



ADMISSION and  
ORIENTATION  
HANDBOOK

2014

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ADMISSION AND ORIENTATION HANDBOOK  
FEDERAL BUREAU OF PRISONS

## **INTRODUCTION**

The staff of the Federal Correctional Institution (FCI), Greenville, Illinois, have prepared this Admission and Orientation Handbook to provide basic information about our policies and procedures, and to help inmates better understand the operation of this institution and the Bureau of Prisons. Inmates are encouraged to keep a copy of this handbook as a reference. However, additional Bureau of Prisons policies (known as "Program Statements") are available in the inmate law library, located in the Education Department. All inmates also receive a formal orientation to their assigned unit and the departments within the institution.

When you first arrive in your assigned housing unit, you may address any immediate needs or concerns with your unit officer. Your unit is also staffed by a unit manager, case manager, counselor and secretary. These staff will be primarily responsible for addressing issues with your adjustment and your case throughout your incarceration. You will be introduced to your unit team during the orientation process.

The Federal Bureau of Prisons operates institutions that are safe, humane, cost-efficient and secure, while providing appropriate opportunities for inmates to prepare themselves to remain crime-free after returning to the community. Inmates are expected to know the rules and follow the directions of staff. Inmates who are medically able are required to work. Communication, however, is the most important thing an inmate can do. Inmates are encouraged to participate in programs and interact with staff and with each other. If at any time you feel you cannot function in the general population for any reason, or you perceive a threat to your safety, you should advise staff at once.

\_\_\_\_\_/s//\_\_\_\_\_  
R. Esquibel, Acting Warden

\_\_\_\_\_3/12/2014\_\_\_\_\_  
Date

## **INTAKE CLASSIFICATION AND THE UNIT TEAM**

### **Intake Screening and Orientation**

When inmates first arrive they are interviewed by unit management and medical staff, a process known as Intake Screening. Within the first seven days after arrival, inmates receive a basic orientation to their assigned unit and the staff who work there, known as the unit team. A staff psychologist interviews each inmate within 14 - 30 days of commitment. Inmates then participate in a general Admission and Orientation (A&O) Program within the first 30 days of commitment. During Admission and Orientation, staff from various departments discuss the programs and services they provide and answer inmates' questions about policies and institution activities.

### **Classification Teams (Unit Teams)**

Inmates at FCI, Greenville, Illinois, are assigned to one of four specific "units." Each unit is located in its own building, housing both inmate living areas and unit staff offices in close proximity. The purpose of "unit management" is to improve access and communication between inmates and the staff directly responsible for their management. The primary members of the unit team are the unit manager, case managers, correctional counselors and unit secretary. However, the education advisor, staff psychologist, and unit officer may also serve as members of the unit team. The Case Management Coordinator is a technical advisor of all unit teams. Ordinarily, a member of the unit team will be available in the institution weekdays from 6:30 am to 9:00 pm, and during the day on weekends and federal holidays.

### **General Functions of Unit Staff**

**Unit Manager** The unit manager supervises the overall operation of the unit and its staff. He or she is a department head at the institution and has a close working relationship with other departments and personnel. The unit manager reviews all team decisions. Additionally, the unit manager has direct responsibility for the sanitation of the unit by coordinating closely with the unit officer and the correctional counselor.

**Case Manager** The case manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. He

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or she is responsible to the unit manager on a daily basis. The case manager serves as a liaison between the inmate, the administration, and the community. The case manager is a frequent member of the unit discipline committee.

**Correctional Counselor** The correctional counselor provides counseling and guidance to the inmates of the unit in areas of institutional adjustment, personal difficulties, and future plans. He or she plays a leading role in all segments of unit programs. The correctional counselor will visit inmate work details regularly and is the individual to approach for resolution of daily problems. The correctional counselor is a frequent member of the unit discipline committee. The correctional counselor is the unit expert and coordinator on inmate personal property, cell assignments, the Inmate Financial Responsibility Program, package approvals, and trust fund activities.

**Unit Secretary** The unit secretary primarily performs clerical and administrative duties, but may also be certified to serve in other capacities.

**Unit Officer** The unit officers along with unit team members have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit officers are jointly supervised by the unit manager and the correctional supervisors (lieutenants). The unit officer is considered a member of the unit team, who contributes valuable input about inmate adjustment for team meetings.

### Communication

There will be a unit team member available each day of the week and most evenings until 9:00 pm. The unit bulletin boards contain written communication of interest to inmates. Inmates may submit written requests to staff members. Inmates are encouraged to use form BP-148, Inmate Request to Staff Member, commonly called a "cop out," but legible requests may also be submitted on regular paper.

To protect the privacy of inmates during instances of undress or

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performing bodily functions, staff of the opposite gender shall announce their presence when entering an inmate housing unit. If a staff member's post is in the housing unit, an announcement should be made upon the commencement of the shift.

### **Town Hall Meetings**

Unit managers periodically hold meetings on both sides of each housing unit when needed to make announcements and discuss changes in policies or procedures within the unit. Inmates are encouraged 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 unit staff members during normal working hours which are posted in each unit.

### **Program Reviews**

Program reviews are generally conducted every 90 to 180 days by the classification team. The purpose of a "Program Review" is a formal meeting between the inmate and his unit team for the purpose of discussing classifications, work and program assignments, and institutional adjustment.

### **Parole Hearings**

Eligible inmates may request a parole hearing through their unit team.

### **Work Assignments and Work Reports**

After you finish your orientation period and it has been determined you are medically cleared, your correctional counselor will assign you to a permanent work detail, a training program, or a combination of both. Inmates are assigned to a job based primarily on institution needs. Other factors considered in determining specific work assignments include, but are not limited to: physical condition, education level, previous work experience, general aptitude, and your demonstrated ability to benefit from job training. Inmates are not entitled to a particular work assignment based on any of these factors. Inmates may be assigned to work in the unit, on the inside grounds (known as the Compound), or in departments such as Food Service, Mechanical Services, Education, Safety, etc., or in Federal Prison Industries (known as UNICOR).

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Job changes are made by the unit team only when there is a justifiable need. An inmate will be on a job assignment for three months before being considered for a job change.

Work evaluations are prepared by the detail supervisor each month, discussed with the inmate, and placed in the inmate's central file. UNICOR generates semi-annual evaluations.

### **Performance Pay**

Inmates are only eligible to receive pay for work that is satisfactory. Ordinarily, inmates may be awarded performance pay at a rate of 12¢ to 40¢ per hour, depending on the grade level of the detail. Details are graded 1 through 4, from highest to lowest, based on the complexity and/or difficulty of the work. Inmates who perform only minimal work may receive only "maintenance pay" of \$5.25 per month. Opportunities for higher pay grades such as grades 1 or 2 are limited. Any pay issues should be discussed with your work supervisor. Inmates who refuse to participate in the Inmate Financial Responsibility Program (IFRP) will be restricted to the maintenance pay level, which is \$5.25 a month. **Any inmate sanctioned for a 100 or 200 level drug/alcohol related incident report will be restricted to maintenance pay (\$5.25 per month) for 1 year.**

Inmates have the opportunity to participate in the UNICOR work program. Those participating in the program have the opportunity to earn 23¢ an hour for pre-industrial training or up to \$1.15 per hour on a regular work detail. Inmates who refuse participation in the Inmate Financial Responsibility Program will not work in UNICOR. Inmate working in UNICOR will be required to submit a minimum of 50% of their pay each month toward their financial obligations. Payments are deposited in the trust fund account by the tenth of the month after it is earned. Inmates owing a financial obligation of more than \$1,000.00 will be referred to UNICOR by the unit team for priority placement on the waiting to be hired list. Pay promotions are based on adherence to the posted inmate worker standards and the completion of mandatory literacy standards (see page 16), as outlined in Program Statement 8120.02. Inmates completing certain education programs and drug treatment programs may also be eligible for performance pay.

### **Savings Accounts**

Each inmate is encouraged to open a savings account at a recognized financial institution. Inmates should contact their correctional counselor

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to obtain the address of a recognized financial institution.

### **Foreign National**

If you are a foreign national, and would like to request access to your diplomatic representative of your country of citizenship, please contact your unit team for the address.

## **DAILY INMATE LIFE**

### **Sanitation**

It is the inmate's responsibility to check his living area immediately after being assigned to a cell. Report any damage to the unit officer or unit team. An inmate may be held financially liable for any damage to his personal living area.

Each inmate will be responsible for the cleaning and sanitation of his room. Each inmate is also responsible for maintaining an acceptable level of sanitation by sweeping and mopping their personal living area. Lockers must be neatly arranged inside and out, and all shelving and desk areas must be neat and clean. All property not appropriately stored in a locker is eligible to be confiscated. Additionally, inmates may be assigned cleaning tasks in the unit during non-working hours.

Hygiene products (i.e. razors, soap, toothpaste, toothbrushes, combs, shaving cream) will only be provided to indigent inmates. Contact your unit manager to verify your indigent status. Inmates may purchase name brand items through the commissary.

On a weekly basis, unit staff will conduct inspections of their assigned housing unit to include common areas and individual cells. A negative cell inspection can result in an incident report and/or loss of that cell assignment.

Inmates found to be feeding birds or other animals on the compound are subject to disciplinary action. At a minimum, inmates will be assigned extra duty on the compound including scrubbing sidewalks, etc.

### **Quarters Rules**

In order to minimize maintenance costs, permit uniform inspection and search procedures, and maintain orderly living arrangements, we impose reasonable regulations on inmate conduct and furnishings in the housing

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units. The following areas will be monitored:

Pictures cannot be posted on walls and can only be placed on the desk area bulletin boards provided for this purpose. All posted pictures are expected to be of a tasteful nature. Photos extracted from magazines are considered contraband. All beds are to be made daily in the prescribed manner as posted on the unit bulletin board. Items are not to be hung or taped on cell walls, including: shelves, toothbrush holders, toilet paper holders, or wall anchors. Items taped to the cell walls or to the lockers destroys the paint; therefore, it damages government property, which results in disciplinary action. If a room is not acceptable, corrective action including incident reports can be expected.

Cell doors are to be closed when cells are not occupied.

Inmates must have their identification card in their possession at all times. Inmates without proper identification will be subject to disciplinary action. A color coded lanyard by unit will be provided upon admission.

All inmates will be required to wear a lanyard with their identification (ID) card on their person at all times. Failure to do so could result in disciplinary action, for Failing to Follow a Program Assignment, code 306. If the lanyard is altered in any way inmates will have to pay for a replacement lanyard and you will be subject to disciplinary action, code 329, Destroying or Altering of Government Property. Replacement cost of ID cards will remain \$5 and replacement cost for a lanyard will be \$2. If you are in possession of another inmate's lanyard or the wrong color lanyard for your living quarters, you will be subject to disciplinary action for Possession of Anything Not Authorized, code 305. **Your identification information must be visible at all times.** "Photograph Facing Out" Failure to follow the above listed guidelines, will result in disciplinary action.

Orderlies are responsible for the unit sanitation; however, everyone is responsible for cleaning up after themselves. Trash and wastebaskets are to be emptied prior to 7:30 am each day.

Each inmate is responsible for making their bed in accordance with posted regulations before work call at 7:30 am. On weekends and federal holidays, beds will be made whenever inmates are awake or gone from their room, but no later than 10:00 am. At no time will a mattress be removed from a bunk and placed on the floor. Inmates will be held accountable for any damage to his assigned mattress. Report any damage to your unit officer or unit team.

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Showers are available every day; however, inmates may not be in the shower during an official count. Food service workers and others with irregular work shifts, may shower during the day as long as showering does not interfere with the cleaning of the unit.

Headphone/radio sets are permitted in the housing units and recreation area during leisure times. Headphones or earplugs are not permitted in any other area and are not allowed to be worn on the compound. Inmates may be subjected to disciplinary action.

Each cell has assigned chairs for television viewing. Chairs will remain in the cell when not in use. Chairs will not be marked on or defaced. One chair per inmate.

Although inmates are allowed to visit other cells in their assigned housing unit, they will not be allowed to cross over to the other side of the housing unit, nor visit another unit. Inmates found in these areas are in an unauthorized area and are subject to disciplinary action.

Duress alarms are located in each cell in general population housing units and the special housing unit. These alarms are located near the toilet flush valves. This alarm is to be pressed in the event of a medical emergency or the endangerment of bodily harm. The use of this alarm for other reasons will result in disciplinary action.

### **Removal of food from the dining room is not permitted.**

Steel-toed safety shoes must be worn to work, including orderly positions in the unit. Personal tennis shoes or loafers may not be worn to work. Shoes or sneakers are to be worn in the dining room area.

Unit televisions may be viewed during off-duty hours, which coincide with the hours cells are unlocked. During normal working hours, the television may be viewed at the discretion of the unit officer. Noise levels will be monitored by the unit officer along with sanitation levels. Failure to comply may result in the loss of TV viewing privileges.

Inmates may play cards and approved quiet games from 10:30 am to 12:00 pm, and from 2:30 pm until lockdown, providing appropriate noise levels are maintained and the unit sanitation is being maintained.

General wake-up for all inmates is after the 5:00 am count clears. The cell doors will be unlocked at approximately 6:15 am. The unit is called to breakfast by the correctional supervisor on a rotating basis beginning

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at approximately 6:30 am. The Control Center will announce when the dining room is open. Inmates are given a reasonable amount of time to leave the unit if they desire to go to the breakfast meal. It is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

Inmates working on a CMS work detail or in UNICOR are not authorized to be in their housing unit during the noon meal; however, these inmates are authorized to be in recreation prior to returning to work.

### **Smoking**

All housing units have been designated as non-smoking areas. Tobacco will be considered contraband and will be subject to disciplinary action.

### **Inmate Dress Code**

Khaki pants and shirts are the authorized attire for inmates. T-shirts may be worn with khaki pants; however, either type of shirt must be worn tucked in. Shirts and t-shirts must be tucked in during normal business hours (Monday-Friday, 7:30 am - 4:00 pm). Either type of shirt may be worn untucked during non-business hours (weekdays prior to 7:30 am and after 4:00 pm, holidays and weekends) in all areas of the institution, including the dining room. All inmates should have a label on their khaki shirts and pants noting their last name and register number. Jackets gloves, hats etc. purchased thru the commissary are to be worn in appropriate manner and not to disguise or hide appearance.

### **Laundry Procedures**

At FCI, Greenville, two laundry bags and one commissary bag are issued for a total of 3 bags. Clothes will be washed in the bags at the Laundry Room. When available, the housing units may have washers and dryers available for inmates to utilize to wash personal property items only. No bedding or blankets are to be laundered in the unit.

Dirty laundry will be washed and available on the next working day. When receiving or dropping off clothing, you must have your laundry bag and your inmate commissary identification card. The clothes you pick up from the laundry must be the appropriate size and fit. The Clothing Room will be open 6:30 am - 7:30 am Monday and Wednesday for dropping laundry off. The laundry will then be available for pickup 6:30 am - 7:30 am on Tuesdays and Thursdays. Exchange of sheets and

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pillow cases will occur during the same hours. The Clothing Room will be closed on Fridays and all federal holidays.

### Spending Limitations

Inmates are permitted to spend up to \$290.00 per month for commissary purchases. Inmates refusing to participate in the Inmate Financial Responsibility Program (IFRP) will not be allowed to order special purchase items and will be limited to spending \$25.00 per month. Phone credits and stamps do not count against an inmates monthly spending limitation. Once a month, each inmate's account is "validated". The spending period begins with validation. Revalidation of this limit occurs once each month depending on your register number. Note: The revalidation of inmate telephone minutes is also set back to zero based on this validation. Inmate validation dates are assigned by the fifth digit of the inmate register number and will be re-validated monthly as identified below:

5 <sup>th</sup> Digit of Register #	Re-validation Day		5 <sup>th</sup> Digit of Register #	Re-validation Day		5 <sup>th</sup> Digit of Register #	Re-validation Day
0	1st		4	13th		8	25th
1	4th		5	16th		9	28th
2	7th		6	19th			
3	10th		7	22nd			

### Deposits to Accounts

Deposits to inmate accounts from outside sources may be made through Western Union via quick collect or the internet, and the U.S. Postal Service. Deposits may be sent to: Federal Bureau of Prisons, insert inmate name, insert register number, P.O. Box 474701, Des Moines, Iowa 50947-0001. It is recommended that money be sent in the form of a postal money order. Postal money orders are the only money orders that are immediately deposited to the inmate account. All other money orders have a 15 day hold. The institution mail room at FCI Greenville will not accept funds received for inmates from any outside parties. We

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will reject and return to the sender any funds received after that date. With the rejections, we will enclose specific instructions on how the sender may send funds to the LockBox Program. Please notify all persons who send you funds to send them to the LockBox Program mailing address listed above and follow the instructions listed below:

Do not enclose personal checks, letters, pictures, or any other items in the envelope with the funds. Enclose only the allowable negotiable instruments, such as money orders, government checks, and business checks. The LockBox Program will accept allowable negotiable instruments from other countries, provided their stated value is in U.S. currency. The LockBox Program cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons institution where the inmate is housed.

Print the addressee's/inmate's committed name (no nicknames) and register number on all money orders; U.S. Treasury, state and local government checks; any negotiable instruments from other countries, payable in U.S. currency. Also print the committed name and register number on the envelope. Print the sender's name and return address in the upper left hand corner of the envelope. This will ensure these funds can be returned to the sender in the event they cannot post these funds to the inmate's account.

### **Commissary Fund Withdrawals**

A standard green bubble form (BP-199) is provided by the institution for the withdrawal of inmate funds from commissary accounts. Unit managers can approve withdrawals from the trust fund account to send funds to dependents and other family members and purchase of special discharge clothing. No more than three special purchase orders shall be processed per month for any inmate. The maximum dollar amount allowed for hobby craft items is \$300 (cost price) per quarter. The unit manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts, and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips, and the purchase of legal books. The warden and associate warden can approve withdrawals exceeding \$250.00.

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Withdrawals for education and leisure time items are approved by the supervisor of education.

### **Inmate Personal Funds**

An inmate transferred to this institution from another institution should wait a minimum of 30 days for the transfer of his funds. If he has not received these funds by that time, he should contact his counselor and have him/her check with the institution he came from and see if they can locate his funds. All funds received by the institution will be posted to the account when they are received, except for personal checks or other similar items.

## **SECURITY PROCEDURES**

### **Counts**

It is necessary for staff to count inmates on a regular basis. Staff will announce each count. During counts, inmates will be locked in their cells and remain quiet until the count has been announced as clear. Official counts are scheduled at 12:01 am, 3:00 am, 5:00 am, 4:00 pm and 10:00 pm each day, but a count can be taken at any time. During the 4:00 pm & 10:00 pm counts, inmates are required to stand by their bunks. On weekends and federal holidays there will be an additional stand-up count at 10:00 am. Staff may conduct counts using inmate picture cards, which is called a "bed book count." Staff may take disciplinary action if an inmate is not in his assigned area during a count. The inmate must actually be seen at all counts, even if the inmate must be awakened.

Another form of accountability is called a census. A census is conducted once each morning and once each afternoon during week days. During a census, staff check areas throughout the institution to ensure inmates are in their assigned areas.

Lockdown in the housing units will be at 10:00 pm each evening. All inmates must be in their cell by this time. **The 10:00 p.m. count will be a stand up count.**

### **Call-Outs**

Call-outs are a scheduling system for appointments, which include hospital, dental, educational, team meetings and other activities. Call-outs are posted on the unit bulletin boards on the day prior to the

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appointment after the 4:00 pm count. It is the inmate's responsibility to check for appointments on a daily basis. You must report for all call-outs that are scheduled. If an inmate is in need of routine medical attention, he will have to go to the Health Services Unit that morning between 6:45 am and 7:00 am and sign up for sick call, excluding Wednesdays, weekends, and holidays. Illnesses of an emergency nature are exceptions and are handled accordingly.

### **Controlled Movement**

We have a movement system in effect from 7:30 am - 8:30 pm, seven days a week including federal holidays. All inmate movement shall ordinarily coincide with controlled movement time frames. For movements made under other circumstances, the staff member sending the inmate will notify the receiving staff member and the compound officer of the inmate's destination.

Inmate are NOT permitted to run on the compound for any reason.

Controlled moves are for the purpose of inmates moving from point A to point B, not to socialize, or walk the compound. The intention is for the inmate to move directly to their next assigned location. Therefore movement out of an area commences for the first 5 minutes; thereafter, the remaining 5 minutes will be for in bound traffic only.

### **Contraband**

Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the commissary.

All staff will make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item will be kept in the inmate's personal possession. Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

Nuisance contraband to include empty containers, homemade cooking bowls, containers not containing their original contents, etc., will be considered trash, therefore confiscation forms are not required.

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### **Shakedowns**

Any staff member may search an inmate's cell for any reason or to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his cell is searched. The property and living area will be left as near as possible to the same general condition as found and these searches will be unannounced and random.

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

### **Alcohol Detection**

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

### **Fire Prevention and Control**

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards will not be tolerated. Regular safety and fire inspections will be conducted at FCI, Greenville.

### **Safety Department**

The Safety Program in this institution is designed to ensure a safe and healthful living and working environment for inmates and staff. The safety manager serves as an advisor to the warden in matters relating to fire prevention and suppression, environmental health and safety, and sanitation. In this capacity, the safety manager conducts regular and irregular inspections of all areas within the institution to ensure compliance with national laws and Bureau of Prisons policy.

**Sanitation** - Each inmate is expected to maintain a high level of sanitation in his living area. Personal property is to be kept in the personal storage lockers provided. No items will be allowed on walls, ceilings, or doors. Floors will be cleaned and trash cans emptied on a

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daily basis. Cleaning supplies are available from the unit staff upon request. Unit inspections will be conducted by the safety manager on a monthly basis. Please be aware that it is each inmates responsibility to maintain his area in a clean and orderly manner. All property not appropriately stored in a locker is eligible to be confiscated.

**Fire Prevention** - Fire Prevention and Protection is of paramount importance to the well-being of inmates and staff in this institution. State of the art fire protection systems and life safety call buttons are incorporated into all areas to ensure your safety in case of fire. Please do not tamper with these systems. Inmates who abuse or misuse these systems will be subject to disciplinary action by staff.

**Fire Drills** - You will be required to participate in a fire drill each quarter in both your living unit and work place. Please take these drills seriously and learn the location of evacuation routes. Evacuation Plans are posted at each exit door. We request your cooperation in reporting any fire to the nearest staff member so lives and property can be protected.

**Basic Safety Regulations** - In order to maintain a safe and secure environment, basic safety regulations must be followed. During the admission and orientation presentation, the safety manager will address safety regulations in the institution. Upon assignment to your work detail, you will be given initial job orientation training by your detail supervisor. This training will cover topics such as fire safety, hazardous communication training, personal protective equipment, and others. It is your responsibility to follow all training covered. In addition, each work supervisor will provide safety talks on various issues on a monthly basis.

## **PROGRAMS AND SERVICES**

### **UNICOR**

The UNICOR, Federal Prison Industries is an institution program created to assist an individual in acquiring and developing the needed skills and work habits that are necessary to maintain employment upon release. Currently, the UNICOR factory produces the Army Combat Uniform (ACU) Coat. All workers in the factory are expected to be sewers first however, there are other positions available such as inspectors, mechanics, orderlies, office clerks and accounting clerks. Participation in UNICOR averages approximately 200 inmate workers. Interested inmates should contact their correctional counselor to apply for UNICOR participation. After your application is received, you will be put on a "waiting to be hired" list according to eligibility. Once placed on the

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waiting list, it can take an extended period of time before you are called for an interview. It is recommended that you sign up for participation as soon as possible. If your name comes up to be interviewed, you can turn down participation, it is a voluntary program. If you decide later that you want to participate, it will take you longer to reach the top of the waiting list. If you choose to participate in UNICOR, you will be required to complete and pass a pre-industrial sewing program within the factory prior to being placed in a position.

The UNICOR work hours are 7:30 am to 3:30 pm. While in the factory, safety and sanitation rules and regulations are strictly enforced. During work hours all inmates participating in UNICOR are expected to be working and following the rules and regulations as outlined in UNICOR Program Statement 8120.02. The same rules and regulations that are enforced on the compound are effective in the factory. A corrective action process will be taken to correct undesirable behavior and/or performance. Participation in other programs is encouraged while working in UNICOR. The Superintendent of Industries and Education (SOI&E) oversees the operation of the UNICOR program. If you have any questions, you may contact the SOI&E or the factory manager.

### **Food Service**

Inmates are provided nutritious and appealing meals at this institution. Self-service meal operations for general population inmates may include features such as salad bars, special diet options, no-flesh alternatives, and pork-free meal programs. Specific approval procedures for special diets are arranged through Health Services and Religious Services.

Inmates housed in the special housing unit also receive a balanced and nutritious diet. Except for any approved special diets, inmates in this unit receive the same diet as inmates in the general population, although portion control and manner of service may vary.

The Food Service department is centrally located on the compound. Its main goal is to provide three nutritionally balanced meals in a clean and pleasant environment. Inmates will come through the line once and not return to the line after being served. Inmates may have one dessert item and one portion of meat. All other food will be served as seconds. Food Service is one of the most important parts of your stay here at FCI, Greenville. There is always a demand for help in the Food Service department. If an inmate has skills or has a desire to learn a food service skill see the food service administrator for information about the food service department. Food Service hours of operation is:

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Monday through Friday (Time subject to change)

Breakfast: 6:30 am

Lunch: 10:45 am

Dinner: Dinner begins following a clear 4:00 pm count

Weekends and Federal holidays

Coffee Hour: 6:30 am

Brunch: Brunch begins following a clear 10:00 am count

Dinner: Dinner begins following a clear 4:00 pm count

Inmates are allowed a reasonable amount of time in order to eat and enjoy their meal; however, they should not remain in the dining room after they have finished their meal, as the tables are needed for others. Please assist the inmate workers in food service by turning in dishes and trays before leaving the dining room.

Dining Room rules and regulations are:

1. Institutional clothing will be worn in the Dining Room Monday through Friday for breakfast and lunch meals. No sweatshirts or athletic clothing is to be worn at this time.
2. No sleeveless shirts or shower thongs are permitted in the Food Service Department at any time. Short pants are only allowed in the Food Service Department during the evening meals and weekends. When entering the Food Service Department, all shirts are to be tucked in and no oversized clothing will be permitted.
3. Take no more food items than you are authorized. Meats and desserts are rationed items.
4. Wait for your food to be served. Do not reach for food in the serving line. Do not eat in the serving line. If you spill or drip something you are required to clean it up.
5. Do not argue with inmate workers.
6. There are no radios, books, magazines, etc., allowed in Food Service.
7. After you have finished your meal, return your soiled plates, tray,

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silverware, etc., to the dish room.

8. If you have any problems or complaints, address them to the Food Service Foreman, Assistant Food Service Administrator, or the Food Service Administrator.
9. Do not remove any dishes or utensils from the Food Service Department.

### **Education and Recreation Programs**

Education and Recreation staff take great pride in providing professional services through lifelong learning programs. You will have the opportunity to enroll in many interesting and dynamic courses. We hope you find the educational/recreational experiences to be beneficial and we wish to be of the greatest possible assistance to you while you are incarcerated.

The Education dress code is as follows:

Monday through Friday, 7:30 am - 3:30 pm - Full Professional Dress. Full professional dress consists of khaki pants and khaki shirts (shirts tucked in), issued belts, \*issued steel toe shoes, and no head gear unless religious in nature. (\*Other shoes are only allowed if an inmate has a soft shoe permit).

Monday through Thursday, 5:00 pm - 8:30 pm - This time can be at the inmate's leisure; however, shirts must be tucked in, and no head gear unless it is religious in nature.

Saturday through Sunday, 6:30 am - 3:30 pm - At this time the inmate may dress according to his leisure. Shirts must be tucked in. No head gear unless it is religious in nature.

Prohibited wear - Shorts, t-shirts, tank tops.

NOTE: Each individual will receive education and recreation information during orientation week. A complete education and recreation handbook is available in the leisure library for check-out.

#### Education Department Schedule:

Monday - Friday	7:30 am - 3:30 pm
Monday - Thursday	5:00 pm - 8:30 pm

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Saturday & Sunday

7:30 am - 9:30 am

10:30 am - 3:30 pm

**Mandatory Literacy Program:**

Consistent with the Bureau of Prisons General Education Development (GED) standard, all inmates are required to provide proof of a verified high school diploma or GED, or they must enroll in the Literacy Program. The individual will be required to enroll for 240 instructional hours in the GED Program. Promotions in work assignments and UNICOR industrial jobs are contingent upon completion of the literacy requirements.

The 1994 Violent Crime Control and Law Enforcement Act (VCCLEA) (P.L. 103-322) mandates that an inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, participate and make satisfactory progress in the literacy program in order to vest earned good conduct time.

The 1995 Prison Litigation Reform Act (P.L.R.A. 104-134; April 26, 1996) provides that in making good conduct time awards, the Bureau shall consider whether inmates have earned, or are making satisfactory progress towards attainment of a GED credential.

**Available Programs**

- GED** General Education Development studies are designed to lead to successful completion of the official GED exam. A high school equivalency certificate is issued from the Maine State Department of Education.
- ACE** Adult Continuing Education consists of enrichment programs taught by inmates. Course offerings change quarterly based on inmate interests and availability of instructors. Current classes are posted on the bulletin board in the Education Department. Courses may count as credit for portions of the Release Preparation Program.
- ESL** English as a Second Language studies are designed for inmates whose native language is not English. Courses lead to successful completion of the official Comprehensive

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Adult Student Assessment System (CASAS) exam. Successful completion is determined to be at the eighth grade level in reading and listening comprehension.

**AOE** Advanced Occupational Education programs are currently offered entitled Microsoft Office, which covers Word, Excel, and PowerPoint. Courses are accredited by outside agencies and taught by staff and/or contractors. Successful completion provides 9 college credits.

**APP** Apprenticeship (On the Job Training Program) opportunities exist in several vocations. Upon completion, a certificate is issued from the United States Department of Labor.

**VT** Vocational Training Cabinetmaking teaches basic carpentry skills. The class incorporates the use of all tools and machines in the cabinetmaking process. The class is designed to be a six month program and is accredited by an outside agency.

**Offender Placement** Focus on employability, preparation of employment portfolio and assistance in release plans in relation to employment.

**Parenting** Focuses on parenting skills and parenting from a distance. A number of topics relating to improving family relationships are covered in these classes. Visiting room activities are also incorporated into the program.

Please see education staff for additional information.

### **Library Services**

**Leisure Library** - The education library is designed to support leisure reading, independent study, and academic programs. Resources include a variety of printed materials in various forms, as well as audiotapes, videotapes, and reference materials. An active inter-library loan program is available to supplement the inventory of available reading materials.

**Law Library** - The law library is designed to provide access to legal

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research materials.

**Typing Room** - The typing room is to be used for legal work only. Typing ribbons are available for purchase in the commissary.

Library hours are as follows:

Monday -Thursday	8:30 am - 10:30 am 1:30 pm - 3:30 pm 5:00 pm - 8:30 pm
Friday	8:30 am - 10:30 am 1:30 pm - 3:30 pm
Saturday	7:30 am - 9:30 am 10:30 am - 3:30 pm
Sunday	7:30 am - 9:30 am 10:30 am - 3:30 pm

Closed on federal holidays

### **Recreation, Leisure, and Social Programs**

Leisure activities and recreation programs are also supervised by the education department. These programs help inmates develop an individual wellness concept. Programs include indoor and outdoor activities and range from individualized arts and crafts programs to intramural team sports such as softball, basketball, volleyball, etc. Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good interpersonal relations, and stress reduction. In addition, inmates can learn to use their free time constructively.

#### **FCI Recreation Department** (Times and programs may vary)

Gymnasium, Weight Room and Yard - Monday thru Friday open 6:20 am to 8:30 pm and weekends and holidays 7:30 am to 8:30 pm (Yard closes at dusk, seasonably)

Recreation Center - Monday thru Friday opens 10:30 am to 8:30 pm and weekends and holidays 10:30 am to 8:30 pm.

While walking or jogging the track area on the recreation yard, inmates are required to stay on the track or inside the track. Do not jog or walk

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the outside of the track area near the perimeter fence. This is a violation and is subject to disciplinary sanctions.

**Hobbycraft Leisure Activities:** Art, yarn and crochet, beads, music, fooseball and a variety of card & board games (chess, checkers, dominoes, scrabble, etc.).

**Indoor and Outdoor Recreational Leisure Activities:** Structured leagues in basketball, softball, soccer, volleyball, handball, horseshoe, racquetball, ping pong, badminton and paddle ball.

**Wellness Programs:** Wellness room (treadmills, bikes, row machine, etc.), Yoga classes, aerobics class, afternoon calisthenic and nutrition classes, and structured walking and jogging programs.

**Photo Project:** Photos are taken weekly in the visiting room and on the compound.

**Movie Project:** Movies are shown weekly via television in all units.

**Music Program:** A variety of leisure bands.

We encourage everyone to participate in recreation activities and programs.

### **Re-Entry Program**

The Residential Reentry Program is a comprehensive program designed to make the transition to life outside the institution easier, as well as reduce the likelihood of returning to an institution setting. The program consists of two twelve week phases, for a total of twenty-four weeks of programming. Classes and activities will be held in H1 Unit, and in the Education Department Areas. Subject matter includes: Employment Readiness, Resume Writing, Participation in Mock Job Fairs / Interviews, Personal Finance, Parenting, Critical Thinking, Medical Issues, Wellness, and Faith Based Reentry Programs. Individuals must be within three years of release, and be motivated with a positive attitude towards wanting to make constructive changes in their personal lives. Living in H1-A unit is a requirement for participation. If interested, please submit a written request to the H-1 Unit Manager.

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## **Psychology Services**

All inmates will be screened by a psychologist shortly after their arrival at the institution. Inmates will be placed on call-out, and it is mandatory to attend this initial session. Psychology Services also offers specialized programs and a variety of services available for an inmate interested in self improvement. An inmate may receive crisis intervention, individual therapy and/or group psychotherapy, and may do so for emotional, behavioral, and familial problems that may arise. Inmates interested in services are encouraged to submit an Inmate Request To a Staff Member (cop-out) to Psychology Services. Psychiatric services for those inmates in need of psychotropic medication is coordinated with Health Services. If there is a problem with medication, please report to sick call. If it is an emergency, notify your supervisor.

The Drug Abuse Education Program consists of group sessions, the primary purposes of which is to educate inmates about the abuse of alcohol and drugs and to motivate participants, when indicated, to pursue more intensified drug abuse programming. The program is open to all inmates at the institution who desire to participate, but is required for some offenders who meet certain drug-related criteria.

The Residential Drug Abuse Program is not available at this institution. To apply, submit an Inmate Request to Staff Member (cop-out) to the Drug Treatment Specialist or Psychology Services. An analysis of eligibility criteria will result, and further information will be issued as necessary, including eligibility for up to one year off the current sentence.

The Suicide Prevention Program. It is not uncommon for people to experience depression and feelings of hopelessness while in prison, particularly if they are newly incarcerated, serving long sentences, experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes inmates consider committing suicide due to the losses they have suffered and pressures they are under. Staff are trained to monitor inmates for signs of suicidal thinking and refer all concerns to Psychology Services. Staff, however, do not always see what inmates see. If you are personally experiencing any of

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the problems noted above, or you or another inmate are showing signs of depression, **PLEASE** alert a staff member right away. Depression can be manifested as sadness, tearfulness, lack of enjoyment in usual activities, withdrawal (e.g. staying away from others, refusing phone calls and/or visits, etc...), feelings of worthlessness, self-reproach, or hopelessness (giving away possessions, stating that "there is nothing to live for"). **YOUR INPUT COULD SAVE A LIFE!**

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

#### **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.

**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.

**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.**

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

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts**. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

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

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

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

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- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

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

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

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

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

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

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

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed

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

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

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

**Office of the Inspector General**

**P. O. Box 27606**

**Washington, D.C. 20530**

### **Understanding the Investigative Process**

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agency will conduct an investigation. The

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purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

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

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

### **Management Program for Assailants**

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

### **BOP Policy Definitions**

**Prohibited Acts:** Inmates who engage in inappropriate sexual behavior with or direct it at others, can be charged with following Prohibited Acts under the Inmate Disciplinary Policy.

<b>Code 114:</b>	<b>Sexual Assault with Force</b>
<b>Code 205:</b>	<b>Engaging in a Sex Act</b>
<b>Code 206:</b>	<b>Making a Sexual Proposal</b>
<b>Code 221:</b>	<b>Being in an Unauthorized Area with a Member of the Opposite Sex</b>
<b>Code 299:</b>	<b>Sexual Assault without Force</b>
<b>Code 300:</b>	<b>Indecent Exposure</b>
<b>Code 404:</b>	<b>Using Abusive or Obscene Language</b>

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### **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.

### **Facilities Department**

The Facilities department is responsible for maintenance, repair, and construction of the physical plant, to include motor vehicles and heavy equipment. Maintenance or repairs to your room or area of concern will be accomplished by notifying the unit officer or appropriate Unit Manager to have minor work request submitted electronically to the Facilities Department for approval. Do not attempt repairs or adjustments yourself as you are not approved or trained to perform such work. This facility must adhere to energy conservation practices and we need cooperation. Make sure lights and water faucets are turned off when not in use. Facilities will give priority to completing energy related repairs. Inmate housing areas are to be 68 degrees during heating season and 78 degrees during cooling seasons. This is mandated by the Presidential order for all Federal Buildings.

### **Barber Shop**

The Barber Shop operates under the supervision of Correctional Services. Blank sign-up sheets will be placed in each unit on Wednesday and picked up Friday morning. Inmates wanting a hair cut will appear on the daily "call-out" sheet. It will be the responsibility of the inmate to check the call-outs each day and to show up for the scheduled appointment. Any inmate who fails to report for a call out may be subject to disciplinary action.

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### **Escorted Trips**

When an inmate's immediate family member (parent, sibling, spouse, child) is critically ill or has passed away, he may request an escorted trip to visit at bedside or attend the funeral. Staff will consider all available information relevant to the inmate's individual circumstances. However, inmates are not entitled to receive escorted trips. Even when all policy-required conditions have been met, Bureau of Prisons staff may determine the security risks outweigh the benefits of such a trip. If an escorted trip is approved, all expenses must be paid by the inmate, except the first eight hours of each day an employee is on regular duty. Depending on the inmate's custody classification, a minimum of two staff will escort the inmate.

### **Central Inmate Monitoring System**

The Central Inmate Monitoring System (CIMS) is a method for the institution, region, and central offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, preclude an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their case manager.

### **Treaty Transfers**

In December 1977, the U.S. entered into its first treaty for international offender transfers. Since that time, the U.S. has entered into treaties with a number of other foreign countries. This allows for a citizen of one country, convicted of a crime in another country, to be transferred to the individual's country of citizenship for completion of sentence. For specific information regarding the countries that have treaties and limitations on transfers, inmates should contact their case manager.

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**Self-Improvement Programs**

**Release Preparation Program**

The Release Preparation Program is designed to assist inmates in preparing for release. Inmates will be given assistance in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. Probation Officers, Residential Re-Entry Center Staff, other agencies, and employers will be made available. The Release Preparation Program begins at each inmate's initial classification. The unit team monitors issues such as release residences and finalizing release plans. The unit team refers each inmate to the institution for release preparation program classes as they are appropriate. The institution program involves classes in health and nutrition, employment, personal growth, finance, release requirements, community resources, and other release coping skills.

**Religious Programs**

FCI, Greenville offers a wide range of religious programs to inmates. Two staff chaplains and a Religious Services Assistant are available as well as numerous contractor and volunteer representatives of other faiths. Special religious diets, holy day observances, and other worship activities are coordinated through the Religious Services Department.

1. The Religious Services Department

The Religious Services Department consists of Chaplain Francis Thayer, Supervisory Chaplain, Chaplain Bruce Neese, Staff Chaplain, and Mrs. Jennifer Braye, Religious Services Assistant. Staff working hours are posted on the chapel schedule.

2. Religious Services Schedule

The Religious Services Department provides religious accommodation to individual and group religious beliefs and practices in accordance with

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the law, federal regulations, and Bureau of Prisons policy. Opportunities for religious worship and religious study are provided seven days a week. A schedule of religious services is posted in each housing unit and inside the chapel.

### 3. Procedures for Call-out

Inmates are encouraged to attend religious services. If your job assignment conflicts with a worship services of your religious preference you may be placed on call-out to excuse you from work to attend that specific worship services. An inmate must complete a Request to Staff form (BP-A0148) a week in advance of the scheduled activity to be placed on the call-out.

### 4. Procedures for Receiving Religious Property

Inmates may purchase personal religious property from outside vendors. Items may be selected from catalogs in the Religious Services Department. Religious items purchased through the Special Purchase Order process will not be surcharged and cannot exceed \$100.00 in value. Ordinarily, no personal religious property may come from home.

### 5. Procedures for Pastoral Assisted Phone Calls

The Religious Services Department assists inmates during family emergencies. Chaplains provide counseling to inmate family members along with providing pastoral assisted phone calls to inmates during family emergencies. Inmates must notify their families that this service is available and that only emergencies that can be verified are authorized for a pastoral assisted phone call. All chaplain assisted phone calls are electronically monitored.

### 6. Pastoral Counseling

The chaplains provide counseling to inmates of all religious beliefs and practices. You may request to speak to one of the chaplains through the use of the Inmate Request to Staff form (BP-S148.055). A chaplain is

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also available from 1:30pm to 3:30pm daily and Sunday, Tuesday, Wednesday, and Thursday evenings in the chapel.

### 7. Procedures for the Religious Diet

The religious diet program consists of two district components: one component provides for religious dietary needs through self selection from the main line, which includes a no-flesh option. The other component accommodates dietary needs through nationally recognized, religiously certified processed foods. Inmates whose religion calls for a specific diet may request a religious diet interview through the use of the Inmate Request to Staff Member form (BP-A0148). Inmates needing the religiously certified diet need to be interviewed by the chaplain and will be notified within 24 hours of their eligibility following the interview. Adherence to the religiously certified diet is strictly monitored and applies to food purchased from commissary. Inmates who violate the certified religious diet program can be removed entirely from the program.

### 8. Re-Entry Programs

FCI Greenville currently has a faith based re-entry program called "Thresholds". This class meets once a week for two hours and lasts six months. This class incorporates one's faith and re-entry preparation. This class is available to all inmates regardless of religious preference. However, the class enrollment is limited to 15 participants with preferential enrollment given to inmates who are closer to release. See the chaplain for more information.

The Religious Services Department offers orientation for the Life Connections Program. This program is a residential 18 month program for inmates between 24 and 36 months left on their sentence. Orientations are offered monthly, normally the second Tuesday of the month. See the chaplain for more information regarding this re-entry program.

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## 9. Marriages

Inmates can be married while housed at FCI, Greenville. Marriages must be approved through the warden. Expenses for the marriage must be paid by the inmate. Government funds may not be used for marriage expenses. Applications for marriage are available from the chaplain or in Institutional Supplement 5326.04A.

The Religious Services Department is available to discuss with the inmate and fiancé the issue of marriage while incarcerated. The chaplains are available to assist inmates in finding a clergy person to perform the wedding ceremony. The chaplain may arrange for an inmate to receive a wedding band the day of the wedding ceremony. All wedding services will be conducted under the supervision of the Religious Services Department in the visiting room.

## 10. Ceremonial Religious Meals and Religious Holiday Observances

Inmate religious groups may request a once-a-year ceremonial or commemorative meal. The purpose of this meal is to meet a ceremonial requirement or, to observe a religious holy day or commemoration.

Inmates may request a menu for their ceremonial meal. Food items served at the ceremonial meal will consist of items served to the general population and provided from food services.

Inmates wishing to participate in a ceremonial meal and/or holy day observance must submit an Inmate Request to Staff Member form (BP-A0148) 60 days in advance of the date for the annual ceremonial meal and/or holy day observance.

Participation in a religious ceremonial meal and holy day observance may be requested by an inmate whose religious preference of record legitimizes such participation.

The chaplain will work with inmates requesting participation in holy day observances to accommodate a proper observance of the holy day.

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Inmates must submit a written request for time off from work to observe a religious holy day

### 11. Conclusion

The Religious Services staff look forward to accommodating your religious needs. Please stop by the chapel and introduce yourself.

### **Inmate Financial Responsibility Program (IFRP)**

Working closely with the Administrative Office of the Courts and the Department of Justice, the bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop an acceptable financial plan to meet their financial obligations under the supervision of the unit team. These obligations may include: special assessments imposed under 18 U.S.C. § 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his Inmate Financial Responsibility Program obligations, the inmate is not eligible to work in UNICOR, receive performance pay above the maintenance pay level, receive a residential re-entry center placement, receive a release gratuity. Inmates who are in IFRP refuse status will be celled in the lowest preferred housing, and are subject to other restrictions as listed in the appropriate Program Statement.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings. The unit team will strictly monitor the level of your participation as this institution considers the Inmate Financial Responsibility Program a critical area.

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## **HEALTH SERVICES**

### **Health Care Mission Statement of the Federal Bureau of Prisons**

**Policy** - The Bureau of Prisons will provide inmates access to essential quality health care in a cost effective manner without compromising public safety.

**Scope** - No portion of the *Health Care Rights and Responsibilities Policies & Procedures* will be in conflict with existing Federal Bureau of Prisons' *Program Statements*, or with current *Institutional Supplements or Instructions*.

### **Health Service Unit Policies & Procedures**

#### Health Care Rights and Responsibilities

**Policy** - 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 cooperate with your health care plans and respect the basic human rights of your health care providers.

**Procedure** - Patient rights and responsibilities are to be discussed during the Admissions and Orientation (A&O) process and must be included in the institution's Admission and Orientation book. A copy will be posted in the clinical area. Rights and Responsibilities will be translated into foreign languages spoken by a significant number of inmates at the institution .

### **Health Care Rights & Responsibilities**

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

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1. **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 who you intentionally inflict bodily harm or injury.

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

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

3. **Right** - You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your unit team, the Associate Warden, and the Warden.

**Responsibility** - You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted inmate grievance procedures.

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

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**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 releasable portions of your health record.

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

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 prevention programs, including those providing education regarding infectious diseases.

**Responsibility** - You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

9. **Right** - You have the right to report complaints of pain to your health care provider, have your pain accessed 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

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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 treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication or other prescribed item.

11. **Right** - You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

**Responsibility** - You have the responsibility to eat healthy and not abuse or waste food or drink.

12. **Right** - You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every three 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 of Prisons' Policy to include preventative services, emergency care and routine care.

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

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

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**Responsibility** - 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 Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

**Responsibility** - You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

The overall Bureau health care delivery system includes local medical facilities, as well as the major medical facilities. Routine medical and dental care are offered in the Health Services Unit at the institution. Locally, on-site emergency medical care is available twenty-four (24) hours a day at this facility.

Sick call is held Monday, Tuesday, Thursday, and Friday (except on federal holidays). Signing up for sick call is done by reporting to the Health Service Unit. Sick call sign-up will normally start at 6:45 am and close at 7:00 am. Generally, sick call sign-up will be announced and will run for 15 minutes. Inmates must be on time when reporting for appointments. Inmates must bring their ID card with them. It is each inmate's responsibility to show up on time for all sick call appointments and call-outs. Failure to do so will result in disciplinary action.

Inmates who become ill after the regular sick call appointment sign-up period should ask their work supervisor or unit officer to call Health Services to be triaged for a future appointment.

Inmates in Administrative Detention or Disciplinary Segregation are unable to sign up for this procedure. For that reason, a medical staff member tours each of these areas at least once a day for sick call and

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dispensing medication. Appointments for other medical evaluations, tests, clinics, (such as eye exams, dental, blood work, physician visits, etc.) will be scheduled via the institutional call-out system.

### **Emergency Medical Treatment**

All emergencies and injuries must be reported to the supervisor immediately and that staff member will contact the Health Service staff for instructions. All athletic injuries are to be reported to the recreation staff at the time of the injury. Failure to do so may result in disciplinary action.

Medical coverage on evenings, weekends, and federal holidays is for the treatment of acute medical problems only. Medical staff at this institution are available twenty-four (24) hours a day and seven days a week.

### **Medications - Pill Line**

Medication is distributed through the pharmacy located in the Health Services Unit. An inmate may receive medications at various times: open pill lines are conducted at 6:20 am, 11:15 am, 5:30 pm, and 8:40 pm. On weekends and federal holidays, early pill line is at 8:30 am.

Routine non-prescription medications are sold in the commissary. Other drugs may be issued only on a dose by dose basis and must be taken at the pharmacy window in full view of the person issuing the drug. Inmates receiving medication in this manner will be issued a special permit slip with the appropriate times circled.

Any medication which is issued will have an expiration date. If medication also has a refill listed on it, it must be returned for refill before the expiration date. Once a medication has expired, it can only be renewed by making a sick call appointment. Medication bottles having a refill may be dropped off at the first morning pill line, Monday through Thursday, and picked up at the 5:45 pm pill line. Expired medication must be returned to the pharmacy, and may not be kept after it has expired. **You must have your inmate identification card to receive your medication at the pill line window.**

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### **Inmate Copayment Program**

October 3, 2005, Program Statement 6031.02 implements the Federal Prisoners Health Care Copayment Act of 2000, Public Law 106-294, 18 U.S.C. S4048. The program statement explains the Bureau of Prisons may under certain circumstances, charge you, an inmate under our care and custody, a fee for providing you with health care services. You must pay a fee of \$2.00 for a health care service, if you receive health care services in connection with health care visit that you requested or initiated.

### **General Medical Information**

All new inmates in the Bureau of Prisons will receive a complete physical and dental examination (including immunizations and laboratory tests ) as part of the admission and orientation process. Transfers from other Bureau facilities may not require the entire examination. The medical files of these individuals will be reviewed and only those evaluations which were not done at another facility will be done. From this point on, all inmates are eligible for a complete physical yearly if over age 50 and every three years if under age 50. Each inmate is also eligible for a release physical approximately 2 months prior to release if it has been one year since the last physical. Follow-up physicals are requested by addressing a "cop out" to Health Services staff. Check the institution call-outs for date and time. The physical will be scheduled by using the call-out system.

Information on AIDS will be provided to you by Health Service Staff during your admission and orientation period. Additional educational and update sessions on this subject will be made available throughout an inmate's incarceration.

### **Dental**

Dental sick call is for emergency care only, such as toothaches, abscesses, temporary fillings, etc.

To obtain routine dental treatment, such as permanent fillings, dentures, cleanings, etc., you must submit a cop-out. All appointments, except

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those made through sick call, will be scheduled on the institution call out. Failure to keep appointments may result in disciplinary action. During the medical admission and orientation lecture, each inmate will have the opportunity to ask questions and receive additional information.

### **Eye Care**

Inmates requesting a vision screen can either sign up for “sick call” or send a “cop-out” to Health Services. Depending on the results of the vision screen, the inmate will be scheduled for an appointment with the Optometrist. If prescription eyeglasses are recommended by the Optometrist, they will be ordered through UNICOR at Butner. Personal or non-prison issue eye glasses, per Bureau of Prisons policy, cannot be purchased from an outside source or sent out for repair or replacement.

### **On-the-Job Injuries**

If an inmate is injured while performing an assigned work detail, he must immediately report the injury to his detail supervisor. The supervisor will have the inmate report to Health Services for treatment. If, after treatment, the inmate is placed on medical idle for a period of three (3) days or more, an accident report shall be completed. The injured inmate and the detail supervisor will complete a form BP-140, “Injury Report - Inmate” as soon as possible after the accident. A copy of this report will be submitted to the Safety department. A copy of Title 28, Part 301, “Inmate Accident Compensation” procedures will be provided to the inmate by the Safety department upon request.

### **Inmate Living Will and Advance Directive**

Inmates are permitted the opportunity to draw up a living will or advance directive, if desired, prior to a serious/terminal medical condition. An Inmate Request to Staff Member (cop-out) will need to be submitted to Health Services requesting information on living wills or advance directives. You will be placed on the call-out to discuss this request and to receive forms to be completed for inclusion in your medical file.

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**Preventative Health Care Guidelines**

**MALE PREVENTATIVE HEALTH SCREENING AND TESTING**

**What should I be tested for?**

Test	Age	Comments
Prevention/Wellness Visit	15-49 – every 3 years 50+ - every year	Take weight, blood pressure, Discuss risk factors
Blood Pressure	20+	Every year only if blood pressure is 120-139/80-90
Cholesterol	20-35 – based on risk factors	If you have diabetes, heart disease, or peripheral vascular disease – screen every year
Colon Cancer	50+ - based on risk factors	Fecal occult blood test 3 times
Diabetes Type II	All ages – every 3 years if blood pressure is higher than 135/80	Periodic screening for those with high cholesterol, heart disease, or peripheral vascular disease
Hearing	20-65 – every year only if at an occupational risk 65+ - every year	Testing by audiogram
Heart Disease	45+ - every 5 years	Calculate risk factors
Hepatitis B	All ages – based on risk factors	Used shared needles for drugs or tattoos, received tattoo in jail, sex with men, plus other risks
Hepatitis C	All ages – based on risk factors but may request testing once per year	Same risks as with Hep. B including unprotected sex with multiple partners or those infected with disease, plus other risks
HIV/AIDS	All ages – based on risk factors but may request testing once per year	Same risks as with Hep. C
Prostate Cancer	20-75 – testing only on a case by case basis 75+ - not recommended	
Tuberculosis (TB)	All ages – every year	Chest

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It is your right to have access to the above healthcare within the guidelines listed. It is your responsibility to request the preventative measures listed above within the timeframes given.

### **Bloodborne Pathogens**

All inmates need to be aware of universal precautions. Health Services orderlies have been trained to properly deal with blood spills. Spills need to be referred to Health Services for clean up.

### **Bloodborne Diseases**

All human blood and certain other body fluids could transmit Hepatitis B (HBV), Hepatitis C (HCV), and the Human Immunodeficiency Virus (HIV), which causes AIDS.

**Hepatitis B Virus (HBV):** Hepatitis means “inflammation of the liver”. HBV is transmitted through blood and sexual contacts. HBV can damage your liver and lead to cirrhosis and/or liver cancer. Health care workers are at an increased risk for HBV. There is a vaccine for HBV. **Hepatitis C Virus (HCV):** HCV is a serious liver disease and causes more cases of chronic liver disease than HBV. There is no vaccine for HCV. Protect yourself. HCV is found in blood and other body fluids and is spread mainly through infected blood. People at risk are those who: share needles for drug use, tattooing, & body-piercing, have had a blood transfusion before 1992, are exposed to blood on the job, or have had sex with someone with HCV.

**Human Immunodeficiency Virus (HIV):** HIV attacks the body’s immune system, causing the disease known as AIDS, or Acquired Immune Deficiency Syndrome. Currently there is no vaccine to prevent infection. A person infected with HIV:

- may carry the virus without developing symptoms for several years
- will eventually develop AIDS

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- may suffer from flu-like symptoms including fever, diarrhea, and fatigue
- may develop AIDS-related illnesses including neurological problems, cancer, and other opportunistic infections.

HIV IS TRANSMITTED PRIMARILY THROUGH SEXUAL CONTACT, BLOOD AND SOME OTHER INTERNAL FLUIDS. HIV IS NOT TRANSMITTED BY TOUCHING, FEEDING, OR WORKING AROUND PATIENTS WHO CARRY THE DISEASE

An HIV detection program is in place at this facility. Any inmate requesting voluntarily to have an HIV test will be given one. This petition has to be requested by submitting a “cop-out” to Health Services.

### Transmission of Bloodborne Pathogens:

In addition to sexual contact, HBV and HIV can be transmitted by infected blood coming in contact with:

- Open cuts, nicks and skin abrasions, even dermatitis and acne, as well as the mucous membranes of your mouth, eyes, or nose.
- Indirect transmission, such as touching a contaminated object or surface and transferring the infectious material to your mouth, eyes, nose, or open skin.
- Contaminated environmental surfaces are a mode of HBV spreading in certain settings. Dried blood containing the Hepatitis B Virus can survive on environmental surfaces at room temperature, for almost one week. Blood containing HIV, when it dries, is not considered to be infectious.

### Standard Precautions:

You can't tell just by looking if someone is infected with a bloodborne pathogen. Many people carry bloodborne infections without visible symptoms and may not even know they are infected. Standard precautions resolve this uncertainty by requiring you to treat all human

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blood and body fluids as if they are infected. Standard precautions include: **HANDWASHING**—if infectious material gets on your hands, the sooner you wash it off, the less chance you have of becoming infected. **EVERY TIME** you remove your gloves you must wash your hands with soap and running water. If your skin or mucus membranes come in direct contact with blood, wash or flush with water as soon as possible. **GLOVES**—are readily available. Use them. Use them for one task only, and don't forget to wash your hands after removing them. Remember, using gloves **does not** replace washing your hands.

Housekeeping:

Procedures are in place for handling blood spills. Staff have access to several kinds of “blood spill kits”. Only staff and inmates trained in “blood spills” should be involved in the cleaning of a blood spill. If you discover a blood spill, advise staff immediately.

Do not pick up broken glass or sharp objects with your hands. Always utilize protective equipment.

**Bacterial Infections: MRSA (Methicillin Resistant Staphylococcus Aureus)**

MRSA is a bacteria that carries infections in different parts of the body. It's tougher to treat than most strains of staphylococcus aureus or “staph” because it's resistant to some commonly used antibiotics. Areas that are crowded and confined are where poor hygiene practices may proliferate can put inhabitants at increased risk of contracting MRSA.

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MRSA Fact Sheet

<p><b>What is MRSA?</b></p> <p><i>Staphylococcus aureus</i>, often referred to as “staph”, is a common type of bacteri found on the skin and in the nose of healthy persons. Staph bacteria may cuase minor skin infections such as boils, or more serious infections such as pneumonia and blood poinsoning. Certain “staph” bacteria that have become resistant to “first-line” antibiotics are called MRSA – which is short fror “Methicillin-resistant <i>Staphylococcus aureus</i>”. MRSA infections are more difficult to treat, but they usually respond to incision and drainage and/or antibiotics.</p>
<p><b>How is MRSA spread from person to person?</b></p> <p>MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. MRSA is not spread by coughing unless the infected person has pneumonia.</p>
<p><b>How can I prevent becoming infected with MRSA?</b></p> <ul style="list-style-type: none"> <li>● <b>Wash your hands</b> thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.</li> <li>● Never touch another person’s counds, infected skin, or dirty bandages.</li> <li>● Don’t scratch skin rashes.</li> <li>● Maintain personal hygiene through regular showers and by keeping your living space clean.</li> <li>● Do no hand-wash or air dry your laundry.</li> <li>● Never share personal hygiene items with others, including toiletries or towels.</li> <li>● Clean off any surfaces shared with others, such as weight benches.</li> <li>● Use a towel or shirt as a barrier between your bare skin and exercise equipment.</li> <li>● Shower after participating in close-contact recreational activities whenever possible.</li> <li>● Don’t get a tattoo in prison.</li> <li>● Don’t use injection drugs.</li> <li>● Don’t have sexual contact with other inmates.</li> </ul>
<p><b>How does a person know whether he or she has a MRSA infection?</b></p>

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- Always seek medical attention if you develop a boil, red, or inflamed skin, an insect or spider bite, or a sore that does not go away.
- The most common way for health care providers to detect MRSA is by doing a culture of the pus from the skin infection.

**How is MRSA treated?**

MRSA skin infections are often treated first with frequent warm socks and draining of the wound. Strong antibiotics can be effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics in the hospital.

## **CONTACT WITH THE COMMUNITY AND PUBLIC**

### **Correspondence**

The mail room conducts open house hours from 6:30 am to 7:00 am on Tuesdays and Thursdays, excluding federal holidays. The mail room will be open to accept inmate outgoing legal mail Monday through Friday from 6:30 am to 7:00 am. Mail service is provided Monday through Friday. There is no service on weekends and federal holidays. First class mail is distributed by the evening watch officer in each housing unit. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by unit staff as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list.

### **Mail Services Available**

First class, third class, certified, registered and insured mail are available at the inmate's expense. Stamp collecting, express mail, COD, USPS box service, UPS, and other private carriers are not provided. Postal rate charts are posted in the law library and mail room. Postal scales are available in the mail room during open house hours.

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### Mail Depositories

Outgoing general correspondence is placed in mailboxes located inside each housing unit. Outgoing mail will be inspected by staff, and must be unsealed when deposited in the institution mailbox. Special / Legal mail may be sealed and must be hand delivered to mail room staff Monday through Friday (excluding holidays) between the hours of 6:30 am and 7:00 am. Inmates must present their identification card when submitting legal mail. Mail room staff will verify that the inmate delivering the mail is the same inmate identified in the return address of the correspondence. LEGAL/SPECIAL MAIL DEPOSITED IN THE UNIT DEPOSITORIES WILL BE RETURNED TO THE INMATE. INMATES IN SPECIAL HOUSING WILL GIVE THEIR MAIL TO THE UNIT OFFICER.

**INMATE POST OFFICE BOX NUMBER: P.O. Box 5000**

**IMPORTANT:** All out-going inmate mail must have the inmate's name, register number, and return address in the upper left hand corner. Federal Correctional Institution must be spelled out. If the address is not correct on the envelope, the letter will be returned to the inmate for completion. All regular mail shall be unsealed and placed in the inmate unit depository. This mail will be collected from the depositories by the morning watch officer and will be inspected prior to sealing. Inmates must assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

Inmates are encouraged to advise friends and family who write to them to put the inmate's committed name, correct register number, and housing unit on the envelope to aid the prompt delivery of mail.

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## **Packages**

Ordinarily, inmates will not be authorized to receive packages through the mail, other than approved medical devices and release clothing (within 30 days of release).

## **Incoming Regular Mail**

Incoming inmate general correspondence will be opened and inspected for contraband by Correctional Systems Department staff. Any monies contained in the mail will be removed and rejected. *The only way an inmate may receive money is through the national lockbox.*

## **Incoming Publications**

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may only receive soft-cover publications (paperback books, magazines, newspapers, etc.) and hardcover publications from a publisher, book club, or bookstore. The accumulation of publications is limited to the amount authorized in the institution supplement on inmate personal property. The warden has the authority to reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the warden will be rejected in accordance with the incoming publication program statement. Altered materials will be confiscated. Statutory restrictions requires the return of commercially published information or material which is sexually explicit or features nudity.

## **Special Mail**

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys'

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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 U.S. Congress, Embassies and consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys, and representatives of the news media. Special mail also includes mail received from the following: President and Vice President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney General, Prosecuting Attorneys, Governors, U.S. Courts and State Courts. Inmates may not receive compensation or anything of value for correspondence with the news media. Inmates may not act as a reporter, publish a byline, or conduct a business or profession while in federal custody.

Unit staff opens incoming special mail in the presence of the inmate. These items will be checked for physical contraband and for qualification as special mail. The correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as special mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

**IMPORTANT NOTICE:** Legal correspondence from attorneys will be treated as legal/special mail if it is properly identified. The mail will be opened and inspected for contraband in the presence of the inmate. Receipt of the mail is verified by your signature in the log book maintained in the mailroom. **The envelope must be marked with the individual attorney's name (not firm name) and indication that he/she is an attorney and the front of the envelope must be marked "Special mail - open only in the presence of the inmate", or similar language. It is the responsibility of the inmate to advise his or her attorney about this policy.**

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If legal mail is not properly marked, it will be opened as general correspondence. The Special Mail Notice, Form BP-493 is available through the unit team if you wish to send a copy to your attorney. The Special Mail Notice precedes this information.

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

Through special mail procedures, an inmate may write to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in bureau custody. Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened and inspected for contraband, qualification as media correspondence, and content, which is likely to promote either illegal activity or conduct contrary to regulation.

### **Correspondence Between Confined Inmates**

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a ongoing or current legal action (or witness) in which both parties are involved. Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). The appropriate unit manager at each institution must approve the correspondence if both inmates are housed in federal institutions and both are members of the same immediate family or are a party or witness in a legal action in which both inmates are involved. The superintendent/warden of both institutions must approve the correspondence if one of the inmates housed at a non-federal institution or if approval is being granted on the basis of exceptional circumstances. The approval must be on file in the mail room prior to the delivery of the correspondence. Unit staff will ensure that a copy of the approval is forwarded to the mail room.

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### **Rejection of Correspondence**

Incoming mail and/or packages may be rejected if it is determined detrimental to the security, good order, or discipline of the institution, to the protection of the public or if it might facilitate criminal activity. It may also be rejected if it contains material which would violate postal regulations (eg: contraband, or indications of escape). In addition, mail may be rejected if it contains discussion of criminal activities, coding or other attempts to circumvent mail regulations, or any other contraband items. The warden may reject correspondence sent by, or to an inmate, if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. The rejection of correspondence will be in accordance with Program Statement 5265.11, Correspondence.

### **Notification of Rejection**

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

### **Change of Address/Forwarding of Mail**

The mailroom will provide inmates with change of address cards required by the U.S. Postal Service. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in address. All general correspondence mail will be forwarded for 30 days upon his release. (opposed to special mail, which will still be forwarded after 30 days). Any general mail received after 30 days will be returned to sender.

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## Telephones

There are telephones on each side of the housing unit for inmate use. Direct dial calls or collect calls may be made but are limited to 300 minutes, per inmate, per month. During the months of November and December this increases to 400 minutes. Effective October 21, 2009, all inmates must register on the phone by recording their first and last name. This is a voice verification software installed as an enhanced security measure. For assistance in registering, you may contact your unit team or the trust fund supervisor. No third party or credit card calls may be made on these lines. Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution and/or disciplinary sanctions. All inmate telephones are subject to monitoring and recording. Inmates must contact the Unit Manager in writing to arrange an unmonitored attorney call. Telephones will be turned on and available for use in your unit as follows:

<u>WEEKDAYS</u>	6:00 am - 7:30 am
	10:30 am - 12:30 pm
	4:30 pm - 10:00 pm
<u>WEEKENDS AND FEDERAL HOLIDAYS</u>	6:00 am - 10:00 pm

Additional regulations concerning use of the telephones are as follows:

- Inmates not making phone calls will not be permitted to congregate near the telephone area.
- No third party telephone calls will be permitted.
- Inmates will be responsible for their use of the telephone. They are expected to conduct themselves in a responsible manner and respect other inmates.
- Each inmate is responsible for the content of the telephone calls they make.

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- The use of the telephone will not interfere with the institution schedules, programs, work assignments or counts. When a census count or scheduled count is conducted, all inmates on the telephone shall terminate their calls immediately. During institutional emergencies, use of the inmate telephone may be curtailed or terminated.
- International collect calls are not permitted.
- Only whole dollar amounts may be purchased when buying phone credits.
- The maximum length of a telephone call will not exceed 15 minutes. The maximum amount of time available for calling is 300 minutes per calendar month, except for November and December when the minutes are increased to 400.
- The Inmate Telephone System (ITS) is a dual system which has both debit and collect calling capabilities. Debit and collect calls can be placed during the hours telephones are turned on. There is a limit of 300 minutes of call time allowed per month to include debit and collect calls.

In order to use the direct dial telephones, inmates must purchase phone credits, (money moved from their commissary account to an ITS account) which can be accomplished using the ITS by dialing 118 and following the voice prompts. Inmates will be issued a phone access code (PAC) by institution staff which will enable them to access their account. Inmates are authorized thirty telephone numbers assigned to their account, which must be approved by the unit team. Inmates are allowed to update their telephone lists on a quarterly basis.

Inmates housed in the special housing unit for administrative detention or disciplinary segregation, may make a limited number of calls. Phone calls for inmates in administrative detention and disciplinary segregation will either be placed by the correctional counselor or the special housing unit officer. Inmates in administrative detention will be permitted one social call per week after being confined in this status for seven days.

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Inmates in disciplinary segregation will be permitted one social call every 30 days after being confined in this status for 30 days.

Staff phones may not be used by inmates without permission or supervision by a staff member.

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

There are TRULINCS workstations on each side of the housing unit for inmate use.

TRULINCS is an alternate means of communication with the public for inmates. The system allows for limited computer access, to include the capability to send and receive messages without having access to the internet. In order to use TRULINCS messaging, a consent form must be signed and returned to either the unit team or trust fund staff. Inmates will be charged \$.05 per minute (TruUnits) for using the TRULINCS messaging service. Inmates will be required to purchase minutes of session time using TRULINCS. Inmates must purchase time in the following minute increments: 40, 100, 200, 300, and 600. Inmates may elect to print their messages using the specific designated print station, these printers are located in Education and Recreation. Inmates will be charged three minutes (\$.15) per each printed page. Multiple page messages will be printed front and back (duplexed) and count as two pages per sheet of paper. Example: A two page message will be printed front and back on one sheet of paper and cost six minutes (\$.30). Computers are available in the units throughout the day and evening, but disabled during the counts.

Inmates shall not be allowed refunds except in the following circumstances:

- (1) Inmates are released.
- (2) Inmates on TRULINCS restriction for more than ten days request in writing that their balance be returned to their Commissary account. This is a one time transaction for the entire balance.

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(3) Minute refunds granted by the Trust Fund Supervisor as a result of system malfunctions. Refunds for printer malfunctions shall be in the form of a reprint.

(4) In rare or unusual instances as deemed appropriate by the CEO. In these circumstances, Trust Fund staff will be provided written documentation to support the transfer. This is a one time transaction for the entire balance.

Effective February 16, 2010, all inmates are required to input their contact list in TRULINCS. This includes all telephone numbers. Any telephone numbers not entered by this date will be removed and the inmate will no longer be able to call.

The contact list will also be completed in order to print labels for all outgoing mail. On February 16, 2010, any outgoing mail that does not have a label will be returned. Note: Inmates in the special housing unit will not be required to utilize labels.

Inmates housed in the special housing unit for administrative detention or disciplinary segregation, will have access to the Electronic Law Library and the print terminal. They will not have access to the messaging section of TRULINCS.

## **Visiting**

Inmates are encouraged to have visits in order to maintain family and community ties. Inmates are allowed a limit of five children per visit. Visiting hours are 8:00 am to 3:00 pm on Saturday, Sunday, Monday, and federal holidays. It is the inmate's responsibility to advise their prospective visitors of the visiting hours.

New inmates will be asked to submit a visiting list which will be given to their counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) as recognized in the inmate's presentence investigation report will ordinarily be placed on the approved visiting list. Other relatives and friends may be approved after certain checks are made and a prior relationship is verified. Requests for

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approval for these additional visitors should be made to the counselor at least four weeks in advance of the intended visit. Hold-over and pre-trial inmates will be limited to immediate family on their visiting list. All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only upon arrival and departure.

All inmates will be vested with 40 points at the beginning of each month. One point will represent one hour of visiting time on weekdays. Two points will represent one hour of visiting time on weekends and federal holidays. Unused points will not be accrued to add to the next month's points.

Inmates housed in the special housing unit may only receive visits on Tuesday. The visit will be limited to two hours.

Inmates must be properly dressed in order to be admitted to the visiting room. Clothing must be neat and clean with no alterations. Khaki shirts, khaki trousers, and institution issued work shoes are the only appropriate attire (with the exception of inmates in the special housing unit) authorized for wear into the visiting room.

Inmates may only take the following items into the visiting room: comb, handkerchief, wedding band, religious medallion with chain, prescription eyeglasses, and inmate identification card.

Visitors must be properly dressed. Short shorts, halter tops, and other clothing of a suggestive or revealing nature will not be permitted in the visiting room. Skirts or dresses must be no shorter than 2" above the knee. Footwear must be worn by all visitors. No open toed shoes are allowed.

### **Identification of Visitors**

Each visitor, age 16 and older, is required to present a form of government issued (i.e., passport, driver's license, state or local identification card) photo identification prior to admission to the institution. Mexican consular identification cards will not be accepted as a valid form of identification.

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Visitors may be asked to submit to a search and will be checked with a metal detector or drug detection machine. Visitors' purses, attorneys' briefcases, etc. will also be searched. Other personal articles belonging to visitors must be placed in the lockers provided by the institution or may be left in their vehicles.

Visitors are permitted to bring money into the visiting room to purchase items from the vending machines (\$25.00 in change - no paper currency other than ones and fives are allowed). Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the visiting room. No food may be brought into the visiting room.

Inmates are not allowed to receive either coins or money for their commissary account while in the visiting room. Money for commissary accounts should follow the procedures established for deposits to accounts outlined in this handbook.

NO ITEMS may be exchanged in the visiting room.

Smoking is strictly prohibited.

Inmates are not permitted to wear personal clothing in the visiting room.

### **Customer Service Standards for Members of the Community**

The BOP is committed to maintaining a healthy partnership with the community by:

1. Responding in a prompt, courteous, professional and accurate manner to all inquiries.
2. Being a positive economic force.
3. Supporting community initiatives which improve the quality of life.
4. Being good public stewards.

## **ACCESS TO LEGAL SERVICES**

### **Attorney Visits**

Attorney visits will be arranged by the unit team. Attorneys will be required to contact the unit team at least 24 hours prior to the requested visit. Attorneys are encouraged to visit during regular visiting hours; however, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff.

Attorney visits will be subject to visual monitoring, but not audio monitoring. The assignment of the privacy rooms in the visiting room will be on a first come basis. Inmates are expected to refer to the institutional supplement on visiting for further information or reference.

### **Legal Material**

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a manner similar to the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

### **Attorney Phone Calls**

In order to make an unmonitored phone call to an attorney, the inmate must follow procedures established by the institution. Phone calls placed through the regular inmate phones are subject to monitoring. Unmonitored phone calls placed to an attorney will be arranged by the unit team. The inmate will submit the required form for an unmonitored attorney call at least 24 hours prior to the requested phone call. The inmate will also be required to complete a BP-199, Request for Withdrawal of Inmate's Personal Funds, for the cost of the call.

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### **Law Library**

The law library is located in the education department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons' program statements, institution supplements, indexes, and other legal materials.

The law library is open during convenient non-working hours, including Saturdays and Sundays. The law library is closed on all federal holidays. An inmate law library clerk will be available for assistance in legal research. Legal materials are also available to inmates in administrative detention or disciplinary segregation status, via a delivery system and the special housing unit law library.

### **Notary Public**

The purpose of notarization is to prevent fraud and forgery. All notarizations in the State of Illinois must contain the proper notary certificate wording, which includes state and county of venue, the date, notarial wording, notary signature as commissioned, and the imprint of the notary seal. A notary may not notarize a blank or incomplete document. If a signer indicates that certain spaces in a document are to be left blank because they do not apply, you may suggest that he or she line through the spaces or write "Not Applicable". This protects the signer from later unauthorized insertions, and it may prevent the notary from having to appear as a witness to a lawsuit. The notary acts as an official and unbiased witness to the identity of a person. An Illinois notary cannot give advice on immigration matters, complete forms, or charge fees unless he or she has been authorized to do so by the INS or is an attorney.

Under the provisions of 18 U.S.C. § 4004, case managers are authorized to witness and guarantee signatures on documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do

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otherwise. Some states will not accept a government certification for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for additional information and arrangements.

### **Copies of Legal Materials**

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matter. At FCI, Greenville, a vending card copy machine is available in the Education Department for inmate use. These cards can be purchased through the commissary. An inmate without funds for 60 days who can justify a need for particular copies, may submit a written request for a reasonable amount of free duplication to a member of their unit team.

### **Federal Tort Claims**

Federal tort claim forms are issued by the correctional counselors at FCI, Greenville. Completed tort claim forms shall be mailed to the North Central Regional Office. For further information, see Program Statement 1320.06.

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

A request for agency records pursuant to the Freedom of Information Act (FOIA) 5 U.S.C. § 552 can be made by sending a written request to:  
Director, Bureau of Prison  
320 First Street, N.W.  
Washington D.C. 20534  
ATTN: FOIA/PA Section

You need to clearly mark on the envelope that this is a "FREEDOM OF INFORMATION REQUEST" and you need to clearly describe the records that you are seeking, including the approximate dates covered. You must also include your Register Number or Social Security Number for identification purposes. (Please note that there are informal methods of obtaining some documents such as your central file and medical file. You are encouraged to use these informal methods described below

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prior to submitting a formal FOIA request.) By making a FOIA request, you are deemed to have consented to payment of up to \$25.00 for any associated costs of fulfilling your request. See C.F.R. 16.3. Requests by a third party (including requests by attorneys for records from an inmate) made under the Privacy Act of 1974 should be sent to the same address. Please be aware, however, that the Privacy Act prohibits the release of information from agency records without the prior written consent of the person to whom the records pertain. (Please note that there are a few statutory exemptions to this rule.) Therefore, a proper consent form from the inmate should be forwarded with the request for documents.

### **Inmate Access to Central Files**

An inmate may request to review or copy disclosable portions of his central file; however, inmates are not entitled to possess a copy of their Pre-Sentence Investigation Report or Statement of Reasons. Within 20 days of the request, the case manager will permit the inmate to review the disclosable portion of the central file under direct supervision. Inmates should submit a written request to their unit team for this privilege. No fee shall be charged for the following: the first 100 pages of duplication, the first two hours of search time, or charges which total \$8 or less. The duplication cost is calculated by multiplying the number of pages in excess of 100 by \$0.10, the current rate set in 28 CFR.10. See Program Statement 1351.05 for further information.

### **Inmate Access to Other Documents**

An inmate can request access to the "non-disclosable documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a "Freedom of Information Act Request" as described above.

### **Inmate Access to Medical Files**

An inmate may request to review or copy his medical file by submitting a written request to Health Services. Within 20 days of the request, the inmate will be allowed to review or will receive the requested copy. Copies of HIV results will not be given to an inmate. No fee shall be

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charged for the following: the first 100 pages of duplication, the first two hours of search time, or charges which total \$8 or less. The duplication cost is calculated by multiplying the number of pages in excess of 100 by \$0.10, the current rate set in 28 CFR.10. See Program Statement 1351.05 for further information

### **Executive Clemency**

The Bureau of Prisons advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute", which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Executive Clemency forms can be obtained through the unit team or law library.

### **Commutation of Sentence**

The Bureau of Prisons also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses.

Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. The rules governing these petitions are available in the law library. Forms can be obtained through the unit team.

You may not apply for a pardon until the expiration of at least five years from the date of release from confinement. In some cases, involving crimes of a serious nature, require a waiting period of seven years. Examples of crimes of serious nature are: violation of narcotics laws,

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gun control laws, income tax laws, perjury, violation of public trust involving personal dishonesty, fraud involving substantial sums of money, and violations involving organized crime

## **PROBLEM RESOLUTION**

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

An Inmate Request to Staff Member form (BP-148), is used to make a written request to a staff member. Any type of request can be made using this form. These forms may be obtained in the housing units from the correctional officer on duty or the unit team. Inmates may also submit a written request to staff without using this form, by providing the same identifying information contained on the form.

### **Administrative Remedy Process**

The Bureau of Prisons encourages the informal resolution of complaints. Hopefully, an inmate can resolve a problem informally via contact with staff members. When informal resolution is not successful, a formal complaint can be filed through the Administrative Remedy Program. Complaints on behalf of other inmates cannot be addressed under the Administrative Remedy Program.

The first step of the Administrative Remedy Program is to document your attempt at informal resolution. Inmates may obtain the proper informal resolution form from their correctional counselor. The inmate will briefly state the nature of the problem and list the efforts made to resolve the problem on this form and submit it to their counselor.

If the issue cannot be informally resolved using the informal resolution form, the counselor will issue a Request for Administrative Remedy form (BP-229) (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed Request for Administrative Remedy form along with the informal resolution form to the correctional counselor. The Request for Administrative Remedy complaint must be filed within twenty calendar days from the date on which the basis for the incident or complaint

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occurred. Institution staff have twenty calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, or no later than the third calendar day after receipt of the complaint.

If the inmate is not satisfied with the response to the Request for Administrative Remedy, he may file an appeal to the regional director on the Regional Administrative Remedy Appeal form. This appeal must be received in the regional office within twenty calendar days from the date of the Request for Administrative Remedy response. The regional appeal is written on a Regional Administrative Remedy Appeal form (BP-230), and must have a copy of the Request for Administrative Remedy form and response attached. The regional appeal must be answered within thirty calendar days, but the time limit may be extended an additional thirty days. The inmate will be notified of any extension.

If the inmate is not satisfied with the response by the regional director, he may appeal within 30 days to the central office of the Bureau of Prisons. The national appeal must be made on a Central Office Administrative Appeal form (BP-231) and must have copies of the Request for Administrative Remedy and Regional Administrative Remedy Appeal forms with responses attached.

The Central Office Administrative Appeal form may be obtained from the correctional counselor. The national appeal must be answered within forty calendar days, but the time limit may be extended an additional twenty days if the inmate is notified.

### **Sensitive Complaints**

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the regional director. The

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inmate must explain, in writing, the reason for not filing the complaint with the institution. If the regional director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the regional director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a Request for Administrative Remedy at the institution.

## **CORRECTIONAL SYSTEMS DEPARTMENT**

The Correctional Systems Department (CSD) is responsible for carrying out all duties related to the records office, mail room, receiving and discharge (R&D), and inmate movement. The staff consists of a case management coordinator, correctional systems specialist, and correctional systems officers.

### **Records Office**

The Records Office is responsible for commitment documentation and detainer status. The Designation and Sentence Computation Center (DSCC) in Grand Prairie, Texas, is responsible for all sentence computations and determination of release dates. Once staff at the DSCC have certified the sentence computation as being accurate, staff will provide the inmate with a copy of his sentence computation data. When he receives the copy, he is to verify all the information on the form. If a discrepancy is noted, he is to submit an Inmate Request to Staff Member form, also known as "cop-out," to the records office. If an inmate arrives at FCI, Greenville, as a transfer from another institution, he will not receive a copy of his sentence computation unless a change has occurred to reflect a new release date.

### **Sentence Reform Act of 1985**

Any offense committed on or after November 1, 1987, falls under the Sentence Reform Act (SRA). These sentences are not eligible for parole and are not eligible for extra good time. However, sentence reform act sentences do reflect credit toward service of a sentence for satisfactory behavior. This credit is called good conduct time. A prisoner who is

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serving a term of imprisonment of more than one year, other than a term for life, shall receive credit toward the service of this sentence of fifty-four days at the end of the first year served. Such credit is vested at the time it is received.

However, if the Bureau of Prisons determines, that during that year, the prisoner has not satisfactorily complied with institutional regulations, he shall receive no such credit toward service of his sentence or shall receive such lesser credit as the Bureau of Prisons determines to be appropriate. Credit for the last year, or portion of a year, of the term of imprisonment shall be prorated and credited within the last six weeks of the sentence.

**VIOLENT CRIME CONTROL AND LAW ENFORCEMENT ACT OF 1994  
(P.L. 103-322, Effective September 13, 1994)**

18 U.S.C. § 3624(b) - Credit toward service of a sentence for satisfactory behavior.

(1) A prisoner (other than a prisoner serving a sentence for a crime of violence) who is serving a term of imprisonment of more years, other than a term of imprisonment for the duration of the prisoner's life, shall receive credit toward the service of the prisoner's sentence, beyond the time served, of fifty-four days at the end of each year of the prisoner's term of imprisonment, beginning at the end of the first year of the term, unless the Bureau of Prisons determines that, during that year, the prisoner has not satisfactorily complied with such institutional disciplinary regulations as have been approved by the attorney general and issued to the prisoner. A prisoner who is serving a term of imprisonment of more than one year for a crime of violence, other than a term of imprisonment for the duration of the prisoner's life, may receive credit toward the service of the prisoner's sentence, beyond the time served, of up to fifty-four days at the end of each year of the prisoner's term of imprisonment, beginning at the end of the first year of the term, subject to determination by the Bureau of Prisons that, during that year, the prisoner has displayed exemplary compliance with such institutional disciplinary regulations. If the Bureau of Prisons determines that, during that year,

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the prisoner has not satisfactorily complied with such institutional regulations, the prisoner shall receive no such credit toward service of the prisoner's sentence or shall receive such lesser credit as the Bureau determines to be appropriate. The Bureau of Prisons' determination shall be made within fifteen days after the end of each year of the sentence. Credit that has not been earned may not later be granted. Credit for the last year or portion of a year of the term of imprisonment shall be prorated and credited within the last six weeks of the sentence.

(2) Credit toward a prisoner's service of a sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree.

(3) The attorney general shall ensure that the Bureau of Prisons has in effect an optional General Education Development Program for inmates who have not earned a high school diploma or its equivalent.

(4) Exemptions to the general educational development requirement may be made as deemed appropriate by the director of the Federal Bureau of Prisons.

**PRISON LITIGATION REFORM ACT OF 1995**  
**(P.L. 104-134, Effective April 26, 1996)**

18 U.S.C. § 3624(b) - Credit toward service of a sentence for satisfactory behavior.

(1) Subject to paragraph (2), a prisoner who is serving a term of imprisonment of more than one year, other than a term of imprisonment for the duration of the prisoner's life, may receive credit toward the service of the prisoner's sentence, beyond the time served, of up to fifty-four days at the end of each year of the prisoner's term of imprisonment, beginning at the end of the first year of the term, subject to determination by the Bureau of Prisons that year, the prisoner has displayed exemplary compliance with institutional disciplinary regulations. Subject to paragraph (2), if the Bureau of Prisons determines that, during that year, the prisoner has not satisfactorily complied with such institutional

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regulations, the prisoner shall receive no such credit toward service of the prisoner's sentence or shall receive such lesser credit as the Bureau of Prisons determines to be appropriate.

In awarding credit under this section, the Bureau of Prisons shall consider whether the prisoner, during the relevant period, has earned, or is making satisfactory progress toward earning a high school diploma or an equivalent degree. Credit that has not been earned may not later be granted. Subject to paragraph (2), credit for the last year or portion of a year of the term of imprisonment shall be prorated and credited within the last six weeks of the sentence.

(2) Notwithstanding any other law, credit awarded under this subsection after the date of enactment of the Prison Litigation Reform Act shall vest on the date the prisoner is released from custody.

(3) The attorney general shall ensure that the Bureau of Prisons has in effect an optional General Education Development Program for inmates who have not earned a high school diploma or its equivalent,

(4) Exemptions to the general educational development requirement may be made as deemed appropriate by the director of the Federal Bureau of Prisons.

### **Pre-sentence Credit**

Any time spent in a jail facility could be credited toward federal sentences under certain conditions. If after reviewing the computation provided to the inmate, a discrepancy should arise, the inmate is to submit a "cop -out" to the records office containing as much information regarding the dates in question as possible. Information should include the days incarcerated, the offense, name and location of the jail (including county, if known), and any other information that might assist the CSD staff in verifying the information.

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### Statutory Good Time

Statutory Good Time (SGT) is good time earned toward a federal sentence for prisoners convicted of an offense committed against the U.S. prior to November 1, 1987, in which the individual received a sentence of six months or more. Statutory good time provisions are outlined in Title 18 U.S.C. § 4161, which states: "Each prisoner . . . whose record of conduct shows that he has faithfully observed all the rules and has not been subjected to punishment, shall be entitled to a deduction from the term of his sentence beginning with the day on which the sentence commences to run. The amount of days earned per month is based on the total term in effect for each sentence."

Statutory good time is granted at the rate determined by the length of a sentence:

<b>SENTENCE LENGTH</b>	<b>STATUTORY GOOD TIME</b>
At least six months, not more than one year	five days for each month of the sentence
At least one year, not more than three years	six days for each month of the sentence
At least three years, not more than five years	seven days for each month of the sentence
At least five years, not more than 10 years	eight days for each month of the sentence
10 years or more-- up to life	10 days for each month of the sentence

When consecutive sentences are being served, the aggregate of all the sentences shall be the basis upon which the deduction shall be computed. Statutory good time may be forfeited or withheld if during the term of imprisonment a prisoner commits any offense or violates the

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rules of the institution. All statutory good time, or a portion, which has been forfeited or withheld maybe restored in accordance with Title 18 U.S.C. § 4166.

### **Extra Good Time**

Extra Good Time (EGT) is awarded to prisoners sentenced prior to the Sentence Reform Act in accordance with Title 18 U.S.C. § 4162. A request for extra good time must be submitted by an inmate's work supervisor and approved by the unit team. This award of extra good time may not be awarded beyond a period of three months excluding the month submitted. Extra good time is earned at the rate of three days per month for the first year and five days per month for the following years. All extra good time is prorated as to the number of days a prisoner is physically located at the institution and in earning status.

Extra good time cannot be forfeited; however, it may be withheld for a particular month. If conditions of parole or mandatory release are violated, original extra good time is not used to reduce the total term in effect. Extra good time for state borders must be approved by state officials. Extra good time is not deducted from the parole date granted by the U.S. Parole Commission. If an inmate transfers to another institution, the extra good time he was earning will automatically be discontinued on the date he arrives at the new facility. The extra good time will be reviewed by the unit staff to determine if it should begin again. The work supervisor is then responsible for recommending the inmate for extra good time via the Extra Good Time Recommendation form (BP-390).

### **Lump Sum Awards**

Any staff member may recommend to the warden approval of a Lump Sum Award (LSA), of extra good time. Such recommendations must be for an exceptional act or service that is not a part of regularly assigned duties. These include an act of heroism; voluntary acceptance and satisfactory performance of an unusually hazardous assignment; an act which protects the lives of staff, inmate, or the property of the

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government; or a suggestion which results in outstanding services. The warden may approve lump sum awards not to exceed thirty days. No award will be approved if it would be more than the maximum number of days allowed under 18 U.S.C. § 4162. Any extra good time already earned will be subtracted from the maximum allowable award.

### **Detainers and Interstate Agreement on Detainers**

The records office is responsible for determining a prisoner's detainer status. If information is received regarding a possible detainer, a letter will be sent inquiring as to whether the agency intends to place a detainer. If no response is received, a final request is sent on year before the prisoner's release date. If the agency does wish to place a detainer on a prisoner, a certified copy of the warrant and a cover letter stating their intent is to be forwarded to the institution. A detainer cannot be lodged against a prisoner without these two documents. Once a detainer is lodged, the unit team and inmate are notified via a Detainer Action Letter.

The records office is also responsible for assisting a prisoner with procedures under the Interstate Agreement on Detainers Act (IAD). This act pertains to untried indictments only, and does not pertain to state probation or parole violators or any charge in Louisiana or Mississippi. When a detainer is received, paperwork will be completed to start the IAD process by the Correctional Systems, Correctional Systems Officers.

### **TIME LINE OF SENTENCING 4-11-1987**

### **LAWS FOR D.C. CODE SENTENCES 6-22-1994                      8-5-2000**

<b>Old Law</b>	<b>DC Good Time Credits Act</b>	<b>DC OMNIBUS Act</b>	<b>DC SRAA</b>
<b>Offenses up to 4-10-1987</b>	<b>DOO on/after 4-11-1987 Until 6-21-1994</b>	<b>DOO on/after 6-22-1994 Until 8-4-2000</b>	<b>DOO on/after 8-5-2000</b>

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**“OLD LAW”** - For offenses committed **before** April 10, 1987.

(1) Earn Statutory Good Time (SGT) off the maximum term **only** to create a Short Term Release Date (18-4161).

- Cannot earn SGT off the minimum term unless the minimum term overlaps 4-11-1987 date. SGT then becomes IGT and can be earned at a rate based on the min. term but only for the period that overlaps.
- May earn Education Good Time (EGT) off the minimum and maximum term to create a Short Term Release Date if Education program is completed on or after 4-11-1987.
- These sentences can also earn BOP Extra Good Time credits while in BOP custody. (18-4162).
- No 2/3 date.

Can be aggregated with U.S. Old Law sentences.

**“District of Columbia Good Time Credits Act”** - For offenses committed **on or after** April 11, 1987 until June 21, 1994.

May earn Institution Good Time (IGT), off the minimum and maximum terms. (24 DCC 428).

May earn Education Good Time (EGT) off the minimum and maximum terms at a rate no less the 3 days and no more than 5 days per month. (24 DCC 429).

May earn Extra Good Time off maximum term only. (18-4162).

Parole supervision is to the full term date.

These sentences **cannot** be aggregated with U.S. Code Old Law and SRA sentences.

Can be aggregated with DC Old Law sentences.

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**“OMNIBUS Criminal Justice Reform Amendment Act (OCJRAA)” -**

For offenses committed **on or after** June 22, 1994.

Cannot earn Institutional Good Time (IGT).

May earn Education Good Time (EGT) at a rate of no less than 3 days and no more than 5 days per month.

Parole supervision is to the full term date.

Sentences cannot be aggregated with each other or any other sentences

***Note: Institution Good Time, Meritorious Good Time, and Education Good Time cannot be applied to a Mandatory Minimum term***

**“Sentencing Reform Amendment Act (SRAA) of 2000”-** For offenses committed on or after August 5, 2000.

This act was not approved until 5:00 pm on August 11, 2000. SRAA applies to offenses that were committed on or after 5:00 pm on August 11, 2000

Offenses committed from August 5, 2000 through 4:59 pm on August 11, 2000, may be sentenced under either OMNIBUS or SRAA provision (determined by the courts, not ISM).

Under SRAA, parole has been abolished for both felony and misdemeanor sentences.

SRAA sentences cannot receive a 3621(e)(2)(b), or 4046c) reduction in sentence.

SRAA sentences will be calculated the SAME as a PLRA sentence, therefore, these can be aggregated.

**Receiving and Discharge (R&D)**

Upon commitment to the institution, a commissary card/ID card will be issued to each inmate. This card is to remain on the inmate at all times.

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It is his only proof of identification. The commissary card is also used for commissary purchases. A \$5.00 fee is charged for a replacement card and the card will be reissued as staff time permits.

Upon receipt of property for an inmate, a correctional systems officer will notify the inmate and will process the property according to policy and the local institution supplement on inmate personal property. The correctional systems officer will record all inmate property on the Inmate Personal Property Record (BP-383).

The inmate will receive a copy of each completed Inmate Personal Property Record, and it is the inmate's responsibility to ensure he maintains a copy for production if needed. Items which may be retained by an inmate are limited for sanitation reasons, security reasons, and to ensure that personal property is not excessive or constitute a fire hazard, or impair staff searches of the living area. The following list is not all-inclusive, but it is a guide to the kind of items an inmate will be authorized to have at FCI, Greenville, as well as some detailed guidelines. See the institution supplement on inmate personal property for more information.

**\* DARK COLORED CLOTHING (BLACK OR BLUE) IS NOT AUTHORIZED FOR RETENTION BY ANY INMATE.**

**Personal property** such as sweat clothes, tennis shoes, etc. should be marked with the inmate's register number in order to reduce the chances of theft.

**Civilian clothing** or altered clothing of any type (except athletic apparel) is not authorized at FCI, Greenville. All clothing will be neatly stored in the inmate's locker. Individual washcloths, towels, and bed linens are issued to inmates.

**Special purpose items** will only be authorized where they can be contained in the storage area provided for personal property, and will only be authorized if there is a identified need.

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**Legal materials** are permitted for active/current legal cases only. The amount of storage space provided for legal materials is dependant upon the total storage space available. See the institution supplement on inmate personal property for the proper procedures.

**Hobbycraft materials** that are allowed in the unit are the "in cell" items, all other materials will not be permitted in the housing units. Storage space may be requested through the recreation supervisor within the hobby shop.

**Letters, photographs, newspapers, magazines, books, etc.** will be limited as to the quantity allowable.

**Sports and musical instruments** will be limited to that which is indicated in the supplement. There will be no musical instruments for retention by inmates as personal property. Some instruments will be provided in the recreational services area for inmate use in the recreation music room ONLY.

**Radios** will be "etched" with the inmate's name and number by commissary staff at the time of purchase. An inmate may not own or possess more than one approved radio or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding that indicated in the supplement.

**MP3 Players** will be electronically programmed for the inmate by commissary staff at the time of purchase. An inmate may not own or possess more than one approved MP3 player at any one time. Proof of ownership, through appropriate property receipts, will be required. MP3 players may not have a value exceeding that indicated in the supplement.

Outgoing packages containing hobby craft items, books, etc., will be taken to the recreation department on the weekends as indicated in the institution supplement on inmate personal property. The inmate is

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responsible for providing stamps on all outgoing packages mailed in this manner.

## **RELEASE PROCESSING**

The records office will be responsible for ensuring inmates of a timely release whether to a residential re-entry center or final release from federal custody. If an inmate is to be released to a detaining authority, the detaining authority will be notified of the release date so arrangements can be made to take the inmate into their custody. On the work day prior to release, the inmate will complete a merry-go-round form to ensure all required departments are prepared for the inmates release. On the release date, personal property will be inventoried and will accompany the inmate.

### **Release Planning**

If granted parole by the U.S. Parole Commission, the commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside, approved by a U.S. probation officer. The job must pay at least a minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, a wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated by probation and must be approved.

The parole plan is part of the material which is submitted in connection with the parole hearing. The unit team submits the inmate's release plans to probation approximately six to nine months before the scheduled parole date. Inmates wishing to reside in a district other than that of their sentencing district must inform unit staff. Unit staff will then prepare a request for relocation to probation in the district where relocation is sought.

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### **Residential Re-Entry Center Transfers**

Inmates who are nearing release and who need assistance in obtaining a job, residence or other community resources, may be transferred to a Residential Re-Entry Program or Center.

The Bureau's Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Re-Entry Manager (RRM) links the Bureau of Prisons with the U.S. courts, other federal agencies, state and local governments, and the community. Located strategically throughout the country, the residential re-entry manager is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the regional administrator.

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

### **Community-Based Residential Programs**

The community-based residential programs available include both typical Residential Re-Entry Centers (RRC) and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing, substance abuse counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during residential re-entry center residence is 25 percent of the inmate's income.

Most Bureau of Prisons community-based residential programs are provided in residential re-entry centers. These facilities contract with the Bureau of Prisons to provide residential correctional programs near the

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offender's home community. Residential re-entry centers are used primarily for three types of offenders:

Those inmates nearing release from a Bureau of Prisons' institution who need transitional services while finding a job, locating a place to live, and reestablishing family ties.

Those inmates under community supervision who need guidance and support services beyond what can be provided through regular supervision. Those inmates serving short sentences of imprisonment and terms of community confinement.

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

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the residential re-entry component in a residential re-entry center, serving to facilitate the transition from the institution to the community.

### **Transitional Services**

If an offender has completed an in-house drug treatment program, they are referred to a community treatment center at the time of halfway house application.

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### **Customer Service Standards for Inmates**

It is the policy of the Bureau of Prisons to treat inmates fairly, humanely, and responsively, and afford them the opportunity for self-improvement. As an inmate in the Bureau of Prisons, you can expect:

- Accessibility to staff
- Consistent and fair treatment
- Responsiveness to your needs
- Clear and accurate information about decisions affecting you

## **DISCIPLINARY PROCEDURES**

### **Discipline**

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Attached to this handbook is a copy of prohibited acts.

### **Inmate Discipline Information**

If a staff member observes, or believes he or she has evidence, that an inmate has 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 the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident, if permissible, may be attempted.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest or high severity categories. Violations in the greatest severity category must be forwarded to the disciplinary hearing officer for final disposition.

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If an informal resolution is not accomplished, the incident report is forwarded to the unit discipline committee for an initial hearing.

### **Initial Hearing**

Inmates must ordinarily be given an initial hearing within five working days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and federal holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The unit discipline committee must give its decision in writing to the inmate by the close of business the next working day. The unit discipline committee may extend the time limits of these procedures for good cause. The warden must approve any extension greater than five days. The inmate must be provided with written reasons for any extension. The unit discipline committee will either make final disposition of the incident, or refer it to the discipline hearing officer for final disposition.

### **Discipline Hearing Officer (DHO)**

The discipline hearing officer conducts discipline hearings on serious rule violations. The discipline hearing officer may not act on a case that has not been referred by the unit discipline committee.

An inmate will be provided with advance written notice of the charges not less than twenty-four hours before he appears before the discipline hearing officer. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the discipline hearing officer will question any witness(es) for the inmate. An inmate may submit a list of questions for the witness(es) to the discipline hearing officer if there is no staff representative. The discipline hearing officer will request a statement from all unavailable witnesses whose

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testimony is deemed relevant. The inmate has the right to be present throughout the discipline hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The discipline hearing officer may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the discipline hearing officer.

### **Appeals of Disciplinary Actions**

Appeals of all disciplinary actions may be made through the Administrative Remedy Program. Discipline hearing appeals are made to the regional director (Regional Administrative Remedy Appeal), and the central office (Central Office Administrative Remedy Appeal). Unit discipline committee appeals are made to the warden (Request for Administrative Remedy). The following items will be considered for an appeal:

Whether the unit discipline committee or discipline hearing officer substantially complied with the regulations for inmate discipline.

Whether the unit discipline committee or discipline hearing officer based its decisions on substantial evidence.

Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

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

### **Special Housing Unit Status**

The two statuses of special housing are administrative detention and disciplinary segregation.

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Administrative detention separates an inmate from the general population. To the extent practical, inmates in administrative detention shall 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 a hearing for a violation of Bureau of Prisons' regulations, is pending investigation or trial for a criminal act, is pending transfer, is being protected, or is finishing confinement in disciplinary segregation.

Disciplinary segregation is used as a sanction for violations of Bureau of Prisons' rules and regulations. Disciplinary segregation inmates will be denied certain privileges. Personal property will usually be impounded. Inmates placed in disciplinary segregation 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 in disciplinary segregation shall be seen by a member of the medical staff daily, including weekends and federal holidays. A unit staff member will visit the segregation unit daily. Inmates in both administrative detention and disciplinary segregation are provided with regular reviews of their housing status. The captain conducts periodic reviews of inmates in disciplinary segregation.

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**Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM**

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.

ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges by delivering Incident Report.

maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)

3. Initial review (UDC)

minimum of 24 hours  
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

**NOTE:** 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 undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

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**Appendix C. INMATE RIGHTS AND RESPONSIBILITIES**

<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.	1. You are responsible for treating inmates and staff in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate Conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal case, and conditions of your imprisonment)	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

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|--|--|
| <p>7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</p>  | <p>7. It is your responsibility to use the services of an attorney honestly and fairly.</p>  |
| <p>8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.</p>              | <p>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.</p>   |
| <p>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.</p>                    | <p>9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights of the use of this material.</p>  |
| <p>10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.</p>   | <p>10. You have the responsibility to take advantage of activities which will aid you to 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 participation in such activities.</p>  |
| <p>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, in accordance with Bureau rules</p> | <p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to DHO and court-imposed assessments fines, And restitution . You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.</p> |

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**Table 1**  
**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, <i>e.g.</i> , 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; <i>e.g.</i> , hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device). |

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- 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.

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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 inmate=s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

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## 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).

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- 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.

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- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

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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 inmate=s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

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## 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

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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.

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- 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.

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- 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.

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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.

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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.

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Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

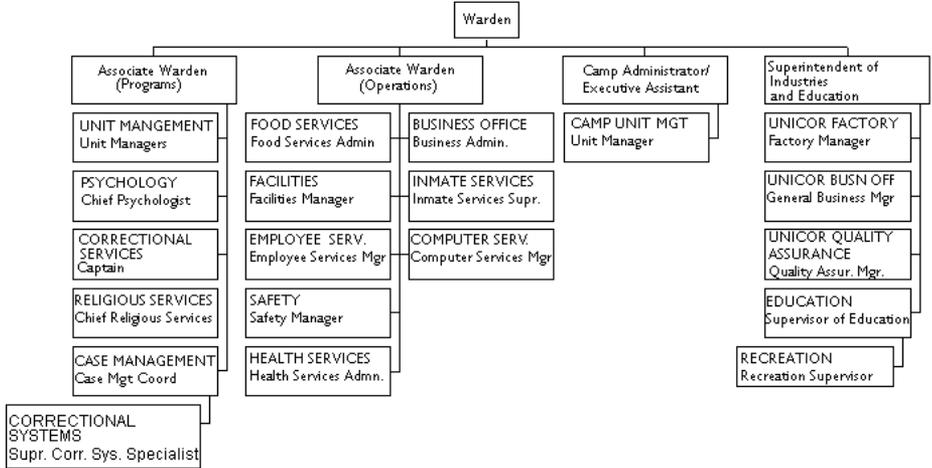
Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2 <sup>nd</sup> offense  3 <sup>rd</sup> or more offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested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

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## ORGANIZATIONAL CHART

### Federal Correctional Institution

### Greenville, Illinois



## ADDRESSES

### Institution

Federal Correctional Institution Greenville

Inmate name, register number, unit

P.O. Box 5000

Rt 40 & 4th Street

Greenville, IL 62246-5000

Phone: (618) 664-6200

Fax: (618) 664-6372

### North Central Regional Office

Federal Bureau of Prisons

North Central Regional Office

400 State Avenue

Tower II, Suite 800

Kansas City, Kansas 66101

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**United States Parole Commission**

United States Parole Commission  
5550 Friendship Boulevard, Suite 420  
Chevy Chase, Maryland 20815-7286

**Bureau of Prisons' Central Office**

Federal Bureau of Prisons  
Central Office  
320 First Street, N.W.  
Washington, D.C. 20534

**United States Pardon Attorney**

Office of the Pardon Attorney  
1425 New York Avenue, N.W., Suite 11000  
Washington, DC 20530

**Foreign Consulates / Embassies**

If you need assistance in contacting your consulate or embassy or your embassy is not listed below, please contact your unit team for further information or assistance.

**Consulate General of Argentina**

205 N. Michigan Ave,  
Suite 4209  
Chicago, Illinois 60601  
Telephone: (312) 819-2610

**Consulate of Columbia**

500 N. Michigan Avenue  
Chicago, Illinois 60611  
Telephone: (312) 923-1196

**British Consulate General**

One Memorial Drive, Suite 1500  
Cambridge, Massachusetts  
02142  
Telephone: (617) 245-4500

**Embassy of the Czech Republic**

3900 Spring of Freedom Street,  
N.W.  
Washington, DC 20008  
Telephone: (202) 274-9100

**The Consulate General of Canada**

Two Prudential Plaza, Suite 400  
180 North Stetson Avenue  
Chicago, Illinois 60601  
Telephone: (312) 616-1860

**El Salvador Embassy**

140016<sup>th</sup> Street, NW, Suite 100  
Washington, DC 20036  
Telephone: (202) 265-9671

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**German Embassy**

4645 Reservoir Road, NW  
Washington, DC 20007-1998  
Telephone: (202) 298-4000

**Embassy of Ghana**

3512 International Drive, NW  
Washington, DC 20008  
Telephone: (202) 686-4520

**Embassy of Guatemala**

2220 R. Street, NW  
Washington, DC 20008  
Telephone: (202) 745-4952

**Consulate General of Italy**

500 N. Michigan Avenue, Suite  
1850  
Chicago, Illinois 60611  
Telephone: (312) 467-1550

**Embassy of Jamaica**

1520 New Hampshire Avenue,  
NW  
Washington, DC 20036  
Telephone: (202) 452-0660

**Consular Office of the  
Kingdom of Jordan**

3504 International Drive, NW  
Washington, DC 20008  
Telephone: (202) 966-2861

**Embassy of the Republic of  
Korea**

2450 Massachusetts Ave, NW  
Washington, DC 20008  
Telephone: (202) 939-5600

**Laos Embassy to the USA**

2222 S. Street, NW  
Washington, DC 20005  
Telephone: (202) 332-6416

**Embassy of Lebanon**

2560 28<sup>th</sup> Street, NW  
Washington, DC 20008  
Telephone: (202) 939-6300

**Consulate General of Mexico**

300 N. Michigan Avenue  
Chicago, Illinois 60630  
Telephone: (312) 855-1380

**Consulate General of Nigeria**

828 2<sup>nd</sup> Avenue, 10<sup>th</sup> Floor  
New York, New York 10017  
Telephone: (212) 850-2200

**Consul General of Peru**

180 N. Michigan Avenue, Suite  
1830  
Chicago, Illinois 60601  
Telephone: (312) 853-6174

**Consulate General of the Philippines**

30 N. Michigan Ave, Suite 2100  
Chicago, Illinois 60602  
Telephone: (312) 332-6458

**Embassy of Vietnam**

1233 20<sup>th</sup> Street, NW, Suite 400  
Washington, DC 20036  
Telephone: (202) 861-0737

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<http://www.myplink.com/consulate.htm>

[http://www.meetinchicago.com/foreign\\_consulates.html](http://www.meetinchicago.com/foreign_consulates.html)

## **INSTITUTION DIRECTIONS**

The Federal Correctional Institution in Greenville, Illinois, is located in southwestern Illinois in Bond County approximately 50 miles east of St. Louis, Missouri.

Primary air service is located at the St. Louis Lambert International Airport. From Lambert International Airport, exit the airport on Interstate 70 east. Take Interstate 170 North (exit 238C) approximately 3 miles to Interstate 270 East (exit 10B), and Interstate 270 connects to Interstate 70 East in Illinois. Take exit 41 toward Greenville, turn left at the stop light onto Millersburg Road, and make the first right hand turn onto U.S. 40. Follow Illinois U.S. 40 for approx. 2 miles, make a right turn at the stop light at the intersection of 4th Street and U.S. 40. The prison is on your left.

Amtrak services are available in Alton, Illinois (38.8 miles), Carlinville, Illinois (36.9 miles), and Centralia, Illinois (29.3 miles), and St. Louis, Missouri (49.8 miles). For more additional information, call (800) USA-RAIL or visit [www.amtrak.com](http://www.amtrak.com)

Greyhound Bus Lines, Inc. offers bus transportation in Effingham, Illinois (55 miles), Springfield, Illinois (72.2 miles), and St. Louis, Missouri (48.8 miles). Additional information is available at [www.greyhound.com](http://www.greyhound.com)

## **VISITING REGULATIONS**

### FCI VISITING DAYS & HOURS:

Saturday-----8:00 AM to 3:00 PM

Sunday-----8:00 AM to 3:00 PM

Monday-----8:00 AM to 3:00 PM

Federal Holidays----8:00 AM to 3:00 PM

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The City of Greenville is located on Interstate 70 in southwestern Illinois, about 45 minutes east of St. Louis.

- ◆ From the east, take exit #45, go north to the first light. Take a left. Go to the first stop sign and take a left to the institution entrance.
- ◆ From the west, take exit #41, go north over the Interstate to Hwy 40. Go east or turn right and go to the first stop sign and take a right to the institution entrance.
- ◆ If going to the camp, stay on the entrance road to camp parking. If going to the FCI, take the first right and park in visitor parking only.

The following is an outline of the regulations and procedures governing visiting with inmates at the Federal Correctional Institution/Federal Prison Camp, Greenville, Illinois. It is the philosophy of this institution that inmate contact (visits) with family and other professional persons will help an offender to plan a more realistic future for his/her return to society.

All visitors will enter the visiting room at the front entrance. Each visitor, age 16 and above, must provide a form of government photo identification (i.e., passport, driver's license, state or local identification card) before being allowed to visit. Mexican consular identification cards (matricular consular cards) will not be accepted as valid form of identification.

As a reminder, persons not permitted to visit may not remain on institution property. Approved visitors will not be allowed to go to and from their vehicle unless it is to return an item which was refused entry. When you have parked your car, make sure it is locked, and the windows are closed. Visitor parking has been designated for the first three rows of the parking lot. Visitors may not line up at the visiting room door prior to the established visiting hours.

A short embrace and kiss at the beginning of the visit, and when it has terminated, is the only physical contact that will be allowed. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

Each inmate is allowed four adult visitors and five children visitors at one time. The institution duty officer and/or operations lieutenant have the

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prerogative to terminate any visit due to improper conduct on the part of the inmate or his/her visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits, and distance traveled shall be determining factors when a decision to terminate a visit is made due to overcrowding.

Proposed visitors who are under the age of 16 must be accompanied by a parent, legal guardian or immediate family member. Those visitors who are 16 and 17 years of age will be authorized to visit with the written approval of a parent, legal guardian or immediate family member.

Additionally, visitors are prohibited from bringing animals on institutional grounds, unless the animal is a dog that assists disabled persons.

Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. Inmates at the FCI are not allowed in the designated child play areas; therefore, adult visitors must care for their children in those areas. Inmates at the FPC are allowed in the child play areas when space is available.

Visitors will not be allowed to bring in or give anything to an inmate. It is requested that visitors not bring excessive items with them to visit an inmate; e.g., suitcases, large oversized bags or purses, packages, etc. These items must remain in the hotel room or automobile. One small clear coin purse is allowed with proper I.D. and sufficient money for the vending machines. Twenty-five dollars per adult visitor is allowed in change of one dollar bills and five dollar bills.

Inmates are not allowed to receive food from outside sources. Visitors are not allowed to bring in food items. There are vending machines in the visiting room from which food snacks can be purchased.

Individuals with medical problems which require them to carry medication into the visiting room must inform the visiting room staff of their condition and receive permission to carry the medication into the visiting room. Only medications needed to preserve life such as nitroglycerin, asthma inhalers, or epileptic medication will be allowed into the visiting room. All other medications, to include injectable medications, will not be authorized for entry into the institution.

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Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. Visitors will be expected to wear clothing which is within the bounds of good taste. See-through and revealing clothing are not allowed in the Visiting Room. No hats or non-prescription sunglasses are allowed in the Visiting Room. All visitors will be properly dressed when coming to visit at the FCI and FPC. Visitors are prohibited from wearing sleeveless shirts, low cut, or see-through clothing, tube or tank tops, jogging suits, backless clothing, or any other apparel of a suggestive or revealing nature (e.g., short shorts, miniskirts (anything more than two (2) inches above the knee is unacceptable), skin-tight clothing, etc.) FCI inmates are responsible for advising their visitors of the dress requirements in the Visiting Room, including not wearing clothing orange or khaki in color.

Visitors will not be allowed to enter the institution wearing light brown Hushpuppy shoes that are the same type as the inmates are allowed to buy through the commissary and are authorized to wear into the Visiting Room. Visitors are also prohibited from wearing open toed shoes in the Visiting Room.

The operations lieutenant or duty officer will be consulted prior to denying a visitor entry into the institution because of his or her attire. Excessive provocative attire is a reason to deny and/or preclude visiting.

**Children (12 years and younger) are exempt from the above dress code.**

Pillows, blankets, or strollers will not be allowed into the institution. Photographs, newspapers, or magazines will not be permitted. Photos will be taken at a nominal charge by an approved group.

Inmates may only take a comb, handkerchief, ID card, plain wedding ring, religious medallion w/chain, and prescription eyeglasses into the visiting room.

Inmates are not allowed to mix clothing. Inmates are required to wear institutional clothing. No sweat shirts, sweat pants, or recreation clothing will be permitted.

Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A visual search will be

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made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member.

The visitor will be present during the time when all items are being searched. The visitor may be required to be checked with a hand-held metal detector. The visiting room officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code, states that the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both.

Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides for punishment up to 20 years for providing or attempting to provide to an inmate a prohibited object. Prohibited objects include: firearms, destructive devices, illegal drugs, alcohol, currency, or other objects which threaten the security of the institution.

Forty-five minutes prior to the scheduled count or immediately upon notice of an emergency count, no visitor will be permitted to exit or enter the institution prior to the clearing of the count. For example:

- ◆ Weekends & Holidays - from 9:15 am until the 10:00 am count clears.

Visitors will not be permitted to enter the institution forty-five minutes prior to the end of the visiting period. For example:

- ◆ All Visiting Days:

2:15 pm when end time is 3:00 pm

- ◆ Special Visits:

Inmates may request a special visit during non-routine visiting hours in the event of a verifiable family emergency. Inmates should contact a member of their unit team in order to request a special visit.

# Lanyards

<b>H1A</b>	<b>ORANGE</b>
<b>H1B</b>	<b>FOREST GREEN</b>
<b>H2A</b>	<b>WHITE</b>
<b>H2B</b>	<b>TEAL</b>
<b>H3A</b>	<b>BLACK</b>
<b>H3B</b>	<b>PURPLE</b>
<b>H4A</b>	<b>GREEN</b>
<b>H4B</b>	<b>MAROON</b>