

FCI/FPC Herlong, California

Admission & Orientation Program Handbook

VISITS

It is the policy of the Bureau of Prisons (BOP) to encourage visiting by family and friends to maintain your morale and to develop closer relationships between you and your family and others in the community. Some of your basic questions concerning visiting will be answered in this information sheet. However, we recommend that you consult with your Correctional Counselor or other Unit Team members and become fully aware of the visiting regulations.

Upon your arrival, you will receive a form on which to list the persons you wish to visit you. This list must be completed and submitted to your unit team. The proposed visitors are screened and your Correctional Counselor will notify you once a visitor has been approved or denied visitation. Contact your Correctional Counselor if you wish to add or delete an individual from your list.

VISITING SCHEDULE

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|----------------------------|-------------------|
| Saturday & Sunday | 8:00 AM - 3:00 PM |
| Federal Holidays | 8:00 AM - 3:00 PM |
| Friday (SHU Visiting Only) | 8:00 AM - 3:00 PM |

The number of persons allowed while visiting one inmate is limited to five adults, excluding children less than 16 years of age, will be allowed in the visiting room at one time. You are allowed to embrace and kiss only upon initial contact, and at the conclusion of your visit. You are responsible for the behavior of your visitor(s), to include minor children. You are to visit with only your approved visitor(s). Written authorization, from the Warden, must be obtained for a visitor to visit with more than one inmate at a time. Disrespect, improper comments, and vulgarity will result in visiting termination. Failure to follow the visiting rules and regulations may result in the suspension of your visiting privileges as well as those of your visitor(s). All inmates are responsible for their visitor's/children's action. The inmate will receive an incident report for any infraction committed in the Visiting Room.

DIRECTIONS TO HERLONG

FCI/FPC Herlong is located approximately 50 miles northwest of Reno, Nevada, and 35 miles south of Susanville, California.

From Reno, Nevada:

Take US Highway 395 north approximately 50 miles to the Herlong exit Access Road A-26. Proceed approximately seven miles on A-26 to FCI/FPC Herlong.

From Susanville, California:

Take US Highway 395 south approximately 35 miles to Herlong Access Road A-25. Proceed approximately seven miles on A-25 to FCI/FPC Herlong.

There is currently no public transportation available from Reno, Nevada or Susanville, California, to Herlong, California.

FACILITY ADDRESS

Federal Correctional Institution, Herlong
741-925 Herlong Access Road, A-25
Herlong, CA 96113
(530) 827-8000

Introduction

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SEPTEMBER 20, 2012
ATTACHMENT C

INMATE RIGHTS AND RESPONSIBILITIES & DISCIPLINARY SCALE

The material in this handbook will help new inmates understand their Rights and Responsibilities and the Bureau's institution rules and regulations and hopefully assist them in their initial adjustment to institution life. More information is available in the Program Statements located, on housing unit bulletin boards, in the inmate law library, or by request from unit management staff.

It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau of Prisons rules or institution guidelines through your correspondence.

INMATE RIGHTS AND RESPONSIBILITIES §541.12

1. You have the right to expect to be treated respectfully, impartially, and fairly by all personnel. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary religious worship. You have the responsibility to recognize and respect the voluntary religious rights of others in this regard.
4. You have the right to health care, 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 care. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean-living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau of Prisons rules and institution guidelines.

6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases and conditions of your imprisonment). You have the responsibility to 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, problems to the court.

7. 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.

8. 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 the materials and assistance.

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions. It is your responsibility to seek and use such materials for your personal benefit without depriving others of



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their equal rights to the use of this material.

10. 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 activities, which may help you live a successful law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

11. You have the right to use your funds for commissary or other purchases, consistent with institution security and good order, for opening bank and/or saving accounts and for assisting your family. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed fines, assessments 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 other obligations that you may have.

12. The dress code will be adhered to during business hours defined as, Monday through Friday, 7:30 a.m. to 4:00 p.m., excluding Federal holidays.

The khaki or green uniform will be worn during business hours unless the inmate is off duty from his work detail and remains in the housing unit or reports directly to Recreation for authorized leisure time. Sweats, shorts, or other personal attire is prohibited in all other areas during business hours.

Uniform - The uniform is comprised of a khaki or green shirt, khaki or green pants, institution issued belt and composite toe, BLACK boots. Secondary shirts purchased through Commissary or issued by Laundry may electively be worn under the khaki shirt, i.e., sweatshirt, tee shirt, thermals. Pants will be worn at the waistline, absent any sagging. The khaki shirt will be buttoned (only the top buttoned is exempt from this requirement). Shirt sleeves will not be rolled, cuffed, or otherwise modified.

Jackets can be worn electively; drawstrings or other modifications are not authorized. Belts will be no longer than 6-7 inches from the buckle.

Shirts, to include personal and institution issue must be tucked in during business hours.

Radios/head phones may not be worn on the Compound or work details.

Hats, dew rags, and sunglasses will not be worn indoors. Dew rags must be completely covered by other authorized headwear on the Compound.

Radios, bags, and all other personal property are prohibited at work details.

Only condiments can enter the Dining Hall during scheduled meals. Laundry bags, rice, beverages, and other personal property will not be taken inside Food Service. Peanut Butter is not a condiment.

SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution. Ordinarily maximum of 24 hours.
2. Staff gives notice of charges by delivering incident report. Maximum ordinarily of 5 work days from the time staff become aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)
3. Initial review. (Unit Discipline Committee)
4. Discipline Hearing Officer (DHO) hearing minimum of 24 hours, unless waived.
5. Time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful,

staff may reinstitute disciplinary proceedings. The requirement will begin running at the same point at which they were suspended.

DISCIPLINE CODES AND SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

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| 100 | Killing. |
| 101 | Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished). |
| 102 | Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution. |
| 103 | Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329). |
| 104 | Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon. |
| 105 | Rioting. |
| 106 | Encouraging others to riot. |
| 107 | Taking hostage(s). |
| 108 | Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable |

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| <p>telephone, pager, or other electronic device).</p> | <p>offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.</p> | <p>203 Threatening another with bodily harm or any other offense.</p> |
| <p>109 (Not to be used).</p> | <p>AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS</p> | <p>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.</p> |
| <p>110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.</p> | <p>A. Recommend parole date rescission or retardation.</p> | <p>205 Engaging in sexual acts.</p> |
| <p>111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.</p> | <p>B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p> | <p>206 Making sexual proposals or threats to another.</p> |
| <p>112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.</p> | <p>B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).</p> | <p>207 Wearing a disguise or a mask.</p> |
| <p>113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.</p> | <p>C. Disciplinary segregation (up to 12 months).</p> | <p>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.</p> |
| <p>114 Sexual assault of any person, involving non-consensual touching by force or threat of force.</p> | <p>D. Make monetary restitution.</p> | <p>209 Adulteration of any food or drink.</p> |
| <p>115 Destroying and/or disposing of any item during a search or attempt to search.</p> | <p>E. Monetary fine.</p> | <p>210 (Not to be used).</p> |
| <p>196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.</p> | <p>F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).</p> | <p>211 Possessing any officer=s or staff clothing.</p> |
| <p>197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.</p> | <p>G. Change housing (quarters).</p> | <p>212 Engaging in or encouraging a group demonstration.</p> |
| <p>198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.</p> | <p>H. Remove from program and/or group activity.</p> | <p>213 Encouraging others to refuse to work, or to participate in a work stoppage.</p> |
| <p>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</p> | <p>I. Loss of job.</p> | <p>214 (Not to be used).</p> |
| | <p>J. Impound inmate=s personal property.</p> | <p>215 (Not to be used).</p> |
| | <p>K. Confiscate contraband.</p> | <p>216 Giving or offering an official or staff member a bribe, or anything of value.</p> |
| | <p>L. Restrict to quarters.</p> | <p>217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.</p> |
| | <p>M. Extra duty.</p> | <p>218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.</p> |
| | <p>HIGH SEVERITY LEVEL PROHIBITED ACTS</p> | <p>219 Stealing; theft (including data obtained through the unauthorized use of a</p> |
| | <p>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.</p> | |
| | <p>201 Fighting with another person.</p> | |
| | <p>202 (Not to be used).</p> | |

communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).

220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).

221 Being in an unauthorized area with a person of the opposite sex without staff permission.

222 (Not to be used).

223 (Not to be used).

224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).

225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.

226 Possession of stolen property.

227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

228 Tattooing or self-mutilation.

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

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

fictitious return address in an attempt to send or receive unauthorized correspondence).

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

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

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

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

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

C. Disciplinary segregation (up to 6 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting,

telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

300 Indecent Exposure.

301 (Not to be used).

302 Misuse of authorized medication.

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

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

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

306 Refusing to work or to accept a program assignment.

307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).

308 Violating a condition of a furlough.

309 Violating a condition of a community program.

310 Unexcused absence from work or any program assignment.

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| 311 Failing to perform work as instructed by the supervisor. | government property, or the property of another person, having a value of \$100.00 or less. | 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. |
| 312 Insolence towards a staff member. | 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards. | |
| 313 Lying or providing a false statement to a staff member. | | 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts. |
| 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). | 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements). | AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS |
| 315 Participating in an unauthorized meeting or gathering. | | A. Recommend parole date rescission or retardation. |
| 316 Being in an unauthorized area without staff authorization. | 332 Smoking where prohibited. | B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended). |
| 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards). | 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test). | B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended). |
| 318 Using any equipment or machinery without staff authorization. | 334 Conducting a business; conducting or directing an investment transaction without staff authorization. | C. Disciplinary segregation (up to 3 months). |
| 319 Using any equipment or machinery contrary to instructions or posted safety standards. | 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation. | D. Make monetary restitution. |
| 320 Failing to stand count. | 336 Circulating a petition. | E. Monetary fine. |
| 321 Interfering with the taking of count. | 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act. | F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation). |
| 322 (Not to be used). | | G. Change housing (quarters). |
| 323 (Not to be used). | 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. | H. Remove from program and/or group activity. |
| 324 Gambling. | | I. Loss of job. |
| 325 Preparing or conducting a gambling pool. | 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This | J. Impound inmate's personal property. |
| 326 Possession of gambling paraphernalia. | | K. Confiscate contraband. |
| 327 Unauthorized contacts with the public. | | L. Restrict to quarters. |
| 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. | | M. Extra duty. |
| 329 Destroying, altering, or damaging | | |

LOW SEVERITY LEVEL PROHIBITED ACTS

prohibited act within 6 months) (a good conduct time sanction may not be suspended).

400 (Not to be used).

401 (Not to be used).

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

405 (Not to be used).

406 (Not to be used).

407 Conduct with a visitor in violation of Bureau regulations.

408 (Not to be used).

409 Unauthorized physical contact (e.g., kissing, embracing).

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

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

D. Make monetary restitution.

E. Monetary fine.

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband

L. Restrict to quarters.

M. Extra duty.

**Per 28CFR part 541: inmates receiving performance pay who are found through the disciplinary process (part 541 of this subchapter) to have committed a level 100 or 200 series drug-or alcohol-related prohibited act will automatically have their performance pay reduced to maintenance pay level and will be removed from any assigned work detail outside the secure perimeter of the institution. This reduction to maintenance pay level, and removal from assigned work detail outside the secure perimeter of the institution, will ordinarily remain in effect for one year, unless otherwise authorized by the Warden.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same