



**Federal Bureau of Prisons
Metropolitan Detention Center
Guaynabo, Puerto Rico**

**Unit Admission & Orientation Booklet
2010**

INTRODUCTION

The Metropolitan Detention Center, in Guaynabo, Puerto Rico was activated in 1993, as a facility under the jurisdiction of the U.S. Department of Justice. Its primary mission is to house pretrial and holdover inmates as a service to the U.S. District Courts and the U.S. Marshals Service for the Districts of Puerto Rico and the Virgin Islands. MDC Guaynabo is located adjacent to the U.S. Army Base, Fort Buchanan.

This Admission and Orientation Booklet (A&O) will be provided to every inmate arriving at this facility in order to assist him or her in understanding their individual rights and responsibilities, and to provide a general description of the programs and services available. This pamphlet does not encompass all of the rules and regulations. It is, however, an introduction to the facility. Shortly after arrival, your unit team will provide you with an in-depth unit Admission and Orientation Program which will explain in detail the various programs and operations of the facility. Inmates who are here to serve their sentence will attend an Institution Admission and Orientation which will explain the rules and regulations, programs available, and different work details. A representative from each department will give an orientation on their area and questions concerning this facility will be answered at that time.

We feel the information provided in this booklet, as well as the information you receive during the A&O process, will assist you in understanding the operation of this facility.

Jerry C. Martinez, Warden

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Admission and Orientation

The Admission and Orientation Program (A&O) consists of two (2) distinct components; Institution A&O and Unit A&O. All newly designated inmates, parole violators, mandatory release violators, probation/supervised release violators, and transfers from other institutions will be required to participate in the A&O Program. Excluded from the A&O Program are those inmates who have been away from the institution less than 90 days on writ, pretrial inmates, and inmates in holdover status. The Inmate A&O Handbook, which contains the required materials from Program Statement 5270.07, Inmate Discipline and Special Housing Units, will be issued to each inmate being processed in R&D during intake screening. Each inmate will sign the intake screening form acknowledging receipt of the handbook.

Inmates classified as pretrial, holdovers, or detainees will receive written material to read in lieu of lectures and/or group discussions. Pretrial and holdover inmates will be given the institution's A&O handbook or materials during the initial intake screening process. The Institution A&O Program is required for newly designated inmates and it is recommended they complete this program prior to their initial classification; ordinarily within four (4) weeks of the inmate's arrival at the institution. If you are a designated inmate, you will be placed on callout to attend the Institution portion of the A&O Program within four weeks of your arrival. You will hear lectures by the Warden and representatives of all the departments. You will be provided with information concerning the operation of each department at this facility.

Unit Admission and Orientation: This component consists of a Safety Orientation and Unit Security Overview which the unit officer provides, and a unit orientation which unit staff provide. Within seven (7) days of your assignment to a Unit, you will complete the Unit portion of the Admission and Orientation (A&O) Program. You will meet the Unit Manager, the Unit Counselor and the Case Manager for a review of Unit procedures and expectations. The Unit Rules and Regulations are posted on the unit bulletin boards and should be reviewed immediately upon your arrival in the unit.

Unit Management

The functions of the unit staff are to assist you with the formulation of program goals, release planning, in resolving personal problems, and to provide you with a clean, safe environment to reside in while you are incarcerated at the Metropolitan Detention Center in Guaynabo. Violations to institution rules and regulations will not be tolerated and will result in disciplinary sanctions.

ACCESS TO UNIT STAFF:

Each unit team member has an open house hours schedule posted in the unit bulletin board. The unit team member will assist you in all of your issues at that time. There are three (3) units per each floor within the institution which are divided into two (2) separate Unit Teams; Unit Team A and Team B. The Unit Team is composed of a Unit Manager, a Unit Secretary, Case Managers and a Correctional Counselors who are assigned to a specific unit.

Unit Team:

Each member of the Unit Team is a professional who will assist you in planning and accomplishing your program goals in preparation for your release. The Correctional Officer, Psychologist, and Education staff work closely with the unit team. Unit Team staff will meet with the you on a regular basis and inform you of any programs available to you. If you have an interest in any program your requests should be placed on the “Inmate Request to Staff Member” form, commonly called the “Cop-out,”; this form can be obtained from your unit team. This form is used to request appointments and to provide other written communication to staff. Staff members who receive these forms will reply on the bottom portion of the form within a reasonable time, normally not to exceed five working days.

Problems or complaints should be discussed freely with your Case Manager, Counselor, or Unit Manager. All problems should be resolved informally through direct communication and staff intervention. You must first present to the Unit Team Staff a “Cop-out” request in order to resolve any issue. If your request is not resolved by this measure then you must commence the Administrative Remedy Informal Resolution process by presenting your claim to the Correctional Counselor, and asking for a Request for Informal Resolution, BP-8 ½ . The correctional counselor will make a good faith effort to informally resolve the complaint, which will include contact with other staff as appropriate. If the attempt at informal resolution is unsuccessful, a BP-9 will be given to the inmate for completion. Once the BP-9 form is completed, the inmate will submit the form to the unit correctional counselor. Informal resolution is not required in BP-9's involving sensitive issues and UDC/DHO appeals. These forms are supplied by your Counselor and must be returned to him or her.

Unit Manager: The Unit Manager has the overall responsibility for the operation of the housing unit under his/her supervision. This individual is responsible for the supervision, planning, development, and implementation of programs designed to meet the particular needs of each inmate. In addition, they are responsible for the supervision of the unit team staff.

Case Manager: Upon your placement in a housing unit, you will be assigned a Case Manager. This staff member is responsible for the administrative and unit management aspects of your case. He or she will assist you throughout your stay at this facility.

Counselor: The Correctional Counselor is responsible for advising the unit team of an inmate's progress in their assigned program and of any problems the inmate may have encountered during their stay at this facility. The counselor is responsible for room assignments, visiting lists, telephone lists, and sanitation in the housing unit.

Unit Correctional Officer: The Unit Officer is responsible for the security and custody of the housing unit. He or she will normally be your first staff contact when you encounter any difficulties and will interact with the unit team as to your conduct in the unit.

Schedule of Unit Services and Activities:

A Schedule of Unit Activities and Programs is posted on each unit bulletin board to inform you of that particular units activities and programs developed and implemented by the Unit Manager.

Provisions for Housing Disabled Inmates:

Inmates with disabilities will be assigned to a unit within the “C” wing of the institution which have the appropriate facilities.

Articles for Hygiene:

Inmates who are in need of hygiene items will request these items directly from the Unit Officer or request the items from the unit team of their assigned unit.

INMATE REQUEST TO REVIEW CENTRAL FILE:

An inmate has the right to look at materials maintained in his/her central file or drop file. An inmate can request to review his/her file via an “Inmate Request To Staff Member” to their unit team. Staff will acknowledge the receipt of the inmate request, and should let the inmate know when the file can be reviewed. This review should be conducted at unit staff’s convenience. All file reviews will be conducted under direct staff supervision, and materials which have been deemed to be non-disclose able, “FOI Exempt, ” should be removed from the file before the inmate is allowed to review his/her file. An entry will be made on the Inmate Activity Record (BP-381) to show the date the inmate reviewed the file. The staff member monitoring the review will initial the entry and have the inmate initial the form as well.

Inmate Copies: Any inmate who wishes to receive copies of disclose able materials from their inmate file must submit a request to institution staff. Staff will provide the inmate with copies of requested disclose able documents maintained in the inmate central file or drop file within a reasonable time after the request. Fees for the copies are to be calculated in accordance with Program Statement 1351.06, Release of Information.

UNSCHEDULED PROGRAM REVIEWS:

Pursuant to CFR §524.14, upon request of either the inmate or staff, a Program Review may be advanced. An inmate must provide a compelling rationale to the Unit Team demonstrating his/her need for an unscheduled Program Review. The Unit Manager is the approving official.

UNMONITORED LEGAL TELEPHONE CALLS:

In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call via Cop-out request to the Warden. Unmonitored legal calls will be scheduled in advance with a member from your Unit Team. The attorney will coordinate the call with the unit team and place the call to the institution on the scheduled date and time.

POSTAGE FOR INDIGENT INMATES:

Postage stamps may be provided to an inmate who has neither funds nor sufficient postage, and upon verification of this status by staff via TRUFACS. Postage stamps for mailing a reasonable number of letters at government expense may be provided to an inmate to enable the inmate to maintain community ties. The request for postage will be made by placing a Cop-out to the Unit Manager.

INMATE SAVINGS ACCOUNT:

If an inmate wishes to establish a savings account, a member of the unit team shall assist the inmate in establishing an account at a local commercial bank. Any interest accrued in the savings account is accrued in the inmate's name and becomes part of the account.

Inmates should be advised that once the funds are placed in the savings account, they may only be withdrawn upon release, or in the case of an emergency at which time funds will be deposited in the inmate's institution deposit fund account. Passbooks and other documents relating to the savings account shall be retained in the inmate's central file and given to you upon release. Arrangements must be made with the savings facility to mail statements regarding deposits, interest payments, and withdrawals directly to the inmate.

ACCESS TO DIPLOMATIC REPRESENTATIVE:

During the initial classification process of all designated inmates, unit staff will inform inmates who qualify for treaty transfer to contact the nearest foreign consular office to advise them of his/her desire to be considered for treaty transfer. A listing of the telephone number for the foreign consular is posted in each unit bulletin board. Foreign officials will provide documents for the inmate to complete and return to the local consulate and can assist the inmate in providing proof of citizenship. Consular officials may request to visit the inmate at the institution.

For those inmates designated at the Metropolitan Detention Center in Guaynabo and Pursuant to Program Statement 5140.34, Transfer of Offenders to or from Foreign Countries, an inmate who qualifies for, and desires to return to his or her country of citizenship to serve a sentence imposed in a United States Court, shall indicate their interest by completing and signing the appropriate forms and forwarding them to the Warden at the institution where they are confined.

CONSULAR VISITS:

When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.

UNIT BASED PROGRAMS:

The following is a list of Unit Based Programs developed and implemented by Unit Managers within their units. All inmates may sign up for any class via an Inmate Request to Staff form (Cop-out).

A. Basic Banking	G. Religion	M. AA
B. Bingo	H. Recreation	N. NA
C. Math	I. Pool	O. Anger Management
D. Chess Tournament	J. Ping Pong	P. Town Hall
E. Card Games	K. Basketball	Q. Unit Team
F. Domino Tournament	L. Volunteer Coordinator	

Telephone Privileges

Telephone privileges are listed in detail in Bureau of Prisons Program Statement 5264.07, Telephone Regulations for Inmates (28 Code of Federal Regulations, Chapter V, Section 540.100).

All inmate calls via FTS must be previously authorized by the Warden.

Inmate telephones have been placed in each unit at this facility which may be utilized by the inmates during the day and evening hours. **Third party billing and electronic transfer of a call to a third party is not authorized.** Any abuse or misuse of the telephone equipment and/or procedures will result in disciplinary action and the loss of telephone privileges for a minimum of six (6) months. Upon your arrival at this facility, you are provided written notification that telephone calls are subject to monitoring and recording. Your use of the inmate telephones will constitute consent to this monitoring.

Collect Calls:

Inmates who are new arrivals, including new commitments and transfers, may be allowed collect calls in order to inform their family members of their whereabouts. All collect calls must be requested through and previously authorized by the Warden or Acting Warden. Collect calls may also be made for inmates without funds (Indigent). An indigent inmate is one who has not had a commissary balance of \$6.00 or more, for the past thirty days. Indigent inmates are allowed 30 minutes of collect calls to be used within thirty days after staff have determined they are indigent.

Every inmate, unless housed in Special Housing Unit or on telephone restriction, is to be allotted the 300 minutes calling limit per calendar month, of which 120 minutes can be used to place collect calls. The TRUFONE automatically resets each inmate account monthly regardless of inmate usage. The balance of unused minutes will not be carried over to the next month. Inmates transferring from one TRUFONE institution to another, will be capable of making collect calls upon arrival to this institution only if there is a balance of unused minutes from their previous institution.

Currently there is no established contract between GTE and International countries for billing purposes. Therefore, the TRUFONE system does not permit International collect calls. However, the International call party may call US 1-888- 832-3267 to establish a pre-paid collect calling account. After the account is established (normally 2-4 weeks), you will be able to call the numbers established on the account collect. This procedure must be established for collect calls to numbers in Canada, Mexico, and The US Virgin Islands.

Legal Calls:

An inmate may include their attorney's telephone number on his/her established telephone list with the understanding that all calls made through the Inmate Telephone System (ITS-2) are subject to monitoring. The Inmate Telephone System does not provide the means to place a telephone call to an attorney without being monitored. Unmonitored legal calls must be requested through unit staff via an Inmate Request to Staff Member. The unit staff will coordinate the date and time for the unmonitored call and all costs will be beared by the inmate's attorney. Unit Team staff may not place frequency limitations on inmate telephone calls to attorneys when the inmate demonstrates that communication with his/her attorney by correspondence, visiting or normal telephone use, is not adequate.

Inmates in Special Housing Unit:

Inmates in Administrative Detention are allowed one phone call once every seven (7) days and inmates who are in Disciplinary Segregation are allowed one phone call once every 30 days. These phone calls are made via the ITS-2 phone system where calls are monitored or by prior approval of the Warden when an inmate is considered indigent. Unmonitored phone calls to attorneys are requested through unit staff and must be approved by the Warden.

Visiting Regulations

Directions:

The Metropolitan Detention Center at Guaynabo is located on the intersection of Road 165 and Highway 28 at Guaynabo, Puerto Rico adjacent to Fort Buchanan Army base. All visitors are processed at the Front Gate of the institution. The following are directions from different cities of the island to include the Luis Muñoz Marin Airport, in Carolina.

Directions from Ponce, PR to MDC Guaynabo:

Internet address:

<http://maps.yahoo.com/map?q1=mayaguez,%20pr&q2=road%2028,%20int%20road%20165%20guaynabo,%20pr&mag=5&ard=1#mvt=m&lat=18.20715&lon=-66.32399&mag=5&zoom=11&q1=City%20Hall%2C%20Ponce%2C%20pr&q2=18.423272%2C-66.112083>

- Take ramp onto A-52 N toward Juan Diaz/San Juan (Toll applies) - go 62.99 miles
- Continue on A-18 N toward San Juan/ Bayamon/Hato Rey - go 3.58 miles
- Take the Bayamon/Guaynabo/Arecibo Oeste (left) exit onto A-22 O (Toll applies) - go 2.74 miles
- Take the C-165 exit onto Expreso el Caño (C-165 O) (Toll applies) - go .43 miles

- Turn left on AV Francisco J. De Goya (PR-28) - go 422 feet
- MDC Guaynabo will be on the left

Directions from Mayaguez, PR to MDC Guaynabo:

Internet address:

<http://maps.yahoo.com/map?q1=mayaguez,%20pr&q2=road%2028,%20int%20road%20165%20guaynabo,%20pr&mag=5&ard=1#mvt=m&lat=18.34464&lon=-66.63697&mag=5&zoom=10&q1=city%20hall%2C%20mayaguez%2C%20pr&q2=18.423272%2C-66.112083>

- Take Ave Eugenio Maria De Hostos (PR-2 N) - go 1.0 mile
- Continue to follow PR-2 N - go 17.0 miles
- Continue on PR-2E - go 26.3 miles
- Take ramp onto A-22 E toward Lares/Utuado/San Juan (Toll applies) - go 48.1 miles
- Take the C-165 exit onto Expreso El Caño (C-165 O) (Toll applies) - go .5 miles
- Turn left on AV Francisco J De Goya (PR-28)
- MDC Guaynabo will be on the left

Directions from Fajardo, PR to MDC Guaynabo:

Internet Address:

<http://maps.yahoo.com/map?q1=mayaguez,%20pr&q2=road%2028,%20int%20road%20165%20guaynabo,%20pr&mag=5&ard=1#mvt=m&lat=18.38985&lon=-65.88285&mag=5&zoom=12&q1=city%20hall%2C%20fajardo%2C%20pr&q2=18.423272%2C-66.112083>

- Take PR-3 O - go 16.65 miles
- Turn left on AUP Roberto Sanchez Vilella (A-66 O) - go 8.27 miles
- Take left fork onto A-26 O toward A-26 N/San Juan/Aeropuerto - go 8.4 miles
- Take the Bayamon/Caguas/Rio Piedras E exit onto A-18 S toward Bayamon/A-22 O/Caguas/Rio Piedras (Toll applies) - go 1.6 miles
- Take right fork onto A-22 O toward A-18 Sur/Rio Piedras/Cupey/Caguas (Toll applies) - go 2.82 miles
- Take the C-165 exit onto Expreso El Caño (C-165 O) (Toll applies) - go .43 miles
- Turn left on Av Francisco J De Goya (PR-28) - go 422 feet
- MDC Guaynabo will be on your left

Directions from Luis Muñoz Marin Airport, Carolina, PR to MDC Guaynabo:

Internet Address:

<http://maps.yahoo.com/map?q1=mayaguez,%20pr&q2=road%2028,%20int%20road%20165%20guaynabo,%20pr&mag=5&ard=1#mvt=m&lat=18.434748&lon=-66.06691&mag=5&zoom=14&q1=Luis%20mu%F1oz%20marin%20Airport%2C%20carolina%2C%20pr&q2=18.423272%2C-66.112083>

- Take A-26 O - go 2.84 miles
- Take the Bayamon/Caguas/Rio Piedras E exit onto A-18 S toward Bayamon/A-22 O/Caguas/Rio Piedras (Toll applies) - go 1.6 miles

- Take right fork onto A-22 O toward A-18 Sur/Rio Piedras/Cupey/Caguas (Toll applies) go 2.82 miles
- Take the C-165 exit onto Expreso El Caño (C-165 O) (Toll applies) go .43 miles
- Turn left on Av Francisco J De Goya (PR-28) - go 422 feet
- MDC Guaynabo will be on your left

Directions from San Juan, PR to MDC Guaynabo:

Internet Address:

<http://maps.yahoo.com/map?q1=mayaguez,%20pr&q2=road%2028,%20int%20road%20165%20guaynabo,%20pr&mag=5&ard=1#mvt=m&lat=18.44183&lon=-66.09637&mag=5&zoom=14&q1=San%20Juan%2C%20pr&q2=18.423272%2C-66.112083>

- Starting in San Juan, PR on Av La Constitucion go toward Calle Reverendo Gerardo Davila - go 1.45 miles
- Continue on Av Manuel Fernandez Juncos (C-1 S) - go 422 feet
- Continue on C-1 S - go 1.18 miles
- Take ramp onto PR-2 O toward Bayamon/C-2 O/Guaynabo - go 2.22 miles
- Take the Bayamon/Arecibo/Cataño exit onto A-22 O (Toll applies) - go .66 miles
- Take the C-165 exit onto Expreso El Caño (C-165 O) (Toll applies) - go .43 miles
- Turn left on Av Francisco J De Goya (PR-28) - go 422 feet
- MDC Guaynabo will be on your left

Visitors are to follow the Front Lobby Officer's instructions and park only in the designated parking area. All visitors will enter the institution through the front entrance and be screened prior to entering the Visiting Room. Visitors will be escorted at all times by the Correctional Staff assigned to work in the Visiting Room area.

Visiting regulations are detailed in Program Statement 5267.07 (28 CFR Chapter V, Section 540.40). Upon commitment to this facility, you will be assisted in preparing your visiting list. You may include on this list the names of your immediate family member's: mother, father, step parents, foster parents, brothers, sisters, spouse, and children. Additional visitors, friends and other relatives, will be considered on an individual basis. All adults (**16 years and older**) are required to have a valid picture ID.

LOCAL TRANSPORTATION:

There are a number of local taxi cab companies and bus service offering service to and from the institution. Directions for transportation to and from the institution, including phone numbers for assistance to visitors is posted above the pay phone in the front lobby.

Proper Dress in the Visiting Room:

1. **Visitors:** In order to uphold necessary standards of appropriate dress in the visiting room, visitors will not be permitted to wear the following articles:

Transparent clothing, halter tops, sleeveless shirt, blouses above the waistline, shorts, mini-skirts or dresses (shorter than 3" above the knees), culottes or spandex tights; apparel of a suggestive or revealing nature; **sandals or slippers**; removable head wear such as wigs, hats and scarfs. Such items must be removed for inspection prior to being admitted into the institution; jackets; clothing that is similar to that issued to inmates (i.e., khaki pants, shirts, etc.) or similar to officers' uniform (i.e., combination of white and grey pants shirt), including the Tactical Teams (camouflage/black or blue BDU's), any clothing that has too much metal that will set the metal detector off. (i.e. jumpsuit's with metal hooks).

At the discretion of the shift Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

Any questions regarding proper attire will be directed to the Institution Duty Officer and/or the Operations Lieutenant before a visitor is denied entrance.

2. **Inmates**: With the exception of tennis shoes (bought through the commissary or received through R&D), inmates will only be allowed to wear institution clothing which has been properly issued into the visiting room. Underclothing will be required, bare feet and shower shoes are not allowed. All clothing must be clean and neat in appearance.

At no time will an inmate wear altered clothing within the visiting room. This clothing will be confiscated and the inmate will be given an incident report for alteration and/or destruction of government property.

3. **Inmate Personal Effects**: Inmates may enter the visiting room with one plain wedding band, one approved religious neck chain, one pair of prescription eyeglasses, and their identification card. Medication necessary for the preservation of the inmate's life will be allowed into the visiting room (to be controlled by the visiting room OIC). No other items will be allowed in the visiting room. Female inmates will be authorized to wear the hair clips which are sold in the commissary. Inmates will not be allowed to wear watches and/or earrings of any type into the visiting room.

Inmates are not allowed to handle any type of money and/or currency and are not allowed near the vending machines located in the visiting room.

Each inmate will be allowed to have visitation every other week and the visiting schedule is available for viewing one (1) year in advance. By making these changes, hopefully this will reduce or eliminate staff having to terminate your visit early due to overcrowding.

The inmate visiting procedures will change using an **Odd** and **Even** system. The attached

inmate visiting schedule will list which weeks are **Odd** and which weeks are **Even**.

It is the responsibility of the inmate to notify your approved visitors of these changes so they will know what day and week of the month they are authorized to visit with you.

We will use the **fifth (5th)** number of the inmate registration number, example (1234**5**-001). If your fifth (5th) number is Odd, you visit on the Odd week.

No changes will occur pertaining to attorney visits. Mondays and Tuesdays are still attorney visiting days and Wednesday through Sunday, attorneys can visit the inmates regardless of the inmate registration number.

**Example
Metropolitan Detention Center Guaynabo
12 Week Rotation
Visiting Schedule**

Day	Time	November 2009 - December 2009			
		Week 1 11/8-14, 09 ODD	Week 2 11/15-21, 09 EVEN	Week 3 11/22-28, 09 ODD	Week 4 11/29-12/5, 09 EVEN
Sunday	7:00 a.m. - 10:00 a.m.	4B	4B	3C	3C
	12:00 p.m. - 3:00 p.m.	3B	3B	1A	1A
Monday					
Tuesday					
Wednesday	7:00 a.m. - 10:00 a.m.	1A	1A	2B	2B
	12:00 p.m. - 3:00 p.m.	1B	1B	2A	2A
	5:00 p.m. - 8:00 p.m.	1C	1C	1C	1C
Thursday	7:00 a.m. - 10:00 a.m.	4C	4C	2C	2C
	12:00 p.m. - 3:00 p.m.	2A	2A	3B	3B Friday
	7:00 a.m. - 10:00 a.m.	2C	2C	3A	3A
Saturday	12:00 p.m. - 3:00 p.m.	3C	3C	4B	4B
	7:00 a.m. - 10:00 a.m.	3A	3A	4C	4C
	12:00 p.m. - 3:00 p.m.	2B	2B	1B	1B
	5:00 p.m. - 8:00 p.m.	1C	1C	1C	1C

NOTE: The above schedule is based on a 12 week rotation. New schedules are posted on the

Unit Bulletin Board.

Legal Visits:

Attorneys and their authorized representatives (Refer to 28 CFR Chapter V, Section 543). **will visit from 8 a.m. to 8 p.m., every day except Wednesdays, in which attorneys may visit before 11 a.m. or after 5 p.m.** The legal visits for designated inmates will take place on Mondays. The Attorney Advisor or the Institution Duty Officer may approve a legal visit before 8 a.m. or after 8 p.m., if staff are available to supervise the visit and the attorney can demonstrate a pressing need to see the inmate. Video/Audio equipment will be made available upon request. Legal visits will be processed into the visiting room until forty-five (45) minutes before the beginning of an official count. Legal visitors will not be allowed to enter or leave the visiting room while an official count is in progress.

Note: POINTS WILL NOT BE CHARGED FOR LEGAL VISITS.

Visiting Room Rules and Regulations for Visitors and Children:

1. Inmates and visitors will be assigned a specific table for visiting. The inmate will ensure that the table and its surroundings are free of trash at the end of the visit.
2. Inmates are not allowed to speak with other visitors or inmates other than those at their table.
3. Children will remain at the assigned table with their parents and not move freely without being escorted by their guardian.
4. Inmates are responsible for their visitors' behavior and actions at all times.
5. Once a visit is terminated, the inmate will remain seated at the assigned table until the visitors are escorted from the visiting room. Inmates are not allowed to escort their visitors to the exit at the conclusion of the visiting period.

IDENTIFICATION REQUIRED:

All visitors must have a photo identification card prior to being admitted for a visit. Upon arrival, visitors will be given a number to help process visitors. When their number is called, they will be allowed to enter the institution to be processed for visitation. All adults 16 years and older need to bring a picture I.D. with them to gain entrance to the institution for visitation. Preferably, visitors should show a driver's license or official state ID that bears a photograph, including the full name, and signature of the ID holder. If a visitor 16 years or older is not able to provide a picture I.D. they will not be allowed into the institution for their visit. No visitors will be allowed to enter the institution without an identification document containing a recent photograph. In addition, no packages, letters, or articles will be allowed in the visiting room. Visitors will not be allowed to carry any bulky hand bags or purses into the facility.

ITEMS AUTHORIZED:

Visitors' Personal Property: MDC Guaynabo has limited facilities for the storage of visitors' personal property. Therefore, all visitors are encouraged to leave their personal property locked in their vehicles.

Personal items: Small billfolds and transparent change purses will be allowed.

Food items: Visitors are not allowed to bring food, drink or candy into the visiting room. If any type of food, drink or candy is purchased in the visiting room, it must be consumed prior to exiting the visiting room. Under no circumstances will inmates be allowed to receive any type of items from their social visitors. The only exception to this will be the sharing of items purchased within the visiting room. Any other item will be considered contraband and will cause the social visit to be terminated and the inmate may be subject to disciplinary action.

Infants: Visitors with babies will only be allowed to bring a sufficient and reasonable amount of diapers which will be needed during the visit.

They will be allowed to bring two clear plastic bottles of baby formula and/or juice into the visiting room for consumption. Strollers, carriers, and baby diaper bags as well as toys are not allowed in the visiting room.

Medication: Visitors will be allowed to carry only medication necessary for the immediate preservation of life. Examples of these types of medication are an asthma sprayer or nitroglycerin to treat a heart condition. Staff will ensure that visitors take only the quantity of medication necessary for the duration of the visit into the visiting room. **An entry should be made in the visitors' log describing the medication.** Any questions regarding the introduction of medication into the institution by a visitor should be referred to the Shift Lieutenant. Identification of medication as well as its use will be made by medical staff.

PROHIBITED ITEMS THAT VISITORS CANNOT GIVE TO OFFENDERS:

Visitors will not be allowed to bring in anything to give to an inmate to include cigarettes, cigars and other tobacco products, mail, or legal materials. It is requested that visitors not bring excessive items with them to visit an inmate (i.e., suitcases, large/oversized bags or purses, packages, etc.). These items should remain in the automobile or institution lockers in the Front Lobby. Inmates may not receive money through the Visiting Room; all monies for an inmate must be mailed to the central processing of inmate funds in Des Moines, Iowa through the U.S. Postal Service.

SPECIAL VISITS FOR FAMILY EMERGENCIES:

Special visits may be approved by the Associate Warden of Programs. Ordinarily, these visits

will be arranged and supervised by a member of the respective Unit Team in conjunction with Correctional Services staff. Such visits may be granted for the following reasons, and will count against the inmates total monthly visiting points:

1. Family Emergency, (e.g.) death or accident to an immediate family member,
2. Pre-release planning,
3. Immediate family members living outside of Puerto Rico.

Contraband

Defined as: Anything that is not purchased through the commissary, issued by the institution or permitted for retention by the Bureau of Prisons. Any inmate and/or their property can be searched at any time by a staff member. Inmate cells are searched on a regular basis. The inmate will not be present during the search. Every inmate is responsible for the contents of his or her cell.

Administrative Remedy Complaints

Administrative Remedies are procedures outlined by which inmates may seek formal review of complaints relating to their imprisonment that could not be informally resolved. These include complaints regarding conditions of confinement, and appealing UDC or DHO sanctions. The Warden at the Metropolitan Detention Center, Guaynabo, Puerto Rico, is established as the first level of appeal in accordance with Bureau of Prisons' guidelines. In order to avail yourself of this procedure, you need to send an "Inmate Request to Staff Member" (Cop-out) to your Unit Counselor, who will complete an Informal Resolution Form (BP 8 ½). Except for appeals of UDC/DHO sanctions and sensitive matters, all inmates filing administrative remedy complaints must first, go through the informal resolution process. The Correctional Counselor will attempt to informally resolve their issue.

If attempts to an informal resolution are unsuccessful, your Correctional Counselor will provide you with a Request for Administrative Remedy (BP-9) form so that you can present your request or grievance to the Warden. Any complaint, appeal, or request must be made within fifteen (15) calendar days from the date of the incident. Requests can only be made on your own behalf, therefore, any requests made on behalf of another inmate will be rejected. You must personally sign the BP-9 form and give it to your Correctional Counselor for processing.

The Administrative Remedy process is divided in three levels. The **first level** is the response from the Warden; if you are not satisfied with the Warden's response, you have twenty (20) days to appeal to the **second level** of review, which is the Regional Director. If you are not satisfied with the Regional Director's response, the **third level** of review is the General Counsel and you have 30 days to appeal from the date the Regional Director signed his response. When you have gone through all three levels of review, you will be deemed to have exhausted the administrative remedies. Your unit team will be instrumental in answering questions regarding this procedure. Also, you may reference the Program Statement and the Institution Supplement on the Administrative Remedy Procedures. This procedure is also described in detail in the 28

code of Federal Regulations, chapter 5, Sections 542, of which is available from the inmate law library.

Education Department

The Education Department offers a variety of academic, social, and vocational programs. There are many other programs available. This department also operates a law reference library where you can request materials. The education representative will provide you with additional information regarding education programs and hours of operation. You are encouraged to contact your correctional counselor for additional information, or refer to 28 CFR 544.

Recreation Department

Recreation leisure time activities in a correctional setting are designed to assist men and women to become responsible and productive individuals. The Recreation Department at M.D.C. Guaynabo, Puerto Rico emphasizes leisure, physical and team-oriented activities. The Sports Programs, as well as the classes, are geared towards motivation and involvement by everyone who shows a genuine interest. All inmates are encouraged to participate in the structured as well as the unstructured activities. Our staff visit each individual unit in order to organize activities. Contact your unit counselor to sign up for various activities

Counts

The Federal Bureau of Prisons and this institution are responsible for the accountability and security of all inmates. Therefore, a system of official counts has been established. There is a total of five (5) official counts per day and all counts conducted in the housing units are lock-down counts. The following are the official count times:

- 1). 12:01 a.m. 2). 3:00 a.m. 3). 5:00 a.m. 4). 4:00 p.m. 5). 10:00 p.m.

The following rules will be observed during the count procedures:

1. Inmates must be secured in their assigned areas.
2. **The 4:00 p.m. count is a stand-up count in addition to the 10:30 a.m. count that is conducted on weekends and holidays.** This means that each inmate must stand up in his or her room, by their assigned bed, in plain view of the staff member. Inmates are not allowed to stand in front of their rooms by the door during count.
3. There will be no moving or talking during the counts.
4. Movement and resumption of normal activities will be announced by the Unit Officer.

During the course of the day there will be a morning and evening census count. It is the inmate's responsibility to be where he or she is supposed to be at all times. Violations of count procedures will be subject to disciplinary action. There may be other counts as directed by the Captain or Shift Lieutenant.

Chaplaincy Services

Being in prison is not easy!

The staff of the Pastoral Care Department is here to help you find the strength and spiritual resources to make it through this time - and even begin thinking about rebuilding your life for the future. Whether you are coming here with a strong faith background or are groping for spiritual reality for the first time, the chaplains want to walk through this time with you. The Constitution of the United States guarantees the right for you to practice your religion - even in prison. There is a richness of cultural and religious diversity in each unit and a cultivation of tolerance and understanding of people of all races and religious traditions. The Pastoral Care Department is to protect your religious freedom within the limits of security, sanitation, good order of the institution and availability of funds. The chaplains will try to meet your needs for worship, prayer, and study within these limits. Please contact one of the chaplains if you have any concerns or needs, including the observance of religious holy days. Request for approval of holy day observance must be submitted to the Religious Services office in writing 30 days before the event. Those requesting to be excused from work for approved holy days must apply in writing to the chaplain no less than 15 days prior to the holy day. It is important that a sincerely held religious belief related to medical concerns be communicated to the institution medical staff. A written communication regarding specific beliefs related to medical concerns or death should be placed in the Central File.

Who are the chaplains?

There are three staff chaplains at MDC Guaynabo: Chaplains Joyce Caulfield, Ramon Lopez and Juan Cintron. There are additional chaplains from a variety of religious preferences who also come to assist in the institution. Contact a staff chaplain if you would like to see a representative from your religious preference.

What are some of the things offered?

There are two key places in your unit to watch to keep yourself informed of what is going on in the Pastoral Care Department. One is the glass cabinet located in either the recreation yard or the entrance to the units. There you will find a monthly schedule of religious videos which are shown on the closed circuit TV system, a schedule of the chaplains' work hours, a schedule of religious services for the month, as well as other important information that may change from time to time. If your religion is not included on the schedule, speak to one of the chaplains or send a "cop out" to explain your religious request. If there is a conflict between your work and a religious service, please inform the chaplains and they will try to resolve it. If you have a request to introduce a new

or unfamiliar component to a religious program, please contact a chaplain.

The other place to watch is the display board next to the entrance of the chapel. The unit chapel is located at the top of the stairs on the second level. A schedule of activities is posted in the display board, along with upcoming musical reflections or conferences. There are many times during the day when the chapel is available for private prayer or reflection. Please feel free to take advantage of those times.

Each unit chapel will have a TV tuned only to the closed circuit channels which broadcasts the religious services videos and unit schedules. The televisions in the chapels are authorized for use only on the religious services closed circuit channels. There is also a shelf in the chapel where you will find literature and pamphlets for you to take. Diverse religious books may also be requested from the education library. A listing of books will be placed in each unit chapel. Books may be checked out for a two week period, by submitting an Inmate Request to Staff to the Institution Library or to the Chaplaincy Office. It is the responsibility of each inmate to personally return books to Library Staff or Chaplaincy Staff. Cooperation will be requested from all inmates regarding the timely return of checked-out items. Overdue resources will be reclaimed by Library or Chaplaincy Staff.

Ordinarily, each faith group will have one designated time for weekly worship or prayer with a staff chaplain, volunteer or contractor. Normally, inmates will be allowed to give primary leadership during a religious activity only when the faith group is of a different faith orientation than the institution chaplains, and when community leadership is not available. Services led by inmates require the presence of an employee in the service. Every effort will be made to assure fair and equitable accommodation of all faith groups.

How do I get a sacred book?

You may find a Bible, New Testament, Koran, Torah or other donated religious book of your preference on the shelves in the chapel. If not, speak to one of us or send a "cop-out" requesting the book you need. Some religious books are also available for sale through Commissary Special Purchase Orders. Hardcover publications, softcover publications, religious newspapers and magazines and other similar items are to be sent from the publisher, from a book club or from the bookstore. These items may not be sent from your home. The item should be sent in an envelope, not a box. Inmates are authorized to maintain five books and five magazines and 2 newspapers in their property.

How about Personal Religious Items?

Certain personal religious items may be authorized. Please consult with the chaplains if you have questions about what those objects may be. They can provide you with items such as rosaries, scapulars and some Sacred Books which have been donated to the institution. Most other approved items must be purchased on Special Purchase Orders through the Commissary. There is a standard color and style of religious headwear for each faith requiring such items and is limited to three per inmate. If the authorized headwear is not available in Commissary, the chaplains have catalogs of items available and will process the paperwork for you. It will often require two

months for a Special Purchase order to arrive. Ordinarily, personal religious items may not be sent from home.

What if I want a visit from the pastor or other spiritual leader of my church?

Pastoral Visits are ordinarily arranged during regular visiting hours on Mondays or Tuesdays. You may initiate a pastoral visit by submitting an “Inmate Request to Staff Member” to the chaplains. Please ask that your pastor or faith representative contact a chaplain at the institution so that the procedures and requirements for pastoral visits can be explained. If the chaplains are contacted by an outside pastoral agent who wishes to initiate a pastoral visit with you, a chaplain will confer with you as to whether or not you want the visit.

In order to request and process a pastoral visit as one of a minister of record, the religion of the spiritual leader, clergy person or official faith representative will be verified as that of your religion of record. You may identify a pastor of record in writing and the clergy person or the official faith representative you identify will also need to submit a request in writing to the chaplains for consideration as the minister of record. You may have only one minister of record at a time. The minister of record will not be counted against the total number of authorized social visits allowed. Visits from clergy or faith representatives other than the minister of record will ordinarily count against the total number of visits allowed.

What if my religion requires a special diet?

The Bureau of Prisons offers a two pronged religious diet program which includes a no-flesh mainline option and a certified processed food component. Participation in the certified processed food component implies restrictions. The orientation regarding removal from the Religious Diet Program will include making the individual aware that a participant may not take, receive or eat food, other than fruits and vegetables, from the regular mainline, nor purchase and/or consume foods from the Commissary considered non-certified by the inmate’s religion. A violation may lead to a suspension from the certified processed food component. Speak to a chaplain or send a "cop out" to request admittance to the religious diet having certified processed food. The no-flesh option is available to all. Simply send an “Inmate Request to Staff” to Food Service.

Can I get married in prison?

Marriage in prison, especially a detention facility, is complicated, but is possible. Your case manager or counselor can acquaint you with details about getting married as well as providing you with the necessary form(s). The chaplains will be happy to provide you with counsel. The chaplains are required to verify some credentials of the individual you choose to celebrate the ceremony. This verification may require an extended period of time, so please identify a person who will conduct the ceremony as soon as possible when making plans to get married.

What about family emergencies?

In the event of a family emergency, a call can be placed to the institution at (787) 749-4480. and information can be left with the operator. The operator will notify the chaplains who will, in turn,

notify you once the information is verified. Every effort will be made to provide you with a call to your family. It is rare for an inmate to be able to attend a funeral etc., but your case manager will be able to provide you with the appropriate orientation. Requests regarding visits to hospitals to see family members should also be directed to the Unit Team. Please be sure to give your family the institution phone number.

What else does the department provide?

The chaplains are available for pastoral care and to pray with you. They will keep the material discussed confidential, with one exception. If you were to indicate that you were going to harm yourself or other(s), the chaplain would try to help you find a better solution to your problem or situation and also make the appropriate referrals.

The chaplains have information regarding a large number and variety of religious studies correspondence courses and most of them are free of charge. Many inmates find them a great way to take advantage of their time here. There is a list of courses for various faiths in the unit chapel.

The Health Services Administrator will notify the chaplain when an inmate is in the process of making a decision regarding whether or not to carry a pregnancy to full term. The chaplain will offer the individual the opportunity for pastoral orientation.

An inmate who wishes to participate in a religious fast of his/her faith is required to submit a written request to the chaplain at least sixty (60) days prior to the fast or meal. Food arrangements for individual fasts are not accommodated by the Religious Services Department.

The observance of a once a year religious or ceremonial meal by a religious group in the institution will be in accordance with policy. An inmate desiring to participate in a ceremonial meal should submit a written request at least sixty (60) days before the meal. Participants who will receive the religious or ceremonial meal for the faith group celebration will be determined by the religious preference as indicated in the computer system. An individual may take part in only one ceremonial meal per calendar year.

There is a procedure in policy regarding the introduction of new and unfamiliar religious components into the religious services program. When requested, a chaplain will be available to provide an orientation regarding these procedures.

Any inmate who wishes to donate to a religious organization, program or charity may do so with the assistance and approval of their respective Unit Manager, in accordance with the Program Statement on Inmate Contributions.

Initially, the unit team will enter your religious preference in the computer system. Please verify to assure that your religious preference is entered correctly. If it is not correct, please inform a chaplain in writing of your need to change or correct your religious preference. A chaplain will bring you the required paperwork for you to authorize the change. The directives dictated by your religious preference as shown in the computer system will ordinarily be followed in emergency or death situations.

Residential Life Connections Pre-Release Pilot Program

The Bureau of Prisons has implemented the Life Connections Program, a pilot residential pre-release program in low, medium and high security institutions. It is open to inmates of all faiths or those still seeking a spiritual grounding. The program provides opportunities for the development and maturation of the participating inmates' faith commitment. To foster personal growth and responsibility and to right the relationship among the victim, the community, and the offender, the program will use the offender's faith commitment to bring reconciliation and restoration. An individual must be within 24 to 60 months of projected release date. The program duration is eighteen (18) months. If you are interested in knowing more about this multi-faith program, the selection criteria, the institutions where the programs are being implemented, the activities and curriculum or the responsibilities of the participants, please contact a chaplain. Whatever your questions or concerns, let the chaplains know!

Communication from outside the institution can be directed to the chaplains at:

Metropolitan Detention Center
P. O. Box 2008
Cataño, PR 00963-2008
Telephone: 787/749-4480

Commissary

The commissary is located inside the institution from which inmates are able to purchase approved items that are not provided by the Bureau of Prisons. You must have funds available in your account in order to purchase commissary items.

Any money (U.S. currency), initially brought with you upon being processed at the facility, will be placed in your trust fund account under your inmate number. Your family or friends may also send you money to be placed in your account. It must be sent through the U.S. Postal Service (mail) in the form of a check or money order to the following address:

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

U.S. Postal Money Orders will be credited to your account immediately. Also, you may receive money via electronic transfer through Western Union only. This money will be available in your account between 3 or 4 hours. Your family must include the following information on the Western Union telegram:

**Inmate Name
Inmate Register Number**

**State Code: D.C.
BOP**

All local checks will be credited to your account after 15 (fifteen) days. This is to ensure they will be cleared and credited accordingly.

There is no limit to the amount of money that you may have in your account; however, there is a monthly spending limit of \$200. This spending limit is based on a calendar month and validation is effective based on the following formula: (Fifth digit of your register number multiplied by 3 equals your validation date. Approved special purchase items, medications and stamps will not count against your spending limit.

A schedule for commissary shopping days is posted on each unit's bulletin board.

CLOTHING, LINEN ISSUE AND EXCHANGE

It is the policy of this institution to provide each inmate with an adequate issue of clothing items, linens, bedding materials, and to maintain an effective procedure for the laundering and exchange of these items.

- A. Upon arrival at this facility all new male inmates will be issued the following items:

INSTITUTIONAL CLOTHING:

In addition to the standard issued linen and bedding, R&D will maintain a small inventory of institutional clothing. Each inmate will be issued one set of clothing upon arrival to the institution (i.e., jumpsuit, underwear, socks, T-shirts, etc.). The Laundry Plant Manger will issue the remaining clothes the next work day after arrival at this institution, with the proper clothing receipt forms.

- (1) **Standard Clothing Issue:** The following items are considered the standard issue and approved for use by all inmates:

<u>Male Issue Items</u>	<u>Minimum</u>	<u>Maximum</u>
*1 T-shirt	2 Each	4 Each
*1 Underwear	2 Each	4 Each
*1 Socks	2 Each	4 Each
*Jumpsuit (Khaki)	1 Each	3 Each
*2 Shirt(Khaki)	1 Each	4 Each
*2 Trouser	1 Each	4 Each
<u>Male Issue Items</u>	<u>Minimum</u>	<u>Maximum</u>
*Laundry Bag	1 Each	1 Each
*Deck Shoes	1 Pair	1 Pair

*2 Belt	1 Each	1 Each
*Pillow	1 Each	1 Each
*Pillow Case	1 Each	1 Each
*Towel	2 Each	2 Each
*Sheet	2 Each	2 Each
*Blanket	1 Each	1 Each
*3 Safety Shoes	1 Pair	1 Pair
*4 Shirt(White)	1 Each	3 Each
*4 Trousers (White)	1 Each	3 Each

<u>Female Issue Items</u>	<u>Minimum</u>	<u>Maximum</u>
*1 T-shirt	2 Each	4 Each
*Panties	2 Each	4 Each
*Socks	2 Each	4 Each
*Bra	3 Each	5 Each
*2 Shirt(Khaki)	1 Each	4 Each
*2 Trouser	1 Each	4 Each
*Laundry Bag	1 Each	1 Each
*Deck Shoes	1 Pair	1 Pair
*2 Belt	1 Each	1 Each
*Pillow	1 Each	1 Each
*Pillow Case	1 Each	1 Each
*Towel	2 Each	2 Each
*Sheet	2 Each	2 Each
*Blanket	1 Each	1 Each
*3 Safety Shoes	1 Each	1 Each
*Night Shirt	1 Each	1 Each

Notes:

- *1 Cadre Inmates 7 Each
- *2 Cadre Inmates Only
- *3 As Needed
- *4 Food Service Inmates

Inmates assigned to a work detail which requires a different type of uniform will be specifically authorized and informed of the procedures for exchange by the work supervisor.

- A. Safety shoes will be issued if required by the work area and requested in writing by the work supervisor.
- B. Shoe exchange will be determined by the Laundry Manager.
- C. Inmates are not authorized to wear civilian clothes.

Correspondence Regulations

These rules are covered in detail in Program Statement 5265.11, Correspondence. (28 CFR Chap. V ss 540.10) and Institution Supplement 5265.11C. These policies can be requested from the Law Library.

Inmates are encouraged to maintain ties with family and friends through correspondence. Outgoing mail will not be sealed by inmates. Staff will inspect the outgoing mail for content and seal the mail. **Legal mail should be sealed in the presence of a unit staff member.** Each inmate is responsible for the postage and the contents of his or her letters. You are permitted to have 60 stamps (3 books) for your correspondence needs. An inmate who possesses more than the authorized amount will be subject to disciplinary action.

Government postage paid envelopes are not permitted for inmate use. Inmates without funds (indigent) may be provided postage for legal and regular correspondence. An indigent inmate is one who has not had a commissary account balance greater than \$5.25 in the past 30 days. In this situation, the Unit Manager will issue postage stamps. Indigent inmates are allowed 5 stamps per month for regular correspondence. Postage stamps for legal mail will be provided if the inmate can prove they are involved in current litigation. The inmate is responsible for bringing the legal mail and an addressed envelope with them when they are going to request stamps for legal mail. All outgoing mail must have the institution's name and return address, your name as it is recorded in your institution files, and your BOP register number.

Inmates will be required to sign an Acknowledgment of Inmates form(BP-s 407), which authorizes staff to open and inspect general correspondence for contraband. If you refuse to give this authorization, your incoming mail will be returned unopened. Incoming legal mail will not be opened by the mail room officer. It will be forwarded to the unit team. It will be opened and inspected in your presence and should be delivered to you within 24 hours of its arrival in the mail room.

For incoming legal mail to qualify as "SPECIAL MAIL," the envelope must bear the attorney's name and an indication that the sender is an attorney, the attorney's address, the inmate's name and register number, and the following language: "*Legal Mail To Be Opened in the Presence of the Inmate.*" If these markings or similar language is not on the face of the envelope, it will be opened and inspected as regular mail (See Program Statement 5265.11, Correspondence). Requests for special publications must be made through the unit team and conform to local policy.

RESTRICTED CORRESPONDENCE

1. Written or telephonic correspondence between inmates is prohibited unless approved by the Warden or his designee. This is limited to immediate family members for regular mail and is also limited to co-defendants for legal correspondence.
2. All correspondence which violates postal or institution regulations, federal or state laws are prohibited. Threats, contraband, obscene photographs or statements, which threaten the security of the institution are forbidden.

Rejections of correspondence will be initiated by the Mail Room Staff and approved by the Warden or his designee.

Incoming Publications

The Chief Executive Officer of this institution has designated the Associate Warden of Programs as the person responsible for reviewing any questionable incoming publication.

For housekeeping and security reasons, inmates may not receive more than a reasonable amount of subscriptions or publications per month or retain more than 12 issues in his or her possession.

No publication will be accepted unless it has been paid for in advance, including shipping and handling costs and only from the publisher or bookstore.

Arrangements for subscriptions should be requested through your unit counselor.

Mail Room

Incoming Mail

Mail service is provided five days a week, Monday through Friday. Mail received from the U.S. Post Office will be processed for delivery the same day it arrives. Only mail and authorized packages, including Express Mail, from the U.S. Post Office will be accepted at this facility. Mail from Federal Express, United Parcel Service, and like companies will not be accepted for delivery to inmates. All incoming inmate mail must have the inmate's full name, as listed with the Bureau of Prisons, and the register number. Any piece of mail missing this information may be returned to the sender.

No money will be posted without this information and the checks or money orders will be returned to the sender. It is recommended that U.S. Postal money orders be used to send money to inmates. Other checks will take fifteen (15) days for processing before funds are credited to the inmate's commissary account. No cash will be accepted.

The following items are prohibited by policy from being mailed into this institution:

1. Stamps
2. Stationery supplies
3. Plastic or musical greeting cards, and unused cards.
4. Any quantity of publications which exceeds the current quota regulations (5 soft back books, 3 magazines).
5. Any personal property, unless prior approval has been received and appropriate forms are completed, by authorized staff.
6. Nude or Polaroid pictures.
7. Any contraband.

Hard cover publications, soft-cover publications, newspapers and magazines are to be sent from the publisher, from a book club or from the bookstore. Refer to Program Statement 5266.10 (28 CFR 540.70) Incoming Publications.

Packages may not be received by an inmate without prior approval by staff through the use of an Authorization to Receive Package form, which can be obtained from your unit counselor. Packages will not be accepted without this authorization and will be returned to the sender. When an inmate departs this institution, he will be given a Bureau of Prisons change of address card. This card will be maintained in the mail room for thirty days. After this thirty-day period, any general correspondence received at this institution will be returned to the sender. A U.S. Post Office "Change of Address Kit" is available in the unit so an inmate may notify correspondents of their change of address. The inmate must provide the postage for these cards if used.

DEPARTMENT OF JUSTICE ADDRESSES FOR YOUR REFERENCE

Harley G. Lappin , Director
FEDERAL BUREAU OF PRISONS
320 First Street, NW
Washington, D.C. 20534

Eric H. Holder Jr., Attorney General
U.S. DEPARTMENT OF JUSTICE
10th & Constitution Ave., NW
Washington, D.C. 20530

R.E. Holt
Regional Director, SERO
3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-6226

Outgoing Mail

As with the incoming mail, all outgoing mail must have the institution's full name, the inmate's full name, as registered with the Bureau of Prisons, their register number and housing unit. In addition, the complete return address is required as follows:

METROPOLITAN DETENTION CENTER GUAYNABO
Inmate Name and Register Number, Unit
P.O. Box 2005
Cataño, P.R. 00963-2005

The provisions governing the postal and mail regulations are covered in detail in Program Statement 5265.11, Correspondence (28 CFR Section, 540).

Receiving & Discharge (R&D)

The Inmate Systems Management (ISM) is responsible for the operation of this area. This includes processing an inmate and his/her property in and out of the institution. When an inmate is released, all personal property is mailed out to an address designated by the inmate. If insurance is desired, the inmate must pay this cost; inmate personal property will not be stored in the institution.

Inmates will be provided with clothing for court appearances.

When scheduled for a court appearance, you will be escorted to R&D. **Jump-suits will not be worn to court.** Only materials pertaining to your court case will be allowed to go to court with you. It is suggested that you secure your valuables in your locker prior to departing. Upon your return from court, you will be processed in the same manner as when departing. Only those items which you were specifically authorized to remove will be allowed back in. All materials will be screened for contraband.

Records Office

The Records Office section in the ISM Department is responsible for computing the sentences of those inmates designated to serve their sentence at MDC Guaynabo. All others will have their sentences computed at their designated institution. The sentence computation will normally be completed within 30 (thirty) days of the inmate's arrival/designation. If you have any questions in this area which cannot be answered by your unit staff you may submit an Inmate Request to Staff Member form to the Records Office. This section is also responsible for processing requests for transfer for service of your sentence to a foreign country. An inmate who is a citizen of one of the treaty nations and desires to return to his/her country to serve his U.S. imposed sentence must contact his/her Case Manager to initiate the proper documentation for this request.

Discipline Policy

It is the policy and the responsibility of this institution to maintain a safe and orderly environment for staff and inmates. In order to accomplish this, it is necessary to establish procedures to deal with those individuals who violate institutional rules and regulations. *All inmates committed to this facility or any other Federal facility will be subject to these procedures.*

The disciplinary process consists of three basic stages:

1. When a staff member witnesses, or has reasonable belief that a violation of institutional rules and regulations has occurred, he or she is required to write an incident report. If the employee submits an incident report, the staff member or investigating Lieutenant may attempt informal resolution.
2. If the agreed upon informal resolution is not completed, the incident report will resume processing at the point where informal resolution was initiated and will be forwarded to the Unit Discipline Committee (UDC).
3. The UDC consists of two or more unit staff members who have the authority to

impose sanctions from G to P (see “Prohibited Acts”, page 27). If the UDC determines that the offense warrants stronger sanctions, the incident report will be forwarded to the DISCIPLINE HEARING OFFICER (DHO). The UDC is **required** to refer all serious incident reports (100 level) to the DHO.

4. The DHO is a certified official who conducts disciplinary hearings. If you are referred to the DHO, a formal hearing will be held. You will be notified of the hearing date and be given ample time to prepare. If the DHO determines you committed the prohibited acts(s), sanctions from A through M (see page 27) may be imposed.

You are strongly urged to read and become familiar with Program Statement 5270.07, Discipline and Special Housing Units to familiarize yourself with your rights and responsibilities under this system.

The following pages contain a listing of all your rights and responsibilities as an inmate. Also listed are those acts which are prohibited and the sanctions which may be imposed. An attempt to commit any of these acts will be considered as if the act was committed and proper action will be taken.

Prohibited acts are classified into four categories based on their severity. Any violation listed in the greatest severity category will be referred to the DHO automatically (28 Code of Federal Regulations Chapter 5, Section 541.12).

Inmates found in possession of an electronic communication device or related paraphernalia may be charged with violation to Code 108, Possession, use, manufacture or introduction of a hazardous tool, or Code 199, most like Code 108. Inmates charged with these codes are subject to the sanctions available at the 100 severity level if it is determined the prohibited act was committed.

Program Statement 5270.07, Inmate Discipline and Special Housing Units, establishes the imposition of certain sanctions for inmates sentenced under the Prison Litigation Reform Act (PLRA) and the Violent Crime Control Act of 1994 (VCCLEA). For inmates identified as PLRA or rated as violent under the VCCLEA who are found to have committed these prohibited acts, the following sanctions are mandated:

- a. Requires sanction B.1 be imposed on a Greatest or High Severity prohibited act;
- b. Requires sanction B.1 be imposed on a Moderate or Low Moderate category prohibited act;
- c. Adds “non-vested good time” to sanction B of the Disciplinary Severity scale and clarification of “vesting” of Good conduct Time under sanction B.1;
- d. Lists disallowance rates under sanction B.1;
- e. Requires that all 200 level code violations committed by PLRA and VCCLEA

inmates rated as violent be referred to the Disciplinary Hearing Officer for disposition;

- f. Establishes that only the Disciplinary Hearing Officer may make the final disposition on a prohibited act contained in the Greatest or High category when the high category prohibited act has been committed by a PLRA or VCCLEA inmate who has been rated as violent.

Inmates' Rights and Responsibilities

You have the right to expect that as a human being you will be treated respectfully.	You have the responsibility to treat others, both employees and inmates in the same manner.
You have the right to be informed of the rules, procedures, and schedule concerning the operation of the institution.	You have the responsibility to know and abide by them.
You have the right to religious affiliation, and voluntary religious worship.	You have the responsibilities to recognize and respect the rights of others in this regard.
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.	It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
You have the right to visit and correspond with family members, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).	You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	It is your responsibility to use the services of an attorney honestly and fairly.
You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	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 materials and assistance.
You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
You have the right to participate in education vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.	You have the responsibility to take advantage of the activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

PROHIBITED ACTS AND SANCTIONS

GREATEST CATEGORY

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

CODE PROHIBITED ACTS

SANCTIONS

<p>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.</p>	<p>You have the responsibility to meet your financial and legal obligations including, but not limited to, court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.</p>
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CODE PROHIBITED ACTS

SANCTIONS

- | | |
|--|--|
| <p>100 Killing</p> | <p>A. Recommend parole date rescission or retardation.</p> |
| <p>101 Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)</p> | <p>B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p> |
| <p>102 Escape from an escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence</p> | <p>B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for a year (good conduct time may not be suspended).</p> |
| <p>103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)</p> | <p>C. Disciplinary Transfer (recommend).</p> <p>D. Disciplinary segregation (up to 60 days).</p> <p>E. Make monetary restitution.</p> <p>F. Withhold statutory good time (Note - can be in addition to A through E -cannot be the only sanction executed).</p> |

GREATEST CATEGORY (CON'T)

CODE	PROHIBITED ACTS	SANCTIONS
		G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., a hacksaw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
		Sanctions A-G
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Greatest Severity nature.)</u> This charge is to be used only when another charge of greatest severity is not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Greatest Severity nature.)</u> This charge is to be used only when another charge of greatest severity is not applicable.	
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	
201	Fighting with another person	A. Recommend parole date rescission or retardation.
202	(Note to be used)	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or	

HIGH CATEGORIES (CON'T)

CODE	PROHIBITED ACTS	SANCTIONS
	anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended).
205	Engaging in sexual acts	C. Disciplinary Transfer (recommend).
206	Making sexual proposals or threats to another	D. Disciplinary segregation (up to 30 days).
207	Wearing a disguise	E. Make monetary restitution.
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	F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity.
209	Adulteration of any food or drink	J. Loss of job. K. Impound inmates' personal property.
210	(Not to be used)	
211	Possessing any officer's or staff clothing	L. Confiscate contraband. M. Restrict to quarters.
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)	

HIGH CATEGORIES (CON'T)

CODE	PROHIBITED ACTS	SANCTIONS
215	Introduction of alcohol into BOP facility	Sanctions A-M
216	Giving or offering an official or staff member a bribe, or anything of value	
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	
221	Being in an unauthorized area with a person of the opposite sex without staff permission	

MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
222	Making, possessing, or using intoxicants	Sanctions A-M
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity. (applicable but not limited to circumventing telephone monitoring procedures, possession and/or use of another's PAC number, third party calling, third party billing, using credit card numbers to place calls, conference calling, Talking in code.)	
298	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable.	
300	Indecent Exposure	A. Recommend parole date rescission or retardation.

MODERATE CATEGORY (CON'T)

CODE	PROHIBITED ACT	SANCTIONS
301	Not to be used	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
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	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).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 15 days).
306	Refusing to work, or to accept a program assignment	E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc.
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job. K. Impound inmates' personal property. L. Confiscate contraband. M. Restrict to quarters. N. Extra duty.
308	Violating a condition of a furlough	
309	Violating a condition of a community program	
310	Un-excused absence from work or any assignment	

MODERATE CATEGORY (CON'T)

CODE	PROHIBITED ACT	SANCTIONS
311	Failing to perform work as instructed by the supervisor	
312	Insolence toward a staff member	
313	Lying or providing a false statement to a staff member.	
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (Maybe categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	
315	Participating in an unauthorized meeting or gathering	
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	Sanctions A-N
323	(Not to be used)	

MODERATE CATEGORY (CON'T)

CODE	PROHIBITED ACT	SANCTIONS
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a nonhazardous tool or other nonhazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other nonhazardous contraband includes such items as food or cosmetics)	
332	SMOKING where prohibited	

MODERATE CATEGORY (CON'T)

CODE	PROHIBITED ACT	SANCTIONS
397	Use of telephone for abuses other than criminal activity. Applicable, but not limited to: conference calling , possession and /or use of another's PAC number, three way calling, providing false information for preparation of a telephone list.	Sanctions A-N
398	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Moderate Severity nature.)</u> This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>Conduct must be of the Moderate Severity nature).</u> This charge is used only when another charge of moderate severity is not applicable.	

LOW MODERATE CATEGORY (CON'T)

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where an 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 an inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See P.S. 5270.07)
401	Possessing an unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	Not to be Used	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc.
408	Conducting a business	H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job. K. Impound inmates' personal property. L. Confiscate contraband. M. Restrict to quarters. N. Extra duty.
409	Unauthorized physical contact (e.g., kissing, embracing)	
410	Unauthorized Use of Mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g. , the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault).	

- 497 Use of telephone for abuses other than criminal activity. Applicable but not limited to: exceeding the 15 minute time limit for calls, using the telephone in an unauthorized area, placing of an unauthorized individual on the telephone list.
- O. Reprimand.
- P. Warning.
- 498 Interfering with a staff member in the performance of duties. Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity if not applicable.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.

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

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level.

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

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See P.S. 5270.07).

Food Service

The Food Service Administrator is responsible for the planning, controlling, directing, and evaluating food service operations; training and developing food service staff and inmate food service workers; managing budget resources; establishing standards of sanitation, safety, and security; developing nutritionally adequate menus and evaluating inmate acceptance; developing specifications for the procurement of food, equipment, and supplies; and establishing training programs to ensure operational efficiency and a quality Food Service Program.

Food Service provides inmates with nutritionally adequate meals, properly prepared, and attractively served. Inmates assigned to the Food Service Department will be provided opportunities to acquire skills and abilities that may assist in obtaining employment after release. Inmates will be provided with accurate nutritional information that enables them to determine and establish healthy eating habits that may enhance their quality of life.

Meal Service:

Breakfast

Monday through Friday 6:00 A.M. - 7:00 A.M.

Lunch

Monday through Friday 11:00 A.M. - 12:00 Noon

Dinner

Monday through Friday After 4:00 P.M. Count is cleared

Weekend Schedule

Coffee Hour 7:00 A.M. to 8:00 A.M.

Brunch Meal 10:30 A.M. to 12:00 Noon

Dinner Meal After 4:00 P.M. Count is cleared

Inmate workers perform all tasks within the department while under the supervision of the Cook Supervisors. Their skills and abilities have a direct impact on the quality of the food service program. All inmates are encouraged to work in Food Service to gain a basic knowledge of operations and to understand the efforts expended by food service workers to provide a quality program. The Food Service Department is always in need of experienced cooks and bakers but also employees workers for the dish room and sanitation. Inmates interested in a food service assignment must submit a request to the Food Service Administrator indicating their interests. All applicants will be thoroughly screened to determine suitability for assignment in Food Service.

Medical diets are provided through Heart Healthy menus, utilized to accommodate sodium, calorie and cholesterol health issues. Nutritional information is available upon written request. Any specific dietary questions or concerns should be directed to the Food Service Administrator.

Religious diets are offered at MDC Guaynabo for all religious sects. For further information contact Religious Services. Approval or disapproval is determined by Religious Services.

The Food Service budget is formulated on a per-man per day basis. Not just food is purchased with

this money, we must also buy chemicals, non-edible products such as paper supplies, sporks, trays, cups, etc., and equipment repairs. Please help us save money by not wasting food. The money you help save will be returned to you in the food program.

It is very important that good communication is established between the Food Service Department and the inmate population. If, at any time, you have a problem with Food Service, let the Food Service Staff know so the problem can be corrected. It is also important to get inmate feedback on different meals so that unpopular meals can be exhausted and suggestions for new menu items can be evaluated for future menus. Your input is important.

Health Services

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

Your Health Care Rights:	Your Responsibilities:
<p>1. 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.</p>	<p>1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.</p>
<p>2. 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.</p>	<p>2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.</p>
<p>3. 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.</p>	<p>3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, main line, or the accepted <i>Inmate Grievance Procedures</i>.</p>
<p>4. 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.</p>	<p>4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.</p>

Your Health Care Rights:	Your Responsibilities:
5. 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.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. 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. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff that you wish to have an examination.

Your Health Care Rights:	Your Responsibilities:
13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	14. 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. 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.	15. 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.

SCOPE OF SERVICES / PHYSICAL EXAMINATIONS

The Health Services Unit at MDC Guaynabo is an ambulatory care facility. We provide an initial screening when you come in to determine if you are free from infectious diseases; if you are currently on medications and which medications you need to continue; and if you can be housed in the general population. You will have a mandatory physical examination performed within 14 days of your arrival and laboratory tests will be performed when indicated. Elective Physical Examinations (PE) are offered every two years for inmates under age fifty, and yearly for those inmates over age fifty. These examinations are requested via Cop-Out to the Medical Records area, who would verify your latest PE.

If you have a medical or mental health condition that requires monitoring, you will be followed in the chronic care clinics. If you require specialized care or testing, your case will be evaluated by a committee. This committee will decide if and when you will be seen by a specialty consultant or sent off-site for an appointment.

Our mission is to give you the necessary medical / mental / dental care that is required to keep you well during your incarceration.

PATIENT IDENTIFICATION

You will be issued an identification card when you arrive at our institution. Remember to always carry this card with you. Patient identification is required before you receive ANY medical / mental / or dental service at this institution.

SICK CALL TRIAGE/ACCESS TO CARE. The sick call screening and scheduling system that will be utilized at MDC Guaynabo, is described. Triage is defined as the classification of patients according to priority of need for examination and/or treatment. Triage allows truly urgent conditions to be addressed adequately on the same day, while also allowing more routine conditions or concerns to be addressed at a scheduled appointment. During triage the following will occur:

- ▶ nurses will go to their assigned units and announce sick call;
- ▶ the inmate will provide the identification card and a brief history
- ▶ vital signs will be taken, if indicated.
- ▶ an appointment will be scheduled, if needed; or
- ▶ the nurse will utilize his/her protocols to address the sick call complaint;
 - if no follow-up appointment is warranted, the inmate will be advised of other options (e.g. obtaining over-the-counter medications from the Commissary, submitting an Inmate Request to Staff Member (BP-A148), etc.
- ▶ Physicians and other health care providers are available four days per week to provide clinical services.
- ▶ Urgent Care services are available at all times, either through on-site providers or community emergency services.

Based on your complaint the health services department has up to two (2) weeks to see you. You will appear on the call-out list on your appointment date. Once you are on the call-out, the medical practitioner will see you in the unit. It is your responsibility to be available to be seen. Prescribed medication during your visit will usually be issued the same day, during the afternoon or evening hours.

CO-PAY PROGRAM

All inmates have access to Bureau health care services. The Bureau will charge a copay fee for inmate requested visits to health care providers.

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

- a. receive health care services in connection with a health care visit that you requested (for example, sick call); or
- b. you are found responsible through the Disciplinary Hearing Process to have injured an inmate, who, as a result of the injury, requires a health care visit.

The charge will be posted into your TRUFACS account and deducted from your funds. If you do not have funds, you will not be charged a health care service fee if you are considered indigent and unable to pay the health care service fee.

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

We will not charge a fee for:

- a. Health care services based on clinical staff referrals;
- b. Staff-approved follow-up treatment for a chronic condition;
- c. Preventive health care services;
- d. Emergency services;
- e. Prenatal care;
- f. Diagnosis or treatment of chronic infectious diseases;
- g. Mental health care; or
- h. Substance abuse treatment.

OVER THE COUNTER (OTC) MEDICATION PROGRAM

OTC medications are defined as those medications that can be obtained without a prescription. Any

inmate may purchase OTC medications from the commissary with their personal funds either on their own, or after advisement by a medical practitioner. Inmates found to be indigent (without funds), will be given OTC medications at the institution pharmacy. You are encouraged to purchase those OTC medications that you think you may need while you are incarcerated at MDC Guaynabo.

Inmates without funds (indigent), will be provided up to two OTC medications per week. An indigent inmate is an inmate who has had an average daily trust fund account balance of less than \$6.00 for the past 30 days. An indigent inmate may obtain additional OTC medications at sick call if the medical provider determines that he/she has an immediate medical need which must be addressed before the inmate may again apply for OTC medications.

For indigent inmates, OTC medications may be obtained by selecting no more than two items per week from the Inmate Request For Over-The-Counter Medication Form (BP-Form S788). You will then send the form to the pharmacy through the Wednesday morning pill line staff member. The pharmacy staff will verify if you are indigent and will send the medications accordingly. If you need more than two items or you desire an OTC medication or medically-related item not listed on the Inmate Request For Over-The-Counter Medication Form, you must access sick-call triage and request the item. The medical practitioner will determine if the requested item is medically necessary and prescribe an appropriate quantity. Only one request per inmate per week will be accepted by the pharmacy each Wednesday. The requested OTC medications will be sent to you through the evening pill line.

DENTAL CARE

To request Emergency Dental Care for the relief of pain and/or infection in the mouth inmates must complete an Inmate Sick Call Sign-up Sheet for Dental Care form. This form includes your personal identification information, the emergency dental complaint for which you are requesting treatment, the pain assessment of your complaint, and your current medications. Once you complete the form, you will place the form inside a black box labeled "Sick Call". These forms are collected each day by a medical practitioner. Based on your complaint, the dental services has up to two (2) weeks to see you and give you an appointment date on the call out list. Once you are on the call out, it is your responsibility to be ready before the scheduled time by your unit sallyport door to be escorted to the dental services clinic by the hospital escort officer. If you fail your dental sick appointment, you will need to request again a dental sick-call appointment by following the above mentioned procedure. Prescribed medication during your visit will usually be issued the same day, during the afternoon or evening hours.

Routine (Comprehensive) dental care (amalgam/silver fillings) and teeth cleaning (oral prophylaxis) are provided only to the sentenced and holdover inmates. To access routine dental care and/or teeth cleaning inmates must complete an Inmate Request to Staff (Cop-Out) form. Once you complete this form, you will send it through the Institution's mail. Your Inmate Request to Staff (Cop-Out) will be reviewed by the chief dental officer. If you meet the requirement, your name will be placed on the Comprehensive Dental Care Waiting List. You will be scheduled on the dental call out for your routine dental care when your name comes up to the top of the waiting list. Remember that once your name is placed on the dental call out it is your responsibility to be ready on time by your unit sallyport door to be escorted by the hospital escort officer. If you fail three (3) comprehensive/routine call out appointments, your name will be taken off the list and you will need to request the dental care services following the described procedure. Prescribed medication during your visit will usually be issued the

same day, during the afternoon or evening hours.

It is recommended, following your incarceration, that you acquire essential hygiene and health items such as pain relief medication, toothpaste, toothbrush, mouthwash and dental floss. These items can be bought through the Institution's commissary.

FEMALE HEALTHCARE SERVICES

The following will cover policies concerning the gynecological or female care, during your stay at this facility.

- I. A complete physical examination will be offered within the first 14 days of your admission at this facility, which shall include at least:
 - a. A gynecological and obstetrical history, including sexual activity and any recent rape history, breast and pelvic examination (PAP smear, chlamydia & gonorrhea, or other vaginal culture) if clinically indicated;
 - b. Laboratory tests (Syphilis and pregnancy test).
 - c. Sensibility test and immunization offered:

PPD (tuberculosis skin test), MMR (for females of child bearing age), and others like Pneumovax and Influenza whenever applicable.
 - d. A baseline mammography for sentenced female inmates (or over 12 months at institution) shall be offered to females above 40 years of age or when clinically indicated.

- II. Females over fifty years of age may request an annual physical exam.

HIV TEST

HIV testing will be offered to all inmates with clinical indications and those with a positive Tuberculosis skin test. Inmates can request testing during a sick call visit, or during specific clinics in the medical area. There must be a year in between each test.

SMOKING CESSATION PROGRAM

There is no smoking allowed in any area inside this institution. If you require assistance to stop smoking you may request participation in our smoking cessation program. You need to request an interview with the Psychology department and submit an Inmate Request to Staff (Cop-Out) form to the Health Services Unit.

If your health history and current medical condition is good, you will be given authorization to purchase nicotine patches from the Commissary.

HAND WASHING PROGRAM

Hand Hygiene:

Hand hygiene is recognized as the most effective action for preventing the spread of infections. Hand

washing with soap and water remains as a sensible strategy for hand hygiene in non-health care setting and is recommended by the Center for Disease Control and other experts.

15 SECONDS is the minimum amount of time you should wash your hands with soap and water to help prevent the spread of infections.

Times to wash your hands are:

BEFORE

- * making food
- * eating
- * touching a sick person
- * touching a cut, sore, or wound.

AFTER

- * using the bathroom
- * blowing your nose, coughing, or sneezing
- * touching things that may carry germs, like raw food , trash, a sick person, exercise equipment, inanimate objects (telephones, door knobs, furniture, etc.), etc.
- * eating

What is MRSA ?

Staphylococcus aureus is a common type of bacteria that is found in the skin and in the nose of healthy people. Staphylococcus bacteria may cause minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning. Certain “staph” bacteria that have become resistant to first-line antibiotics are called MRSA. MRSA infections are more difficult to treat.

MRSA is usually spread through direct contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces.

How can you prevent becoming infected with MRSA ?

- * Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
- * Never touch another person’s wounds, infected skin, or dirty bandages.
- * Don’t scratch skin rashes.
- * Don’t ever share personal hygiene items.
- * Clean off surfaces shared with others such as weight benches.
- * Use a towel or shirt as a barrier between your bare skin and exercise equipment.

- * Shower after participating in close-contact recreational activities.
- * Maintain excellent personal hygiene and keep your living space clean, including the regular laundering of your linen.
- * Don't get a tattoo in prison.
- * Don't have sexual contacts with other inmates.

Always seek medical attention if you develop a boil, red or inflamed skin, insect or spider bite, or a sore that does not go away.

GRIEVANCES / COMPLAINTS RELATING TO HEALTHCARE AND SAFETY

If you wish to complain about the healthcare services you received or did not receive, you must first discuss the problem with the Health Services Administrator or designee during Mainline. If you get no results, the second step would be to complete an Inmate Request To Staff (Cop-Out) directed to either the Health Services Administrator or the Clinical Director. If you are still not satisfied with their response, you can proceed with the procedure established in the Administrative Remedy Complaints section of this orientation manual.

If the concerns cannot be resolved through any of these procedures, you may contact the Joint Commission's Office of Quality Monitoring 1/800-994-6610.

INFORMATION PRIOR TO RELEASE

Inmates may request a medical evaluation only if one has not been conducted within the twelve months prior to the expected date of release. Such an examination should be conducted two months prior to release. Copies of medical documents have to be requested no more than 30 days prior to your release and you must specify which documents you want, you will receive your copies two to three days prior to your release.

ADVANCE DIRECTIVES / DO NOT RESUSCITATE

The purpose is to provide means for competent inmates at MDC Guaynabo, to make a declaration of preferences or instructions regarding health decisions in a legal and binding document entitled Advance Directives. These preferences/instructions may include, but are not limited to consent to or refusal of any health care, treatment, services, or procedures to maintain, diagnose, or treat an individual's physical condition when the individual is in a terminal condition and no longer able to participate in treatment decisions (i.e. Do not resuscitate = **DNR**). An Advance Directive may include preferences or instructions regarding health care, the designation of a proxy to make health care decisions on behalf of the patient, or both. At no time will the preferences indicated in the Advance Directive be activated at MDC Guaynabo. If the competency of an inmate to participate in this program is questioned by the Health Services Administrator or Clinical Director, the inmate will be referred to Psychology Services for evaluation prior to acceptance of the declaration.

If an inmate has an existing Advance Directive and wishes it to be part of his MDC Guaynabo medical record, he/she will be instructed to send a cop-out to the Health Services Administrator and request a review of the directive, verifying that it meets policy. Once approved, it will need to be

witnessed by two staff or notarized. The inmate must then present the directive to the Clinical Director for acceptance. When the Clinical Director has discussed the directive with the inmate and has noted in the progress notes acceptance of the directive, a scanned copy will be placed in the document manager section of the inmate's electronic medical record (BEMR). Additionally, an alert identifying the inmate as having an Advance Directive on file will be affixed to the BEMR, this will provide notice to all health care staff of the existence of the Advance Directive document. The inmate is to keep the original directive with his/her belongings.

If an inmate does not have an existing Advance Directive, but would like to have one, he will be instructed to submit a cop-out to the Health Services (Medical Records) and request an Advance Directive to be created. The inmate will be placed on call-out to report to health information to receive his/her informational packet.

PSYCHOLOGY SERVICES

Psychology Services is located in the same floor as Chaplaincy and Education Services. Psychology Services is open from 7:30 a.m. to 4:00 p.m. The Psychology Services' Staff at MDC Guaynabo will evaluate and treat mental health problems which may surface as the result of arrest and detention. Psychology staff work closely with medical staff to provide a coordinated approach to treatment. Psychological assessments, crisis intervention, individual and group counseling, as well as referrals to medical services are available. Additional requests for services may be made by sending an Inmate Request to Staff Member ("cop out").

Mental health evaluations for competency to stand trial are ordered by the courts on a case-by-case basis and may be performed by psychiatrists and/or psychologists from the community if so ordered. These evaluations may also be performed at a Bureau of Prisons' medical center.

On March 15, 2004, the Federal Bureau of Prisons (BOP) published Program Statement 1640.04, Smoking/No Smoking Areas. As stated in this policy, the BOP is advancing towards becoming a clean air environment and will strive to protect the health and safety of staff and inmates. In order to accomplish this goal, MDC Guaynabo, discontinued the sale of tobacco products since February 1, 2006.

SUICIDE PREVENTION

Some people can experience feelings of depression and hopelessness while in prison, specially if they are serving long sentences or are facing family or marital problems. In addition, bad relationships with other inmates can play an important role. Some persons under these circumstances may consider committing suicide as the only alternative due to the pressure they are under or to solve their problems. Staff are trained to identify signs in inmates who are at risk of committing suicide and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above or you see another inmate showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and or visits), or hopelessness (giving

away possessions, stating “there is nothing to live for”), PLEASE alert a staff member right away. Your input could save a life.

Also, MDC-Guaynabo has a program called Suicide Watch Inmate Companion Observer. This program trains inmates to work as observers to monitor inmates who have been placed in suicide watch. Inmates who participate in this program are designated to MDC-Guaynabo. Inmates will be interviewed to evaluate their eligibility to participate in the program. It is a paid work assignment. The work hours cover a maximum of four-hour shifts any day of the week. If you are interested in participating, please write a cop out to the Psychology Department. Candidates need to meet selection criteria.

Psychology Treatment Program (Drug Abuse Programs)

Drug Education

The purpose of the Drug Education course is to inform inmates of the consequences of drug/alcohol abuse and to motivate inmates to seek treatment while incarcerated or upon release. The Drug Education course provides information about drugs and alcohol so in the future participant can make the most informed decision. Drug Education considers the benefits of being drug free. It provides resources available for further help. The Program typically meets once a week for two hours. Drug Education is a mandatory program for many inmates. The program is offered in English.

Non-Residential Drug Abuse Program

The Non-Residential Drug Abuse Program has the purpose to afford inmates, with drug problems, an opportunity to receive drug treatment. The program is designed for inmates who have been found guilty for an incident report related with drug use, judicial recommendation referred for drug abuse treatment. Inmates who do not have enough time remaining on their sentence to complete a Residential Drug Abuse Program (RDAP), or inmates who are waiting to become eligible to participate in RDAP are also considered for this program. The program is conducted 90 to 120 minutes a week for a minimum of 12 weeks and a maximum of 24 weeks. The NR Drug Abuse Program covers a variety of topics including the patterns of drug use, history of inmate drug use; consequences of use in behavior, rational thinking and feelings, and relapse prevention. The program motivates the participant to create a personal statement to change. Also, the program encourages the participant to make a self-analysis to improve thinking style and ways to encounter situations in the future. Rehabilitation is not an event but it is a process. That is why the Drug Abuse Program encourages participants to continue seeking treatment. The program is offered in English.

Incentives: When the participant completes the program successfully, he or she **may** be awarded up to \$30.00.

Residential Drug Abuse Program Screening

The MDC- Guaynabo does not offer the Residential Drug Abuse Program (RDAP). However, The

Drug Abuse Program staff do complete screenings for RDAP. Inmates should submit an Inmate Request to Staff (cop out) to be screened for RDAP when they are 36 months from their projected release date. Candidates ordinarily must have 24 months or more remaining in their sentence. The review process requires several steps and typically takes weeks to complete. After the case is reviewed, inmates will be placed on call out for a Screening Interview. At that time, inmates are notified about their eligibility for program participation and their eligibility for possible sentence reduction upon program successful completion. The RDAP has a duration of nine (9) to twelve (12) months. The program is offered in English.

Incentives:

- 1) Participants can receive monetary awards of up to \$40 per successfully completed treatment phase.
- 2) Upon successful completion of the RDAP, inmates may receive up to a year early release under procedures outlined in policy.
- 3) Consideration for the maximum period of time in a community-based treatment program.
- 4) Other incentives as determined at the RDAP institution.

Transitional Services are available for inmates who have returned to general population after completing a Residential Drug Abuse Program (RDAP). Treatment typically requires a minimum of one hour of individual or group contacts each month as indicated by a treatment plan. Transitional services are mandatory for inmates who complete the RDAP in order to be eligible for sentence reduction.

The Psychology Services' Staff of MDC Guaynabo will evaluate and treat mental health problems which may surface as the result of arrest and detention. Psychology staff work closely with medical staff to provide a coordinated approach to treatment. Psychological evaluations, crisis intervention, referral to medical services and short term counseling are available.

Mental health evaluations for competency to stand trial are ordered by the courts on a case-by-case basis and may be performed by psychiatrists and/or psychologists from the community if so ordered. These evaluations may also be performed at a Bureau of Prisons' medical centers.

On March 15, 2004, the Federal Bureau of Prisons (BOP) published Program Statement 1640.04, Smoking/No Smoking Areas. As stated in this policy, the BOP is advancing towards becoming a clean air environment and will strive to protect the health and safety of staff and inmates. In order to accomplish this goal, MDC Guaynabo, Puerto Rico will discontinue the sale of tobacco products effective February 1, 2006.

Sexually Abusive Behavior Prevention and Intervention

An Overview for Offenders

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

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

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

Safety/Sanitation

The philosophy of the Safety Department is to maintain a clean and safe, living and working

environment. The following pages contain a list of ***SAFETY AND ENVIRONMENTAL REGULATIONS AND PROCEDURES*** which you must strictly adhere to:

1. It is the responsibility of each inmate worker to use safety equipment issued to protect themselves from physical injury and/or health hazards. Make certain you wear the required personal protective equipment when working.
2. You must wear safety goggles when performing any grinding, chiseling, filing, chipping, or buffing operations.
3. Safety shoes or steel toe caps are required on every inmate work assignment.
4. Report all safety hazards to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded.
5. Inmates will only perform work that is assigned by a staff member. Performing any operation that has not been specifically assigned or approved is strictly forbidden and may result in disciplinary action.
6. The fabrication or repair of personal items is against safety regulations and is prohibited unless authorized by staff.
7. Do not try to adjust, oil, repair, or perform any maintenance on any machine while in motion. Use lockout devices where possible.
8. Do not stand in or on moving vehicles. Do not attempt to dismount a vehicle until it has stopped.
9. Inmate(s) who are injured while performing their assigned duties should immediately, report to their work supervisor.
10. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in conducting their assigned work. Horseplay on the job will not be tolerated. Any injury resulting from a willful violation of the rules and regulations may result in disciplinary action.
11. All fire alarm and fire drill procedures will be adhered to. Failure to follow these rules could result in disciplinary action.
12. Personal radios are prohibited on job sites.

Any questions concerning the safety and sanitation regulations should be directed to the attention of the Safety Department.

Sanitation

It is the responsibility of every inmate to maintain a high standard of personal hygiene and room sanitation at all times. All rooms will have periodic sanitation inspections. Failure to attain a satisfactory rating may result in disciplinary action. A photo of a clean, neat, and orderly cell are posted in all units in order to present an image of how each cell should look. The photograph will be placed on the bulletin board in each housing unit for all inmates to see.

The following (level of sanitation) will be required on a daily basis:

COMMON AREAS: Each individual inmate is responsible for the maintenance and sanitation of all common areas of the unit, common showers, TV viewing areas, and recreation areas.

OVERALL ROOM APPEARANCE: You must maintain your assigned room in a clean and orderly fashion. You are required to have your bed made and your room clean by 7:30 a.m. each week day. On weekends and holidays, your bed should be made and your room should be clean by the 10:30 a.m. stand up count. At no time will there be any items obstructing visibility of any of the windows in the cells, including the door window. At no time will there be any items hanging from the side of the bed frames (sheets, towels, clothing, etc). The only exception to this is a wet towel which may be hung to dry. There will be absolutely nothing covering or attached to the air vents, lights, or smoke detector. There will be nothing posted, glued, or taped to the walls, doors, or the inside and outside of the locker.

BED MAKING: Beds will be made wrinkle free and neat. Extra blankets will be neatly folded and placed at the foot of the bed. Inmates will be allowed to lay on top of their beds, in the official uniform, once the bed has been made.

BEDDING: All bedding will be washed frequently as to maintain good sanitation and hygiene in inmate living areas.

FURNITURE: All rooms will be free of stains, dirt, and are to be dusted daily. All locker tops and sink counter tops will be clear of all items Monday thru Friday, between the hours of 7:30 a.m. to 4:00 p.m. However, it will be permissible to have a watch, a picture frame, cleaned and sanitized personal utensils (one bowl, one cup, a cooler, and one set of eating utensils) and three (3) books on top of the locker. No items can be stored inside the sink cabinet. All other items shall be stored inside the lockers.

WALLS: The walls in the rooms are to be kept clean. No items will be placed, taped or otherwise affixed to any wall surface or fixture in the room.

LIGHT FIXTURES: Light bulbs or fixtures are not to be painted or covered in any way. Nothing will be hung from any electrical fixture.

FLOORS AND BASE BOARDS: Floors are to be free of dust and dirt. Daily sweeping and mopping to maintain a clean surface is required. Inmate floors need to be stripped and waxed on a regular basis.

TRASH: You are responsible to empty and clean your trash receptacle. At no time your trash receptacle will be used as a cooler. Paper bags will not be used as trash receptacles.

VENTS: All air vents are to be clean and unobstructed.

PERSONAL EATING UTENSILS: You are only allowed to have one bowl, one cup, one cooler jug, and a set of eating utensils. These shall be maintained cleaned and sanitized, if not, these

items will be confiscated. Hot water sinks have been installed to wash and sanitize your personal eating utensils. Dish soap will be available in the sink area, and the commissary sells dish soap for your convenience.

PERSONAL PROPERTY: Only personal property specifically allowed will be permitted in your room. It will be maintained in a neat and orderly manner at all times inside your locker, which should be locked at all times for your own safety and to prevent theft.

1. Clothing must be maintained inside the lockers. Dirty clothes will be placed in the issued laundry bag. Inmate footwear can be stored under the bottom bunk in an orderly manner. Laundry bags may contain laundry only, and may be tied to the end of the bed furthest away from the window. Laundry bags may not be utilized for additional storage space.
2. Books, paperbacks, and magazines will be allowed in accordance with institution supplement on inmate property.
3. Hobby craft work will not be allowed in the room.
4. Any other personal items will be kept inside the inmate's locker when not in use. There shall be no boxes or cardboard in the cells. This includes cardboard under the beds or as home made trash cans. The only exception will be made for legal materials which may be stored in approved boxes that fit under the bed. (This must have prior written approval of the Unit Manager).
5. Storage of any items under the mattress is not allowed.

There will be no changes or alterations made to the inmate rooms or to any part of the physical plant, structure or fixtures.

At no time will inmates consume food service meal items in their cells. The only exception will be one piece of fruit, when served. The inmate may take the fruit back to their cell for consumption.

DRESS CODE: Inmates will adhere to the dress code at all times. Inmates will be fully dressed in the proper uniform, to include sneakers or work shoes, during the hours of 7:30 a.m. to 4:00 p.m., Monday thru Friday, except Holidays and weekends. This also includes during the serving of the noon meals. After normal duty hours inmates are allowed to wear casual clothes throughout the unit. Casual clothes does not include unauthorized or altered clothing, or undergarments. Shower shoes are not authorized to be worn at the serving line.

At all times when exercising, either in the recreation yard or using the exercise equipment inside the housing unit, inmates will wear sneakers or blue deck shoes (BOP), and dress properly for the occasion. Such clothing does not include altered clothing.

It is not permitted to hang any type of clothing, sheets, towels, exercise belts, etc, from the rails on the ranges.

The institutional uniform(s) must either be hanging from clothes rack on hangers or placed inside of the locker.

CLEANING SUPPLIES: Each housing unit has an established supply room where all of the cleaning supplies are available for the inmate's use. Chemical spray bottles and chemicals containers will returned to the established supply room after used. Spray bottles without secondary labels will be confiscated immediately. Possession of a unauthorized chemical or unknown chemical may result in disciplinary action.

Inmates will inspect their living area to ensure that it complies with the guidelines listed. If there are any problems, they should be reported to a staff member. A clean living area reflects positively on the inmate population. Our goal is to maintain a very high standard of sanitation. For this reason, these rules will be strictly enforced.

You should contact staff for clarification on any information that is contained in this handbook that you may not understand. This handbook does not contain all the institution rules and regulations, but covers the basic information that has been deemed important for new inmates to assist them in their adjustment to confinement.