed to the new facility would incur additional expense for the Bureau.

**Items for Possession at the Discretion of the Local Warden:** May not be transferred between institutions; the inmate to bear the cost of mailing home or may be donated.

**Personally Owned**

**Items:**

Books (in excess 5  
Books) Bucket (ice)  
Fan  
(battery/windup)  
Gloves  
Magazines  
Newspapers

**Hygiene Items:**

Brush less shave  
Conditioner/Hair  
Contact Lens Cleaning  
Solution Hair Oil/Grease  
Laundry

Detergent  
Mouthwash  
Powder/Body/Foo  
t Shampoo  
Shaving  
Cream/Lotion  
Shoe Polish/Wax  
Skin Lotion

**Food Items:** Soda (cans), (Additional items may be authorized by CEOs; however, inmates will not be allowed to transfer with these items and required to bear the cost of shipping the non-transferrable articles home)

## **PSYCHOLOGY SERVICES**

**Services:** Screening of each new inmate. Individual counseling, and group services can be requested by email to FTD/Inmate to Psychology Svcs, or if an emergency notify your Unit Officer, Unit Team, or any other Bureau staff member of your urgent need to speak with Psychology Services. Classes are offered various times throughout the year as listed below: Criminal Thinking Errors, Anger Management.

**Suicide Prevention:** It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider 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 do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, feeling as if there is nothing to live for), PLEASE alert a staff member right away and/or seek counseling through psychology services.

**PLEASE NOTIFY ANY STAFF MEMBER IF YOU OR SOMEONE YOU KNOW IS THINKING ABOUT SUICIDE.**

**Drug Education Class:** Those who are required to take this program: (offered on the East, West, and Camp)

1. Referred by the court
2. Violated probation as a result of drug use
3. Drug use that led to arrest

Anyone may volunteer for this class which involves: It is a 12 hour course and covers the following topics:

The consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment.

**AA/NA Groups:** Meetings are held in the Psychology Department/Chapel Area during the week. Notices regarding this program are routinely posted in the Psychology Department, Recreation and Education Buildings and in the community units.

**Non-Residential Drug Abuse Program:** This is a voluntary program. (Offered on the East, West, and Camp)

Developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for

- Inmates with a relatively minor or low level drug abuse problem,
- Inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),
- Inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP, and
- Inmates with a drug use history who chose not participate in the RDAP, but want to prepare for staying sober in the community.

Program completion awards are only available for those who complete the program.

**Residential Drug Abuse Program (RDAP):** This is a voluntary program. Only offered on the West compound. If housed on the East and you are found eligible you will be moved to the West. If at the camp and found eligible you will be transferred to a camp with the RDAP.

A. Application Process

1. At psychology intake screening inform the psychologist of your interest for an automatic referral. If you originally indicate you are not interested and change your mind you can send an email to FTD/Inmate to Psychology Svcs mailbox and indicate you are interested in the program.
2. Screenings/Applications are filed according to a projected release date.
3. As your projected release date approaches, you will be scheduled for an Eligibility Interview to determine whether you are qualified to participate.

B. Eligibility Requirements

- a. You must have a documented, diagnosable substance abuse disorder to participate in RDAP
- b. You must have enough time left to serve on your sentence to complete the unit based component and the community transition component of the program.
- c. Not have detainers (criminal or INS) and no other factors which would preclude halfway house placement.

C. Time Off

Determination:

1. Eligibility for time off is not completed locally. If found qualified to participate in RDAP, your time off eligibility packet will be sent to Grand Prairie and they will determine if you qualify for time off incentive.

D. RDAP Description

1. Includes 9 months of residential treatment at the institution
2. Includes 6 months of transitional services at the halfway house
3. Includes an unspecified period of continuing treatment during your supervised release
4. Based on modified therapeutic community where inmates are given the opportunity to practice the pro social behaviors that expected in the community.
5. Inmates are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit.
6. The RDAP is a half day program, with the rest of the day devoted to work, school, and other self-improvement activities.
7. Follow up Treatment is provided to inmates after they complete the unit based component and before they transfer to a residential reentry center.

Questions related to Drug Treatment are **ONLY** addressed through email. All questions are to be sent to FTD/Inmate to Psychology Svcs mailbox.

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

### What 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 Do You 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 confidentially report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain 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

[https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.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.

Contact your local Rape Crisis Center (RCC): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

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

Anyone who sexually abuses/assaults/harasses 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 the 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:**

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

**Federal Bureau of Prisons  
Central Office  
National PREA Coordinator**  
400 First Street, NW, Room 4027  
Washington, D.C. 20534

**Federal Bureau of Prisons  
Mid-Atlantic Regional Office  
Regional PREA Coordinator**  
302 Sentinel Drive, Suite 200  
Annapolis Junction, Maryland 20701

**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

**Federal Bureau of Prisons  
Northeast Regional Office  
Regional PREA Coordinator**  
U.S. Customs House, 7th Floor  
2nd and Chestnut Streets  
Philadelphia, Pennsylvania 19106

**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

**Federal Bureau of Prisons  
Southeast Regional Office  
Regional PREA Coordinator**  
3800 North Camp Creek Parkway, SW  
Building 2000  
Atlanta, GA 30331-5099

**Federal Bureau of Prisons  
Western Regional Office  
Regional PREA Coordinator**  
7338 Shoreline Drive  
Stockton, CA 95219

**Third-party reporting (outside of institution):** [https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp)

In the event an inmate cannot participate in formal A&O classes, the Chief Psychologist will ensure the inmate receives information on the Bureau's Sexually Abusive Behavior Prevention and Intervention Program within 30 days of Intake. In addition, the department heads will provide information on their respective areas within 28 days of Intake. This will normally be conducted in the Special Housing Unit.

## **MEDICAL SERVICES**

The health care mission of FCI Fort Dix is to deliver medically necessary health care to inmates in accordance with evidence-based strategies, proven standards of care and fiscal stewardship, without compromising public safety concerns inherent to the Bureau of Prisons' overall mission.

### **HEALTH CARE RIGHTS & RESPONSIBILITIES/PATIENTS 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 provider

- Right** - You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.  
**Responsibility** - You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
- Right** - You have the right to know the name and professional status of your health care providers  
**Responsibility** - You have the responsibility to respect those providers as professionals and follow their instructions to maintain and improve your overall health.
- Right** - You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.  
**Responsibility** - You have the responsibility to address your concern in the accepted format, such as the Inmate Request to Staff Member form, open house, or the accepted Inmate Grievance Procedures.
- Right** - You have the right provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an

inpatient to a hospital.

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

5. **Right** - You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.  
**Responsibility** - You have the responsibility to keep this information confidential.
6. **Right** - You have the right to obtain copies of certain relatable portions of your health records.  
**Responsibility** - You have the responsibility of being familiar with the current policy to obtain these records.
7. **Right** - You have the right to be examined in privacy.  
**Responsibility** - You have the responsibility to comply with security procedures should security be required during your examination.
8. **Right** - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.  
**Responsibility** - You have the responsibility to maintain your health and not to endanger yourself, or other, by participating in activity and that could result in the spreading or catching an infectious diseases
9. **Right** - You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.  
**Responsibility** - You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. **Right** - You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.  
**Responsibility** - You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatment and follow prescriptions order. You also have the responsibility not to provide any other person your medications or other prescribed item.
11. **Right** - You have the right to provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.  
**Responsibility** - You have the responsibility to eat healthy and not abuse or waste food or drink.
12. **Right** - You have the right to request a routine physical examination as defined by the Bureau of Prison Policy. If you are under the age of 50, once every 2 years; if over the age of 50 once a year and within one year of your release).  
**Responsibility** - You have the responsibility to notify medical staff that you wish to have an examination.
13. **Right** - You have the right to dental care as defined in Bureau Policy to include preventative services, emergency care and routine care  
**Responsibility**- You have the responsibility to maintain your oral hygiene and health.
14. **Right** You have the right to a safe, clean, and healthy environment, including smoke free living areas.  
**Responsibilities**- 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.
15. **Right** You have the right to refuse medical treatment in accordance with the 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  
**Responsibilities**- You have the responsibility to notify health services regarding any ill effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

**Sick-Call Procedures:** Inmates requesting medical care will report to Sick-Call Triage between 6:30 am-6:45 am, four days a week on Monday, Tuesday, Thursday and Friday, excluding Federal Holidays. Routine sick-call and preventive care services will offered on Monday, Tuesday, Thursday and Friday on an appointment basis only. The appointment will be given based on triage guidelines and criteria set up by this institution. Clinical staff will screen all requests, triage if necessary and schedule an appointment time based on triage guidelines and the needs of the patient.

Appointments for treatment will generally be given between the hours of 8:00 am - 3:00 pm. A medical provider will be on-site seven days a week from 6 a.m. to 8:00 p.m., including Holidays. Inmates requiring emergency care will be evaluated and treated by medical staff as determined necessary. A Physician and/or Mid-Level Provider will be on-call for medical emergencies during off-shifts when a Physician and/or MLP are on-site.

**Dental Sick-Call:** If you need an urgent dental appointment, you must sign up during Sick-Call, Monday, Tuesday, Thursday and Friday from 6:30 am - 6:45 am, except on Holidays. Dental Sick-Call is for urgent concerns only. Routine treatment will not be performed at Dental Sick-Call. If you desire routine treatment, submit an Inmate Request to Staff Member (Cop-Out) stating your concern and what you request be completed (i.e., filling, routine cleaning). ID is required for all appointments. See attached brochure for more information regarding routine dental care.

**Emergency Medical Services:** If you require medical or dental services outside of regular sick-call hours, including weekends and holidays, you must notify the nearest staff member, who will contact Health Services. Health Services will give direction to that staff member regarding whether a medical provider will report to the location of your emergency or if you will be sent (escorted or unescorted) to the medical building. This is not an alternative to sick-call and is for urgent or emergent complaints to be assessed.

**Over the Counter (OTC) Medications:** Certain over-the-counter medications indicated for symptoms of minor medical ailments can be purchased through the Commissary. You are encouraged to buy OTC items and keep them in your locker in the case you become ill with minor symptoms that could be self-treated with OTC medications. If you require OTC medications on your non-commissary shopping day, you must report to sick-call and if medical staff may provide you with an authorization to make a same-day OTC purchase if they determine treatment is medically necessary and can't wait until your regular commissary shopping day. This visit is subject to Co Pay as outlined below.

Indigent inmates may request and complete an OTC request form by attending sick-call. The medical staff member will submit to Pharmacy, who will verify indigent status before fulfilling the request.

**Medical Devices:** Most medically necessary devices and prosthetics will be provided by Health Services. Some medical devices, such as knee braces and in-soles, can be purchased through commissary via Special Purchase Order. To obtain a special purchase order you may send an Inmate Request to Staff form to the Trust Fund Supervisor asking for the specific item. If a medical device is available through commissary, but you are on the indigent list, the item may be provided by Health Services.

#### **INSULIN AND PILL LINE GUIDELINE:**

##### **Insulin Line:**

Morning Insulin- 6:00 am to 6:30 am

Evening Insulin- after 4:00 pm count

##### **Pill-line:**

Morning Pill Line- 6:00 am to 6:30 am

Evening Pill Line- after 4:00 pm count and generally after the Insulin line

##### **Pharmacy Pick-up/Self Carry:**

Self-carry medications can be picked up during Lunch Main Line, Monday through Friday. On weekends and holidays, self-carry medications can be picked up during the morning insulin/pill line. There will be no separate pharmacy pick-up on weekends or holidays. It is the responsibility of the inmate to pick-up their self-carry medications. Inmates will not be placed on the call-out for self-carry pill pick-up.

\*All times are subject to change to accommodate daily operations. You must listen to the announcements made by the Control Center and other institution staff to ensure you are following specific directions given for moves to Pill Line, Insulin Line and Pill Pick-up. This includes any announcements made regarding the last call or closing of those moves.

\*Medication will not be issued to inmates without presenting their institution identification cards.

\*Any medication that is not picked up within 7 days will be returned to stock.

**OPTOMETRY:** If you believe you need eyeglasses or new prescriptions, you should attend sick-call to be evaluated by medical staff. If you meet the BOP guidelines for an eye exam, you will be placed on the waiting list for the Optometrist. If you have other vision complaints, such as blurry vision, eye discomfort, redness or pain, your complaint will be triaged by a medical provider. In some cases the MLP or Physician will examine and treat your complaint. In other cases, you may be scheduled for evaluation by the Optometrist.

**PHYSICAL EXAMINATIONS:** All newly designated inmates and inmates with a break in BOP custody, will be scheduled and undergo a complete history and physical examination within 14 days of their arrival. All newly designated inmates and inmates will receive HIV testing, unless you sign a treatment refusal form during your A/O History and Physical exam.

Inmates under 50 years of age, who have not had a physical examination within two (2) years are eligible to request for a biennial physical examination through Medical Records. You will be examined as scheduling permits.

Inmates who are over 50 years of age, who have been in BOP custody for more than one year may request a physical examination yearly through Medical Records. You will be examined as scheduling permits.

Inmates preparing to release from BOP custody and whose release date is more than one year of the previous physical examination, may request a complete examination through Medical Records. You will be examined as scheduling permits.

**OUTSIDE CONSULTANTS:** If medically necessary your Primary Care Provider Team may request a specialist consultation (Orthopedics, Gastroenterology, General Surgery, Podiatry, Urology, Cardiology, Ophthalmology, Pulmonology, etc.) or specialty procedure (MRI, CT, colonoscopy, stress test, surgery, etc.) which may take place on-site or off-site. In the case you choose not to undergo the evaluation or procedure, you must notify your provider when they discuss your treatment plan. If you received notice via your inmate email that a consultation or procedure is approved and you are not planning to comply with that evaluation or procedure you must notify Health Services of your decision. Otherwise, the government is subject to no-show and cancellation fees when you fail to provide sufficient notice of your declination of that recommended health care. Failure to give advance notice of your refusal may result in disciplinary action, including but not limited to being sanctioned to reimburse the government for cancellation fees.

**MEDICAL RESTRICTIONS:** Medical Duty Status (MDS) forms document recommended restrictions placed on activities for medical reasons. These restrictions are placed for a specified period of time not to exceed 1 year; and it is your responsibility to renew them prior to their expiration by discussing them with your Physician during your Chronic Care visit. You will not be given priority appointments during sick-call to simply get an MDS renewal. If you arrive at this institution with medical restrictions from other institutions, FCI Fort medical staff will reassess those recommendations using the criteria established by the Clinical Director at FCI Fort Dix. Generally, MLP(s), Nurses and Paramedics are authorized to give temporary MDS recommendations. Permanent MDS recommendations are for chronic conditions and must be authorized by your Physician, and must not exceed one year.

**REFUSAL OF MEDICAL TREATMENT** All patients have the right to refuse any medical treatment offered or recommended as part of informed consent. If you refuse recommended medical test or treatment, this will be documented. You will be asked to sign a REFUSAL OF TREATMENT FORM which will explain the possible consequences and complications of such. If you refuse to sign this form, staff members will sign this form attesting to your refusal to sign. You have the right to be counseled regarding the possible ill effects that may occur as result of your refusal. Inmates approved for specialty consults or procedures, both inside and outside the institution must notify Health Services if they choose to refuse the procedure or evaluation. Failure to notify Health Services can result in an incident report and monetary charges for the fees incurred as a result of a missed appointment.

**ADVANCED DIRECTIVES, LIVING WILLS and DO NOT RESUSCITATE (DNR) ORDERS :** Advance directives are written statements made by patients, which direct health care providers to withhold certain types of medical treatment or appoint a guardian to make decisions on behalf of the patient, in the event the patient is unconscious or incompetent. Advance directives are not honored within the confines of FCI Fort Dix however, in the event an inmate becomes an in-patient at a local hospital or BOP Medical Referral Centers the advance directive can be honored in accordance with that facilities' by-laws.

Bureau of Prisons policy on Living Wills, Advanced Directives, and DNR Orders is governed by the provisions of the Program Statement 6031.04 dated June 3, 2014. An informational packet will be provided to inmates who are interested in pursuing an advanced directive. It includes New Jersey state statute governing advanced directives and applicable forms. It is the inmate's responsibility to request this a packet from Health Services and complete the advance directive. Once complete the advance directive will be placed in the inmate's medical record.

**INMATE COPAYMENT PROGRAM:** A \$2.00 co-pay fee will be deducted from your trust fund account for inmate requested medical or dental care. This includes but is not limited to Sick-Call appointments, Dental Sick-Call and other appointments initiated by the inmate. You must pay a fee of \$2.00 for health care services, 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.

Inmates will not be charged for emergencies and staff-requested healthcare such as chronic care visits, staff initiated follow-up visits, blood pressure monitoring, vaccinations, and referrals to specialty consultants. Inmates who are determined indigent by the TRUNet system, will not be charged a Co-Pay. Indigent status is not determined by the Health Services Department.

Your health care provider will determine if your healthcare is subject to a copay fee. If you have any concerns or would like to dispute a Co-pay fee, you are encouraged to attend Health Services Administration Open-House, before utilizing the Administrative Remedy process.

## **FREQUENTLY ASKED QUESTIONS (FAQs) REGARDING CALL-OUTS:**

### ***Can I get an incident report for being late or a no-show for a call-out?***

Failure to be at your Medical Callout **on time** will result in disciplinary action. To better assist you, here are some solutions to common concerns:

### ***What if the call out was not posted or someone takes it down?***

You will check the callout each evening. If it is not there you will notify the housing unit officer. The Health Services callout will also be posted on TRULINCs.

### ***I came down, but no one was there so I left?***

Staff will make every attempt to man the door during moves. Staff not immediately answering the waiting room door is not authorization to leave. You will wait at the door until someone opens it. If you are paged on the overhead PA system, you are to report to the nearest officer (housing unit officer/work detail supervisor, etc.). The officer will notify Health Services and send you down on the next available move.

Sometimes, if necessary, Health Services will notify the officer that you are required to come down immediately. In such cases the housing unit officer or work detail supervisor will need to notify the Compound officer as well as Health Services. For this reason it is important that you check in with the nearest officer when you hear your name paged and not just wait for the next move.

### ***I didn't go because I don't want to miss Main Line.***

If your medical callout conflicts with lunch you will check in with Health Services and let them know if you wish to eat first. You are not authorized to leave the area until Health Services staff marks you down and clears you to go. You must return to medical as directed. Apply this same rule to visits, classes, and other conflicts.

### ***I missed the callout because they didn't open the compound in time so they I guess they will reschedule me.***

If you are late for your callout for any reason (lockdown census, recall, etc.) you are required to notify the nearest officer (housing unit officer/work detail supervisor, etc.) and report at the very next available move. Never assume you will be rescheduled.

### ***I didn't sign up for that appointment/they saw me already. I want to refuse my appointment/healthcare.***

If you believe you are on the callout by mistake, or wish to cancel medical treatment, you are still required to report for your callout. Medical staff are often required to obtain a written refusal. No exceptions.

## **COMMISSARY**

**IT IS A PRIVILEGE, NOT A RIGHT, FOR INMATES TO PARTICIPATE IN THE COMMISSARY PROGRAM. THE WARDEN, OR HIS REPRESENTATIVE, MAY DENY OR LIMIT THAT PRIVILEGE AT ANY TIME. PLEASE PROTECT YOUR PRIVILEGE BY MAINTAINING PROPER CONDUCT IN THE SALES UNIT AT ALL TIMES.**

**Commissary Funds:** All inmates are responsible for maintaining their own account balance via TRULINCS. Current balances are reflected on all sales receipts and in TRULINCS.

**Trust Fund/Funds Received from the Public:** The Federal Bureau of Prisons has reached an Interagency Agreement with the U.S. Treasury to operate a Lockbox Program to receive inmate funds for deposit.

THE LOCKBOX ONLY ACCEPTS MONEY ORDERS, GOVERNMENT CHECKS, BUSINESS CHECKS, FOREIGN NEGOTIABLE INSTRUMENTS (U.S. CURRENCY ONLY). NO PERSONAL CHECKS. ALL NON-POSTAL MONEY ORDERS AND NON-GOVERNMENT CHECKS WILL HAVE A 15 DAY HOLD. POSTAL MONEY ORDERS, FEDERAL, STATE, AND LOCAL GOVERNMENT CHECKS WILL PROCESSED WITH NO HOLD.

Public sends funds to the Lockbox at the following address:

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

Inmates may also receive funds through Western Union. These funds can be sent to Western Union by using Western Union's Blue Quick Collect Form. Further information can be obtained through the unit team.

Funds received from your transfer institution will be sent via **ATM (INMATE ACCOUNT TRANSFER MODULE)**. These funds are received and uploaded to inmate accounts on a daily basis. If your funds are not deposited within (4) working days of your arrival, please notify your unit Counselor, who can call your previous institution to initiate the transfer of your funds.

Inmate payrolls will be posted by the 10th work day of the month for hours worked in the previous month.

Withdrawals are made by the way of the request withdrawal of inmate's personal funds, BP-199, BP-445, and inmate withdrawal record, BP 201. All withdrawal forms are initiated via TRULINCS. Withdrawals are processed in the Business Office at least once per week. You must allow at least three (3) weeks from the time you submit the BP-199 until the treasury check is submitted. Problems identified in your account balance should be reported to financial management via a written request to staff.

**Commissary Orders:** Inmates will shop according to their assigned units Commissary day. The shopping days will be posted monthly on the Trulincs bulletin board. See the schedule posted on Trulincs for your specific shopping days. Inmates will shop By-Weekly and will validate on the 1<sup>st</sup> & the 15<sup>th</sup> of every month. Inmates will have a spending limit of 180.00 on each validation day.

Monday thru Thursdays by 10am, and only on your scheduled shopping days, you will turn in your shopping list in the boxes assigned to your unit. Commissary staff will pick up these slips. Once they are picked up you may not turn in a shopping slip. Orders are pulled in the sequence by the floor you are assigned to in your unit.

Commissary sales will start when the compound has finished feeding the noon meal and run until sales are completed. You will be called to a sales window when your floor has been released to shop. If you fail to show up at the window when you are called your basket will be put back on the shelf and you will have to wait until the next time your unit shops. Pay attention at all times

and listen for your name to be called. Once your order is cancelled it will not be pulled again.

**Commissary Line:** **No Hats, Sunglasses or Headphones are allowed in the Commissary Lobby.** Inmates shopping must be in full Uniform or you will not be allowed to shop. ID's must be clear recognizable photo and a legible name and register number to be acceptable.

**Batteries:** These are purchased on an exchange basis only. You must bring in your old batteries in order to purchase new ones.

**Commissary lists:** The list is updated quarterly. All prices are subject to change without notice. To request additional commissary items to be sold, send a request to the Commissary Supervisor. All requested items are reviewed on a quarterly basis by the Commissary Committee meeting.

**All sales are final there will no exchanges, additions or deletions at the sales receipt. Exchanges or returns will not be accepted on defective items. You are responsible for following the manufactures warranty of the items purchased if you find it defective.**

**Copier Cards:** Copier cards are sold for \$7.50 for 50 copies. Each card has a PIN number assigned to it. You are responsible for protecting your own PIN number. Do not share it with any other inmate. All copy cards are non-refundable. 3 copy cards are limited per purchase. Copiers are located in the Law libraries on each compound.

### **ITS/TRULINCS SYSTEM**

A personal identification number (PIN) and phone access code (PAC) number is created upon your arrival. Voice recordings are completed by dialing "111" and your phone access code number. The Pin and Pac number will be provided to you by your counselor. **Do not share your Pin/Pac number with anyone.** Each inmate is limited to 30 phone numbers and email addresses and 100 contacts.

Inmates are required to maintain their contact information using TRULINCS. Public messaging, where authorized, is used at a cost of .05 cents per minute on the public messaging portal. Mailing labels are provided free of charge and can be picked up in the law libraries.

**There is no limit to the amount of funds you accumulate in your telephone/TRULINCS account. If you make a mistake when transferring money from your Commissary account into your telephone/TRULINCS account, these funds may be reversed for you. Your telephone/contact list information account transfers from one institution to another.**

### **LAUNDRY/CLOTHING ISSUE**

Washers and Dryers are located in the Centralized Laundries on each compound. All inmates will be responsible for placing their laundry in the bins provided in their units on the day their unit is scheduled to wash. Your units wash days will be posted on Trulincs bulletin board. All bins will be returned on the same day and laundry will be issued after mail call has been completed. Washers & Dryers will be located in the Camp and all inmates assigned will need to wash their own laundry and be responsible for purchasing their own laundry detergent. After your initial clothing issue, exchanges can be made every six months. You will not be permitted to exchange clothing before six months unless you change sizes or the clothing is damaged beyond your control. You are responsible for the clothing you are issued. If you lose or damage your clothing and you are found negligent, you will be charged for the clothing.

You may exchange your linens, consisting of 2 sheets & 1 pillow case, weekly on your units scheduled wash day and blanket exchanges, up to two blankets, will be done once a month, during your units monthly hygiene issue which will be posted on the Trulincs bulletin board. If you miss these scheduled days you will have to wait until the next scheduled day for your unit. Plan accordingly.

If you are assigned to food service, you will be issued three sets of cook whites, in addition to the two sets of khakis. When you change jobs from food service, you must turn in your cook whites in order to get two more sets of khakis. Clothing exchange forms must be filled out prior to going to clothing exchange.

Each inmate in the general population is authorized 2 sheets, 2 blankets, 1 pillow and 1 pillow case. If you are found in excess of these items you are subject to disciplinary actions. Each inmate will receive the following clothing issue 4 Pants Khakis, 4 Shirts Khakis, 1 Pair of Boots or Shoes, 1 Orange Jacket/Winter Coat, 1 Orange Knit Hat, 4 T-Shirts, 4 Underwear, 4 Pair of Socks, 2 Towels, and 2 Wash Clothes.

## **EDUCATION**

**GED and ESL Programs:** The Bureau of Prisons' standard is that all inmates who do not have a verified high school diploma or GED equivalency diploma, or who do not have proficiency in speaking English (at an 8.0 grade equivalent) must be enrolled in GED or ESL class. You will be mandated to remain in GED class for 240 hours of class instruction, and in ESL class until you pass the CASAS Certification Tests. Students making appropriate progress will be allowed to take the GED exam or CASAS test to complete their program enrollments. Decisions regarding who will be allowed to take the tests will be made by the respective program coordinators. For reference, see Program Statement 5350.28 and 5350.24.

**Vocational Programs** There are four different types of vocational training programs in the Bureau of Prisons; staff-taught marketable skill vocational training programs, Advanced Occupational Education programs, Department of Labor sponsored apprenticeships, and short-term industry-recognized certificate courses. All four are available at FCI Fort Dix. For a specific list, see the Education/Recreation Handbook

**Post-Secondary Education:** Programs are offered through external correspondence courses. Participating inmates bear the burden of all associated costs. If interested, you should speak to post-secondary education coordinator in the Education Department. There are enrollment requirements which must be met prior to your placement in college level programs and additional requirements for receiving external correspondence course materials.

**Release Planning Program:** The Education Department offers the employment component of the Release Preparation Program. Inmates are referred for this program based on their release date. (Approximately 30 months prior to their release)

**Parenting Program:** This program consists of classes, seminars, videos, lectures, guest speakers, and some individual counseling.

**Adult Continuing Education:** A wide variety of these non-credit classes are offered on both compounds and the Camp. Visit the education offices for specific details and to learn more about these programs.

**Leisure and Law Library:** The leisure library and law library are open season days a week. Monday through Thursday from 7:30 am to 10:30 pm, 12:30 pm to 3:30 pm and 5:00 pm to 8:00 pm Friday from 7:30 am to 10:30 am and 12:30 pm to 3:30 pm, on Saturday and Sunday from 7:30 am to 10:30 am and 11:00 am to 3:30 pm. Libraries are close on federal holidays. The Camp Library is open seven days a week, 7:30 am to 9:00 pm, except during meals and count time.

Please note that the law books are for your reference and may not be removed from the law library for any reason. Removal of law books and reference material will result in disciplinary action. A photocopy machine is available in the education department. It may be utilized by transferring money to your Vending Account balance on your commissary card. Copies cost fifteen cents each.

**Inmates arriving at FCI Fort Dix will be placed on call out for an education interview and for testing as needed. The interview is mandatory for all inmates. Your individual program needs will be identified during the interview. If you have any questions about Education Programs, please see education staff.**

### ***SPECIAL NOTE - If you are sentenced under VCCEA or PLRA:***

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

**while the UNSATISFACTORY assignment exists.**

## **RECREATION**

The mission of the Recreation Department in the Federal Bureau of Prison is to reduce idleness and to keep inmates constructively occupied. Participation in the leisure time activities will reduce stress and institutional tension, increase physical fitness and positive lifestyles both in prison and after release and contribute to personal and institutional stability. The Recreation staff at **FCI FORT DIX** is fully committed to the Bureau's mission statement.

The recreation staff at this facility are willing to provide further information on the programs and will answer any question or listen to any suggestion you might have.

**Mission Statement:** The **FCI FORT DIX RECREATION DEPARTMENT** strives to provide quality recreation programs for all inmates incarcerated in the institution. Within the realm of the federal correctional setting, the Recreation Department has established the following objectives to provide quality recreation activities by promoting and enhancing social, physical, and intellectual development based upon present and emerging inmate needs. The recreation staff pursues this objective by developing, implementing and maintaining both self-directed recreation programs.

All recreation programs provide a comprehensive program and implement a plan of action to identify inmates not participating in recreation activities to encourage their participation. All inmates have access and the opportunity to participate in a variety of programs. The Bureau of Prison identifies and justifies for the changing needs of the inmates by primarily reviewing, updating and reestablishing new guideline steps necessary to meet vital function and mission of the recreation services on an annual basis. The Recreation Department strives to encourage participation and motivates each inmate to be an active program participant. The Recreation Department believes in providing a wide range of leisure time programs and services which are designed to motivate participation and promote opportunities.

Recreation is an essential part of the total institution which helps to promote the development and maintenance of social and physical fitness for inmates. The activities should provide a socially acceptable outlet of aggressiveness and motivate intellectual development: Applied by knowledge skills attained with the program.

**Goals:** The Recreation Department's programs goal is to create a strong, vital and healthier population through regular and active participation in available programs and activities

### **THE RECREATION DEPARTMENT OBJECTIVES ARE:**

To assist individuals in acquiring skill in selected sports

To provide continuous, satisfying, and enjoyable leisure recreational activities throughout the year.

To develop desirable character traits, good sportsmanship, and leadership abilities.

To contribute to the well-being and general physical development of the individual.

To provide for a spirit of unity, solidarity, and goodwill regardless of race, color, creed or national origin and to encourage personal growth and social enrichment.

To promote sound physical and mental health.

To learn to demonstrate appreciation for personal performance and pride recreation activities and team sports.  
Improve and develop a positive self-image.

Promote intellectual development in various hobby craft and musical classes.  
Promote the development and maintenance of physical fitness.

Provide a variety of programs, both structured and non-structured; physical and passive; individual and groups.

**Indoor Recreation Facilities:** The Recreation program includes the following facilities: Indoor Gymnasium, Weight Lifting Rooms, Stationary bicycles and exercise area, and Music rooms. The Art/Hobby craft is located in the Education Building on the third floor. Unit base recreation provides all tables games, including pool tables in all community units.

**Out Recreation Facilities:** The outdoor recreation area consists of softball field, Soccer/Football field, Handball/Racquetball Courts, Horseshoe pits, Volleyball courts, and Bocce Ball Lanes.

**Operation of Gymnasium:** The weekly operational hours are Monday through Friday and Holidays from 6:30 am to 8:00 pm; Saturday and Sunday from 6:30 am to 9:00 pm

**Hobby Craft Facilities:** The Hobby Craft center is located in the Education Building on the third floor. There is inmate instructed classes in Art, Music and Leather Craft. Anyone interested in any of these programs should contact Recreation staff assigned to these programs.

**Hobby Craft Program:** Hobby Craft is important in a comprehensive recreation and leisure time activity program. Hobby craft, perhaps more than any other activity, offers people the opportunity to be creative on an individual basis. A sound hobby craft program is recognized a constructive release of anxieties, action and tension that are ever present in this type of environment. During the orientation for the Art and Craft students are informed of the proper use of the tools and equipment, sanitation tools room check out system, procedures on purchasing materials and correct procedures for mailing out completed Hobby Craft projects through the mail room. Participants of the hobby Craft programs may purchase their own supplies through selected "special" orders.

Hobby craft tools are available to inmates who are enrolled in the hobby craft program. Tools are check out to inmates enrolled in the program under a chit system. Participants will be held responsible at all times for any tools they check out. This procedure will be strictly enforced.

**NOTE:** LOST OR STOLEN TOOLS CAN BE DANGEROUS TO THE WELL BEING OF THE GENERAL INMATE POPULATION AND STAFF, IRRESPONSIBLE ACTION BY INMATES COULD JEOPARDIZE THE HOBBY CRAFT PROGRAM.

**Leather Craft/Art Program:** The Leather craft program enables inmates to learn a variety of art forms. The program teaches both basic introductory courses as well as advanced coursed. Subject matter ranges from pencil drawing and pastel work to acrylic and oil painting. Classes should be as large as space permits to allow as many individuals as possible to take advantage of the **w o r t h w h i l e** and creative program. Classes are split into sessions on theory and participants. Participants in the hobby craft may purchase their own supplies through **SPECIAL PURCHASE** ordering procedures. Inmate participants will be assigned art projects, which are to be complete in the classroom. All introductory courses require no experience and all are welcome.

**Music Program:** The music program is divided into two special areas. One is instructional and the other is practical. The instructional segment, inmate participants are taught the very basics of the instruments involved. Instruction is giving in both piano and guitar. The inmate instructor(S) set up training and practice time and the inmate participants' progresses at a controlled rate. The practical segment of the music program is devoted to band or group players. These groups are allowed time in the music room to practice and refine their acts. The music room program is open to anyone who wishes to join and we encourage their participation.

**Recreation Yard:** The outside recreation yard is open yearly.

**Intramural Sports Programs:** The sport program strives to encourage participants and motivates each inmate to be an active program participant. Therefore, a number of intramural sports are divided into over and under the age of thirty-five (35). The recreation department believes in providing a wide range of leisure time programs and services, which are designed to promote opportunities. These sports programs include basketball, soccer, volleyball and softball.

**Officials:** The Recreation Department encourages inmates trained in aspects of organized sports to offer their services officiating intramural and varsity games. Officiating clinics will be conducted regularly by the Recreational Staff.

**Goals:** The general goal of better Health programs is to provide fitness information to students so each student can maintain and achieve a healthy lifestyle.

**Program Description:** The inmate fitness program is operated in accordance with **OPERATION MEMORANDUM 049-93 (5370)**. This program is designed to cover a broad range of areas that will allow participants to achieve TOTAL FITNESS. THE TOPICS THAT ARE STUDIED INCLUDE: **TOTAL FITNESS, STRESS AWARENESS, NUTRITION, HEALTH SCREENING, AIDS AWARENESS, EXERCISE PRESCRIPTION, WEIGHT MANAGEMENT ANATOMY &PHYSIOLOGY, AND ANY APPROPRIATE TOPICS OF INTEREST.**

Anyone interested in participating in this course is eligible. See any of the Recreation Specialist about details in joining this worthwhile program.

**NO FOOD OR BEVERAGES PERMITTED INSIDE THE RECREATION BUILDING. SNEAKERS ARE REQUIRED ON THE GYMNASIUM FLOOR.**

## ***FACILITIES***

The Facility Department is located in Building #5743 and #5753, (east compound), Building 5814 (**OUTSIDE**), and 5843 & 5844 (west compound). The daily working hours are: Monday through Friday 7:00 am to 11:00 am and 12:00 pm to 3:00 pm. The Facility Department is responsible for the construction of all required areas to meet the mission goals of the Bureau in providing the basic needs in maintenance services.

These needs include visiting, recreation, unit management, hospital, religious services, psychology, education, commissary, and food service. Some of these services include completed renovations. However, 75% is only maintenance of all essential services such as heat, water, steam, and electricity.

There are several foreman supervising work details in the following areas' Carpentry, Electrical, Refrigeration, Air Conditioning, Landscaping, Paint, Plumbing, Steam fitter, Sheet-metal, and General Maintenance. Detail workers' pay ranges from Maintenance Pay (\$5.25) a month, to Grade Four (\$.12) an hour, to Grade Three (\$.17), Grade Two (\$.29) an hour, and to Grade One (\$.40). Bonuses paid to those who do exceptional work. The bonus will not exceed ½ of your regular monthly pay.

You are required to wear safety shoes (Steel toe) be capable of lifting heavy objects and working outdoors in the elements. If you are interested in working for this department, you should submit a copout to your Counselor.

## ***FOOD SERVICE DEPARTMENT***

The Food Service Department provides nutritious and appealing meals, served in adequate quantity, in accordance with the national menu. All meals served are intended to meet the basic needs and desires of the general population.

The Food Service Department provides clean and sanitary food preparation and dining areas. All eating utensils and food will only be handled by medically cleared Food Service workers. Those housed in the Special Housing Unit will be provided with the same basic meal provided to the general population.

The Dining Hours are:

**BREAKFAST:** The breakfast meal will be served Monday thru Friday from approximately 6:00 a.m. and will continue until all community units have been called.

**COFFEE HOUR:** There will be a coffee hour on Saturdays, Sundays and holidays. The Coffee Hour meal will be served at approximately 6:30 a.m. and will continue until all community units have been called.

**LUNCH:** The lunch meal will be served Monday through Friday at approximately 11:00 a.m. and will continue until all work details and community units have been called.

**BRUNCH:** A brunch meal will be served in lieu of the regular lunch meal on Saturdays, Sundays and holidays. The brunch meal will be served after the 10:00 a.m. count has cleared and will continue until all community units have been called.

**DINNER:** The dinner meal will be served after the 4:00 p.m. count has cleared and will continue until all community units have been called.

All inmates are required to present their identifications cards when receiving their daily Food Service meals. Computerized scanners are used to scan the inmate's identification card. If an inmate's identification card has been altered, damaged or is unable to be read by the scanner, it will be confiscated. Meal scanners are used to minimize inmates from eating more than once for any given meal. Inmates who take, or attempt to take more than one meal tray per meal service will receive an incident report.

Inmates who do not have their identification card in their possession will have to wait until last call has been announced; and all other inmates with identification cards have received their trays before they will be provided their meal tray.

Clothing Apparel for the Dining Room will be: Monday - Friday (Lunch Meals): Clean institutional uniform (to include: shirt, pants and jacket when worn.) You must wear work shoes/boots into the dining hall. During all other meals leisure attire (to include: shirt, pants, or shorts, and closed toe shoes with socks) is permitted. However, tank-tops, sleeveless shirts, cut-offs, and any dirty attire is not permitted. Hats are not authorized in the dining room except for authorized religious headgear.

Inmates are not authorized to bring anything into the Dining Room. This includes, but is not limited to plastic containers, cups, mugs, thermoses, magazines, books, bags, condiments, cards, commissary items, etc.

Inmates are not authorized to take anything out of the Food Service Department. This includes, but is not limited to certified food items, fruit, dessert, any other food items, cups, sporks, serving trays, napkins, condiments, etc.

## **RELIGIOUS SERVICES** **DEPARTMENT**

FCI Fort Dix offers a comprehensive Religious Services Program. Full time Staff Chaplains coordinate a wide range of religious activities for all faith groups among the inmate population. Contract clergy and volunteers further enrich the services of the different religious groups.

Each Religious faith celebrates a major weekly service and may hold a religious study at another time during the week, schedule permitting.

Every inmate must declare a "religious preference" to be included on SENTRY as part of his file. Certain religious practices or procedures will be afforded only to those inmates whose religious preference calls for them; i.e., religious headgear, days of work, the Common Fare religious diet and an annual ceremonial meal.

The mission of our Chapel is to meet the basic religious needs of all faiths. We encourage respect and tolerance in an environment of friendship and cooperation among all religious traditions.

### **Services offered:**

- 1) Religious Services for all faith groups.
- 2) Inspirational reading library and videos library.
- 3) Special Programs, seminars, and courses.
- 4) Counseling – please make a written request to a Chaplain to arrange a session.
- 5) Community Resources - volunteers, religious groups and choirs visit the chapel for concerts and other special ministry opportunities as able.
- 6) Pastoral Visits/Clergy Visits - The Chaplains may authorize your Pastor, Imam, Rabbi, Priest or religious representative of your faith to visit with you, as a Minister of Record, according to policy requirements.

All Chapel Programs are voluntary and we encourage you to participate. Please consult the posted schedule for a current list of Religious Programs.

Religious headgear, notably Kufis, Yarmulkes, Turbans, Crowns, and Native American headbands are permitted in all areas of the institution, subject to normal considerations of security and good order. Ceremonial religious headgear and certain religious apparel may only be worn inside the Chapel during scheduled events that would necessitate said wear. Inmates wearing these items must be listed in Sentry under the faith group approved for such wear. All items are subject to inspection by staff. Alterations of religious head gear, uniforms, etc. not within written policy, are not authorized and will be considered contraband.

## **INMATE RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

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

### **RESPONSIBILITIES**

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

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

## **DISCIPLINARY PROCEDURES**

**Discipline** It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Therefore, it is necessary for institution authorities to impose discipline on those inmates whose behavior is not in compliance with Bureau of Prisons. Violations of Bureau rules and regulations are dealt with by the Unit Disciplinary Committees (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO).

**Inmate Discipline Information** If a staff member observes or believes he or she has evidence that you have committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against you. The incident report shall **ORDINARILY** be delivered to you within twenty-four (24) hours of the time staff become aware of your involvement in the incident. An informal resolution of the incident may be attempted by staff.

If an informal resolution is accomplished, the incident report will be removed from your central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category which must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

**Initial Hearing** The UDC will ordinarily review the incident report within five work days after it is issued, not counting the day it was issued, weekends, and holidays. UDC review of the incident report may also be suspended if it is being investigated for possible criminal prosecution. You are entitled to be present at the initial hearing and may make statements or present documentary evidence on your behalf. The UDC must give its decision in writing to you by the close of business the next working day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. You must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

**Disciplinary Hearing Officer (DHO)** The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Segregation Review Officer conducts periodic reviews of inmates in Disciplinary Segregation. You will be provided with advance written notice of the charges not less than 24 hours before your appearance before the DHO. You may waive this requirement. You will be provided with a full-time staff member of your choice to represent you if requested. You may make statements on your own defense and may produce documentary evidence. You may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for you. You may submit a list of questions for the witness(s) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

### **Appeals of Disciplinary Actions:**

**General Principles Applying In Every Disciplinary Action Taken:**

(1) Only institution staff may take disciplinary action. The term institution staff ordinarily refers to Bureau of Prisons employees. Any exception to this provision may be made only with the prior written approval of the Regional Director.

In contract RRC's, Community Correction Managers have the authority to take disciplinary action as specified in the Community Programs Manual.

(2) Staff shall take disciplinary action at such times and to the degree necessary to regulate an inmate's behavior within Bureau rules and institution guidelines and to promote a safe and orderly institution environment.

(3) Staff shall control inmate behavior in a completely impartial and consistent manner.

(4) Disciplinary action may not be capricious or retaliatory.

(5) Staff may not impose or allow imposition of corporal punishment of any kind.

(6) If it appears at any stage of the disciplinary process that an inmate is mentally ill, staff shall refer the inmate to a mental health professional for determination of whether the inmate is responsible for his conduct or is incompetent. Staff may take no disciplinary action against an inmate who mental health staff determines to be incompetent or not responsible for his conduct.

(A) A person is not responsible for his conduct if, at the time of the conduct, the person, as a result of a severe mental disease or defect, was unable to appreciate the nature and quality or the wrongfulness of his acts. When a person is determined not responsible for his conduct, the Incident report is to show as a finding that the person was found not to be mentally responsible for his conduct.

(B) A person is incompetent if that person lacks the ability to understand the nature of the disciplinary proceedings, or to assist in his defense at the proceedings. When a person is determined incompetent, the disciplinary proceedings shall be postponed until such time as the inmate is able to understand the nature of the disciplinary proceedings and to assist in his defense at those proceedings. If competency is not restored within a reasonable period of time, the Incident Report is to show as a finding that the inmate is incompetent to assist in his defense at the disciplinary proceedings.

(C) The Incident Report is to be retained in the inmate central file. The DHO or the UDC chairman shall record the finding that the person was determined incompetent on the Chronological Disciplinary Record form located in the inmate central file.

It is generally the UDC which initiates referral to the appropriate mental health professional. When this occurs, the completed mental health evaluation is to be returned to the UDC. The UDC will then decide whether the incident may be handled by the UDC (other than greater severity, or whether it should be referred to the DHO). In Greater Severity cases, the UDC may refer an inmate for a mental health evaluation concurrently with the required referral to the Discipline Hearing Officer. The completed evaluation is to be returned to the UDC, who will then forward it to the DHO.

**Summary of Disciplinary System**

- |  |   |
|--|---|
| 1. Incident involving possible commission of a prohibited act.   | Except for prohibited acts in the greatest or high severity categories, the writer of the report, may resolve informally or drop the charges. |
| 2. Staff prepares an incident report and forwards it to Lieutenant.  | Except for prohibited acts in the greatest categories, the Lieutenant may resolve informally, or drop the charges.                            |
| 3. Appointment of an investigator who conducts investigation and forwards material to Unit Discipline Committee. | Unit Discipline Committee may drop or resolve informally any Moderate or Low Moderate   |

charges, impose allowable sanctions refer to the Discipline Hearing Officer.

4. Initial hearing before Unit Discipline Hearing

The Discipline Hearing Officer may impose allowable sanctions, or drop the charges.

5. Hearing before Discipline Hearing Officer.

The appropriate reviewing Official (Warden, Regional Director, or General Counsel) may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

6. Appeals through Administrative Remedy Procedure.

**Time Limits in Disciplinary Process:**

1. Staff becomes aware of inmates' involvement in incident and an incident report is written and issued to the inmate ordinarily within a 24 hour period.

2. An investigation into the incident is conducted and the report is forwarded to the UDC for a hearing or referral to the DHO. Usually, the UDC will be held ordinarily within five (5) working days from the time staff became aware of inmates' involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays).

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

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

**Prohibited Acts and Disciplinary Severity Scale:**

A. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed a prohibited act.

1. Greatest category offenses: the Discipline Hearing Officer shall impose and execute one or more of sanctions A through E. The DHO may also suspend one or more additional sanctions A through G. The DHO may impose and execute sanction F and/or G only in addition to execution of one or more of sanctions A through E.

2. High category offenses: The Discipline Hearing Officer shall impose and execute one or more sanctions A through M, and may also suspend one or more additional sanctions A through M. The Unit Discipline Committee shall impose and execute one or more of sanctions' G through M, and may also suspend one or more additional sanctions G through M.

3. Moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction A through M, but may suspend any sanction or sanctions imposed. The Unit Discipline Committee shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed.

4. Low moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction B.1., or E through P. The Discipline Hearing Officer may suspend any E through P sanction or sanctions imposed (a B.1. sanction may not be suspended). The Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed.

B. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

C. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed the any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or evoke and execute suspension of sanction A through F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or evoke and execute suspensions of sanctions' G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed sanction. The DHO now has the authority for suspensions which were earlier imposed by the Inmate Discipline Committee (IDC).

When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

D. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.

E. The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeat and/or frequent offenses.

F. Sanction by severity of a prohibited act, with eligibility for restoration of forfeited and withheld statutory good time. A chart showing the maximum amount of statutory good time that may be forfeited or withheld and the period of time that must pass before an inmate is eligible for restoration. The Chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation. The time frame established in each of these areas is determined by the severity of the prohibited act.

## **PROHIBITED ACTS AND AVAILABLE SANCTIONS**

### **GREATEST SEVERITY 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 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 inmates personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

### **HIGH SEVERITY 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 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.
- 231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.
- 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 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 inmates personal property.

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

**MODERATE SEVERITY 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 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 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 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.

### **TABLE 4 - SANCTIONS**

#### **I. Sanctions of the Discipline Hearing Officer (upon finding the inmate committed the prohibited act)**

A. **Recommend parole date rescission or retardation:** The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-finding hearings upon request of or for the use of the Commission.

B. **Forfeits earned statutory good time and/or terminate or disallow extra good time:** The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. 54161 (less any previous forfeiture or withholding outstanding). Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 6) See page 19 of this Chapter for limitations on this sanction and for eligibility for restoration. Statutory good time percentages may be combined where separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, where an inmate is charged, and found to have committed, both a 200 and 300 Code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 Code violation, 25% for the 300 Code violation). Statutory good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See Program Statement on extra good time for a discussion of termination or disallowance of extra good time. An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his delegated representative for final decision.

This sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. For those inmates, the applicable sanction is B.1.

C. **Disallowance of good conduct time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time is eligible to receive 54 days good conduct time credit each year (18 U.S.C. 53624(5)). Once awarded, the credit is vested, and may not be disallowed. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award

being wade, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited acts, within 12 months for the same high severity prohibited acts, and within 6 months for the same moderate severity prohibited acts). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance Outlines is to be documented and justified in the DHO report.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary Policy and by inmate appeal through the administrative remedy procedures. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures. Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The Appendix to this Chapter 4 discusses procedures for the disallowance of good conduct time.

**D. Recommend Disciplinary Transfer:** The DHO may recommend that an Inmate be transferred to another institution for disciplinary reasons. Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC or DHO Hearing. Transfers for disciplinary reason prior to a hearing before the UDC or DHO may be used only in emergency situations and only with approval of the Regional Director. When an inmate is transferred under these circumstances, the sending institution shall forward copies of the incident reports and other relevant materials with completed investigation to the receiving institution's Discipline Hearing Officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC or DHO hearing contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony.

Transfers from one region to another require the approval of both the sending and receiving Regional Directors.

The receiving institution does not need to hold a new UDC hearing if such a hearing was held by the sending institution prior to the inmate's transfer.

**E. Disciplinary Segregation.** The DHO may direct that an inmate is placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in disciplinary segregation are based on the severity scale. (See Table 6) Separate sanctions may be imposed for separate acts or offenses. Acts are different or separate if they have different elements to the offenses. For example, if an inmate is involved in a fight with another inmate, and in the course of subduing that incident the inmate also strikes a staff member, the inmate can be charged with fighting (Code 201) and also assaulting a staff member (Code 101). He can be separately charged and punished, on the basis of one Incident Report, or in two separate Incident Reports, for each offense. He could not be punished for both assault on and fighting with the inmate, since the elements of both offenses (the time, place, persons involved, actions performed) are essentially the same for both offenses. If, on the way to administrative detention, he starts another disturbance, and strikes another officer, the inmate could be charged with that as another assault offense. Similarly, an inmate serving a period of time in disciplinary segregation may commit a prohibited act there, and receive additional, consecutive time in segregation for that new offense. See page 19 of this Chapter, Table 6 for the specific limits on sanctions. Each different or separate offense should be written on a separate Incident Report. Unless otherwise specified by the DHO, disciplinary segregation placement for different or separate prohibited acts are to be imposed consecutively. An inmate who has been recommended for a Control Unit placement may be transferred prior to completing the required segregation period. The remainder of any segregation period shall be served at the receiving institution. Except as noted above, an inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. Where this is not practical, the transfer must be approved by the Regional Office. The inmate shall complete the remainder of any segregation period at the receiving institution.

**F. Make Monetary Restitution.** The DHO may direct that an inmate reimburses the U.S. Treasury for any damages to U.S. government property that the individual is determined to have caused or contributed to. An inmate's commissary privileges may be suspended or limited until restitution is made. See Accounting Management Manual for instructions regarding impoundment of inmate funds.

**G. Withholding Statutory Good Time.** The DHO may direct that an Inmate's good time be withheld. Withholding of good time should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs. Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of

the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an ongoing offense, staff need not prepare a new Incident Report or conduct an Investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document, its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures (Part 542). Only the Warden may restore withheld statutory good time. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale. (See Table 6)

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his delegated representative for final decision.

Part 542 refers to P.S. 1330.7, Administrative Remedy Procedure for Inmates. See page 19 of this Chapter for information on restoration eligibility.

This sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days good conduct time credit (18 U.S.C. 03624(b)). This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the discipline policy and by inmate appeal through the Administrative Remedy procedures.

## **2. Sanctions available to both the DHO and the UDC (upon finding the inmate committed the Prohibited act of a Moderate or Low Severity)**

F. **Loss of privileges: commissary, movies, recreation, etc.** The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege; e.g., loss of telephone privileges for a specified period of time for an abuse of the telephone privilege. However, losses of leisure privileges, such as movies, television, and recreation, may be appropriate sanctions in some cases for misconduct which is not related to the privilege.

After careful consideration of all relevant facts, the UDC or DHO may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction (e.g., loss of visiting privileges) is viewed as having a significant impact on the inmate's future behavior. The UDC or DHO must clearly document in the record the basis for determining that this sanction will have a significant impact on the inmate's future behavior (e.g., lack of other appropriate sanctions previously imposed sanctions have not been effective).

Loss of recreation privileges cannot be imposed on inmates in Special Housing, but may be used as sanction for general population inmates.

G. **Change Housing Quarters.** The DHO or UDC may direct that an inmate is removed from current housing and placed in other housing.

H. **Remove from Program and/or Group Activity.** The DHO or UDC may direct that an inmate foregoes participating in any program or group activity for a specified period of time.

I. **Loss of Job.** The DHO or UDC may direct that an inmate is removed from present job and/or be assigned to another job.

J. **Impound Inmate's Personal Property.** The DHO or UDC may direct that any property in the possession of an inmate is confiscated and contraband be disposed of appropriately.

K. **Confiscate Contraband.** The DHO or UDC may direct that any contraband in the possession of an inmate is confiscated and disposed of appropriately. For procedures, see P.S. 5580.2, Personal Property of Inmates.

L. **Restrict Quarters.** The DHO or UDC may direct that an inmate is confined to quarters or in its immediate area for a specified period of time.

M. **Extra Duty.** The DHO or UDC may direct that an inmate performs tasks other than those performed during regularly an assigned institutional job.

N. **Reprimand.** The DHO or UDC may reprimand an inmate either verbally or in writing.

O. **Warning.** The DHO or UDC may verbally warn an inmate regarding committing prohibited acts (s).

## **CONCLUSION**

Hopefully you have found this information helpful and informative, and that it will assist you in your adjustment to operations and programs at this institution. Should questions remain please ask staff for assistance—especially members of your unit team.

## Basic Oral Hygiene

### Brushing:

Toothbrushes are held on the teeth with the bristles pointing toward the gums and rotated in a circular motion brushing only two teeth at a time until all teeth are cleaned. The outside (cheek side), inside (tongue side), and top (chewing side) of the teeth all need to be brushed. Also, brush the top of the tongue as far back as can be tolerated.

### Interdental aids:

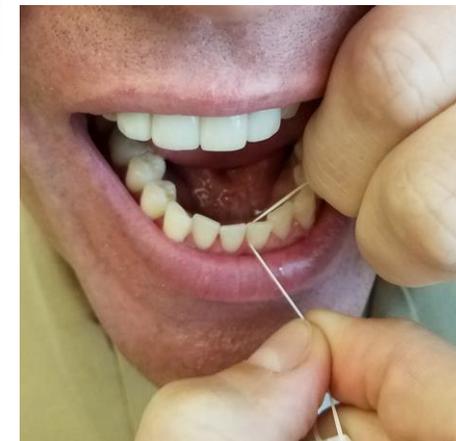
In addition to brushing your teeth as described above, cleaning between your teeth is equally as important. This serves to remove dental plaque between the teeth and prevent cavities on those surfaces that are not cleansed by a toothbrush. Check with the dental or commissary staff to see what inter-dental cleaning aids are available for purchase. The photos illustrate some of the aids that may be available and show how they are to be used.

### Oral Hygiene Materials:

Toothbrushes (soft), and floss (or substitute), toothpaste, mouth rinse, and denture cups (for full or partial dentures) are available for purchase in the commissary.

If you have full or partial dentures, they need to be removed at night, cleaned (brushed), and stored in a denture cup filled with water. Partial dentures also need to be removed when brushing and flossing your teeth.

## Oral Hygiene Aids



### **Hours of Operation**

Main Clinic 0730-1600 Monday-Friday

Camp Clinic 0730-1600 Wednesday (Dentist)  
and Thursday (Hygienist)

### **Dental A & O**

You were screened for oral health problems during the intake process. If you are newly committed to the Bureau of Prisons (BOP), you will receive a clinical dental examination by a dentist to establish your oral health status at admission. This is not a full treatment plan examination.

### **Urgent Dental Treatment:**

Emergency dental care can be requested on a 24-hour basis. Inmates should request their unit officer or detail supervisor to contact dental or medical staff for the inmate to be seen for the emergency.

Sick Call is for the management of urgent dental concerns such as severe pain, abscesses, traumatic injuries, etc. Sick Call is conducted on Monday, Tuesday, Thursday, and Friday mornings. Sign up is at the Health Services Unit from 0630 to 0645. Patients are seen starting at 0800 the same day. Camp inmates must request sick call by submitting a cop out in the box on the dental clinic door. They will then be scheduled on call out for evaluation.

### **Oral Hygiene Requirements**

You are the key to maintaining your oral health. You must maintain your ability to keep your mouth clean at all times. If the treating dentist determines that you are not doing your part in performing good oral hygiene, your dental care can be discontinued. In addition, your name will be removed from the Dental Routine Treatment List and you will only have access to urgent dental care at sick call. Anytime your name is removed from the Dental Routine Treatment List, you will be placed at the bottom of the list should you reconsider seeking routine dental care.

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### **Routine Dental Care:**

Permanently designated inmates are eligible to request routine dental care. This care includes non-urgent treatment procedures such as a treatment planning examination, cleanings, fillings, extractions, and, if eligible, dentures. Routine dental treatment is provided in the order of the date your name was added to the Dental Routine Treatment List. Those waiting the longest will be seen first.

Comprehensive routine dental care may be requested as follows: Submit a cop out requesting routine dental care.

The date of your placement on the Dental Routine Treatment List follows you from one facility to another if you transfer within the BOP. When you are released from BOP custody, your name will be removed from the Dental Routine Treatment List. Should you return to BOP custody, you must re-request routine dental care. You will be added back to the list, based on the date of your new request.

### **Denture and Partial Dentures (Prosthetics)**

Full or partial dentures may be part of your recommended treatment. These may be done after all other dental care has been completed and you show good oral hygiene. Dentures will be approved by the Regional Chief Dentist only if all eligibility criteria have been met. Dentures will only be authorized for inmates with total sentences greater than 3 years. Dentures will not be initiated if you have fewer than six months remaining in BOP custody at this facility. Patients with 8 or more back teeth which can be used for chewing do not qualify for partial dentures. If dentures are being provided to you, you must stay at your current institution until they are completed/delivered.

### **Failed to Show Appointments**

Inmates may be removed from the dental routine treatment list after two unexcused absences within a 6-month period. Should this occur, you may request routine dental care again and be added back to the bottom of the list.

### **Special Housing Designations**

Inmates detained in segregation or special housing for 12 months or less have access to dental triage sick call and urgent care only.