Federal Bureau of Prisons Metropolitan Detention Center Guaynabo, Puerto Rico



Unit Admission & Orientation Booklet 2011

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INTRODUCTION

The Metropolitan Detention Center (MDC), 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 U.S. Virgin Islands. In addition, MDC Guaynabo houses designated inmates that will be departing to the halfway house or directly home.

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.

Today is the beginning of your reentry back to society. You are encouraged to reassess your actions and establish goals to assist in the successful reentry back to your community.

Knowledge Is Power! SEEK IT!

MDC Guaynabo Staff

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 5270.08, 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.

<u>Unit Admission and Orientation</u>: This component consists of a Safety Orientation and Unit Security Overview provided by the Unit Officer 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 (reentry initiatives), 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 Unit 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 reentry to the community. The Correctional Officer, Psychologist, Chaplain and Education staff work closely with the unit team. Unit Team staff will meet with 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's 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 Unit Counselor, and asking for a Request for Informal Resolution,

BP-8 ½. The Unit 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 Form BP-9, Request for Administrative Remedy form is completed, the inmate will submit the form to the Unit 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, including your reentry to the community.

Unit Counselor: The Unit 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. The officer is part of your team.

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 unit's 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 AC 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 Alnmate Request To Staff Member's 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 discloseable, 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 discloseable materials from their inmate file must submit a request to the Education Department. Staff will provide the inmate with copies of requested discloseable 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 1351.05, 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 Representatives: 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 numbers for the foreign consulates 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 MDC Guaynabo and Pursuant to Program Statement 5140.39, 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, through their Unit Team.

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 staff within their units. All inmates may sign up for any class via an Inmate Request to Staff Member form (Cop-out).

Basic Banking, Religion, Arts and Crafts Sewing Program, Bingo, Recreation, Health Class for Female Population, Math, Pool, Anger Management, Chess Tournament, Ping Pong, Town Hall, Card Games, Basketball, Unit Team, Domino Tournament, Volunteer Coordinator, Health Awareness Program and Structured Programs (Walking).

Telephone Privileges

Telephone privileges are listed in detail in Bureau of Prisons Program Statement 5264.08, 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 covered 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. Legal phone calls are requested to the Unit Team staff.

Visiting Regulations

<u>Directions</u>: 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 International Airport, in Carolina.

Directions from Ponce, PR to MDC Guaynabo:

- 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:

- 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:

- 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:

- 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:

- Starting in San Juan, PR on Ave La Constitucion go towards Calle Reverendo Gerardo Davila, go 1.45 miles
- Continue on Ave 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 on to Expreso El Caño (C-165 O), (Toll applies), go .43 miles
- Turn left on Ave 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 5267.08 (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. All adult visitors will undergo an NCIC check.

<u>Local Transportation</u>: There are a number of local taxi cab companies and bus service to and from the institution. Among other taxi services there is Rochdale Taxicabs, telephone 787/721-1900, and Major Taxicabs, telephone 787/723-2460.

Proper Dress Code in the Visiting Room

<u>Visitors</u>: 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).

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

<u>Inmates</u>: 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. Only institutional blue shoes will be allowed.

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.

<u>Inmate Personal Effects</u>: 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 (12345-001). 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.

Changes to accommodate family members in other units will not be allowed. Changes to accommodate travel arrangements with other inmate visitors will not be allowed.

Example: Visiting Schedule - 12 Week Rotation

		June - July 2011			
Day	Time	Week 1 6/19 - 6/25 ODD	Week 2 6/26 - 7/2 EVEN	Week 3 7/3 - 7/9 ODD	Week 4 7/10 - 7/16 EVEN
					2.
Sunday	7:00 a.m 10:00 a.m.	3A	3A	2A	2A
	12:00 p.m 3:00 p.m.	1B	1B	3C	3C
Monday					
Tuesday		SHU	SHU	SHU	SHU
Wednesday	7:00 a.m 10:00 a.m.	4B	4B	3A	3A
	12:00 p.m 3:00 p.m.	4C	4C	2C	2C
	5:00 p.m 8:00 p.m.	1C	1C	1C	1C
Thursday	7:00 a.m 10:00 a.m.	3B	3B	2B	2B
	12:00 p.m 3:00 p.m.	1A	1A	3B	3B
Friday	7:00 a.m 10:00 a.m.	3C	3C	4B	4B
	12:00 p.m 3:00 p.m.	2A	2A	4C	4C
Saturday	7:00 a.m 10:00 a.m.	2B	2B	1B	1B
	12:00 p.m 3:00 p.m.	2C	2C	1A	1A
	5:00 p.m 8:00 p.m.	1C	1C	1C	1C

		July - August 2011			
Day	Time	Week 1 7/17 - 7/23 ODD	Week 2 7/24 - 7/30 EVEN	Week 3 7/31 - 8/6 ODD	Week 4 8/7 - 8/13 EVEN
Sunday	7:00 a.m 10:00 a.m.	4B	4B	3C	3C
Sunday	12:00 p.m 3:00 p.m.	3B	3B	1A	1A
Monday	F Francisco				
Tuesday		SHU	SHU	SHU	SHU
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
	12:00 p.m 3:00 p.m.	3C	3C	4B	4B
Saturday	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
	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 Mondays and Tuesdays, in which attorneys may visit before 11 a.m. or after 5 p.m. 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.

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 visitor's 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

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

<u>Visitors' Personal Property</u>: 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.

<u>Food items</u>: 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.

<u>Infants</u>: 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.

<u>Medication</u>: 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 or the Institution Duty Officer. Identification of medication as well as its use will be made by medical staff.

<u>Prohibited Items that Visitors Cannot Give Offenders:</u> 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:

• Family Emergency, (e.g.) death or accident to an immediate family member,

- Pre-release planning,
- 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. Any tobacco, tobacco products, cellular phones, phone cards, cellular equipment and controlled substances are considered contraband and will be referred to the FBI, for possible prosecution.

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, 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 2). 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 Unit Counselor will attempt to informally resolve their issue.

If attempts to an informal resolution are unsuccessful, your Unit 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 Unit 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 mission of the Education Department at MDC Guaynabo is to provide a wide variety of educational skills for the inmate population, so they better themselves for their reentry back to society. The major goal of the Education Department at MDC Guaynabo is to provide each inmate the opportunity to achieve personal educational goals such as: functional literacy, high school equivalency, marketable work skills, continuing education, life skills and positive use of leisure time.

Inmates who cannot verify a high school or high school equivalency diploma are required to participate in a Literacy program. Literacy or academic programs include instruction at various levels: Pre-GED, and GED. Inmates who will not be deported and have limited English abilities are required to participate in the English as Second Language Program.

Adult Continuing Education (ACE) courses, often taught by "inmates" instructors, under the direction of Education department staff. ACE courses include Small Business, College Board and Advance Math.

To recognize the inmates' educational achievements, commencement exercises, complete with cap and gown ceremonies, are conducted yearly. Mock Job Fairs are conducted twice a year, with participation of community employers, giving inmates an opportunity to demonstrate skills they learn in Career Counseling courses such as Resume Writing and Interviewing skills.

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 MDC Guaynabo, Puerto Rico, as well as the classes, are geared towards motivation and involvement by everyone who shows a genuine interest. Recreation is an integral part of the total education process. It is a field of endeavor that has its objective the psychological-social growth and development of inmates. These objectives are accomplished through the medium of physical passive, team, individual, therapeutically, educational and recreational activities that have been carefully designed for the special needs of the inmates by our recreation department to promote recreation involvement to all inmates regardless of race, religion, national origin, sex, handicap or political affiliation. Our staff visits each individual unit in order to organize activities. Contact any of our staff at the recreation department or your unit counselor for more information regarding our programs.

Due to the diverse security of the inmates and the structural layout of the institution, activities between the units are prohibited. For this reason, Intramural Programs are confined to individual units. Team events are organized for all inmates interested in participating in intramural competition. The Wellness Program as well as other class oriented activities is taking place during the week.

The Recreation Hobby Craft program offers personal enjoyment and the opportunity to acquire new leisure skills. At this institution we offer several courses throughout the year. These include Card making, Advanced Card making, Decoupage (the creation of pictures in three dimensions) and a Special Arts and Crafts course in which the inmates learn to create different crafts. In all these courses, the inmates learn the different techniques of creating cards and craftsmanship. These courses are for the designated inmate population, but we also give the opportunity to non-designated inmates. Once the inmate completes the course, he or she will receive a certificate of completion and a photo. To complete each of the hobby craft classes the inmates must obtain a minimum of 15 hours of lesson. These classes are offered every Monday and Tuesday from 8:00am to 11:00am and from 12:30pm to 3:30pm. To participate in any of these programs the inmate must send to the Recreation Department an Inmate Request to Staff Member "Cop-Out", indicating which class is requested.

The Recreation Structured Exercise Program offers the inmate opportunities to participate in regular, moderate levels of exercise monitored by recreation staff. Structured classes such as Fitness, Nutrition, Human Anatomy, Exercise physiology, and Smoking Cessation are taught by a Certified Personal Trainer. Incentive award such as certificates and photos are given to those inmates who complete any Structured Activity. At this institution we have a very challenging structured program called "Walking for Fitness". This is a 60 hour program that teaches the inmates the correct techniques of walking. This course is offered to all the housing units in our institution.

A variety of Sport Clinics are offered for inmate involvement. Clinics are given on table tennis, basketball, table games such as chess, dominoes, pool, and others. Subjects include theory and practice. Inmates will have the opportunity to actively engage in the actual sport or leisure activity.

The Sewing Program is organized for our female inmate population. It provides sewing machines and a well-qualified instructor for the course. Designated inmates will have priority for this course. Non-designated inmates will have the opportunity if space is available. Inmates must complete 30 hours of instruction to receive a certificate of completion. Also, a photo is given to the inmate as an incentive award.

During the holidays, special activities such as Basketball 3 on 3, Horseshoe, Movies and Bingos are held. Pop-corn is given during the movies as a special holiday treat. Movies only with PG-13, PG, and G

ratings are authorized.

Recreation leisure time activities in a correctional setting are designed to assist men and women to become responsible and productive individuals. The Recreation Department, 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 us via "Cop-out" to sign up for various activities.

Inmate 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:

12:01 a.m.; 3:00 a.m.; 5:00 a.m.; 4:00 p.m. and 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., the 10:00 p.m., count is a stand-up, lights on count in addition to the 10:00 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 (Religious) 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, Juan Cintron and Bradley Green. 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, and 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 Monday mornings or evenings. This is subject to change if the inmate is housed in the Special Housing Unit. 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:

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. If depositing money by Western Union is preferred, follow the following instructions:

WESTERN UNION:

Ask for the following form: (Pedir el siguiente formulario): "Blue Quick Collect Form" Inmate Register Number (Numero del Confinado)\Inmate Name (Nombre del Confinado)

City Code: FBOP (Ciudad: FBOP)
State Code: DC (Codigo del Estado: DC)

CREDIT/DEBIT CARD: (Tarieta de Crédito o Debito)

Call 1-800-634-3422 and press option 2 (Llamar al 1-800-634-3422 y presione la opción 2) Follow Instructions (Seguir Instrucciones)

ON LINE: WWW.WESTERNUNION.COM

Select: Bill Payment (Seleccione: Bill Payment)
Select: Quick Collect (Seleccione: Quick Collect)
Follow Instructions (Seguir Instrucciones)

Mail To: (Enviar por Correo A)
Send Only Postal Money Order (Solo Giros Postales)
Federal Bureau of Prisons
Inmate Name (Nombre del Confinado)
Inmate Register Number (Numero de Registro)
Post Office Box 474701
Des Moines, Iowa 50947-0001

TRULINCS

In an effort to improve the ability of inmates to efficiently and economically maintain contact with persons in the community, the Federal Bureau of Prisons has implemented the TRULINCS system. TRULINCS is intended to supplement, not replace, inmates' current and well-established means of maintaining contact with persons in the community, specifically, written correspondence, telephones and visiting. Inmates participating in this program will not have access to the Internet.

Inmates will have access to TRULINCS stations on each housing unit, excluding the Special Housing Unit (SHU). Inmates may access the system during authorized time frames. Every time inmate access the TRULINCS system they agree electronically to follow all regulations and agree that all information keyed into the system is suitable to monitoring.

Inmates will be charged \$.05 per minute for using the public messaging service. There will be no charge for them when checking their account balances, commissary transactions or when they sent money home. Inmates will be required to purchase minutes of session time using TRULINCS. Inmates must purchase time in the following minute increments: 40, 100, 200, 300, and 600. The public messaging part of the TRULINCS system will not be available to inmates without enough funds to access it. Inmates may elect to print their messages using the designated print station. Inmates will be charged three minutes (\$.15) per each printed page. Multiple page messages will be printed front and back (duplexed) and count as two pages per sheet of paper.

Hours of Operation: The TRULINCS will normally be operational during the following hours: Cadre: 6:00 a.m. - 9:30 p.m., Daily, All other inmates 6:30 a.m. -9:30 p.m., Daily

The use of TRULINCS must not interfere with institution schedules, programs, work assignments, or counts. When a count is conducted, all inmates shall terminate their TRULINCS session immediately. During institution emergencies, the use of TRULINCS may be restricted or terminated. During normal working hours, TRULINCS will not be available, until after unit sanitation has been completed. Inmates will be responsible for their use of TRULINCS and are expected to conduct themselves in a responsible manner and respect other inmates. Each inmate is responsible for the content of the electronic messages he/she sends.

Inmates are required to list the correct mailing address of all contacts he/she requests communication with. BP-199's, telephone contacts, electronic messaging and outgoing U.S. mail recipients must all be entered in TRULINCS with a valid mailing address. Inmates may withdraw from the program at any time without penalty or cost, except for fees already incurred by their participation in the program. Inmates choosing not to participate in the program may still maintain contact with persons in the community through written general correspondence, telephone and visiting as provided in accordance with those Bureau policies. An inmate may exchange electronic messages with persons in the community who are on the inmate's approved electronic message contact list. Through use of the computers provided by the institution, the inmate may add message addresses to his/her electronic message contact list.

Inmates may not exchange electronic messages with unauthorized contacts including, but not limited to: Victims, witnesses, other persons connected with the inmate's criminal history, law enforcement officers, contractors or volunteers. Inmates may place attorneys, "special mail" recipients, or other legal representatives on their electronic message contact list, with the acknowledgment that electronic messages exchanged with such individuals will not be treated as privileged communications and will be subject to monitoring.

Inmate to Inmate Communication: An inmate may be permitted to correspond via electronic messaging with an inmate confined in any BOP facility if the other inmate is either a member of the immediate family, or is a party or witness in a legal action, with certain limitations. Requests for inmate to inmate communication must be addressed directly with the inmate's Unit Team.

The maximum number of consecutive minutes an inmate may use at a mail station (session time) is 15 minutes. The interval between sessions is 30 minutes. Inmates may only have 30 active contacts on their contact list. -Messages may not contain attachments. Messages may not exceed 13,000 characters. Inmate to inmate communication may be granted after the appropriate approval. Inmates will be able to access their incoming, outgoing, draft, deleted, and rejected messages for 20 days.

Messages 20 days old will automatically be purged by the system. After three consecutive failed attempts to access the system, the inmate's account will be locked and the Trust Fund Supervisor must unlock the

account. Inmates must submit a request in writing to the Trust Fund Supervisor, in order to unlock their account. All funds that are in an inmate's TRULINCS account will be transferred to his/her TRUFACS account at the time of release.

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.

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 Machine Operator Supervisor 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:

Male Issue Items	Minimum	Maximum
*1 T-Shirt	2 Each	4 Each
*1 Underwear	2 Each	4 Each
*Pair Socks	2 Each	4 Each
*Jumpsuit (Khaki)	1 Each	3 Each
**Shirt (Khaki)	1 Each	4 Each
**Trouser	1 Each	4 Each
Male Issue Items	Minimum	Maximum
*Laundry Bag	1 Each	1 Each
*Deck Shoes	1 Pair	1 Pair
**Belt	l 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
***Safety Shoes	1 Pair	1 Pair

****Trousers (White)	1 Each	3 Each
****Shirt (White)	1 Each	3 Each

Female Issue Items	Minimum	Maximum
*Laundry Bag	1 Each	1 Each
*Deck Shoes	1 Pair	1 Pair
**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
*T-Shirt	2 Each	4 Each
*Blanket	1 Each	1 Each
***Safety Shoes	1 Pair	1 Pair
**Trouser	1 Each	4 Each
**Shirt (Khaki)	1 Each	4 Each
*Night Shirt	1 Each	1 Each
*Panties	2 Each	4 Each
*Socks	2 Each	4 Each
*Brassier	3 Each	5 Each

Notes:

*Cadre Inmates (7 Each)

**Cadre Inmates Only

***As Needed

****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. Safety shoes will be issued if required by the work area and requested in writing by the work supervisor. Shoe exchange will be determined by the Laundry Manager. 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 5265.11G. 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. <u>Legal</u> 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 Inmate form (BP-407), which authorizes staff to open and inspect general correspondence for contraband. If you refuse to give this authorization, your incoming mail will is interpreted as an indication the you wish to received general correspondence subject to the conditions in Part II of the form as if signed. 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.

<u>Restricted Correspondence</u>: 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.

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.

<u>Incoming Publications</u>: 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

<u>Incoming Mail</u>: 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.

All money and funds are required to be sent to the bank depository in Des Moines, Iowa. 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

DirectorFEDERAL 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).

Correctional Systems Department - Receiving & Discharge (R&D)

The Case Management Coordinator (CMC) 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 bear the entire expense of mailing the properties. 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 be searched during the visual searches and then worn to the court appearance. 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 Correctional Systems 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. The DSCC in Grand Prairie, Texas, is now responsible for the sentence computation of all sentences within the Bureau of Prisons.

<u>Discipline Policy</u>: 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 the following 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 5270.08, <u>Discipline and Special Housing Units</u> 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 5270.08, <u>Inmate Discipline and Special Housing Units</u>, 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.

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:

<u>Breakfast:</u> Monday through Friday 6:00 a.m. - 7:00 a.m. <u>Lunch:</u> Monday through Friday 11:00 a.m. - 12:00 Noon

<u>Dinner:</u> 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 groups. 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 (Hospital)

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:	
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.	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.	
2. You have the right to know the name and	2. You have the responsibility to treat these	

Your Health Care Rights:	Your Responsibilities:
professional status of your health care providers and to be treated with respect, consideration and dignity.	providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the MD, the Health Services Administrator, and members of your Unit Team, the Associate Warden and the Warden.	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> .
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.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
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.

Your Health Care Rights:	Your Responsibilities:
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.
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.

<u>PATIENT IDENTIFICATION:</u> 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.

<u>CO-PAY PROGRAM</u>: 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 and submit an "Inmate request to staff" BP-A0148, known as "cop-out" form. In this form you will include your personal identification information, the emergency dental complaint for which you are requesting treatment, the pain level of your complaint, and your current medications. Once you complete the form, you will send it through the internal mail system. Based on your complaint, the dental services has up to four (4) weeks to see you and schedule an appointment date which will appear on the call out list of your unit. Once you are on the call out, it is your responsibility to be ready before the scheduled time, waiting 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, holdover or inmates housed at MDC Guaynabo over a year pending sentence. To access routine dental care and/or teeth cleaning inmates must complete an "Inmate Request to Staff" BP-A0148, known as "copout" 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 criteria, 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 callout 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).
 - 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.

<u>HIV TEST</u>: 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 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
- eating, touching things that may carry germs, like raw food, trash, a sick person, exercise equipment, inanimate objects (telephones, door knobs, furniture, etc.), etc.

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.

SEXUALLY TRANSMITTED DISEASES

Questions and Answers as You Enter This Correctional Facility

Your health is important to those who work in this facility. Medical staff members are willing to discuss any health concerns you have. An important health issue is sexually transmitted diseases or STDs. STDs are among the most common infectious diseases in the U.S. Anyone who has unsafe (unprotected) sex can get an STD. If you have had unprotected sex (without a condom) with a woman, you may have come into contact with vaginal fluid and genital sores or lesions. This contact may have exposed you to an STD.

If you have had unprotected sex with a man, you may have come into contact with semen and genital sores or lesions. This contact may have exposed you to an STD. This information will tell you about common STDs and what their symptoms look like. You may have been infected with an STD in the past. You may have ignored or not noticed the symptoms. Because untreated STDs can cause serious health problems, you may want to be tested. If you have questions about STDs or think you have any symptoms, sign up for sick call. It is okay to ask questions and talk with medical staff members. This information will be handled confidentially.

When you arrive at a Bureau of Prisons (BOP) facility, you are advised in writing of the disciplinary system there. Engaging in sexual acts and/or making sexual proposals or threats to another constitutes a prohibited act (high category), and you are subject to sanctions as defined in the BOP policy on Inmate Discipline and Special Housing Unit. Stay Safe: Don't have sex with other inmates.

Things to know about STDs:

- Men and women who have any form of unprotected sex are at risk for STDs. This is true
 regardless of age, race, ethnic background, or income. It is true whether your partners are
 of the same sex or the opposite sex.
- You can prevent STDs, and the best way is to avoid having sex. Sex with other inmates is not allowed and can be dangerous.
- Many STDs can be cured with medicine. Other STDs can be treated to avoid more problems. Even after you have been treated for an STD you can become reinfected. Treatment is not a vaccine; it cannot prevent future infections.
- You may be infected with an STD and not have any symptoms. If you have had unsafe sex and not been tested for STDs awhile, talk to a health care worker.
- If you have HIV, being infected with an STD can make the HIV worse. If you have any questions about STDs talk to the health care provider assigned for your housing unit.

What are common STDs in the U.S.?

STD	Key Facts	Symptoms	Health Problems
Chlamydia	Caused by bacteria spread	May or may not be any	Without treatment:
Gonorrhea	during vaginal, anal, and oral sex Can be treated and cured with antibiotic drugs	Symptoms can include burning when urinating (peeing)	Men - can spread to the epididymis (a tube that carries sperm from the testis) and cause pain, fever, and sterility
		Men – discharge from penis, burning and itching around the head of the penis, pain or swelling in the testicles (balls)	Women - can spread into the womb or fallopian tubes and cause pelvic inflammatory disease (PID) and infertility
		Women – vaginal fluid that does not look normal, lower abdominal or back pain, pain during sex, and bleeding between menstrual cycles	
Syphilis	Caused through contact with lesions or open sores on the outer genitals, vagina, anus, or in the rectum Sores can also occur on the lips and in the mouth	One or more sores, the spot where bacteria entered the body; sores will heal but infection remains; may be a rash on the palms of the hands or bottoms of feet; rashes clear up on their own	Without treatment - fever, swollen lymph glands, sore throat, patchy hair loss Later - damage to brain, nerves, liver, bones, joints, eyesight, and death
Human Immunodeficiency Virus (HIV)	Caused by a virus spread through unsafe vaginal, anal, and oral sex Antiretroviral drugs can help build your body's resistance to deadly illnesses and cancers; they do not cure HIV	You may be infected with HIV and not have any symptoms for 7-10 years	HIV attacks and weakens your immune system; a weakened immune system can lead to serious illness and possibly death
TD	Key Facts	Symptoms	Health Problems

Hepatitis B Virus (HBV)	Spread through unsafe sex with an infected person There is a vaccine to	About 30% of persons with HBV have no signs or symptoms	Chronic HBV infection occurs in about 6% of adults
	prevent HBV	HBV symptoms: fatigue, abdominal pain, jaundice (yellowish skin), loss of appetite	Death from chronic liver disease occurs in about 15-25% of infected persons
Herpes Simplex Virus (HSV)	Genital herpes can be spread during unsafe sexual contact Antiviral drugs may shorten and prevent outbreaks, but they cannot cure herpes	May cause blisters on or around genitals or rectum; herpes sores on the mouth can also be spread	
Human Papilloma Virus (HPV)	Spread through unsafe sexual contact	You may have HPV and not be able to see it; you may notice genital warts (soft, moist, pink or red swellings around the genitals)	Infection often goes away on its own, but HPV that does not go away can lead to cancer

<u>Talking to the Medical Staff</u>: If you have had unsafe sex and have not been tested for STDs (or have any reason to think that you may have an STD), talk with the medical staff. Ask any questions you have about symptoms and testing. Even if you were treated for an STD before coming to a correctional facility, if you have had unsafe sex since then you may be infected. The medical staff can provide more information and help you decide about being tested. If you have an STD and don't get treatment, you may have worse health problems in the future.

If I have an STD, what treatment can I get?: Getting treated right away will help reduce the long-term problems found with STDs. If you have an STD, your health care provider may treat you with pills, liquid medicine, or a shot. If you are given pills, you must take them just like your doctor tells you to. Do not share pills with partners or friends. STDs caused by bacteria, such as chlamydia, gonorrhea, or syphilis, can be treated with antibiotic medicines. STDs caused by viruses, such as HIV and herpes, cannot be cured. You will have these diseases for life. Treatment can help reduce or control these illnesses, but there are no cures.

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.

DNA Sample Collection: Pursuant to: Title 42 U.S.C. 14135a,(a)(5) and Title 28 C.F.R. 28.12

MDC Guaynabo Staff will collect DNA samples from:

- All Federal Code Offenders Convicted of any federal offense (felony or misdemeanor);
- All Military Code Offenders Convicted of any Uniform Code of Military Justice (military) offense (felony or misdemeanor; sentenced or detained)
- D.C. Code felony offenders in Bureau Custody (as provided on a list);
- Any Pre-Trial inmate in a Bureau Facility regardless of offense
- All Non-United States Citizen detainees

Collection of DNA via buccal swab has been incorporated into the collection method.

In its current form, the controlling statute authorizes the Attorney General to collect DNA samples from individuals who are arrested, facing charges, or convicted or from non-United States persons who are detained under the authority of the United States. See 42 U.S.C. >14135a(a)(1)(A). The statute also authorizes the Attorney General to "direct any other agency of the United States that arrests or detains individuals or supervises individuals facing charges to carry out any function and exercise any power of the Attorney General under this section." Id.

Psychology Services

Psychology Services is located on the second floor and 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, especially 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.

<u>Incentives</u>: 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:

- 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.

<u>Transitional Services</u>: 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 <u>immediately threatened approach any</u> 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 that 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 many 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 confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

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

Office of the Inspector General P.O. Box 27606 Washington, D.C. 20530

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 it 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:

<u>COMMON AREAS</u>: 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, windows or the inside and outside of the locker.

<u>BED MAKING</u>: 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.

<u>BEDDING</u>: 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.

<u>WALLS</u>: 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 homemade 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. Under no circumstances will boots be worn on the recreation yard.

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.

<u>CLEANING SUPPLIES</u>: 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 return 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.

ASUME/Puerto Rico's Child Support Agency

- 1. Do you have a legal obligation to pay child support? Did you know that your obligation to pay support continues in full even if you are incarcerated unless you file a Motion for Modification and until a Judge orders your amount to be lowered or temporarily suspended.
- 2. If you owe child support and are no longer able to pay, get your order modified now! Every day that you wait to file a legal action to modify your order is another day that your current obligation remains in full force and effect. Your order can only be modified retroactive to the day that you file a formal request for modification.
- 3. What happens if your obligation to pay child support is not modified and you fail to pay what you were ordered to pay? Every payment you fail to make accumulates as a past-due debt or arrears. This debt stays with you after your release and it can be enforced even years after your children are emancipated. The debt is reported to Credit Bureau, the debt can keep you from getting a passport or license, including a driver's license, the debt can be offset against tax refunds and other government payments you may receive and your financial accounts and other property can be seized to pay off your debt.
- 4. Who can help me modify my child support order? ASUME, Puerto Rico's Child Support Agency, offers services to both custodial and non-custodial parents and they can help you modify your child support order free of charge, even if the order was established outside of Puerto Rico. You do not have to be a resident of Puerto Rico or a citizen of the United States to qualify for free services. You do not need to be physically present for modification hearings and you do not need

an attorney. ASUME can also help you to legally establish paternity of your children.

5. What do I do now? Write ASUME at: Assistant Administrator, Office of Community Relations, PO Box 70376, San Juan, PR 00936-8376, or email Msiaca@asume.gobierno.or and request information about a modification action – be sure to include your complete name and mailing address. ASUME will mail you forms that you need to complete and return to begin the formal modification process.

DO NOT LEAVE THIS FACILITY WITH A CHILD SUPPORT DEBT THAT MAY STAY WITH YOU FOR YEARS – ACT NOW AND REQUEST A MODIFICATION OF YOUR ORDER.

MDC GUAYNABO & ASUME MOU – External Use Sample letter to ASUME/PR Child Support Agency, requesting services

Mayra Siaca-Gonzalez Assistant Administrator Office of Community Relations ASUME P.O. Box 70376 San Juan, PR 00936-8376

Re: Request for Modification of Order Services

Dear Ms. Siaca-Gonzalez:

I have a legal obligation to pay child support which I can no longer pay due to my incarceration. My order was established in (identify the State or Territory the issued your order): .					
Information about my order is as follows (answer as many items as you can or attach a copy of your order):					
My complete name as it appears on the order:					
My Social Security Number:					
My Date of Birth:					
The complete name of the custodial parent as it appears on the order:					
The ASUME case number or other State agency case number:					
The Court Case Number:					

Please send me all the documents that I need to complete and return to you in order to request a formal modification of my order. I understand that there is no guarantee that my order will be modified, and that a decision on my request will depend upon my current financial ability to pay child support.

Respectfully yours,

Inmate Name

US Immigration and Customs Enforcement (ICE)

The Immigration Customs Enforcement San Juan office of Enforcement and Removal Operations, with the pre-approval of the Federal Bureau of Prisons, will have an Agent stationed at MDC Guaynabo in order to assist illegal aliens detained at said facility.

ICE Agents assigned to MDC Guaynabo shall: Provide ICE/DRO detainee's opportunities to informally interact with ICE/ERO staff. ICE/ERO staff shall act as the liaison between the detainees and ICE with the purpose of facilitating the detainee's communication with ICE. The ICE/ERO Agent may also serve

as liaison between BOP staff and ICE. The Agents will attempt to address detainee concerns and questions, serve pertinent documents and assist in the retrieval of any properties the detainee may have with any ICE or CBP agency. Should the Agent be unable to resolve the detainee issue he will forward the concern through appropriate channels. ICE/ERO Agents will generally be available at MDC during Monday through Friday, 7:00 a.m. - 3:00 p.m., and will conduct periodic rounds of the units.

Attachment 1

Inmates' Rights and Responsibilities

	на тегропологие
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 lawabiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
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.	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.

Attachment 2

Prohibited Acts and Available Sanctions

Greatest Severity Level Prohibited Acts

CODE	PROHIBITED ACTS		SANCTIONS
100	Killing	A	Recommended parole date rescission or retardation.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplishments).	В	Forfeit and /or withhold earned statutory good time or-vested good conduct time (up to 100%) and /or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.	B1	Disallow ordinarily between 50% and 75% (27-41) days of good conduct time credit available for year (a good time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 281, or 329).	С	Disciplinary segregation (up to 12 months).
104	Possession, manufacture, or introduction or a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as weapon.	D	Make monetary restitution.
105	Rioting	Е	Monetary fine.
106	Encouraging others to riot.	F	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
107	Taking hostage(s)	G	Change housing (quarters).
108	Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).	Н	Remove from program and/or group activity.
109	(Not to be used).	I	Loss of job.
110	Refusing to provide a urine sample; refusing to breathe into Breathalyzer; refusing to take part in other drug-abuse testing.	J	Impound inmate's personal property.
111	Introducing or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the	K	Confiscate contraband

CODE	PROHIBITED ACTS		SANCTIONS
	individual by the medical staff.		
112	Use of any narcotics, marijuana, drugs, alcohols, intoxicants, or related paraphernalia, not prescribe for the individual by the medical staff.	L	Restrict to quarters
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	М	Extra duty
114	Sexual assault of any person, involving non- consensual touching by force or threat of force.		
115	Destroying and/or disposing of any item during a search or attempt to search.		
196	Use of the mail an illegal purpose or to commit or further a Greatest category prohibited act.		
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.		
198	Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.		
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.		

High Severity Level Prohibited Acts

CODE	PROHIBITED ACTS		SANCTIONS
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.	A	Recommend parole date rescission or retardation.
201	Fighting with another person	В	Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may

CODE	PROHIBITED ACTS		SANCTIONS
	 	 	not be suspended).
202	(Not to be used).	B1	Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
203	Threatening another with bodily harm or any other offense.	С	Disciplinary segregation (up to 6 months)
204	Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm or under threat of informing.	D	Make monetary restitution
205	Engaging in sexual acts.	Е	Monetary fine.
206	Making sexual proposals or threats to another.	F	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
207	Wearing a disguise or a mask.	G	Change housing (quarters)
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.	Н	Remove from program and/or group activity.
209	Adulteration of any food or drink.	I	Loss of job.
210	(Not to be used)	J	Impound inmate's personal property.
211	Possessing any officer's or staff clothing.	K	Confiscate contraband.
212	Engaging in or encouraging a group demonstration.	L	Restrict to quarters.
213	Engaging in or encouraging a group demonstration.	M	Extra duty
214	(Not to be used)		
215	(Not to be used)		
216	Giving or offering an official or staff member a bribe, or anything of value.		
217	Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.		
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-security devices (e.g., fire alarm) regardless of financial value.		
219	Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).		
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag,) wrestling, or other forms of physical		

CODE	PROHIBITED ACTS	SANCTIONS
	encounter, or military exercises or drill	
	(except for drill authorized by staff).	
221	Being in an unauthorized area with a person of	
_	the opposite sex without staff permission.	
222	(Not to be used).	
223	(Not to be used).	
224	Assaulting any person (a charge at this level is	
	used when less serious physical injury or	
	contact has been attempted or accomplished	·
	by an inmate).	
225	Stalking another person through repeated	
	behavior which harasses, alarms, or annoys	
	the person, after having previously warned to	
	stop such conduct.	
226	Refusing to participate in a required test or	
	examination unrelated to testing for drug	
	abuse (e.g., DNA, HIV, tuberculosis).	
227	Refusing to participate in a required physical	
	test or examination unrelated to testing for	
_	drug abuse (e.g., DNA, HIV, tuberculosis).	
228	Tattoing or self-mutilation.	
229	Sexual assault of any person, involving non-	
	consensual touching without force or threat of	
	force.	
296	Use of the mail for abuses other than criminal	
	activity which circumvent mail monitoring	
	procedures (e.g., use of the mail to commit or	
	further a High category prohibited act, special	
	mail abuse; writing letters in code; directing	
	others to send, sending, or receiving a letter or	
	mail through unauthorized means; sending	
	mail for other inmates without authorization;	
	sending correspondence to a specific address	
	with directions or intent to have the	
	correspondence sent to an unauthorized	
	person; and using a fictitious return address in	
	an attempt to send or receive unauthorized	
	correspondence).	
297	Use of telephone for abuses other than illegal	
	activity which circumvent the ability of staff	
	to monitor frequency of telephone use, content	
	of the call, or the number called; or to commit	
	or further a High category prohibited act.	
298	Interfering with a staff member in the	
	performance of duties most like another High	
	severity prohibited act. This charge is to be	
	used only when another charge of High	
	severity is not accurate. The offending	
	conduct must be charged as "most like" one of	
200		-
299		
299	the listed High severity prohibited acts. Conduct which disrupts or interferes with the security or orderly running of the institution or	

CODE	PROHIBITED ACTS	SANCTIONS
	the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.	

Moderate Severity Level Prohibited Acts

CODE	PROHIBITED ACTS		SANCTIONS
300	Indecent exposure.	A	Recommend parole date rescission or retardation.
301	(Not to be used)	В	Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
302	Misuse of authorized medication	B1	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).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.	С	Disciplinary segregation (up to 3 months).
304	Loaning of property or anything of value for profit or increased return.	D	Make monetary restitution.
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.	E	Monetary fine.
306	Refusing to work or to accept a program assignment.	F	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
307	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).	G	Change housing (quarters).
308	Violation a condition of a furlough.	Н	Remove from program and/or group activity.
309	Violating a condition of a community program.	I	Loss of job.
310	Unexcused absence from work or any	J	Impound inmate's personal property.

CODE	PROHIBITED ACTS		SANCTIONS
	program assignment.		
311	Failing to perform work as instructed by the supervisor.	K	Confiscate contraband.
312	Insolence towards a staff member.	L	Restrict to quarters
313	Lying or providing a false statement to a staff member.	M	Extra duty.
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).		
315	Participating in an unauthorized meeting or gathering.		
316	Being in an unauthorized area without staff authorization.		
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).		
318	Using any equipment or machinery without staff authorization.		
319	Using any equipment or machinery contrary to instructions or posted safety standards.		
320	Failing to stand count.		
321	Interfering with the taking of count.		
322	(Not to be used)	L	
323	(Not to be used)		
324	Gambling		
325	Preparing or conducting a gambling pool.		
326	Possession of gambling paraphernalia.		
327	Unauthorized contacts with the public.	<u> </u>	
328	Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.		
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.		
330	Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.		
331	Possession, manufacture, introduction or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics,		

CODE	PROHIBITED ACTS	SANCTIONS
_	cleaning supplies, smoking apparatus and	
	tobacco in any form where prohibited, and	
	unauthorized nutritional/dietary supplements).	
332	Smoking where prohibited	
333	Fraudulent or deceptive completion of a skills	
	test (e.g. cheating on a GED or other	
	educational or vocational skills test).	
334	Conducting a business; conducting or	
	directing an investment transaction without	
	staff authorization.	
335	Communicating gang affiliation; participating	
	in gang related activities; possession of	
	paraphernalia indicating gang affiliation.	
336	Circulating a petition.	
396	Use of mail for abuses other than criminal	
	activity which do not circumvent mail	
	monitoring; or use the mail to commit or	
	further a Moderate category prohibited act.	
397	Use of the telephone for abuses other than	
	illegal activity which do not circumvent the	
	ability of staff to monitor frequency of	
	telephone use, content of the call, or the	
	number called; or to commit or further a	
	Moderate category prohibited act.	
398	Interfering with a staff member in	
	performance of duties most like another	
	Moderate severity prohibited act. This charge	
	is to be used only when another charge of	
	Moderate severity is not accurate. The	
	offending conduct must be charged as "most	
	like" one of the listed Moderate severity	
	prohibited acts.	
399	Conduct which disrupts or interferes with the	
	security or orderly running of the institution or	
	the Bureau of Prisons most like another	
	Moderate severity prohibited act. This charge	
	is to be used only when another charge of	
	Moderate severity is not accurate. The	
	offering conduct must be charged as "most	
	like" one of the listed Moderate severity	
	prohibited acts.	

Low Severity Level Prohibited Acts

CODE	PROHIBITED ACTS		SANCTIONS
400	(Not to be used)	B1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second

CODE	PROHIBITED ACTS		SANCTIONS
			violation of the same prohibited act w 6 months); disallow ordinarily up to (1-14 days) of good conduct time c available for year (to be used only w inmate found to have committed a violation of the same prohibited act w 6 months) (a good conduct time same may not be suspended).
401	(Not to be used)	D	Make monetary restitution.
402	Malingering, feigning illness.	Е _	Monetary fine.
403	(Not to be used)	F	Loss of privileges (e.g., visi telephone, commissary, mo recreation).
404	Using abusive or obscene language	G	Change housing (quarters)
405	(Not to be used)	Н	Remove from program and/or g activity.
406	(Not to be used)	I	Loss of job.
407	Conduct with a visitor in violation of Bureau regulations.	J	Impound inmate's personal property.
408	(Not to be used)	K	Confiscate contraband.
409	Unauthorized physical contact (e.g., kissing, embracing).	L	Restrict to quarters.
498	Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.	M	Extra duty.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low		

Additional Available Sanctions for Repeated Prohibited Acts

Within the Same Severity Level

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