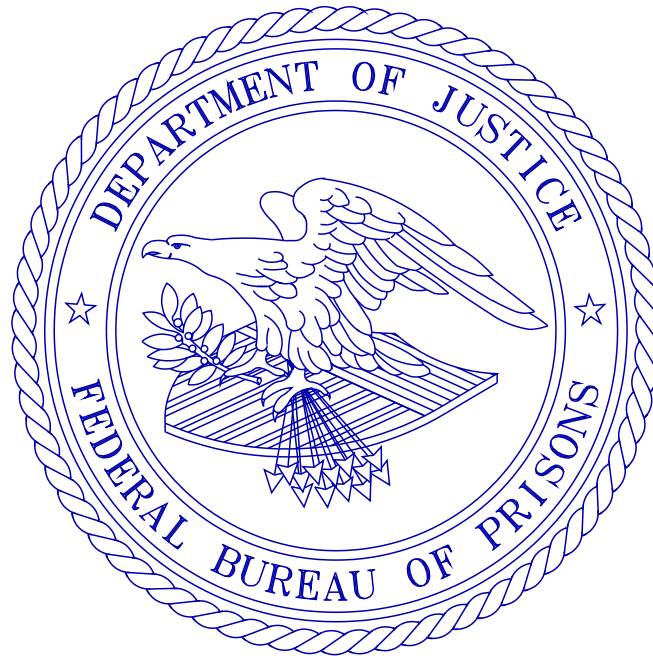


**Federal Detention Center  
Honolulu, Hawaii**



**ADMISSION AND ORIENTATION  
HANDBOOK**

**August 2010**

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## INTRODUCTION

Since you have been committed to the custody of the Attorney General, the Federal Bureau of Prisons (BOP) has designated you to this facility. Our goal is to make this a safe and clean environment for both staff and inmates. However, to do this, we need the cooperation of everyone. Therefore, we have prepared this Admission and Orientation (A&O) Booklet so you may understand more about this institution, its policies, and procedures.

This handbook is designed to give you a brief overview of this institution and the services that are available to you. It will inform you of your rights and responsibilities during your stay at the Federal Detention Center, Honolulu, Hawaii. Many of the topics will be discussed during the A&O lectures.

The orientation and classification process will be completed within two weeks. During this time, you will be given information by staff regarding programs and services of various departments. You will also receive a case management, medical and mental health screening.

During your confinement, we encourage you to ask questions or submit an Inmate Request to Staff Member (BP-A148.055) outlining your concerns. Staff will assist you any way they can. If they are unable to answer your question(s), they will either find the answer or direct you to the appropriate staff member. We encourage you to develop goals which will make a positive difference in your life. You should begin planning for your eventual release, now. Your Unit Team will provide you with the assistance necessary to prepare for your return to society.

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Bobby L. Meeks, Warden

## ADMISSION AND ORIENTATION

### ADMISSION:

When you first arrive at the Federal Detention Center (FDC), Honolulu, Hawaii you will be processed by the Receiving and Discharge (R&D) staff on duty, a medical staff member, and a unit staff member. In general, this interviewing process involves obtaining a synopsis of your social and medical history, filling out identification forms, and completing personal property inventories. Additionally, during the admission process, you will be issued an inmate account card necessary for commissary, trust fund, and inmate telephone system transactions. After the initial screening in Receiving and Discharge, you may be placed in Administrative Detention pending an Admission and Orientation review by pertinent staff. This staff may consist of the Captain, the Special Investigative Supervisor and other Unit Management staff. This panel will determine if you are suitable to be released to general population.

### ORIENTATION:

The purpose of the Admission and Orientation Program is to familiarize you with the programs and operating procedures of this institution. The A&O lectures will ordinarily be scheduled by Unit Team and you will be placed on the call-out.

### UNIT MANAGEMENT:

The functions of the unit staff are to assist you with program goals formulation, release planning, personal problem solving, and to provide you with a clean, safe place to reside while you are incarcerated at the FDC. To accomplish this, you must contribute to your own individual and unit progress and make every effort to treat others with respect and concern. Violations of institution rules or regulations will not be tolerated.

### ACCESS TO UNIT STAFF:

There are eight general housing units: Unit CA, Unit CB, Unit DA, Unit DB, Unit EA, Unit EB, Unit FA and Unit FB. They are subdivided into two separate unit teams. Unit One is floors three (3) and five (5) and Unit Two is floors four (4) and six (6).

Each unit has a Unit Team which is made up of the following members:

**Unit Manager:** The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. The Unit Manager is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and usually chairs the Unit Discipline Committee.

**Case Manager:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to your commitment. They are responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

**Correctional Counselor:** The Counselor provides counseling and guidance for you and other inmates in areas concerning institutional adjustment, personal difficulties and plans for the future. They play a leading role in all segments of unit programs and is a voting member of the Unit Team. The Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. As a senior staff member, the Counselor provides leadership and guidance to other staff in the unit. The Counselor is a frequent member of the Unit Discipline Committee.

**Unit Correctional Officer:** The Unit Officers have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to

establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are jointly supervised by the Unit Manager and Operations Lieutenant during their unit assignment.

**Non-United States Inmates (Treaty Transfers/Access to Consulate):** In December 1977, the United States entered into its first treaty (with Mexico) for international offender transfer. Since that time, the United States has entered into treaties with a number of other foreign countries. Generally, a treaty provides for a non-citizen, convicted of a crime and sentenced to imprisonment or some form of conditional release (probation, parole, etc.) in another country to be transferred to the individual's country of citizenship for sentence completion. While the term "prisoner-exchange" may be used, most actions under this Program Statement will be transfers and not offender for offender exchanges. The Unit Team can inform you if your home country has signed this kind of agreement with the United States and how to apply for transfer. If you are not a United States Citizen, you may be eligible for a transfer to your home country to serve the remainder of your sentence in a prison there. This is only possible for inmates whose country has engaged in a formal prisoner exchange treaty with the United States. The unit team is the source of information about these transfers and will provide you information regarding whether or not your home country is party to such an agreement with the United States, and advise you how to apply for transfer. Access to your Foreign Government Representatives (Consulate) can be made through visiting, telephone, or correspondence. Information on your local consular representatives can be found in any phone directory. During the initial application process, unit staff will suggest the inmate contact the nearest foreign consular office to advise them of his or her desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate and can also assist the inmate in providing proof of citizenship. Consular officials may request to visit the inmate at the institution. For additional assistance or information, please refer to consular listings in this handbook or consult your unit team.

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties for the respective unit.

Each member of the Unit Team is a professional who will assist you in planning and accomplishing your program goals in preparation for your release. You are the most important member of the team and your accomplishments depend upon your own desires and motivation. The "Inmate Request to Staff Member" form, commonly called the "Cop-out," 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. If you cannot resolve complaints informally you may file an Administrative Remedy (BP-229). These forms are supplied by your Counselor and must be returned to the Counselor.

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

**Provisions for Housing Disabled Inmates:** For those inmates that have disabilities, see your Unit Manager for any housing or other needs you feel are necessary.

**Articles for Hygiene:** Any inmate who is need of hygiene items, see your Unit Team within the unit you are staying.

**INMATE REQUEST TO REVIEW CENTRAL FILE:**

An inmate seeking to review his Inmate Central File shall submit a request to his Case Manager via Inmate Request to Staff Member. The inmate's request will be acknowledged and will be permitted to review the file whenever practicable. All file reviews must be done under constant and direct staff supervision. Those

materials which have been determined to be non-disclosable shall be removed from the folder before inmate review. An entry shall be made on the Inmate Activity Record (BP-381) to show the date the inmate reviews the file. The staff member monitoring the review shall initial the entry and the inmate shall be asked to initial it.

**PROGRAM REVIEWS:**

Program reviews will be conducted every 90 to 180 days. These are conducted by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. As stated previously, these program reviews or team meetings are generally where you will initiate most of your requests and/or concerns. It is recommended you submit an Inmate Request to Staff Member (cop-out) form to your Unit Case Manager prior to your scheduled program reviews, stating your concern. This will allow for your Unit Team to discuss the issue and prepare properly prior to the meeting.

**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 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. Unmonitored legal calls will be scheduled in advance with a member from your Unit Team. Each Housing Unit will designate a area specifically for unmonitored telephone calls.

**POSTAGE FOR INDIGENT INMATES:**

An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided the postage stamps for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be made 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, except in case of an emergency. Passbooks and other documents relating to the savings account shall be retained in the inmate's central file and given to him/her upon release. Arrangements must be made with the savings facility to mail statements regarding deposits, interest payments, and withdrawals directly to the inmate.

**UNIT PROGRAMS:**

The following programs are initiated or monitored by Unit Management. An Inmate Request to Staff Member form will need to be submitted, or seek you Unit Team, as appropriate.

**Notary Services:** Unit Teams are to be contacted if these services are required.

**Attorney Visits:** Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. Your attorney must contact your Unit Team to arrange an attorney visit. During attorney visits, you are allowed to take a reasonable amount of legal materials in the visiting room; however, they are subject of inspection by staff. Your attorney may leave legal documents with you by depositing the legal mail into the Legal Mail Box located in the front lobby upon completion of the visit. You will receive the documents through normal legal mail processing. Legal documents form an official process server may be received in the visiting room. These documents are also subject to search by staff. You are expected to handle the transfer of legal materials through the mail as often as possible.

**Central Inmate Monitoring Program:** The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be so notified by their Case Manager. Inmates in this category who apply for community activities should apply in ample time to allow the institution to obtain necessary clearances from the appropriate office.

**Communications:** Ordinarily there is a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest. Unit Managers may utilize Town Hall meetings at their discretion to foster improved communications.

**Town Hall Meetings:** Town hall meetings are held periodically in each unit. These meetings are held to make announcements and to discuss changes in the policies and procedures of the unit. All inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be resolved by unit staff members during the regular working hours which are posted in each unit.

**Community-Based Residential Programs:** The community-based residential programs available include both typical community corrections centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. Only cadre inmates designated to this facility will be considered for participation in community-based programs. Inmates who are nearing release and who need assistance in obtaining a job, residence, or other community resources may be transferred to a Residential Re-entry Center (RRC).

They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during CCC residence is 25 percent of the inmate's income. Most Bureau of Prisons community-based programs are provided in Residential Re-entry Centers (RRC's). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. Each CCC provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is designed as a more restrictive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC, where recreation, visiting, and other activities are provided in-house. The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the Community Corrections Component in a RRC, serving to facilitate the transition from the institution to the Community. Any recommendation for participation in community-based programs must be approved by the Warden, and in some cases the Regional Director.

**Commutation of Sentence:** This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms that are available from the assigned Unit Team. The rules governing these petitions are available on the Electronic Law Library.

**Cost of Incarceration Fee:** In 1992, Congress enacted Public Law 102-395, requiring the Attorney General to establish policy and procedures to collect fees for incarceration costs. This policy applies to prisoners who are convicted in United States District Courts and committed to the custody of the Attorney General at any time; however, prisoners must begin serving a period of incarceration on or after January 1, 1995, in order to be subject to this policy. Unless exempted, the Cost of Incarceration Fee (COIF) is a financial obligation that sentenced inmates are encouraged to satisfy at the earliest possible time. Fees generated shall be used to "enhance alcohol and drug abuse prevention programs." Collection of the COIF should be viewed within the larger context of the Inmate Financial Responsibility Program (IFRP).

**Escorted Trips:** Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an immediate family member is seriously ill, in critical condition, or has passed away. The number of officers necessary to escort the inmate is dependent upon the inmate's custody classification. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons' staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

**Executive Clemency:** The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute" which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (a reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). You should contact your assigned Case Manager for additional information regarding this program.

**Access to Diplomatic Representation:** Pursuant to Program Statement 5140.34, Transfer of Offenders to or from Foreign Countries, an inmate who is qualified for and desires to return to his or her country of citizenship for service of a sentence imposed in a United States Court shall indicate his or her interest by completing and signing the appropriate form and forwarding it to the Warden at the institution where the inmate is confined.

**Unit Based Programs:** A Copy of Unit Based Programs developed and implemented by Unit Managers within their units will be posted in the unit bulletin boards. All inmates may sign up for any class via an Inmate Request to Staff form. Any inmate not following the posted unit rules and regulations will be subject to disciplinary action.

**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.

**Financial Responsibility Program:** Through the Inmate Financial Responsibility Program (IFRP), you are required to demonstrate a responsible effort and attitude toward satisfying your identified Court-ordered financial obligations. During initial classification and subsequent program reviews, the Unit Team will evaluate your financial obligations and establish a financial responsibility plan regarding payment. Obligations will generally include: Court-ordered fines, assessments, restitution, court costs, other government obligations, state or local court obligations, and child support. The financial responsibility plan must reflect a "responsible effort" toward addressing the financial obligation.

Allotments will be withdrawn from performance pay and community resources to satisfy financial obligations. If you refuse to meet your financial obligations you cannot nor receive a performance pay above the maintenance level, and may preclude you from other programs and activities. In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 U.S.C., Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison or transfer to a contract Community Corrections Center.

**Freedom of Information/Privacy Act of 1974:** The Privacy Act of 1974 forbids the release of information from agency records without a written request by or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 U.S.C. 552.

**Furloughs:** A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other federal or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest, and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs. You may address furlough requests through your Unit Team.

**Halfway House Transfers:** Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a community corrections program. The Bureau's Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, state and local governments, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator. Community programs have three major emphases: residential community-based programs provided by Community Corrections Centers and local detention facilities, programs provide intensive nonresidential supervision to offenders in the community and programs that board juvenile and adult offenders in contract correctional facilities.

**Inmate Access to Other Documents:** You can request access to the "Non-Disclosable Documents" in your central file and medical file or other documents concerning yourself that are not in your central file or medical file, by submitting a "Freedom of Information Act Request" to the Central Office, Office of General Counsel, Freedom of Information (FOI) Section, 320 first Street, NW, Washington, D.C. 20534. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your registration number and date of birth for identification purposes. A request on behalf of an inmate by an attorney, for records concerning an inmate will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

**Legal Copies:** In accordance with institution procedure, you may copy materials necessary for your research or legal matters. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free duplication to the Unit Team.

**Parole Hearing (Parole Violators):** The U.S. Parole Commission will schedule hearings at FDC Honolulu or recommend transfer to an appropriate federal facility. The case manager prepares progress reports and complies other information for presentation to the Parole Commission. Parole is release from incarceration under conditions established by the U.S. Parole Commission.

Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term sentence. Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1997 and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file. All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole hearing must be made at least 60 days before the first day of the month of the hearings. Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager. Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Parole Commissioner. This confirmation usually takes three to four weeks and is made through the mail on a form called a "Notice of Action." This decision may be appealed by the inmate. Forms for appeal may be obtained from your Case Manager. If granted a presumptive parole date (a parole date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Board three to six months before the parole date. Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and approved employer before being released on parole.

**Program Reviews and Initial Classifications:** Initial Classification occurs within 28 days. Program review meetings will be held every 90 to 180 days. These meetings are held by the Unit Team to review programs, work assignments, transfers, custody, institutional adjustment, etc. You will be placed on a team docket and call-out which will be posted on the inmate bulletin board.

**Release Planning:** An approved release plan consists of an offer of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc.). The proposed release plan is thoroughly investigated by the U.S. Probation Officer and must be approved. The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately three to six months before the scheduled parole date.

**Selective Service Program:** Males are exempt from the registration requirement while incarcerated. However, if you are released before the age of 26, you will be required to register. You may contact the Unit Team for registration procedures.

**Team Participation in Parole Hearings:** The Case Manager prepares progress reports with input from the Unit Team, and compiles other information in the inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies. The inmate's Case Manager will ordinarily be present at that inmate's parole hearing. The Case Manager's function at the hearing is to assist the parole examiners, not as a staff representative for the inmate.

**Violent Crime Control Law Enforcement Act:** Section 20417 of Public Law 103-322, signed by the President on September 13, 1994 (18 U.S.C. § 4042(b)), requires the Bureau to notify state and local law enforcement officials at least five days prior to releasing to Supervised Release, probation or parole, of prisoners who have been convicted of a drug trafficking crime or a "crime of violence."

**WORK ASSIGNMENTS AND WORK REPORTS:**

After completion of the A&O Program, you will be assigned to a work detail, based primarily on institution needs. For initial arrivals you remain unassigned until you are medically cleared. Factors considered in determining a specific work assignment are: your physical condition, educational level,

previous work experience, general aptitude, ability to benefit from training, and plans for the future. Job assignments and changes are made by the Job Assignment Committee which consists of the Associate Warden of Programs, Case Management Coordinator, and Unit Manager.

Reports which evaluate your work performance will be prepared by your supervisor every 90 days or every 30 days if work reports are below-average. These performance reports are also used to help determine your eligibility for participation in community activities (i.e., furloughs). Unsatisfactory work reports may result in restriction from community programs.

**Institutional Assignments:** You may be assigned housekeeping duties by your unit officer. The correctional counselor is responsible for officially assigning an inmate to a paid work assignment. Prior to being assigned a work detail, an inmate must be medically cleared. Designated inmates are to accept work assignments and housekeeping tasks, unless he or she is physically unable to do so. A restriction slip from the Health Services Department is required for medical restrictions. Ordinarily, your unit team will assign you to a work detail. You are required to work at that position for 90-days prior to requesting a job assignment change. Any such request should be directed to your unit team through your detail supervisor.

**Performance Pay:** Inmates performing satisfactorily on an institution work assignment are eligible for performance pay or hourly compensation. Compensation is made at the rates noted below. Pay grade levels range from 1 to 4, with 1 being the highest. Ordinarily, performance pay is deposited to commissary accounts by the 10<sup>th</sup> day of each month for work performed the previous month.

Maintenance Pay \$ 5.25/per month  
Grade 4.....12 cents per hour  
Grade 3.....17 cents per hour  
Grade 2.....29 cents per hour  
Grade 1.....40 cents per hour

Work assignment grades are assigned based upon the skill required, quantity and quality of work, and positions funded. Restrictions in pay are imposed on inmates who do not meet financial obligations ordered by the courts, who fail to participate in mandatory drug education, and who do not meet the literacy requirements.

**Inmate Pay and Benefits:**

1. Employed inmates accrue vacation time, longevity pay, and holiday pay.
2. A partial listing of the Benefit Programs available to employees include:
  - a. Incentive Awards Program given for suggestions or inventions.
  - b. Special Achievement Awards given upon recognition by Awards Committee.

**Work Standards/Expectations:** Each inmate employee is expected to demonstrate their willingness to utilize the employment experience to its fullest potential, for everyone concerned. A positive attitude and desire to develop a working knowledge of job requirements as well as using initiative to perform in a satisfactory manner is also expected.

**Call-Outs/ Change Sheet:** These items will be posted on the inmate bulletin board in the housing unit. Each inmate is responsible to review these changes daily.

**Unit/Cell Conduct/Sanitation:** You will be assigned a cell upon admission. You are responsible for any damage that occurs to your cell or fixtures. You are expected to maintain a high level of cell sanitation and cleanliness. All issued, purchased, or personal items (clothes, legal materials, toiletries) are to be maintained in assigned lockers. Under no circumstances will clothing items be hung from bed posts, ladders or anywhere else in your cell. The cell bunk bed ladder is to be used as a ladder. The ladder is not to be

used for any other purpose. Inmates are to access upper bunk beds without resorting to stepping on the lower bunk, any plumbing, furniture, fixture or any moveable object that is not intended for climbing. The use of a chair to access an upper bunk bed is prohibited and will result in injury and/or disciplinary action. Cell windows are not allowed to be covered. Cells are to be cleaned, beds made, and all personal items properly stored in your locker no later than 7:30 A.M. daily. Failure to adhere to sanitation expectations may lead to disciplinary action. Roommates are expected to share equally in storage areas and sanitation responsibilities. Tobacco products are not authorized for use anywhere in FDC Honolulu

No inmate is authorized in any cell other than the one to which he or she is assigned. Loitering on housing unit tiers (upper or lower) is prohibited. Noise is to be kept to a minimum on the unit. Be respectful of others. Headphones are to be used with radios, and are not to be modified into speakers. Plastic chairs are not authorized outside of the cells. If plastic chairs are found in the common areas they are subject to confiscation. Chairs must be left in the individual cells when not in use. At no time will chairs be left to save places for the televisions or the telephones. Markings are not authorized other than room numbers. Disciplinary action may be taken against inmates who mark or otherwise alter their chairs. Chairs are not allowed on the upper tiers for television viewing.

**Clothing:** Proper attire is mandatory Monday through Friday, 7:30 a.m. to 4:00 p.m., all inmates will wear authorized institutional issued clothing except for those inmates going to the recreation yard. All inmates are expected to maintain appropriate appearance and good personal hygiene. All haircuts will be modest in nature. Showering facilities are provided to ensure personal hygiene/grooming requirements are met. Shower hours are 6:00 A.M. until 9:30 P.M. unless the showers are closed by the unit Correctional Officers for sanitation. The authorized institutional clothing is defined as the following for the FDC:

1. Inmates will be in proper inmate uniforms to include undershirt, shirt, pants socks and footwear from 7:30 A.M. until 4:00 P.M., and at all work sites, during all shifts (including overtime shifts). T-shirts may be worn. No decorative type of ironed creases are authorized on inmate's shirts or pants. At no time is altered clothing permitted. Excessively tight or loose fitting clothes (no sagging/bagging) will not be worn in any area of the institution. Personal or institutional clothing will not be altered in any manner, i.e., writing, sewing, cutting, etc. In addition, clothing items shall be worn only for their intended purpose, i.e., clothing will not be used for headgear. Hairnets are not sold in the commissary, and therefore are not to be worn outside of the Food Service area. Any item intentionally damaged or altered in an effort to gain a new item will result in an incident report and you may be held accountable for the replacement cost of the item.
2. Inmates departing the unit will be in proper inmate uniform and may not leave the unit in personal clothing.
3. T-shirts must to be tucked into pants at all times. Smock shirts may be worn outside of pants.
4. Inmates may wear a gray sweatshirt or long sleeve undershirt under the issued shirt. Sweat shirts may not be the outer garment in non-recreational/housing unit areas during regular work hours, 7:30 a.m. - 4:00 p.m. Gray sweat shirts are to be worn under shirts and tucked into the pants. Pants are not to be rolled up.
5. When an inmate is traveling directly to/from the recreation areas from their cell, he/she may wear leisure clothing. Leisure clothing is any clothing other than the proper inmate uniform. Males must wear a T-Shirt and not remove them during exercise.
6. Inmates may not be barefoot. Officers must enforce shoe wear and T-Shirts in the recreation areas at all times. Shower shoes/slippers with socks may be worn off the inmate's unit. Safety shoes must be worn by

inmates on their work sites, this includes inmates working as orderlies. Institution-issued canvas slip-on shoes or sneakers must be worn when participating in a recreation activity, (i.e. basketball, volleyball, handball, aerobics, and when using exercise equipment). Work boots or slippers are not allowed to be worn for any sporting activities.

7. No head gear is authorized except approved religious head gear. No beanies will be worn unless they were purchased from commissary. Make shift beanies are prohibited and may incur in disciplinary action. All head gear will be worn in a proper fashion (i.e. hats with bills will be worn facing forward).
8. All clothing, including personal clothing will be in good condition and will not have tears or cuts in them. Clothing that has more than one patch is considered unserviceable and may not be worn in any areas. It will be treated as contraband. Altered clothing, including personal clothing, will be considered unserviceable and will be treated as contraband.
9. Inmates may wear only the following clothing into the Visiting Room: Institution-issued shirt; V-neck pull-overs; a government issued t-shirt; one pair government issued underwear; one pair government issued pants (all pants will be intact and no holes in pockets, and are not to be rolled or cuffed); and appropriate government issued socks, footwear including slippers, shower shoes, shoes or boots should **not** be allowed in the Visiting Room. All clothing worn in the Visiting Room will be clean, neat and properly fit. Pants with pleats or sewn creases are considered altered and will be confiscated. Special Housing Unit (SHU) inmates will be dressed in the standard SHU uniform with institution-issued t-shirt, underwear, socks, and shoes.
10. Pants will be worn at the hip level or above. The pants will not be gathered at the waist, bloused, or rolled at the ankle, nor will the hem be folded or ironed into a cuff. Underwear may not show above the waist of the pants. Underwear may not be worn as an outer garment in any area of the institution, except in the shower area, and in the inmate's personal cubicle/bed area.
11. All bedding, blankets, sheets, and pillow cases must remain in the housing units.

**Contraband:** Each inmate will be held accountable for any unauthorized item located in their individual locker. All occupants of a cell will be held accountable for any contraband discovered in the common area of the cell.

**Doors:** Rooms will be unlocked at 6:00 a.m. Unit Officers will not lock individual rooms for inmates during the workday. Rooms will be secured at 9:45 p.m., every evening.

**Emergency Button:** Each room is equipped with an emergency button to alert the Unit Officer of an emergency. **These buttons are to be used for emergency purposes only.** This button is not to be used for non-emergency requests, such as asking for supplies, mail, etc. Utilizing this button for any non-emergency will subject you to disciplinary action for **Code 208 - 'Improperly Using a Security Device.'**

**Hobby Craft:** Arts and Crafts items following recreation rules and procedures for authorized hobby crafts are allowed in the housing units. Materials will be restricted as outlined by the Recreation Department and maintained in your locker.

**Horseplay:** Horseplay will not be tolerated in any area of the institution.

**Legal Materials:** Ordinarily legal material will be stored in the locker located in the room. Inmates requiring additional storage space for legal material will contact their Unit Team to request a legal storage box. Only

inmates with a current active case will be issued a storage box, which will be stored under the inmate's assigned bunk.

**Mail Procedures:** Institution (Federal Detention Center), full name, register number, and institutional address must appear in the upper left hand corner of all outgoing mail. Regular mail must be unsealed when placed in the mailbox located inside the unit officer's station. Legal mail must be hand carried to the institution mail room located in the CSD Department between the hours of 11:00 a.m. to 12:00 p.m., Monday through Friday (except holidays). The unit officer will issue the regular incoming mail prior to or following the 4:00 p.m. count. The Unit Team will issue all accountable/legal mail.

**Noise:** Any noise above normal discussion level is prohibited throughout the unit. Radios require the use of headphones at all times. Quiet hours are from 9:30 PM to 5:30 AM.

**Official Counts:** The primary mission of FDC Honolulu is to provide a safe and secure environment for inmates under the care and custody of the BOP while allowing the individual to retain his/her right to humane treatment. The Correctional Services Department is responsible for the day-to-day orderly running of the institution. There are numerous correctional policies and procedures implemented to ensure that the institution is a safe place for inmates and staff. The following rules and procedures are continuously in effect and daily compliance with these rules is mandatory.

**Count Procedures:** Count procedures are in place to ensure that all inmates are accounted for during the course of a day. There are seven (7) official counts. They are:

- 12:00 A.M.
- 1:30 A.M.
- 3:00 A.M.
- 5:00 A.M.
- 4:00 P.M. (stand-up count-you must be standing)
- 10:00 P.M.
- 10:00 A.M. (only on weekends and holidays stand-up count)

It is **your** responsibility to be ready for count. The officer in your area will announce "Count Time". At this time you must follow the rules below:

1. STOP what you are doing and go to your assigned cell.
2. SILENCE must be observed during count.
3. REMAIN in your area until the officer has announced that the count is clear.
4. During stand-up counts, **YOU MUST STAND.**
5. Inmates will stand by their bed in plain sight of the officer.

Should you delay or disrupt the count, you will be subject to disciplinary action. Delays in the count will also delay your return to normal activities and meals. The quicker the count is complete, the quicker you can return to your normal activities. During a regular count, except for the first evening count and day-watch weekend count, if you are asleep, staff will not wake you; however, policy requires that staff must see living breathing flesh. Therefore, to avoid disruptions to your sleep, make sure that you expose some portion of your body's skin surface for identification during count. The first evening count (4:00 P.M.) and day-watch weekend and holiday count (10:00 A.M.) require you to be standing during the official count.

**Searches:** Searches (shakedowns) are a very important procedure in a correctional environment. As an inmate at FDC Honolulu, you are subject to searches. Staff may conduct a visual search of your person or area. Staff will frequently conduct pat searches (frisk searches) of your person. You will be asked to remove your clothing for a strip search. Ordinarily, a strip search will be conducted in a private area. Common areas and your cell will be searched frequently. During searches, staff will not abuse or damage your property. You are not authorized to remain in the area during a cell search.

You will be held responsible for any contraband found in your area or on your person.

**Laundry:** Laundry services are provided daily Monday through Friday. Hours of operation are posted on the unit bulletin boards. Please have your dirty laundry ready for pickup by 6:00 A.M. on your approved laundry day. Do not leave laundry bags on the floor. Items should be placed into the laundry carts located in each unit. Ensure your laundry bags are secured properly with the rubber strap strapped through the third hole on the strap around the laundry bag just below the metal holes. Do not go through the metal holes with the strap. Separate white laundry from the khaki or green clothing. Use one laundry bag to turn in your whites and another bag for the khaki or green clothing. Do not mix the clothing or your bags will not be washed. Any item needing repair or replacement (i.e. wrong size, torn clothing) should be turned into the laundry in a separate laundry bag along with a copout on your laundry day explaining what change is necessary. Changes will be made on a one-for-one basis. Blankets and sheets may be exchanged on a one-for-one basis. Do not put blankets and sheets in the same laundry bag as clothing for washing as they will not dry properly. Cleaned laundry will be returned the same day at approximately 1:30 P.M.

**Personal Property:** All personal property including commissary items must be maintained in your locker. No items (except a book of Holy Scripture for example; Bible, Quran, Torah, etc.) are allowed on the top of the lockers. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the locker. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. Locks may be purchased in the institution commissary to secure property stored in the locker.

**Rooms:** Monday through Friday, rooms must be clean and ready for inspection from 7:30 a.m. to 4:00 p.m. Saturday, Sunday and federal holidays, rooms must be clean and ready for inspection by 10:00 a.m. Rooms will be arranged as depicted in the picture posted on the bulletin board in the unit. Pictures, cards, notes, etc., will not be posted anywhere in the room, outside the lockers. Sexually explicit material is prohibited. Medical slips will be posted on the front side of the locker. Letters, books, photographs, newspapers, and magazines will be limited in the number that can be stored in the locker in accordance with the National Program Statement for Inmate Personal Property.

- Laundry bags cannot be hung from the beds or from the lockers at the FDC.
- Beds are to be made daily as depicted in the picture posted on the bulletin board. Inmates off-duty, on vacation, or on medical lay-in, may lay on top of the bed; however, the bed must still be made by the prescribed time. Shoes are allowed to be placed under the bed. No items will be stored on top of the bed ( i.e., newspapers, magazines, etc) or under the mattress.
- Food items that are left open create a health hazard. These items must be properly sealed at all times and stored in its original container or a container purchased through commissary. Empty containers may not be used as drinking containers, cooking containers and/or chemical containers. They are to be thrown away.
- No items may be placed in or on the air vent.
- No towels, blankets, or sheets may be placed on the floor or in the window.

**Room Assignment:** The Correctional Counselor will approve all room assignments.

**Sanitation:** Rooms, common areas and recreation areas(inner/outer) will be maintained at a high sanitation level at all times. These areas will be temporarily closed and cleaned whenever the sanitation level is not acceptable.

**Shakedowns:** Inmates will go through the metal detector upon entering/exiting the unit and at each floor he/she is escorted to/from. Inmates and rooms are subject to shakedowns at anytime.

**Showers:** Showers will be closed periodically for cleaning throughout the day. Only one shower on the first and second floor is open from 7:30 AM - 4:00 PM.

**Telephones:** There are telephones located in the housing unit for inmate calls. All telephone calls will be limited to 15 minutes in duration with a maximum of 300 minutes a month. Your telephone privileges are administered through the Inmate Telephone System (ITS). You will be allowed to make calls to any number on your approved phone list. In the event the phone privilege is abused, calls may be limited to specific numbers or phone privileges may be denied. No third party telephone calls will be permitted. The BOP reserves the authority to monitor (this includes recording) conversations on any telephones located within its institutions. The daily monitoring is to preserve the security and orderly management of the institution and to protect the public. Your use of institution telephones constitutes consent to this monitoring. One telephone will remain on from 6:00 a.m., until lock down. You may contact your Unit Team to make an unmonitored legal call. There are rules pertaining to the proper use of the Inmate Telephone System (ITS). It is your responsibility to become familiar with these rules before using the phone. There will be a 30 minute time limit between completed calls. Inmates who exhaust their 300 minutes limitation may purchase additional ITS credits for good cause shown. Inmates should request such authorization through the unit team to the Warden. This exception is intended to be used sparingly and only for bona fide emergencies. This exception does not apply to legal telephone calls made on the Public Defender line or other unmonitored line. If you have any questions regarding the phone system, please address them to the appropriate staff member.

No third party, three-way calling, credit card, call forwarding, or conference calling is permitted. All telephone numbers must be on your approved list. An approved telephone list is required to make both collect and direct calls. A total of 30 numbers will be permitted on each inmate's telephone list. Inmates are provided with a unique 9-digit phone access code (PAC) number for access to their phone account and instruction on using the telephones.

Inmates will be charged \$5.00 for a replacement TrucLincs PAC if their number is lost or compromised. If someone you called un-intentionally blocks the call, we must have a written request with a copy of their phone bill sent to the Trust Fund Supervisor requesting that the block be reversed. The ITS is a privilege and is intended to facilitate family and community contact. Misuse of the telephone system will result in disciplinary action. The term "misuse" refers to such situations as using the telephone to intimidate a potential witness, or perpetuate a fraud, including the use of another inmate's PAC number, or providing of a PAC number to another inmate. Instructions on how to use the telephone system and rates are posted on the unit bulletin boards. Inmates are not permitted to talk in code while on the telephone.

**Visitation:** Visiting in cells will not be permitted. Only inmates assigned to a particular cell are authorized to be in the cell. The door must remain open.

**Unit Sanitation:** Inmates are informed of the rules regarding the maintenance of their individual rooms through the inmate A&O Handbook, the Unit A&O program, and referencing the rules posted on the unit bulletin board.

The following areas will be inspected:

- \* Floors Clean, swept, mopped, and buffed.
- \* Walls Clean, dusted and wet wiped.
- \* Beds Made properly.
- \* Lockers Clean, dusted and wet wiped.
- \* Desks Clean, dusted and wet wiped.
- \* Lights Clean, dusted and wet wiped.
- \* Vents Clean, dusted and wet wiped. Not blocked in any way.
- \* Windows Clean, dusted and wet wiped. No items on window or sills.
- \* Waste Basket Clean and emptied daily.
- \* Chairs Clean and free of markings.
- \* Sink and Mirror Clean, dusted and wet wiped.
- \* Toilet Clean

- \* Ledges                      Clean, dusted and wet wiped.
- \* Furniture                  Clean, dusted and wet wiped.

If a room receives a "failed" inspection, both occupants will be subject to disciplinary actions.

### POSTED UNIT RULES AND REGULATIONS

All unit regulations are intended to ensure the orderly running of the unit and are only minimal guidelines. Each inmate is expected to do his part in complying with the rules and guidelines as outlined below:

1. **Living Quarters:** Cells will be ready for inspection each morning at 7:30 a.m. The bed will be made at the time of inspection.
  - a) Nothing will be hung, pasted, taped, tied etc. to the beds, lockers, and walls (i.e., clothes lines, pictures, privacy sheets, etc.).
  - b) Lockers and desk tops will be clean and orderly, nothing is to be stacked or placed on top (except a book of Holy Scripture for example; Bible, Quorn, Torah, etc.) or under the desk top. Nothing will be maintained under your bed except the issued gray property box for legal use only and your mesh laundry bag with your soiled clothing. **No homemade shelving nor organizers are authorized in your assigned locker.**
  - c) Trash cans will be emptied daily and kept clean. No plastic liners are authorized in the trash cans or in cells. Plastic liners are a fire hazard.
  - d) Chairs will be stacked neatly at the back of your cell under the window unless being used in the common area during television viewing. Chairs should not be left outside the cell at any time except as noted above. Chairs will be confiscated if left unattended. Chairs will not be utilized on the upper tier hallway for television viewing nor will chairs be utilized for sitting while talking on the telephones. No markings should be on the chair. No pillows/cushions or other material is to be fastened to the chairs or chair legs.
  - e) Windows will be clean and neat. Window sills will be free of any debris. No laundry, fruit, shoes, or other items should be kept on the window ledge. No items are to be placed inside or outside cell windows. **This includes covering any part of the window on cell doors and window of the cell at any time.**
  - f) **Sexually suggestive pictures/photographs are not to be displayed in any manner, including inside your locker (i.e., bulletin boards, wall, beds, etc.). These pictures/photographs will only be stored inside a book or photo album.**
  - g) All lights are to be turned off when no one is occupying the cell. Nothing is to cover the light at any time.
  - h) **Vents should not be blocked to restrict the air flow** (i.e., cardboard, tape, paper).
  - i) All commissary items will be maintained in your lockers. This includes anything purchased in the Commissary or received through Recreation (i.e., laundry detergent, thermos, drinks, plastic bowls, etc.)
  
2. **Radios:** Radios are to be played with headphones only. Headphones are to be worn when radio is in use. No other method of listening to the radio is authorized. Battery packs are not authorized. Walkman type radios are the only authorized radios.

4. **Lockers**: Inmates in cells are authorized one (1) locker. **No homemade shelving nor organizers are authorized in your assigned locker. No items are to be placed in vacant lockers.** Any items found in a vacant locker will be considered contraband and confiscated.
5. **Mattresses & Pillows**: Inmates are only authorized one mattress and one pillow. Nothing will be stored under that mattress or pillow.
6. **Photos**: Handmade frames are not permitted. **Sexually suggestive pictures/photographs are not to be displayed in any manner, including inside your locker (i.e., bulletin boards, wall, beds, etc.). These pictures/photographs will only be stored inside a book or photo album.**
7. **Boxes**: **Wood or cardboard boxes are not permitted in the cells.** Only authorized legal boxes are permitted with prior approval of unit staff. The legal box will be maintained under the bed against the wall.
8. **Cell Changes**: All cell changes will be coordinated through the appropriate Correctional Counselor. **The Unit Manager may remove an inmate from his quarters for management reasons.**
9. **Shoes**: Shoes or boots are to be stored on the floor in a straight line under the bed with heel facing out. Also, they may be secured in the locker.
10. **Towels**: All wet towels or washcloths will be hung on the hook provided.
11. **Books**: 5-Books (hard/soft), 5-magazines (not over 90 days old), and 5-newspapers (not over 1 week old) will be stored in the locker. Any excessive material is considered a fire hazard and unauthorized.
12. **Quiet Hours**: The hours from 9:30 p.m. until 5:30 a.m. are designated as quiet hours.
13. **Counts**: There will be no talking, movement, radio playing, etc., during counts. The 4:00 p.m. and 10:00 a.m. count will require inmates to be in a standing position with their feet on the floor and lights on in the cell.
14. **Telephone**: Inmate phones are located on each housing unit. Inmates are expected to use the telephone in a responsible, orderly manner. Each call will be limited to fifteen minutes. Failure to comply may result in disciplinary action. Inmate requests for unmonitored legal calls will be made through the unit Counselor **(Three-way phone calls and sharing pin numbers are not authorized)**.
15. **Mail**: Regular mail will be passed out before/after the 4:00 p.m. count by the unit officer. Legal mail will be distributed by unit staff each week day. Outgoing mail will be given to the unit officer. All outgoing mail, except legal mail, must be unsealed.
16. **Television**: Television viewing is designated during the following times: Monday through Friday: 6:00 a.m. until lockdown. Weekends and Federal Holidays: 6:00 a.m. until lockdown
17. **Microwaves**: Microwaves located in the unit are for all inmates' use. Microwaves must be kept clean at all times. **Failure to keep the microwaves clean may result in the loss of that privilege.** Items containing metals are prohibited.

18. **Inmate Supplies:** Inmate supplies are distributed by the Unit Counselor as needed.
19. **Bulletin Board:** The bulletin board located by the ice machine in the unit will be reviewed daily by all inmates.
20. **Clothing:** Inmates are to wear appropriate clothing at all times. The minimum amount of clothing permitted outside the cell is a t-shirt, shorts, and shoes. No headgear of any type except authorized religious headgear is to be worn in the common area of the housing unit except in your cell. This includes do-rags.
21. **Restricted Area:** You are restricted to the housing unit. You are out of bounds if you are located in any other area of the institution without escorting staff.
22. **Personal Property:** All personal property will be maintained in your locker. Refer to Program Statement 5580.07 and Institutional Supplement HON 5580.07 (Inmate Personal Property) regarding specific limitations.
23. **Unit Sanitation Inspection:** During unit inspections, the unit entrance way and common areas will be cleared of inmates. All inmates will report to their assigned cell and remain there until the inspection is completed.
24. **Workouts:** Workouts are authorized in the inner and outer recreation areas located in each housing unit. Only pushups and sit-ups are allowed in the cells.
25. **Census Counts:** There will be no inmate movement during the AM and PM Census Counts.

**HEALTH SERVICES UNIT (HSU):**

**Health Services Duty Hours:** Regular duty hours are from 6:30 a.m. until 2:30 p.m., Monday through Friday. Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only. Medical staff are on duty 16-hours a day, 7-days a week. The Health Services Department is located on the second floor of the institution. This facility does not provide inpatient medical care. Inmates who require medical care at a local community hospital are subject to security precautions, commensurate with their security and custody requirements. In case of emergency medical situations, both life-threatening and non-life threatening, the inmate will be stabilized with basic life-support treatment and transported to a local community hospital as soon as possible.

**Organization:** Clinical care of inmates at FDC Honolulu is under the direction of the Clinical Director, who provides direct patient care and supervises other clinical health care providers. Administrative responsibility and supervision of non-clinical staff is under the Health Services Administrator's (HSA) direction.

**Privacy:** Staff will see inmates individually in a private examination area. Other inmates will not be present, except in emergencies or other unusual circumstances (i.e., as a translator when staff interpreters are not available).

Staff will provide inmates the opportunity to discuss their medical complaints without other inmates being present.

**INTAKE SCREENING:**

**Newly Incarcerated Inmates:** Health Services clinical staff will conduct an initial assessment of each newly committed inmate upon his arrival which will include the completion of a Health Intake Assessment/History form.

**Bureau Intra-system Transfers:** The Medical Summary of Federal Prisoners/Aliens In Transit form (BP-S659.060) will be reviewed and annotated appropriately, and a Health Intake Assessment/History form may be completed if one has not been completed at a previous institution.

Newly incarcerated or intra-system transfer inmate with perceived immediate medical/dental/mental health needs will be referred to the appropriate health care staff for evaluation.

**PHYSICAL EXAMINATION:**

**Newly Admitted Inmates:** An initial complete physical examination to determine medical needs will be done within 14 days of admission, and TB screening will be initiated within two working days. The initial complete physical examination includes, but is not limited to, the Mid Level Practitioner (MLP) or Physician performing a physical examination, completing a medical history form, and ordering appropriate laboratory and diagnostic tests, if clinically indicated.

**Transfer Inmates:** Unless clinically indicated, Health Services staff do not need to complete a new physical examination on an inmate who has had one documented, provided the inmate has been in continuous custody. A complete physical examination will be required for inmates who are out of BOP custody for more than 30 days (e.g., furlough, writ, or a halfway house failure). For an inmate transferred from another Bureau institution, staff need not conduct a second complete initial physical assessment if the inmate does not present any new medical problems and has already had a complete health assessment for this period of confinement.

**Periodic Health Examinations:** Age-specific preventive health examinations (e.g., cancer screening) for the inmate population is available. Inmates may request an examination through the submission of an Inmate to Staff Request. Approval by the Clinical Director or his designee(s) will be given, if the examination is clinically indicated.

**Release Examinations:** An inmate being released from custody may request a medical evaluation if he has not had one within one year prior to the expected date of release. Such an examination should be conducted within two months prior to release.

**Food Handlers' Examinations:** Inmates will not be assigned to Food Service work details until they are cleared by Health Services. If a complete history and physical examination has been documented but is more than one year old, a brief in-person examination will be conducted to update the inmate's history and screen for the conditions listed below.

Annual Food Handler examinations will not be required, however, upon orientation to Food Service, Food Service staff will provide inmates with an information sheet instructing them to report to their detail supervisor should they display symptoms of any of the following:

- Acute or chronic inflammatory conditions of the respiratory system;
- Acute or chronic skin conditions;
- Acute or chronic intestinal infections (vomiting or diarrhea); or
- A communicable disease.

**Note:** HIV, HBV or HCV infection or latent TB (positive PPD without active tuberculosis) pose no risk of food borne transmission, and **are not precluded from working in Food Service based on this status alone.** The primary care provider will determine the inmate's suitability for Food Service.

**Chronic Care:** Chronic Care Clinics (CCCs) are a means for inmates with ongoing medical needs to be tracked on SENTRY and seen by a health care provider at clinically appropriate intervals. A physician will see all inmates assigned to a CCC every six months, or more often if clinically indicated.

High risk or medically complex chronic care inmates will be seen more frequently in accordance with good clinical judgement, in addition to or in conjunction with regular visits with their primary provider.

**SICK CALL/TRIAGE/ACCESS TO CARE:**

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.

Routine requests for care (e.g. simple skin conditions, stomach upset, nasal congestion, non-chronic care medication refills) will be handled through submitting an Inmate to Staff Request form through institution mail. Appointments will be scheduled, in accordance with the routine care guideline.

Sick Call is a time provided to allow for the triage of conditions of a sudden, acute, or urgent nature (e.g. chest pain, asthma attack, active bleeding, sudden pain or swelling after injury). Misuse of sick call may result in disciplinary action.

- An appointment will be scheduled with the appropriate provider within a time frame appropriate for the inmate's condition and medical needs; or
- 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), etc.

**FDC Sick Call:**

The Medication Technician or clinical staff will collect all Sick Call Request Forms from each unit during pill line (at least 4x a week on Monday to Friday except holidays from 6:00 A.M. to 9 A.M.). All sick call forms collected will be triage by the clinical staff and schedule accordingly.

Inmates will complete a **Sick Call Request form** and present their ID when reporting to sick call. The assigned clinical staff will use the Sick Call Request Form to triage the inmate's complaint and assign a date, time, and provider to follow-up on the request. Emergent / Urgent cases will be dealt with by Health Services Department staff on a case-by-case basis.

Inmates who are supposed to report to work, but feel they are too sick to do so, may remain in their quarters until the time of the unit's designated sick call. The request will be made to the unit officer who in turn will get approval from the Operations Lieutenant. At the time of triage, if it is found that the inmate is feigning illness, that inmate will be returned to work; given an incident report; or reported to the Operations Lieutenant; or a combination of these options. If it is found that through the triage process, the inmate is not ill enough to be medically idle and may be assessed at a later time, the inmate will be returned to work with an appointment slip identifying a future appointment date and time.

On the day of the inmate's scheduled sick call appointment, it is the inmate's responsibility to inform the unit officer or work supervisor of his/her appointment date and time. It is the inmate's responsibility to be ready (dressed appropriately, ID, and waiting in an appropriate area such as the common area of the housing unit) for the appointment. If the inmate misses his/her scheduled appointment without good cause, that appointment will be rescheduled to a later date to reflect a low priority appointment and an incident report will not be issued.

If an inmate has a medical complaint on a day or times their assigned unit does not have a sick call, the inmate should inform the unit officer who will then contact the triage Clinical staff. The clinical staff will assess the inmate's complaint in an appropriate time frame. If it is determined that the complaint is not urgent/emergent, the inmate will be referred to routine sick call procedures and be required to attend the next sick call session. If it is determined that the inmate has an urgent/emergent complaint, he/she will be seen by a Mid Level Practitioner (MLP) for assessment and treatment on the same day.

Inmates will be informed via their unit's Health Services bulletin board on each unit of the assigned times for sick call. Other than for an emergent illness, inmates will use the assigned sick call times to request medical services. Requests for any other medical services to include optometry, annual physical, gynecological exam, routine dental care and request for refills should be made to the Health Services Department via a cop-out form.

When a completed Sick Call Request form is submitted for a dental complaint, the Triage Clinical Staff will assess the inmate for a medical problem. If none is noted, the completed triage form will be forwarded to the Dental Clinic for scheduling of an appointment.

**Special Housing Unit (SHU) Sick Call:** A healthcare provider will make sick call rounds in SHU, on a daily basis.

**ON THE JOB INJURIES:** All work related injuries must be reported to your work detail supervisor immediately. The work supervisor will notify medical immediately, and you will be provided medical care based on their medical assessment.

**Emergency / Urgent Care Needs:** It is the responsibility of the inmate to seek medical attention, when possible, for conditions requiring prompt medical attention. Examples of conditions requiring prompt medical attention include, but are not limited to: chest pain, loss of vision, active bleeding, sudden loss of bowel or bladder control, and acute pain.

During normal working hours or after hours, inmates will report to the detail supervisor or nearest staff member. The staff member notified will contact Health Services or the Operations Lieutenant. During normal working hours, Health Services will coordinate transportation to the Health Services Unit for evaluation. After hours, the Operations Lieutenant will contact Health Services and/or coordinate transportation to local hospital services, as the inmate's condition requires.

**Consultant Services:** Health Services Unit Clinical staff may request evaluation of an inmate by a consultant. The Utilization Review Process will approve or disapprove the request. Bureau physicians are not obligated to follow all consultant recommendations. Consultant referrals for specialty care services are made through the MLP during sick call, who then sends the request to the Clinical Director. If clinically indicated, your request will be forwarded to the corresponding Utilization Review Committee (URC) for final approval prior to scheduling (i.e.; applies to designated inmates). Inmates under the jurisdiction of other agencies such as US Marshals, BICE, and State will be approved by their respective URC's).

**Pharmacy Services:** Provides medications and treatments in accordance with the Bureau of Prisons Formulary. Medications will be provided as self-carry items or as observed medication administration (Pill Line). The Pharmacist will provide patient education privately at the point of issue.

Over-the-counter medications, such as those provided at the Commissary (e. g. Acetaminophen, Aspirin, Antifungal Cream) will be provided to indigent inmates per the Over-the-counter guidelines.

Inmates will be referred to the commissary to purchase vitamins when their use is for general prevention or health maintenance or for conditions when their use has been promoted but not scientifically proven (e.g. Peyronie's disease, macular degeneration.) When a vitamin supplement is clinically indicated as part of a treatment regimen, the vitamin will be considered medication and will be supplied by the HSU, subject to restrictions in the National Drug Formulary. Health Services staff will not prescribe, nor will the commissary sell, nutritional supplements such as glucosamine/chondroitin, fish oil, herbal preparations, and other non-Food and Drug Administration (FDA) approved substances.

**FDC Pill / Insulin Line Times:** Controlled medications are dispensed at a prescribed location (the pill line) during specified time periods as listed below. Inmates in Administrative Detention or Disciplinary Segregation are provided medication in their cells by a medical staff member.

Inmates will be ready at the appointed times, dressed and with proper

identification. An announcement for pill line and diabetic line will be made on the housing unit. Inmates who have pill line medications and/or need blood glucose testing/insulin will line up in front of their assigned housing unit front door. The unit officer will identify each inmate as they report to the medication cart, one individual at a time, outside of the unit's front door. The medical staff dispensing the medication and conducting diabetic testing will properly identify the inmate using two identifiers (i.e., ID card and having the inmate state his/her name and registration number) before treatment. The unit officer will observe the exchange, maintain security of the unit's door, and control the medication line.

**Pill Line** (controlled/restricted medications) will be dispensed at the following times:

3B	0615-0630	Pill Line/Diabetic Line
3A	0630-0645	Pill Line/Diabetic Line
4B	0645-0700	Pill Line/Diabetic Line
5A	0700-0715	Pill Line/Diabetic Line
5B	0715-0730	Pill Line/Diabetic Line
6A	0730-0745	Pill Line/Diabetic Line
6B	0745-0800	Pill Line/Diabetic Line
SHU	0800-0815	Pill Line/Diabetic Line

Each inmate is responsible for reporting to pill line when they expect a medication refill. Generally, an inmate should expect a medication refill within the next business day after they turn in an empty bottle or request. If the refill is unavailable, the inmate will be directed to pick up the medication on the next business day's pill line. An inmate assigned to Pill or Insulin line time is required to show at the prescribed time. Failure to report to pill line may result in disciplinary action. Possession of: expired medication, two or more medications in a single vial, another inmate's medication, or medication without a label is not authorized. Such will result in confiscation and may result in disciplinary action.

#### **DENTAL SERVICES:**

##### **Dental Examinations:**

**Admission and Orientation (A&O) Examination:** All inmates designated to the FDC will receive an A&O examination within 14 days of arrival. This examination is performed only once during an inmate's current incarceration. Any examination performed after the A&O Examination is either a periodic or comprehensive treatment planning examination.

**Comprehensive Treatment Planning Examination:** This examination will be completed prior to providing non-emergency treatment.

**Periodic Examination:** A periodic oral examination is performed to reassess the oral health of the inmate. Inmates who transfer to another Bureau institution may request a periodic examination only if the initial A&O examination is more than six months old.

##### **Dental Treatment:**

**Emergency Dental Care:** Emergency care includes treatment for relief of severe dental pain, traumatic injuries, acute infections, sedative fillings, extraction of non-restorable teeth, and gross debridement of symptomatic areas. Emergency dental care will be available to all inmates on a 24-hour basis. Emergency dental care is of the highest priority and will be provided during dental triage/sick call.

**Dental Triage/Sick Call:** A request for routine dental care (i.e. cleaning) requires a cop-out form to Dental Clinic. Dental problems will be assessed during Sick Call Triage on your unit. Dental emergencies after 2:00 p.m. will be reported to your unit officer who should contact the duty MLP.

**Non-Emergency Dental Treatment:** Institutions will provide access to non-emergency dental care for sentenced inmates, as resources of staff, time, and materials are available, and commensurate with the inmate's ability to maintain good oral health.

Non-emergency dental treatment is elective and an inmate may request this care through the Inmate Request to Staff Member procedure. Dental prophylaxis (hygiene appointment) is considered non-emergency care. Prophylaxis will not occur more than once a year for healthy patients.

**Consultants/Specialty Services:** If the dental services require a dental specialist's assistance, arrangements will be made through the Health Services Administrator.

**Continuation of Outside Treatment:** The Bureau is not responsible for completing dental care or therapy initiated prior to incarceration. Care will be provided as policy and resources dictate.

Fixed or removable prosthetics fabricated as part of outside care may be sent to the Chief Dental Officer. However, the inmate will be informed that the Bureau is not responsible for any unsatisfactory prosthesis from an outside source.

Previously started endodontic and periodontic therapy will be evaluated for treatment continuation. The Chief Dental Officer will determine maintenance or completion according to professional judgment and available resources.

**Refusal of Treatment:** If an inmate refuses a procedure recommended in the treatment plan, the dentist may deny elective care. Inmates refusing care will be eligible for emergent care only.

**MISCELLANEOUS INFORMATION:**

**Advance Directives and "Do Not Resuscitate (DNR) Orders":**

Increasingly, inmate and health care providers are confronted with difficult and sensitive decisions regarding health care, including the decision to have

extraordinary means of care and life support withheld or withdrawn in cases of a terminal condition or irreversible illness.

- Inmates may direct, in advance, to withhold or withdraw certain medical treatments when recovery or cure is not possible.

Inmates may appoint, in advance, proxy decision makers who will make critical health care decisions for them should they become incapacitated and unable to make such decisions for themselves.

The patient's right to refuse medical treatment is not absolute and, in all cases, will be weighed against legitimate governmental interests, including the security and orderly operation of correctional institutions. To protect the interests of both the inmate and the Government, the Government may, in some cases, seek judicial or administrative review of the declaration in an Advance Directive.

Inmates must submit a Inmate to Staff Request Regarding additional information and assistance from the Health Services Administrator, in order to properly complete required documentation in accordance with Bureau of Prisons Policy and South Carolina State Law.

**Eyeglasses:** The Bureau will furnish prescription eyeglasses to any inmate requiring them, as documented through a professional prescription. Federal Prison Industries, FCI Butner NC, is the only approved vendor at Government expense. If you need an eye examination or eye glasses send a cop-out form to the Health Services Department and you will be scheduled. The institution will provide prescription eyeglasses for designated inmates only. You may be allowed to purchase them directly from home under certain restrictions duly approved by authorized staff, by requesting a packaging permit from your counselor. You will need a copy of an eye exam from Health Services (which is less than one year old). Health Services does not provide packaging permits. Inmates under jurisdiction of US Marshals, BICE, and State, have their own set of procedures and/or restrictions.

Inmates may purchase reading glasses at commissaries which stock them. Inmates

may retain their eyeglasses at admission, or may obtain eyeglasses from their home upon determination of need by medical staff. All such glasses are subject to inspection for contraband. An inmate desiring more than one pair of glasses, or a pair of a different style than the Bureau provides, will obtain a copy of his prescription for purchase at personal expense. Repair of privately obtained glasses will be at inmate expense.

**Contact Lenses:** Contact lenses will only be prescribed when, in the clinical judgement of a Bureau or contract optometrist or ophthalmologist, with the concurrence of the Clinical Director and Health Services Administrator, an eye-refractive error is best treated with the prescription of contact lenses. HSU staff will evaluate sentenced inmates arriving at an institution with contact lenses and refer them to a Bureau or contract optometrist or ophthalmologist to determine whether they may retain the lenses. Unless contact lenses are medically necessary, HSU staff will inform the inmate that prescription glasses must be obtained from home; or an appointment will be made with the institution's contract optometrist for an eyeglass prescription. Once the glasses are received, the contact lenses must be returned to the inmate's personal property or mailed home.

**Exposure to Blood borne Pathogens:** Inmates exposed to another person's blood or body fluids need to report to the nearest staff member immediately, so that they can be assessed and provided medical treatment by Health Services, if clinically indicated.

**Hearing Aids:** Hearing aids can be justified only by bona fide clinical indication. The Clinical Director, in consultation with an audiologist or otolaryngologist, will determine if a hearing aid is medically necessary.

The Health Services Administrator will ensure that batteries are available for inmates with hearing aids. If an inmate brings a personal hearing aid into the institution, after verification, he will be allowed to keep it. However, the inmate may not purchase a personal hearing aid once committed to an institution.

**Medical Duty Restrictions/Idle/Convalescence:** Medical Duty Status restrictions must be consistent with the inmate's medical and/or mental health condition.

**Medical Idle:** Maximum of three calendar days for recuperation from an acute illness or injury. The inmate is restricted to his quarters except for meals, religious services, and medical call-outs or pill lines.

**Medical Convalescence:** Maximum of 30 calendar days for extended recuperation from an illness, injury, or surgery. Convalescence is specifically indicated to facilitate recuperation by not subjecting the inmate to the rigors of his job assignment, or to minimize the risk of injury to the inmate, other inmates, or staff at the work site due to the inmate's medical condition.

Inmates on convalescent status may attend other programs including education classes, drug awareness programs, etc. Restrictions on recreational activities may be written on a case-by-case basis. (For example, an inmate who is rehabilitating from orthopedic surgery may need access to the recreation facilities to walk, or to do specific exercises prescribed by their health care providers.)

**LIMITED DUTY:** A physical condition which limits you from certain types of work or activities (i.e. no heavy lifting or weight restriction on lifting for back problems, no prolonged standing, no use of an arm or leg due to injury).

**CO-PAYMENT PROGRAM FOR HEALTH CARE:** Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), the BOP and FDC Honolulu Health Services provide notice of the Inmate Co-payment Program for health care.

**A. Application:** The Inmate Co-payment Program applies to anyone in an institution under the BOP's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General

Population at these facilities are subject to co-payment fees.

**B. Health Care Visits with a Fee:**

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C, below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

**C. Health Care Visits with no Fee:** We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

Your health care provider will determine if the type of appointment scheduled is subject to a co-pay fee.

**D. Indigent Inmate:** An inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

**COMPLAINTS:** You may seek review of issues related to health service fees through the BOP's Administrative Remedy Program (Program Statement 1330.13).

**Medical Footwear:** The Bureau is responsible for providing one pair of safety shoes to each inmate, suitable for their job assignment. The Program Statement on Inmate Personal Property lists other types of shoes which inmates may bring into the institution, or purchase at their own expense.

Occasionally, custom shoes or orthotic devices may be medically necessary to accommodate a significant foot deformity or to decrease the chance of injury to feet with impaired sensation (e.g. an inmate with a diabetic neuropathy may need

an extra deep, extra wide toe box in their work shoe in order to minimize irritation.

- The Clinical Director must approve all requests for purchase of custom shoes and/or orthotic devices.
- Custom shoes or orthotic devices will be purchased through the institution Health Services Cost Center.

**Medical Records - Release of Information:** You may review your medical record in the presence of a clinical member of the Health Services staff. With receipt of an Inmate Request to Staff Member (cop-out) form to the Health Services Administrator or the Medical Records Technician, you may request copies of your medical record. Portions of your medical record may be Freedom of Information exempt. You will be informed of exempted materials and provided information on how you may obtain these additional copies. The first 240 pages of your record are provided at no cost. Copies in excess of the 240 free pages are charged at the rate of ten cents per page after the first 100 and deducted from your commissary account. Please be specific when requesting materials, referencing either a particular time frame of care or specific documents.

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

Your Health Care Rights:	Your Responsibilities:
<p>1. You have the <b>right to access</b> health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.</p>	<p>1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. <b>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.</b></p>
<p>2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.</p>	<p>2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.</p>
<p>3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.</p>	<p>3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, main line, or the accepted <i>Inmate Grievance Procedures</i>.</p>
<p>4. You have the right to provide the Bureau of Prisons with <b>Advance Directives or a Living Will</b> that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.</p>	<p>4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.</p>
<p>5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. <b>This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.</b></p>	<p>5. You have the responsibility to keep this information confidential.</p>

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, <b>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.</b>	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff that you wish to have an examination.
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.

**PSYCHOLOGY SERVICES:**

The Staff Psychologist is responsible for performing diagnostic, therapeutic, research, educational and evaluation functions related to psychology. The Psychologist plans, organizes, participates, and provides professional expertise for counseling programs. This includes assessing your needs and designing corresponding programs for you. The Psychologist is available by submitting an Inmate Request to Staff Member, or in an emergency, by alerting a staff member. Psychology services perform a variety of functions for the inmate population. Some of these functions include presenting psycho-educational classes on Anger & Stress Management, Drug Education, Sexual Abuse/Assault Prevention and Intervention, Smoking Sensation and programming related to the Comprehensive Residential Drug Treatment Programs.

**Counseling Activities:** There are many alternatives for inmates who have personal problems, and desire to correct them. These options include Alcoholics Anonymous, Narcotics Anonymous, People In Prison Entering Sobriety, self image groups and other voluntary groups. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary. Unit staff are available for informal counseling sessions and they also conduct formal group counseling activities.

**Drug Abuse Education:**

FDC Honolulu does not offer the Residential Drug Abuse Program (RDAP). Any designated federal inmate who wishes to be considered for the RDAP at another institution must submit a cop-out form to the Drug Abuse Program Coordinator (DAPC). Drug abuse treatment at FDC Honolulu consists primarily of drug education groups for cadre inmates and transitional services for cadre inmates who have completed the RDAP. The drug education course is an extensive, classroom-style, comprehensive study of the physiological and psychological aspects of drug use. Any cadre inmate can volunteer to participate in drug education. Some cadre inmates may be required to participate in the Drug Education Program.

Additional substance abuse programs may be available to pretrial inmates who request these services. Programs for non-sentenced inmates are dependent upon staff availability. Inmates are not allowed to instruct or organize groups.

**FOOD SERVICES:**

The goal of the Food Service Department is to provide nutritious, appetizing meals, and meaningful work assignments for those inmates desiring to enhance their skills in Food Service.

**Food Service Work:** The morning shift positions include Cook and Vegetable Preparation from 4:00 A.M. to 7:00 A.M. Another shift which covers the Dish Room , Pots and Pans, Tray line, Bakery and Special Diets runs from 5:30 A.M. to 8:00 A.M. A 3rd shift that covers the Officer's Mess, Warehouse and Sanitation runs from 8:00 A.M. to 10:30 A.M. A 4<sup>th</sup> shift P.M. Female covers Sanitation and Food Cart Deliveries, runs from 11:00 A.M. to 6:00 P.M. Proper uniforms will be worn by all Food Service workers, including beard guards, hair nets or paper hats and steel-toed boots. Pay grades are based on job assignments within the Food Service Department. A minimum of 90 days will be required before any job changes.

**Menus:** All menus are based on a five week cycle, which includes a variety of selections from different food categories utilizing a heart healthy concept. Special meals may be served on holidays. A Certified Program is offered for religious diets. Inmates utilizing this program must be approved by the Chaplain. This program includes five hot entrees per week, along with cold entrees. This program is recognized by religious groups and is in accordance with all nutritional requirements of the American Dietetic Association. Insulin dependent diabetics will be allowed an evening snack according to policy.

**Meal Schedules**

Weekday	Breakfast:	6:00 a.m. - Until completed
	Lunch:	10:30 a.m. - 12:00 p.m.
	Dinner:	After 4 p.m. count
 Weekend	Brunch:	After 10 a.m. count
	Dinner:	After 4 p.m. count

**CORRECTIONAL SYSTEMS DEPARTMENT (CSD):**

The CSD Department consists of the Mail Room, Receiving and Discharge (R&D), and the Records Office.

**Mail Operations: Regular outgoing mail at the FDC may not be sealed.** All outgoing inmate mail will be picked up Monday through Friday in the units and delivered to the Mail Room for processing. You must place your full committed name, register number, and the institution's return address on all outgoing mail as follows:

**FDC Honolulu**

Committed Name/Register  
Federal Detention Center Honolulu, Hawaii  
Post Office Box 30080  
Honolulu, Hawaii 96820

If this information is not on your letters, they will be returned to you. All incoming mail for the inmate population must be received through the United States Post Office. This includes all letter mail and packages. You are not allowed to correspond with inmates confined at other federal institutions without prior written approval by the Unit Manager of each inmate at the facility. Correspondence with inmates confined in non-federal institutions, requires prior written approval by the Warden at each facility.

Incoming legal/special mail must be clearly marked "**Special Mail - Open only in the Presence of the Inmate.**" This will avoid possible opening and screening as general mail. Mail is treated in accordance with the United States Postal Service Regulations. The BOP Program Statement on Correspondence and the Mail Management Manual are on file in the law library. Mail is delivered Monday through Friday before or after the 4 p.m. count in the common area of each housing unit by the Unit Officer. On Saturdays, Sundays, and federal holidays, there is no mail delivery. Incoming mail is opened and inspected. Delivery of legal mail will be conducted by the Unit Team. You may receive hard cover publications directly from the publisher, a bookstore, or a book club. The package must be marked "Books" or "Media Mail" or it will be rejected at the post office. Newspapers are allowed to be received by subscription only. All postage requirements are your responsibility. Postage stamps are to be purchased through the commissary and cannot be received through the mail.

**Incoming Publications:** (see current policy) You may subscribe to, and receive, publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to you, such as advertising brochures, fliers, and catalogs. In subscribing to, or requesting, such materials, you are to use your correct address as described previously in this handbook.

Inmates housed at FDC Honolulu must receive soft-cover publications from the publisher, book store, or book club. **All** inmates must receive hardcover books and newspapers (including publications on newsprint) from the publisher or a book club only. Inmates can only receive five books (soft-cover or hard-cover), or magazines in a single mailing. For safety and sanitation reasons, accumulation of the publications will be limited to five magazines, five newspapers, and not more than ten books in any combination of hard and soft covers. When sending soft cover books, magazines, or legal material, correspondent shall write the contents on the outside of the mailing container.

**Inmate Correspondence with Representatives of the News Media:** An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody. Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

**Correspondence Between Confined Inmates:** You may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of your immediate family, or is party in a legal action (or witness) in which both parties are involved. The following additional limitations apply:

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). Correspondence privileges must be approved at both facilities.

This policy is not limited to federal institutions. It includes any known penal facilities.

**Rejection of Correspondence:** The Warden may reject correspondence sent by, or to, an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity.

**Notification of Rejection:** The Warden will give written notice to the sender concerning the rejection of a publication and the reasons for rejection. The mail room staff will give written notice to the sender concerning the rejection of all other than publications. The sender of the rejected correspondence may appeal the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

**Mailing of Inmate Property:** Inmates may not have personal items mailed into the institution, with the exception of release clothing, or medical needs. Inmates wishing to have these items mailed into the institution must send a written request to their counselors, or Medical staff. The department will inform the inmate of the decision. If the request is approved, the department head, or their designee, will complete the appropriate authorization form. Athletic items are available in the Commissary for purchase and may not be mailed in except as a special purchase order. In other words, you may not receive tennis shoes, athletic clothing, etc. from family or friends. The Mail Room Officer will not approve any item or package for delivery unless this approval form is on file.

**Change of Address/Forwarding of Mail:** All general mail will be forward to the last known address, for a period of 30 days after the inmate departs. After the 30-day period, general mail will be returned to sender. All Legal/Special mail will be forward to the last known address indefinitely. However, it is strongly advised that the inmate contacts those individuals with their new address as soon as possible.

**Certified/Registered Mail:** You may use certified, registered or insured mail at your own expense. You may contact your Unit Team or the mail room for the proper form. You may not be provided services such as express mail, private carrier service, COD, or stamp collecting while confined.

**Receiving Property:** If you transferred from another federal institution, the R&D Officer will place you on call-out when your property arrives.

**Sentence Computations:** The Records Office reviews all files for possible warrants and detainers. All sentence computations, jail credit, Good Time sanctions, and changes to their release dates are reviewed and calculated by the Designation and Sentence Computation Center (DSCC) in Grand Prairie, Texas. New commitments should have their release date computed within 30 days of arrival. If you have any questions about mail, property, or your sentence computation, they can be answered by CSD staff by submission of an Inmate Request to Staff Member form.

**Fines and Costs:** In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines mean that the inmate will stay in prison until the fine is paid, make arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison.

**Detainers:** Warrants (or certified copies of Warrants) based on pending charges overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect institutional programs. Therefore, it is very important that you initiate efforts to clear up these cases to the degree you can.

Case Management staff may give assistance to you in your efforts to have detainers disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence.

The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Federal and state detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers". This agreement applies to all detainers based on pending untried charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged. For you to use this procedure, the warrant on an untried charge must be lodged with the institution. If no detainer is actually lodged at the institution, but you know of pending charges, it is important for you to contact

the court and district attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement.

**Good Conduct Good Time:** This applies to inmates sentenced for an offense committed after November 1, 1987. The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be fifty-four (54) days per year based on time served, not on the length of your sentence. This is not awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

**THE GOOD TIME DISCUSSIONS BELOW DOES NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.**

**Good Time:**

"Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence -- that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date. The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done, however, even when it is, the extent of the benefit to the offender may not be equivalent to the good time earned.

**Statutory Good Time:** Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

- \* Not greater than one (1) year:  
Five (5) days for each month of the not less than six (6) months or more than one (1) year sentence.
- \* More than one (1) year, less than three (3) years:  
Six (6) days for each month of the stated sentence.
- \* At least three (3) years, less than five (5) years:  
Seven (7) days for each month of the stated sentence.
- \* At least five (5) years, less than ten (10) years:  
Eight (8) days for each month of the stated sentence.
- \* Ten (10) years or more:  
Ten (10) days for each month of the stated sentence.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions. If the sentence is for five (5) years or longer, 18 USC 4206(d) requires the Parole Commission to release an offender after he or she has served two-thirds of the sentence, unless the Commission determines that he or she has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he or she will commit a crime. For offenders serving sentences of five (5) to ten (10) years, this provision may mandate release before the date established by subtracting good time from the sentence. Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six (6) months; a shorter period does not qualify for good time under the statute, and a longer period cannot be part of a split sentence.

**Extra Good Time:** The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold extra good time. The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to re-commence. A "disallowance" means that an inmate does not receive an extra good time award for only one calendar

month. A "disallowance" must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which extra good time has been disallowed or terminated.

**Community Corrections Center Good Time:** Extra good time for an inmate in a Federal or contract Community Corrections Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

**Lump Sum Awards:** Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of extra good time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than thirty (30) days. If the recommendation is for more than thirty (30) days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award. No award will be approved if the award would be more than the maximum number of days allowed under 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons: an act of heroism; voluntary acceptance and satisfactory performance of an unusually hazardous assignment; an act which protects the lives of staff or inmates or the property of the United States; a suggestion which results in substantial improvement of a program or operation, or which results in significant savings; or any other exceptional or outstanding service.

**Good Time Procedures:** Extra good time is awarded at a rate of three (3) days per month during the first twelve (12) months, and at the rate of five (5) days per month thereafter (i.e., the first twelve (12) months, as stated, means eleven (11) months and thirty (30) days - Day for Day - of earning extra good time before an inmate can start earning five (5) days per month. For example, if an inmate were to stop working, transfer from industry to an institution job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in the calculation of the first twelve (12) months). If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made. An inmate may be awarded extra good time even though some or all of the inmate's statutory good time has been forfeited or withheld. Extra good time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainer Act. Extra good time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action. An inmate committed for civil contempt is not entitled to extra good time deductions while serving the civil contempt sentence. An inmate in an extra good time earning status may not waive or refuse extra good time credits. Once extra good time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

#### **TRUST FUND OPERATIONS:**

The Office of Financial Management is composed of two sections: Accounting and Inmate Services. The Accounting Section handles receipts; Inmate Services handles Trust Fund Sales, Laundry Operations, Inmate Telephone System, and Inmate Photo Program, payrolls, withdrawals, releases, etc.

#### **Accounting Overview and Specifics:**

##### **Receipt of Funds:**

##### **Upon commitment of return from Writ or furlough and self surrenders:**

- A Temporary Receipt (BP-197) is issued. Inmate receives white copy. Money is put in night deposit box near control room.
- The money will be forwarded and sent to the Centralized Lock Box.

**General Description of Flow of Inmate Funds:** All inmate money is processed through the Centralized Lock Box program.

Public sends funds to the LOCKBOX at the following address:  
Federal Bureau of Prisons  
Insert Inmate Register Number

Insert Inmate Name  
Post Office Box 474701  
Des Moines, Iowa 50947-0001  
LOCKBOX picks up funds  
Receipts from the public

- Approved Types of Negotiable Instruments
- Money orders
- Government checks
- Foreign negotiable instruments (U.S. currency only)
- A 15 day hold will be placed on all deposits except those received that are Post Office Money Orders & U.S. Treasury Checks.
- Inmate name
- Eight digit inmate register number
- Bureau of Prisons
- Department of Justice
- U.S. Treasury Department
- Federal Bureau of Prisons
- Trust Fund
- Any reasonable variation of the above

Money from other Federal Institutions is transferred electronically. If after five working days, an inmate has not received funds from another institution, the inmate should complete a Request to Staff and send it through institution mail to the Business Office. The Business Office will forward to the institution which has the funds.

**Payrolls:** Institution payrolls are received in the office of Financial Management and posted by the 10<sup>th</sup> of each month.

**Withdrawals:** Inmate obtains a BP-199 (45) Request for Withdrawal of Inmate Personal Funds. Address should be complete and include a zip code. Amounts of up to \$250 the BP-119 (45) can be approved and signed by Unit Manager. Amounts over \$250 the BP-119 (45) must be approved and signed by Associate Warden (Programs).

Checks are issued by US Treasury Department. Check should be received by payee in 2 to 3 weeks from receipt of BP-199(45) in the Office of Financial Management. Should the payee not receive the check after 6 weeks, the payee must submit a letter to the Office of Financial Management stating that they did not receive the check. The Office of Financial Management will request that US Treasury issue a tracer. The check will be cancelled and the money placed back on the inmate's account (approximately 10 to 12 weeks). If the check has been cashed, Treasury will provide a copy of the cancelled check.

**Sales:** The commissary is open from Monday to Friday. Sales days are posted by memorandum for the FDC in the Housing Units. Any change brought about by holidays, inventory, etc., will be made known to the inmate population by memorandum posted on the unit and commissary bulletin boards. Only one inmate at a time is allowed at the sales window. All sales are final upon leaving the sales window. No item can be exchanged once the sale is made.

Special Housing Unit sales are conducted on Fridays. All order forms are approved by the Special Housing Unit/Operations Lieutenant before the order is processed.

Any questions concerning your account will be handled by the Automatic Inquiry Machine (AIM) located in the Commissary lobby. If a problem exists with your account, you may submit a BP-148 (Inmate Request to Staff Member) form to the Business Office.

**Note: You are to shop on your day!**

**Monthly spending limitation:** January through November, the maximum spending limit is \$290, in December the maximum spending limit is \$340.

**Mark up:** All commissary items are marked up by multiplying the cost of the item by 1.3 and carrying to the next highest five cent denominator (example: ice cream purchase cost is 70 cents X 1.3 = 91 cents. We would then round to the next highest nickel for a selling price of 95 cents. All profits support the operation of the commissary and are distributed by Central Office.

**Stamps:** You may purchase up to and have in your possession the dollar amount of 20 first class postage stamps at any time.

Order procedure: All orders will be filled from the commissary list only. All items are on this list with the exception of new items, which appear on the daily list and are posted in the commissary lobby. Upon completion of the sale, you will sign a receipt and one copy of the receipt will be given to you. Once your shopping list is submitted you cannot add to the list. It is your responsibility to keep your receipt for proof of purchase.

Hobby craft/Special Purpose Orders: All orders are requested through the recreation department. Prior to the order being placed, your account will be frozen for the amount of the order including mark-up. If you do not have sufficient funds in your account, the order will be cancelled and returned to recreation. If you still wish to purchase the item, you must reorder. Exceptions include religious and educational items, which must be requested through the respective departments.

Local Use Only Items: A list of items approved for local use only is posted in the housing unit. These are items which are sold in our local commissary which may not be transferred between institutions. If at the time of transfer an inmate has these items in his possession, the inmate will bear the cost of mailing these items home.

Inmate Telephone System: The inmate telephones will normally be activated between 6:00 a.m. and 10:00 p.m. day. An inmate may not place calls to telephone numbers for which all the actual expenses for the call cannot be directly and immediately deducted from the inmate's account, except for collect telephone calling. This prohibition includes three-way calling, third party billing and electronic transfer of an ITS call, regardless of whether the call was placed either debit or collect. Inmates may not receive or retrieve voice mail messages, subscribe to a voice mail or other recorded messenger service.

Direct Dial/Debit Calls: Direct dial rates for local long distance and international telephone calls are set at a standard per minute flat rate for each type of service. All rates are established at the national level.

Collect Calls: Every inmate is allowed to make collect calls. SHU inmates may place collect calls; however, their access to the telephone is limited depending on their detention status. Collect calling rates will be charged in accordance with the ITS II contract requirements.

Legal Calls: Unmonitored collect legal calls or any other type of legal call can be arranged through your Unit Staff.

Call limits: All telephone calls (direct or collect) are limited to a maximum of (15) minutes per call. A warning tone is programmed to sound at the end of (14) minutes. After completing any telephone call, regardless of duration of the call, each inmate is subject to a 30 minute waiting period before he may place another call. The waiting period cannot be waived. The Warden reserves the authority to modify or extend the waiting period without advance notice.

**TRULINCS MESSAGE SYSTEM:** Inmates will have access to TRULINCS stations on each housing unit excluding the Special Housing Unit (SHU). Inmates may participate during authorized time frames, as established by the institution, and only after submitting a completed Inmate Agreement for Participation in TRULINCS form BP-0934 (Attachment A). By signing the attached agreement, the inmate has demonstrated his or her understanding of the program rules and procedures.

TRULINCS system is designed for inmates to exchange electronic messages with individuals in the community in the following manner:

- a. An inmate may request to exchange electronic messages with a person in the community by placing the individual on their electronic message contact list. Once the inmate's request to exchange electronic messages with a person in the community is approved, the system will generate a message to the person.
- b. Upon receipt of the system generated message, the person in the community will be notified that the identified inmate seeks to add them to his/her approved electronic message contact list. The person in the community may approve the inmate for electronic message exchanges, refuse the request for electronic message exchange, or refuse current and all future Federal inmates request for electronic message exchanges.
- c. If the person in the community consents, they will be added to the inmate's electronic message contact list. The person in the community will be informed that Bureau of Prisons (BOP) staff monitor the content of all electronic messages, and agree to comply with all program rules and procedures.

- d. Every subsequent electronic message to a person in the community on the inmate's electronic message contact list requires no further action. The person in the community will remain on the inmate's electronic message contact list; until they remove themselves from all Federal inmate's electronic message contact lists for all future exchanges. The person in the community will also be notified that if he/she sends an attachment with an electronic message to an inmate, the attachment will be stripped from the message and will not be delivered to the inmate.
- e. Inmate to Inmate Communication:
1. 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 in which both inmates are involved. The following additional limitations apply:
  2. The appropriate Unit Manager at each institution must approve in writing the correspondence if both inmates are members of the same immediate family or are a party or witness in a legal action in which both inmates are involved.
  3. The Warden will be informed of any unusual circumstances pertaining to a request to correspond electronically for members of the same immediately family or for inmates who are a party or witness in the same legal action. When denying an inmate's request to correspond electronically, the Unit Manager documents the reason(s) for the denial. The approval of such electronic correspondence privileges For both inmates ordinarily remains in effect if either inmate is transferred.
  4. Such electronic correspondence may be approved in other exceptional circumstances, with particular regard to the security level of the institution, the nature of the relationship between the two inmates, and whether the inmate has other regular correspondence.
  5. Inmate tutors or helpers will be assigned by the Trust Fund Supervisor, Unit Team and Supervisor of Education. Those tutors will be assigned to each TRULINCS terminal location, only to act as tutors for the general inmate population. The inmate tutors will assist TRULINCS users with issues such as account set up, system usage, and account maintenance. Inmate tutors are **NOT** allowed to sit at, type, or otherwise directly or indirectly use any of the TRULINCS equipment while an inmate is logged onto their account. Inmates will be responsible for entering their own account information.

**INMATE PARTICIPATION:**

a. Voluntary Participation:

TRULINCS is a voluntary electronic message system, in which an inmate may participate for a monetary fee. By participating in the program, the inmate consents to the Bureau withdrawing program fees directly from his/her deposit fund account. An inmate may withdraw from the program at anytime without penalty or cost, except those costs that have already incurred as a result of their participation.

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 permitted by policy.

b. User Fee:

Inmates will be required to purchase units of session time using TRULINCS in unit increments of 40, 100, 200, 300, and 600. Inmates will be limited to a maximum of 600 units per month. Inmates will be charged five cents per unit in fees for using TRULINCS service. An electronic message is billed as one TRU-Unit per minute of session time, and printing is billed as three TRU-Units per page. There will be no charge to check for new messages received. The TRULINCS program will not be available to inmates without funds to purchase the minimum increment of units.

c. Printing Fees:

Inmates may elect to print their messages using the designated stations. Inmates will be charged three units (15 cents) per printed page. A multiple page message will be printed front and back (duplexed) and will count as two pages per sheet of paper.

Example: A two-page message will be printed on the front and back of one sheet of paper and cost six units (30 cents.)

d. Funds Returned to TRUFACS:

Funds shall be returned to an inmate's TRUFACS account only in the following circumstances:

- Inmate is released.
- An inmate on messaging restriction for more than thirty (30) days may request, in writing, that their balance be returned to their commissary account. In these circumstances, trust fund staff will be provided written documentation to support the transfer. This is a one-time transaction for the entire balance.
- As a result of system malfunctions which have been documented using the approved trouble ticket management system, when granted by the Trust Fund Supervisor
- Refunds due to a printer malfunctions shall be granted in the form of a reprint.

**Hours of Operations:**

The use of TRULINCS shall not interfere with institution schedules, programs, work assignment, or counts.

- Upon announcement of a count, all inmates shall terminate their TRULINCS session immediately.
- During institution emergencies, the use of TRULINCS may be restricted or terminated.
- Inmates will be responsible for their TRULINCS account and are expected to conduct themselves in a responsible manner.
- Each inmate is responsible for the content of the electronic messages they send.

g. Consent of Monitoring:

Inmates must consent to have all incoming and outgoing electronic messages monitored, read and retained by Bureau staff.

h. Warden's Authority:

The Warden may limit the number of contacts an inmate may have on his/her electronic message contact list. The Warden may discontinue an inmate's participation in the program, and/or reject incoming/outgoing electronic messages; whenever it is determined that it jeopardizes the safety, security, or orderly operation of the correctional facility, or for the protection of the public. Also, participation in the program may be limited or discontinued at any time due to system maintenance, modification, or other reasons unrelated to inmate conduct.

i. Computer Use Category:

If an inmate is identified as CUC "Computer No Use", a partial or total messaging restriction is authorized. A messaging restriction in this situation is discretionary to ensure the institution's safety, security, and orderly operations are not Telephone Number Request Form: Upon an inmates arrival, he will be provided with a copy of the ITS II Inmate Guide (BP-503) and a copy of the Telephone Number Request Form (BP-S505.052, Attachment B of PS 5264.07). The

completed form should be submitted to the Correctional Counselor for review and processing, including verifying that the area code of the requested number is consistent with numbers assigned to the intended recipient's mailing address. Changes to an established telephone list are permitted on regular work days, and can ONLY change Telephone Numbers one time per month. The initial telephone list and all changes to existing telephone numbers shall ordinarily be processed within seven (7) working days after receipt by the Unit Team member. For good cause, further delay may be necessary to ensure institutional good order, security or protection of the public. Unit staff must notify the inmate, in person and in writing, when a requested telephone number cannot be processed within the initial seven (7) calendar day period.

Phone Access Code: A Phone Access Code (PAC) is established for each inmate upon his arrival. The PAC number is provided to the inmate through their Unit Team. If an inmate reports his PAC has been compromised, staff will immediately notify the Trust Fund Supervisor. There is a \$5 fee for issuing a replacement PAC, if the PAC is lost, stolen, or otherwise compromised as determined by the Trust Fund Supervisor.

Deposits to ITS Accounts: Each inmate will be responsible for transferring his funds from his commissary account to his TRUFONE account. All transfer of funds will be accomplished by using any of the inmate telephones located in the inmate's housing unit. Only two transfer of funds will be allowed per day. Inmates shall transfer funds only in whole dollar amounts. An inmate may not purchase phone credits if disciplinary sanctions specifically restrict his telephone privilege. However, inmates with commissary privilege restriction may purchase phone credits. Once funds are transferred to an inmates TRUFONE account, funds may **NOT** be transferred back to his Trust Fund account.

Releases: Inmates should try to expend all telephone credits before release or transfer. An inmate being released will have his telephone funds transferred to his inmate Trust Fund account on the working day preceding his release. Direct dial debit calls cannot be placed after this transaction. Payment of funds remaining in the inmate's commissary account are paid to the inmate in accordance with Federal Bureau of Prisons policy.

Transferred inmates ITS accounts are not closed. The new designated institution will transfer in the ITS account. When this is completed the ITS account is ready to use with the same PAC and phone numbers.

Vending Operations: A copier is available for inmate use with a Purchase Copy Card. A prepaid card operated machine is located in Education. Individuals utilize the machine at their own risk. No refunds will be offered. A maximum of two copy cards may be purchased during each commissary sale with a total of three cards in your possession at any given time.

Inmate Photography Program: Only two (2) photo vouchers can be purchased the week prior to the specific established holiday posted in each housing unit. An inmate may not have more than two (2) vouchers in his possession at any time. All vouchers will be sold for \$1.00. One photograph will be given per photo voucher. Inmates are not allowed to give photo voucher(s) to any other inmate. All photo vouchers must be signed prior to use. Inmates must personally be in each photo.

Laundry Operations: Laundry for the inmate population is provided by FDC Honolulu for all institutional-issued clothing articles. In order to use the FDC laundry services, each inmate will put his/her soiled laundry into his/her issued laundry bag, cinch it tightly, and have it ready for the laundry for pick-up. Laundry services are provided daily Monday through Friday. Hours of operation are posted on the unit bulletin boards. Please have your dirty laundry ready for pickup by 6:00 A.M. on your approved laundry day. Do not leave laundry bags on the floor. Items should be placed into the laundry carts located in each unit. Ensure your laundry bags are secured properly with the rubber strap strapped through the third hole on the strap around the laundry bag just below the metal holes. Do not go through the metal holes with the strap. Separate white laundry from the khaki or green clothing. Use one laundry bag to turn in your whites and another bag for the khaki or green clothing. Do not mix the clothing or your bags will not be washed. Any item needing repair or replacement (i.e. wrong size, torn clothing) should be turned into the laundry in a separate laundry bag along with a copout on you laundry day explaining what change is necessary. Changes will be made on a one-for-one basis. Blankets and sheets may be exchanged on a one-for-one basis. Do not put blankets and sheets in the same laundry bag as clothing for washing as they will not dry properly. Pillow cases are to be placed in the laundry bag containing white clothing. Cleaned laundry will be returned the same day at approximately 1:30 P.M.

The laundry is closed on weekends and Federal holidays.

All institutional clothing and linen, to include blankets, are to be washed in the institutional laundry. Clothing should not be left unattended. The institution accepts no responsibility for lost or damaged personal items due to laundering.

Inmates can exchange sheets, pillowcases, and blankets for clean ones on the housing units designated day for exchange on a one-for-one basis only. Authorized clothing exchange must be requested by the inmate in a request to staff. The request to staff will be answered, and a date and time will be given for the exchange. This exchange typically occurs when a size correction is needed.

Under garments	Every 6 months
(T-shirts, Socks, Boxers)	Every 6 months
Khaki shirts/pant	Every 9 months
Boots	Every 12 Months

Clothing requiring alterations/repairs must be clean and turned in daily from 6:30 a.m. to 7:30 a.m. After the alteration/repair has been completed, the item(s) will be placed in the respective numerical bin for pickup.

**RELIGIOUS SERVICES:**

Religion can be a significant influence in a person's life, especially during imprisonment when more time for thought and reflection is available. To assist you in this regard, the Chaplains are available to assist you in meeting your spiritual needs as well as providing pastoral counseling on an individual basis. Participation in religious programs is voluntary. There are regular organized religious services in most major faiths. The schedule of regular religious activities is posted on bulletin boards in the Chapel and in the housing units. Approved volunteers and contract clergy will assist the Chaplains.

FDC Honolulu Religious Services Department offers the following services:

**Pastoral Services:** Chaplains provide pastoral services and are available for counseling and religious consultation. We also provide emergency notification to you when there is a death or serious injury/illness to a family member. You may request that a pastor or minister be placed on your visiting list as your "Minister of Record". You should forward this request for approval to the Chaplain. If you have any pastoral concerns that you wish to communicate to the Chaplain, you can see the Chaplain personally when he/she comes to your housing unit or you may send your request using a cop-out form.

**Religious Programming:** The housing unit Chapel is open during scheduled hours throughout the day for your use in reading, prayer, study and meditation. We also provide assorted religious materials that you may use in the Chapel Library. Worship services, meetings, study and movies are available during the week in the Chapel. Chaplains, contract clergy and volunteers lead weekly services and programs. A schedule of religious programs is posted in the Chapel. All religious programs are open to the entire population.

Inmates on work details or other assigned programs may request a "call-out" to attend a scheduled weekly religious service/program. A religious diet program is available for inmates whose religious needs deem it necessary. You may have authorized personal religious property (medallion, head-wear, clothing, etc.) as approved by the Chaplain. Requests for any of these religious items should be made to the Chaplain. **Contact the Chaplain for any religious issues or concerns that you may have.**

**Religious Property:** Religious Property must be approved by the Chaplains. Religious Property can be purchased by contacting the Chaplains and receiving a Special Purchase Order. A list of vendors and approved religious articles is available from the Chaplains.

**Religious Fasts:** If an inmate wishes to participate in a religious fast, he must request to do so by writing to the Chaplain at least 30 days prior to fasting.

**Religious Ceremonial Meals:** An inmate must request to participate in a ceremonial or commemorative meal in writing. Only inmates whose religious preference reflects the specific religion celebrating the meal may attend.

**Special Religious Visits:** The Chaplains may approve a special religious visit from an area clergy person or religious leader. These visits will take place on the Visiting Room and all regulations regarding visiting will apply.

**Pastoral Counseling:** The Chaplains will be available during scheduled and non-scheduled periods of time to provide inmates with religious and spiritual guidance. Inmates desiring to speak with a Chaplain should submit an "Inmate Request to Staff Member" or stop by during open hours.

**Chapel/Chapel Library:** The Chapel/Chape library is open most evenings and afternoons. See Chapel Activities Schedule for evenings and afternoons when Chapel Library is open. Inmates may utilize the tape players, video players, and chapel literature during this time.

**Special Housing Unit:** Chaplains will make regular visits to the Special Housing Unit and provide inmates with specific religious materials.

**Emergency Notifications:** Generally, a Chaplain will notify an inmate of a serious illness or death in the family. When the Chaplain is not available a member of the Unit Team or Lieutenant's Office, will notify the inmate. Inmate families should call the Bureau of Prisons at 843-387-9400 to notify the Chaplain of an emergency.

**Life Connections Program:** This program is open to inmates from all faiths. It is a Residential program for inmates who are within 24 to 60 months of their projected release date. All interested inmates meeting the above criteria should contact the Chaplain.

#### **EDUCATION DEPARTMENT SERVICES:**

**Philosophy:** The Philosophy of the Education Department at FDC Honolulu is to provide an education program in the belief that a coherent pattern of courses will help the inmate attain an education that will enhance effectiveness, success and productivity as a person and a citizen. Inmates can, and do, change their behaviors only when they themselves are motivated to do so. It is with these principles in mind that the education staff is personally committed to assist each inmate in attaining personal, educational, occupational and life skill goals. The Education Department supports these principles as well as those governing the occupational, recreational, and personal dimension of the inmate's lifestyle. In fulfilling its function as a center of learning, the Education Department offers programs and services in the following areas; General Equivalency Diploma; English as a Second Language; Post-Secondary Education;

Parenting; Adult Continuing Education; Career Counseling/Release Preparation; Recreation/Leisure Activities; Law and Leisure Library Services.

**Admission Policy:** Inmates will be mandatorily enrolled in the General Education Development (GED) Program for 240 hours if the individual was sentenced on or after May 1, 1991, and does not have a documented High School Diploma or GED Certificate. Inmates will have 60 days from the date of their arrival at FDC Honolulu to provide verification of a GED or High School Diploma. Inmates may elect to withdraw from the program upon completion or when the required time in class has been satisfactorily fulfilled. Further, all inmates sentenced after May 1, 1991, will be required to obtain a GED or show documentation of a high school diploma to be eligible for promotion above pay grade 4. In addition, the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA) mandates that any inmate, with a date of offense on or after September 13, 1994, but before April 26, 1996, who does not have a high school credential, must participate and make progress toward attainment of a General Education Development (GED) in order to vest earned Good Conduct Time. The Prison Litigation Reform Act (PLRA) provides that in determining Good Conduct Time Awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress toward attainment of a GED credential. Inmates with Deportation Detainers who were sentenced under either act must participate and make satisfactory progress in order to vest Good Conduct Time (VCCLEA), or be eligible to earn the maximum amount of Good Conduct Time (PLRA). An alien who is subject to a final order of removal, deportation, or exclusion is eligible for, but is not required to, participate in a literacy program, or to be making satisfactory progress toward earning a General Educational Development (GED) credential, to be eligible for a yearly award of good conduct time. The amount of good conduct time awarded for the year is also subject to disciplinary disallowance.

An inmate makes satisfactory progress unless one of the following occur:

1. The inmate refuses to enroll in the literacy program.
2. The inmate is found to have committed a prohibited act that occurred in a literacy program during the last 240 hours of the inmate's most recent enrollment in the literacy program.
3. The inmate withdraws from the literacy program.

Likewise, all inmates who are not proficient at an 8th grade competency level will be mandatorily enrolled in English as a Second Language (ESL) if the individual was sentenced on or after May 1, 1991. Individuals with a deportation detainer are not required to attend. Participation in all other classes is voluntary. All course work is recorded and entered into a reporting system, and a complete file is maintained by the Education Department. The Education

Coordinator for each program initiates the scheduling procedures necessary for actual enrollment.

**Educational Interview:** Education staff will interview you prior to your classification with the Unit Team. During this meeting, they will go over your test scores and discuss educational programming based on your educational/vocational needs or desires. Educational staff will answer any questions you have concerning school and explain the programs offered. Educational staff is primarily responsible for monitoring your educational progress and reporting any needs or problems to your Unit Team. This is the first person you should contact on any education related problems, concerns, requests or questions.

**Attendance:** Education programs at this institution are considered an assignment. Unless you have a verified medical excuse in writing or are on call-out, you must be in class during your assigned class. Inmates will be notified by call-out when enrolled in any education program. Once enrolled in a course, the inmate is expected to report promptly to class and work toward completion of the course.

**Call-Out Sheets are posted daily. It is your responsibility to check Call-Out and Change Sheets each day!**

**Testing Requirements:** All inmates who do not have a high school diploma or a GED are required to complete the Adult Basic Learning Education Test (ABLE) or the Spanish Assessment of Basic Education (SABE). Once this test is taken, inmates will be enrolled into the appropriate GED class. These tests should be taken seriously and completed to the best of your ability. A high score could lead you straight to the GED Examination. The **GED Examination** will be administered at FDC Honolulu for those inmates successfully completing the GED program or achieving a high passing score on the ABLE test.

**Course Descriptions:**

**Pre-GED (Literacy):** The low level reading skills course is designed for those inmates who score below the 8th grade reading level as determined by the ABLE test. These course is held during the week. A schedule can be found posted in the Education Bulletin Board in each housing unit. This course involves more intense individualized prescriptive instruction. A conglomerate of testing assessments will be utilized to determine each student's strengths and weaknesses, including learning styles.

**General Equivalence Diploma (GED):** The General Equivalence Diploma (GED) program is designed to help each inmate attain a High School Equivalency or GED. Those inmates who have not completed high school and were sentenced to a BOP facility on or after 05/01/1991 are required to complete the GED program. An alien who is subject to a final order of removal, deportation, or exclusion is eligible for, but is not required to, participate in a literacy program, or to be making satisfactory progress toward earning a General Educational Development (GED) credential, to be eligible for a yearly award of good conduct time. The amount of good conduct time awarded for the year is also subject to disciplinary disallowance. The GED program is designed as preparation for the GED Exam. Within the program, the student pursues a course of study that enables him to develop a more advanced general knowledge in the five GED test areas; writing, mathematics, reading, science, and social studies. Specialized instruction and workbooks are available to the student. Academic level placement is determined by the results of the ABLE exam administered to all applicable inmates within 90 days after arrival.

**English as a Second Language (ESL):** This program affords inmates who do not speak English the opportunity to learn. Non-English speaking inmates are required to attend this program if the Comprehensive Adult Student Assessment System (CASAS) placement test is not passed with a score of 225 or higher. The exception to this requirement is inmates who have a detainer and are deportable. The first objective of the program is to teach basic vocabulary and conversational skills. As the student progresses, the vocabulary is expanded and written English is added to the curriculum. This program will have beginning and advanced levels.

Post Secondary Education: Correspondence courses are authorized at FDC Honolulu. However, all correspondence courses must be approved through the Education Department prior to enrollment and delivery of any materials.

Adult Continuing Education: The purpose of the Adult Continuing Education Program is to provide inmates an opportunity to learn skills for their personal use. Students interested in refresher skills or continuing education may sign up for various courses that are offered on a rotating basis throughout the year. Schedules of upcoming courses are posted on the Education Bulletin Boards. These can be in a variety of areas concerning development of the skills and knowledge necessary to be a successful and productive independent member of society. Topics may include: developing and maintaining various relationships; managing a budget; health and fitness; increasing personal knowledge and self-control, parenting skills and family support.

Parenting Course: These courses are presently being offered through the Education Department. This program offers a variety of workshops and activities. The course is designed to assist individuals in many areas including but not limited to the following:

1. Maintaining a positive relationship with your child while incarcerated.
2. Learn and recognize the various stages of human development and how to contribute to your children's needs.
3. Individuals will learn how to develop and foster self-esteem and self-worth in your children.
4. Individuals will learn to recognize safety concerns which will assist them in preventing and responding to childhood emergencies.

Pre-Release Preparation: The Pre-Release Preparation course was organized to assist inmates who have less than two years remaining on their sentence, with the transition of reentering the mainstream of society. The course involves the following subjects: interviewing, resume writing, job hunting, completing applications, job retention skills, personal financial management, and pursuing further education and training.

Library Services: The Leisure Library offers a wide variety of book selections for check out. Reference books, magazines, and newspapers are available for check-out in the library only. An Inter-Library Loan program is being offered in conjunction with the SC State Library System. Specific questions or concerns should be addressed to appropriate Education Staff.

Electronic Law Library: Electric typewriters are available in the law library for legal use only, on a first come first served basis. Typewriter ribbons and correction ribbons are sold through the Commissary. Legal materials have been provided per Program Statement 1315.07, Legal Activities, Inmate, via the Electronic Law Library implemented at FDC Honolulu since July 2009. Legal material/books not found in the ELL will be available secured and stored located in the TRULincs printer cabinet. Inmates can access these by requesting them from the TRULincs orderly.

Hours of Operations: The hours of operation for the Main Law Library are those on the Main Law Library Schedule (see attached). Each housing unit is provided with a schedule posted on the Education Bulletin Board. The Main Law Library is located in the Education Department located on the second level. A Basic Law Library is provided for the Special Housing Unit (SHU).

The Main Law Library will continue to provide access to photocopying services and for Extra Law Library. An Inmate Request to Staff, should be handed to the Unit Officer well in advance to your unit's designated Law Library day for use of photocopying services. Inmates interested in legal/personal photocopies can obtain them for a cost. Copier debit cards are available for purchase in the commissary for \$6.50, 50 copies per card. The debit photocopying machine is located in the Education Department. Photocopies requested outside the normal operating hours (2:30 - 6:00 p.m.) scheduled, he/she should contact anyone on their **Unit Team**, who will make arrangements with the education/recreation staff on duty to respond to the request.

Extra Law Library Time: For extra law library time, inmates will be required to complete and submit an application at least one(1) week before the requested extra time and the Inmate Acknowledgment form. If an inmate needs to use a typewriter he/she needs to complete and submit an application for **Extra Law Library**. This will allow use of the typewriter located in the discovery room in each housing unit. IBM typewriters are available for legal use only in the Law Library and housing units. All typewriter ribbons and correction ribbons will be purchased by the inmate from the commissary. Arrangements will be made for indigent inmates once verified as indigent. Inmates housed in SHU should submit an Inmate Request to Staff Member, addressed to their SHU officers to request the

use of the ELL or Basic Law Library provided to their SHU unit. Legal materials not available in the ELL will be available in a binder located on the Basic Law Library cart. **No materials will be removed from the SHU Basic Law Library for use in inmate's cell.**

**Incentives and Recognition:** Inmates who obtain a GED or complete the ESL program with qualifying scores, will receive a monetary incentive of \$25.00. Inmates completing the Pre-GED course will receive a Certificate of Achievement recognizing this accomplishment. Annually, the Education Department will conduct a graduation ceremony recognizing inmates who have completed the GED program or ESL program incumbent upon the number of participants still designated at FDC.

**Veteran's Benefits:** Veteran's/Social Security Benefits may be limited to individuals during incarceration; however, veterans' dependents may apply to receive veteran benefits. After release from incarceration, individuals may apply again, and possibly be entitled to benefits, which include home loans, college, vocational training and medical. Upon release, individuals are encouraged to visit the nearest Veterans/Social Security Office or Job Service. The following information can be obtained from Unit Management or the Inmate Skills Development Coordinator, on Veterans/Social Security benefits: Application for a Social Security Card, Social Security How You Earn Credits, Social Security Disability Benefits, Social Security Benefits for People with HIV Infection, Social Security Supplemental Security Income and What Prisoners Should Know About Social Security.

**RECREATION PROGRAMS:**

Leisure time is free time available to inmates not having scheduled daily work or program assignments. A well-rounded recreation program has been established to meet inmate needs. Programs include but are not limited to physical fitness and wellness, special events, Hobbycraft, music, movies and other leisure time activities. Specific interests and additional recreational activities will be considered when a demand appears to be sufficient to make other programs feasible. An outer recreation deck and an inner recreation room are available in seven(7) of the eight (8) housing units. The common areas or the recreation/library room located on the upper tier of each housing unit is available for passive recreational activities such as; board games, card playing or aerobics. All hobby crafts require enrollment, authorization and compliance with all regulations. Specific rules are posted on the Recreation Bulletin Board located in each housing unit or in the Recreation Handbook. Please refer to the Recreation Handbook regarding Recreation Programs, for specific rules and procedures and also a listing of approved hobby craft SPO items. Various card and table games are available for use in the housing units. Flagrant unsportsmanlike conduct of a verbal or physical nature will not be tolerated, and may result in a seasonal suspension from the activity and/or disciplinary action. The official rules and regulations governing all structured and informal activities are posted on the recreation bulletin boards in each housing unit.

**HAIR GROOMING:** You are expected to keep your hair neat and clean. You may not wear an artificial hairpiece. Mustaches and beards are permitted. There are specific areas identified in each housing unit where hair will be cut. No hair will be cut anywhere other than those identified areas.

**CORRECTIONAL SERVICES:**

**Count Procedures:** Six (6) official counts of the inmate population are made during each 24 hour period. On weekends and holidays, a seventh official count will be conducted.

1. 12:00 a.m.
2. 1:30 a.m.
3. 3:00 a.m.
4. 5:00 a.m.
5. 10:00 a.m. (Saturday, Sunday, and Holidays - Stand-up Count)
6. 4:00 p.m. (Stand-up Count)
7. 10:00 p.m.

All inmate movement will cease when count begins and will not resume until the count is correct and cleared by the Control Center. In the inmate living quarters, inmates are required to be in their cells for all counts. Inmates will not be counted in the showers. The 4:00 p.m. count and the 10:00 a.m. count (on Saturday, Sunday and Holidays) are lockdown stand-up counts. All inmates will be secured in their cells and required to STAND by their beds facing the staff members during the count.

**Call-Out:** "Call-Out" rosters of appointments are prepared and distributed to all

housing units for posting on a daily basis. Call-Outs usually involve an appointment you must keep other than your regular duties. It is your responsibility to check the Call-Out roster daily. After determining that you have an appointment be ready, **BE PROMPT**. Failure to keep appointments may result in disciplinary action.

**Drug Surveillance:** The Bureau operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will be subject to disciplinary action.

**Alcohol Detection:** A program for alcohol surveillance is in effect at this institution. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to the test will result in disciplinary action.

**Contraband:** Contraband is anything that is not issued to you by a staff member, purchased by you in the commissary, purchased through approved channels, approved for issue by an appropriate staff member. Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action.

**Shakedowns:** It is the policy of the BOP that you and your property can be searched at any time by a staff member. You do not have the right to be present during any search of your living area.

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

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

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates in the Special Housing Unit are authorized one phone call every thirty days, provided the inmate does not have a current phone restriction.

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular review of their housing status. **Communication between inmates housed in the Special Housing Unit and inmates in the general population is strictly prohibited.**

"Each cell is equipped with an **"Emergency Duress Button."** The duress button is reserved for critical medical or life threatening emergencies. Misuse of this emergency response mechanism can have a detrimental effect on the population as a whole and encourage others to participate in this same behavior. If others participate in this inappropriate behavior for non emergency situations, the response time to an actual emergency may not be immediate as staff are tending to a non emergency situation. Therefore, disciplinary measures may be exercised to curtail this behavior."

**Visiting Information:** It is the policy of the 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 handbook. 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. 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. Cadre inmates are permitted to visit with members of their immediate family, other relatives, and friends. The inmate must have known the proposed visitor(s) prior to incarceration. The Warden's approval must be obtained for any exception to this rule.

Visiting for inmates classified as pretrial, holdover, or BICE detainee is ordinarily limited to immediate family members only. Immediate family is defined as mother, father, step-parents, foster parents, brothers, sisters, spouse (including recognized common-law spouses and common-law type relationships), children, and step-children. Children under the age of 16 must be accompanied by an approved adult visitor. Approved adult visitors must provide a valid government-issued photo identification card prior to entry into the institution.

Inmates with approved visitors, to include children must be on the approved visiting list. Ordinarily, a total of ten adult visitors may be listed on an inmate's visiting list. Immediate family members using a different last name are required to submit proof of relationship. Upon arrival at FDC Honolulu, you should submit a list of your prospective visitors to your counselor for approval and they will need to fill out a "Visitor Request" form. The inmate must send the form to the proposed visitor and they must return the completed form to the appropriate unit staff member. Inmates are responsible for notifying their visitor regarding the status of their visiting application. Visiting hours will vary for each housing unit. Please refer to the unit bulletin boards for scheduled times, or refer to the institution supplement regarding Visiting Regulations.

All visits will be conducted in the designated visiting area. Visitors are allowed to bring ten dollars in bills and coins for use in the vending machines. Visitors may not bring outside food or beverages into the area. Visitors must wear appropriate attire. Fish-net stockings, miniskirts, or skirts shorter than the top of the knee, spandex, or see-through or revealing materials are considered inappropriate attire. Skirts and shorts are permissible provided they are not shorter than the top of the knee. If a skirt or dress has a slit in the side, the slit must also not exceed the knee restriction. Tank tops, tube tops, sleeveless tops, dresses or blouses, or shirts revealing the bellybutton are considered inappropriate. Visitors must wear footwear. Traditional island footwear (i.e. flip-flops) is permissible. Hats or scarves are not permitted, with the exception of religious headgear. Sunglasses, long hair picks or fresh/fake flowers are not permitted. Visitors dressed inappropriately will not be permitted to visit. Infant care items are permitted but must be inspected. Visitors with infants may take two diapers, one pacifier, one sealed bottle with contents, and one blanket into the visiting room. Smoking is not allowed. Inmates are not allowed to bring any personal items into the visiting room. Inmates may not receive items other than food and drinks purchased from vending machines in the Visiting Room. For information regarding legal material, please refer to the section on Legal Visits. A plain wedding band may be worn into the Visiting Room by the inmate. Due to limited space in the visiting room, only five (5) visitors and unlimited children per inmate are allowed at a time. Visits are limited to one (1) hour. Under certain circumstances, such as family emergencies, special visits may be authorized by the unit manager, but cannot exceed one every 90 days. Physical contact between inmates and visitors is limited to an embrace and kiss at the beginning and end of each visit. No other contact is permitted. Visitors with children are responsible for providing proper supervision and maintaining control of their children. Inappropriate behavior of your children may result in the termination of the visit. Visitor processing will stop 30 minutes before visiting hours end.

**Legal Visits:** Legal visits will take place in the Visiting Room. Legal visiting hours are Fridays from 6:30 A.M. to 9:00 P.M., Monday through Friday, and 6:30 A.M. to 8:00 P.M. Saturday and Sunday. Legal visitors must make special arrangements in advance to visit at any other time. A legal visitor is defined as the attorney of record, vouchered paralegal, investigator, or recorder. You are allowed to take legal documents related to your current case to the Visiting Room; however, they are subject to inspection by staff. Your attorney may leave legal documents with you by depositing the legal mail into the Legal Mail Box located in the front lobby upon completion of the visit. You will receive the documents through normal legal mail processing. Legal documents from an official process server may be received in the Visiting Room. These documents are also subject to search by staff.

**Directions:** The Federal Detention Center, Honolulu, Hawaii is located at 351 Elliott Street, Honolulu, Hawaii. Visitors are to park only in established parking areas in the parking lot.

**Local Transportation:** There are a number of local taxi cab companies offering service to and from the institution and The BUS service is also available.

**Hours of Visiting:** On Saturday and Sunday, and Federal Holidays, visiting hours will be held from 6:30 a.m. to 8:00 p.m. On Federal Holidays visiting hours will be held from 6:30 a.m. to 9:30 p.m. On Friday, visiting hours will be held for Attorneys from 6:30 a.m. to 9:00 p.m. The Cadre Unit will visit on Fridays from 2:30 pm. Till 9:00 p.m.

The number of persons allowed while visiting one inmate is limited to ten adults. The Visiting Room Officer will not allow more than five visitors to visit one inmate at any given time without prior approval of the Associate Warden (Programs).

**Visiting Regulations:** Visitors will not be processed until 6:30 a.m. on week-ends or federal holidays nor will they be processed into the FDC after 7:30 p.m. For visiting during the evening on Fridays, visitors will be processed into the FDC starting at 2:30 p.m. On Friday, visitors will not be processed after 8:30 p.m. Visitors will not be allowed into building of the FDC prior to these times.

Children less than 16 years of age must be accompanied by an adult family member. If the Visiting Room becomes too crowded, visits for persons from the local area will be terminated according to the time of arrival, with the first to arrive being the first to be terminated. Anyone wishing to visit an inmate at this institution must be on an inmate's approved visiting list.

A kiss and embrace are permitted at the beginning and end of the visiting period. Filing finger nails, braiding of hair, etc., are not appropriate activities in the Visiting Room and are not permitted.

Once seated inmates are not allowed to walk around the visiting room., nor are they allowed to accompany the visitor to the restroom. Unnecessary lingering, walking the aisles, etc., is distracting to other visitors and interferes with staff supervision of the Visiting Room.

**Identification Required:** For identification purposes, visitors will be required to present a state or federal issued picture identification card, i.e., valid drivers' license, and/or current passport. Your identification is subject to be scanned for authenticity. Visitors possessing altered or false identification will be denied entry into the facility. Visitors entering the institution may be subject to a search.

Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. Title 1001, Title 18, U.S. Criminal Code states, "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

All visitors must clear the metal detector. The hand held metal detector may be used. An inmate visitor not able to clear the hand held metal detector (unable to identify if the person has contraband), qualifies as "Reasonable Suspicion" for justification for a pat search of the visitor as outlined in P.S. 5510.12, Searching, Detaining, or Arresting Visitors To Bureau Grounds and Facilities. A search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member. The visitor will be present during the time when all items are being searched. The visitor may be required to be checked with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates.

**Approved Dress Code:** Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit at the institution. Visitors are prohibited from wearing shorts and/or culottes, low cut, or see-through clothing, tube or tank tops, backless clothing, sleeveless apparel of any kind, or any kind of top that reveals the midriff area of the anatomy (this applies to male and female visitors), swim suits, sweat suits, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, etc.). If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearers leg, at the back of the knee. This requirement includes any type of slit or cut in the dress. No hats may be worn during visits, except religious headgear. All visitors are required to wear footwear.

All visitors are also required to wear undergarments to include bras (it is recommended that no underwire bras be worn). Inmates are responsible for advising their visitors of the dress requirements in the visiting room, including not wearing clothing khaki in color. **Visits may be denied by the Institution Staff Duty Officer or Operations Lieutenant for noncompliance.** Excessively provocative attire is reason to deny and/or preclude visiting.

Inmates are required to be in appropriate uniform [khaki shirts and pants, green shirts and pants and institutional footwear issued before they will be processed into the Visiting Room.

**Items not Authorized:** Visitors are not allowed to bring in anything to give to an inmate. Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, or packages into the Visiting Room. Any item that cannot be thoroughly searched will not be allowed into the FDC. Items purchased in the Visiting Room vending machines will be consumed inside the Visiting Room. 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 their or automobile or placed in a locker located in the lobby of the FDC.

Business transactions and written messages may not be exchanged during a visit. Inmates are not allowed to receive food from outside sources.

Visitors are not allowed to bring in food items to be consumed by themselves to include gum, candy, and breath mints. There are vending machines in the Visiting Room from which food snacks can be purchased. The use of tobacco products are strictly prohibited. No cigarettes, cigars, chewing tobacco, lighters, matches, or other related items will be allowed into the Visiting Room.

Inmates may not receive money through the Visiting Room. All monies for an inmate must be mailed to the Lockbox (Post Office Box 474701, Des Moines, Iowa, 50947-0001).

**Special Rules for Children:** It is the responsibility of the adult visitor to supervise their children at all times. Children should be supervised to ensure they do not disrupt other inmates and their visitors. There is a room designated for children to play and socialize with. No inmates are permitted in this area without their child. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. No toys will be allowed to be brought inside the institution.

Occasionally, children may participate in activities as part of the Parenting Program. Any crafts or other items made will become the property of the visiting child and will be removed from the institution at the termination of the visit. Inmates will not be allowed to remove any items from the Visiting Room.

**Visits for Special Housing Unit Inmates:** Visitors will be processed through the front lobby. The Front Lobby Officer will contact the special housing unit and the visit will take place in the visiting room.

ANY VIOLATION OF VISITING PRIVILEGES MAY RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.

**Special Visits for Family Emergencies:** At the inmate's request, the Unit Team may submit a special visit request to the Unit Manager for approval. Details of the visit should be written in an Inmate Request to Staff Member (Cop-Out) and submitted to your Unit Team Member.

**Federal Tort Claims:** If the negligence of institution staff results in personal injury or property loss or damage to an inmate, such actions can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. This form can be obtained from the Unit Team.

**Fire Prevention and Control:** Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so that property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards are not acceptable. Regular fire inspections are made in each unit by qualified professionals. Each inmate is responsible for reviewing the fire evacuation plans posted in the housing units, recreation, food service, work sites and all general areas, for the nearest escape route.

**PROBLEM RESOLUTION:**

**Inmate Request to Staff Member:** The Inmate Request to Staff Member form (BP-A148), commonly called a "Cop-Out," is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the living units from the Correctional Officer or Unit Team member on duty. Staff members who receive a "Cop-Out" will answer the request in a reasonable period of time. The answer will be written on the bottom of the request form or by an attached memorandum.

**Administrative Remedies:** The Bureau emphasized and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by communication or Inmate Request to Staff Member forms. When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure. The first step of the Administrative Remedy procedure is to attempt an informal resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-229, commonly referred to as a "BP-9." The inmate will return the completed BP-229 to the staff member designated by the Warden, who will review the material to ensure an attempt at informal resolution was made. The BP-229 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have 20 calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional 20 days, but the inmate must be notified of the extension. When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within 48 hours from receipt of the complaint. If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 form, and must have a copy of the BP-229 form and response attached. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. The inmate must be notified of the extension. If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 form and must have copies of the BP-229 and BP-230 forms and responses. The National Appeal must be answered within 40 calendar days, but the time limit may be extended an additional 40 days. The inmate must be notified of the extension. These forms may be obtained from the Unit Team.

**Sensitive Complaints:** If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint

with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-229 at the institution.

**DISCIPLINE:** You should review the BOP Program Statement concerning "Inmate Discipline," (P.S. 5270.07). A copy may be obtained in the Law Library. This publication lists your rights and responsibilities, all prohibited acts according to the severity of the offense, and the sanctions available to be imposed against any violator.

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1. 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.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation, and religious worship.	3. You have the responsibility to recognize and respect the voluntary rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5. 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.
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.)	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. 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 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.	8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

RIGHTS	RESPONSIBILITIES
<p>9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p>	<p>9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.</p>
<p>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.</p>	<p>10. You have the responsibility to take advantage of activities which may help you live a life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.</p>
<p>11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.</p>	<p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.</p>

**INMATE DISCIPLINE:**

Inmates must have respect for the rights and property of others. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to ensure an orderly operation of this facility. Certain privileges are granted to eligible inmates provided the privileges are not abused. Violation of regulations may result in an Incident Report (BP-288) and imposition of sanctions, as outlined later in this handbook. In the event of misconduct, an incident report may be written by staff. Reports are first investigated by the lieutenant on duty and the results forwarded to your Unit Team. The team meets as the Unit Disciplinary Committee (UDC) and may impose limited sanctions for most misconduct; for example, taking of privileges, removal from preferred quarters, job change, assigning extra duty, etc. For minor prohibited acts, staff may suspend disciplinary proceedings for a period of time not to exceed two weeks, while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage they were suspended. The time requirements then begin again, at the same point in which they were suspended. If charges are more serious, the case may be referred to the Discipline Hearing Officer (DHO) who can impose more serious sanctions among which include: disallowance of good conduct time, forfeiture of good time, or recommendation of transfer to a higher level institution. Additionally, it should also be noted that at any stage of the disciplinary process, policy provides referrals to other outside law enforcement agencies (i.e., FBI, DEA, ATF, etc.) for further investigation and/or prosecution of any criminal activity if warranted. The internal disciplinary system is outlined in detail in Program Statement 5270.07, Inmate Discipline & Special Housing Units, which is available in the Law Library.

**SUMMARY OF DISCIPLINARY SYSTEM**

Table 2 provides a summary of the disciplinary system, while Table 3 provides a listing of prohibited acts by level of severity and shows the range of sanctions which may be imposed for violating institutional rules.

**TIME LIMITS IN DISCIPLINARY PROCESS TABLE 2**

1. Staff becomes aware of an inmate's involvement in an incident.  
|  
Ordinarily a maximum of 24 hours |  
|
2. Staff gives inmate charges by delivering Incident Report.  
|  
|Ordinarily a maximum of 3 working days from the time staff  
|became aware of the inmate's involvement. (Excludes the  
|day staff became aware of the inmate's involvement,  
|weekends, and holidays.) |  
|  
|  
Minimum of 24 hours |  
(unless waived) |
3. Initial Hearing (UDC)
4. Discipline Hearing Officer

NOTE: These time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period of time, not to exceed 2 weeks, during informal resolution.

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE TABLE 3**

<u>Greatest Severity Sanctions</u>	<u>High Severity Sanctions</u>
A. Recommend parole date rescission or retardation.	A. Recommend parole date rescission or retardation.
B. Forfeit earned statutory good time or non-vested good conduct time up to 100% and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
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).	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 Transfer (recommend).	C. Disciplinary Transfer (recommend).
D. Disciplinary Segregation (up to 60 days).	D. Disciplinary Segregation (up to 60 days).
E. Make monetary restitution.	E. Make monetary restitution.
F. Withhold statutory good time (Note: can be in addition to A through E, cannot be the only sanction executed).	F. Withhold statutory good time.
G. Loss of privileges (Note: can be in addition to A through E, cannot be the only sanction executed).	G. Loss of privileges; commissary, movie, recreation, etc.
	H. Change housing (quarters)
	I. Remove from program and/or group activity
	J. Loss of job
	K. Impound inmate's personal property
	L. Confiscate contraband
	M. Restrict to quarters

<u>Moderate Severity Sanctions</u>	<u>Low Moderate Sanctions (400)</u>
<p>A. Recommend parole date rescission or retardation.</p> <p>B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p> <p>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).</p> <p>C. Disciplinary Transfer (recommend).</p> <p>D. Disciplinary segregation (up to 15 days).</p> <p>E. Make monetary restitution.</p> <p>F. Withhold statutory good time.</p> <p>G. Loss of privileges: commissary, movies, recreation, etc.</p> <p>H. Change housing (quarters).</p> <p>I. Remove from program and/or group activity.</p> <p>J. Loss of job.</p> <p>K. Impound inmate's personal property.</p> <p>L. Confiscate contraband.</p> <p>M. Restrict to quarters.</p> <p>N. Extra duty.</p>	<p>B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended). (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)</p> <p>E. Make monetary restitution.</p> <p>F. Withhold statutory good time.</p> <p>G. Loss of privileges: commissary, movies, recreation, etc.</p> <p>H. Change housing (quarters).</p> <p>I. Remove from program and/or group activity.</p> <p>J. Loss of job.</p> <p>K. Impound inmate's personal property.</p> <p>L. Confiscate contraband.</p> <p>M. Restrict to quarters.</p> <p>N. Extra duty.</p> <p>O. Reprimand.</p> <p>P. Warning.</p>

**GREATEST CATEGORY:**

<u>CODE</u>	<u>SANCTIONS</u>	<u>PROHIBITED ACTS</u>
100	A - G	Killing.
101	A - G	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter - Note: A charge for assaulting any person is to be used only when serious physical injury has been attempted or carried out by an inmate.
102	A - G	Escape from escort, escape from a secure institution (security levels low, medium, or high), or escape from a minimum security level institution with violence.
103	A - G	Setting a fire (charged with this category only when found to pose a threat to life or a threat of serious bodily harm, or in furtherance of a prohibited act of Greatest Severity; i.e., in furtherance of a riot or escape) - otherwise the charge is properly classified Code 218 or 329.
104	A - G	Possession, manufacture or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, or any ammunition.
105	A - G	Rioting.
106	A - G	Encouraging others to riot.
107	A - G	Taking hostage(s).
108	A - G	Possession, manufacture or introduction of a hazardous tool (tools most likely to be used in an escape or escape attempt, or to manufacture or serve as weapons capable of doing serious bodily harm to others, or those hazardous to institutional security or personal safety; i.e., hack-saw blade).
109		Not to be used.
110	A - G	Refusing to provide a urine sample or to take part in other drug abuse testing.
111	A - G	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
112	A - G	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.

**GREATEST CATEGORY (Continued):**

<u>CODE</u>	<u>SANCTIONS</u>	<u>PROHIBITED ACTS</u>
113	A - G	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
197	A - G	Use of the telephone to further criminal activity
198	A - G	Interfering with staff in the performance of their duties (conduct must be of the Greatest Severity nature - this charge is to be used only when another charge of Greatest Severity is not applicable).
199	A - G	Conduct which disrupts or interferes with the security or orderly running of the institution (conduct must be of the Greatest Severity nature - this charge is to be used only when another charge of Greatest Severity is not applicable).

NOTE: The UDC shall refer all Greatest Severity prohibited acts to the DHO with recommendations as to an appropriate disposition.

**HIGH CATEGORY:**

<u>CODE</u>	<u>SANCTIONS</u>	<u>PROHIBITED ACTS</u>
200	A - M	Escape from unescorted community programs and activities, open institutions (Security Level 1), or from outside secure institutions without violence.
201	A - M	Fighting with another person.
202		Not to be used.
203	A - M	Threatening another person with bodily harm or any other offense.
204	A - M	Extortion, blackmail, protection demanding or receiving money, or anything of value, in return for protection against others, to avoid bodily harm, or under threat of informing).
205	A - M	Engaging in sexual acts.
206	A - M	Making sexual proposals or threats to another.
207	A - M	Wearing a disguise or mask.
208	A - M	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (including keys).
209	A - M	Alteration of any food or drink.
210		Not to be used.

**HIGH CATEGORY** (Continued):

<u>CODE</u>	<u>SANCTIONS</u>	<u>PROHIBITED ACTS</u>
211	A - M	Possessing any officer or staff clothing.
212	A - M	Engaging in, or encouraging a group Demonstration.
213	A - M	Encouraging others to refuse to work or to participate in a work stoppage.
214		Not to be used.
215	A - M	Introduction of alcohol into a BOP facility.
216	A - M	Giving or offering an official or staff member a bribe or anything of value.
217	A - M	Giving money to, or receiving money from, any person for the purpose of introducing contraband or for any other illegal or prohibited purpose.
218	A - M	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00; or destroying, altering, or damaging life-safety devices (i.e., fire alarm) regardless of financial value.
219	A - M	Stealing (theft).
220	A - M	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounters, or military exercises or drills (except for drills authorized and conducted by staff).
221	A - M	Being in an unauthorized area with a person of the opposite sex without staff permission.
222	A - M	Making, possessing, or using intoxicants.
223	A - M	Refusing to breathe into a breathalyser or take part in other alcohol abuse testing.
224	A - M	Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate).
297	A - M	Use of telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number, third-party calling, third-party billing, using credit card numbers to place telephones calls, conference calling, talking in code).

**HIGH CATEGORY (Continued):**

<u>CODE</u>	<u>SANCTIONS</u>	<u>PROHIBITED ACTS</u>
298	A - M	Interfering with staff in the performance of their duties (conduct must be of the High Severity nature - this charge is to be used only when another charge of High Severity is not applicable).
299	A - M	Conduct which disrupts or interferes with the security or orderly running of the institution (conduct must be of the High Severity nature - this charge is to be used only when another charge of High Severity is not applicable).

**MODERATE CATEGORY**

<u>CODE</u>	<u>SANCTIONS</u>	<u>PROHIBITED ACTS</u>
300	A - N	Indecent exposure.
301		Not to be used.
302	A - N	Misuse of authorized medication.
303	A - N	Possession of money or currency, unless specifically authorized, or in excess of amount authorized.
304	A - N	Loaning of property or anything of value for profit or increased return.
305	A - N	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
306	A - N	Refusing to work, or to accept a program assignment.
307	A - N	Refusing to obey an order of any staff member (may be categorized and charged in terms of Greatest Severity, according to the nature of the order being disobeyed; i.e., failure to obey an order which furthers a riot would be charged as Code 105, Rioting; Refusing to obey an order which furthers a fight would be charged as Code 201, Fighting; Refusing to provide a urine sample when ordered would be charged as Code 110).
308	A - N	Violating a condition of a furlough.
309	A - N	Violating a condition of a community program.
310	A - N	Unexcused absence from work or any assignment.
311	A - N	Failing to perform work as instructed by the supervisor.
312	A - N	Insolence toward a staff member.
313	A - N	Lying or providing false statements to a staff member.

**MODERATE CATEGORY (Continued):**

<u>CODE</u>	<u>SANCTIONS</u>	<u>PROHIBITED ACTS</u>
314	A - N	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of Greatest Severity according to the nature of the item being reproduced; i.e., counterfeiting release papers to effect escape, Code 102 or Code 200).
315	A - N	Participating in an unauthorized meeting or gathering.
316	A - N	Being in an unauthorized area.
317	A - N	Failure to follow safety or sanitation regulations.
318	A - N	Using any equipment or machinery which is not specifically authorized.
319	A - N	Using any equipment or machinery contrary to instructions or posted safety standards.
320	A - N	Failure to stand for "Count."
321	A - N	Interfering with the taking of "Count."
322		Not to be used.
323		Not to be used.
324	A - N	Gambling.
325	A - N	Preparing or conducting a gambling pool.
326	A - N	Possession of gambling paraphernalia.
327	A - N	Unauthorized contact with the public.
328	A - N	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	A - N	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
330	A - N	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.
331	A - N	Possession or introduction of a non-hazardous tool (a tool not likely to be used in an escape or escape attempt, or to be manufactured or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety).

**MODERATE CATEGORY (Continued):**

<u>CODE</u>	<u>SANCTIONS</u>	<u>PROHIBITED ACTS</u>
332	A - N	Smoking where prohibited
397	A - N	Use of telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, third-party calling, providing fake information for preparation of a telephone list).
398	A - N	Interfering with staff in the performance of their duties (conduct must be of the Moderate Severity nature - this charge is to be used only when another charge of Moderate Severity is not applicable).
399	A - N	Conduct which disrupts or interferes with the security or orderly running of the institution (conduct must be of the Moderate Severity nature - this charge is to be used only when another charge of Moderate Severity is not applicable).

**LOW MODERATE CATEGORY**

<u>CODE</u>	<u>SANCTIONS</u>	<u>PROHIBITED ACTS</u>
400	E - P	Possession of property belonging to another person.
401	E - P	Possessing unauthorized amounts of authorized clothing.
402	E - P	Malingering or feigning illness.
403		Not to be used.
404	E - P	Using abusive or obscene language.
405	E - P	Tattooing or self-mutilation.
406		Not to be used.
407	E - P	Conduct with a visitor in violation of BOP regulations (restriction or loss of this privilege for a specific period of time may often be an appropriate Sanction G.
408	E - P	Conducting a business.
409	E - P	Unauthorized physical contact (i.e., kissing or embracing).
410	E - P	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g.,

**LOW MODERATE CATEGORY (Continued):**

<u>CODE</u>	<u>SANCTIONS</u>	<u>PROHIBITED ACTS</u>
		the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)
497	E - P	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls, using the telephone in an unauthorized area, placing of an unauthorized individual on the telephone list).
498	E - P	Interfering with staff in the performance of their duties (conduct must be of the Low Moderate Severity nature -this charge is to be used only when another charge of Low Moderate Severity is not applicable).
499	E - P	Conduct which disrupts or interferes with the security or orderly running of the institution (conduct must be of Low Moderate Severity nature - this charge is to be used only when another charge of Low Moderate Severity is not applicable).

NOTE: When the prohibited act is "Interfering With Staff in the Performance of Their Duties" (Codes 198, 298, 398, 498), or "Conduct Which Disrupts" Codes 199, 299, 399, 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses), in that severity level, which the appropriate committee finds is most comparable. For example, "We find the act of to be of High Severity, most comparable to the prohibited act, Code 212, "Engaging in, or Encouraging a Group Demonstration".

Aiding another person to commit any of these offenses, or attempting to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.

**SANCTIONS BY SEVERITY OF PROHIBITED ACT WITH ELIGIBILITY FOR RESTORATION OF FORFEITED STATUTORY GOOD TIME (Old Law Only)**

Severity Of Act	Sanctions	Max/Amt For/SGT	Elig/Rest Forf/SGT	Elig/RestMax/Dis W/Held/SGT Segreg
Greatest	A - F	100 %	24 mos.	18 mos60 day
High	A - M	50 % or 18 mos.	12 mos.	30 days 60 days (Which-ever is less)
Moderate	A - N	25 % or 12 mos.	6 mos.	15 days 30 days (Which-ever is less)
Low	E - P	N/A offense)	N/A(1st 3 mos.	N/A(1st Moderate

NOTE: Disallowance of Good Conduct Time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year. Once awarded, the credit is vested, and may not be disallowed; however, for crimes committed on or after September 13, 1994, and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress towards a high school diploma or an equivalent degree. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall vest on the date the inmate is released from custody. Once disallowed, the credit may not be restored, except by immediate review or appeal. Only the DHO can take action to disallow good conduct time.

VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

(1) Greatest Category Offenses: A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good conduct time) for each act committed.

(2) High Category Offenses: A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available good conduct time) for each act committed.

(3) Moderate Category Offenses: A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.

(4) Low Moderate Category Offenses: A minimum of 6 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

Additional information on SGT and GCT is contained in Program Statement 5270.07.

**U. S. Department of Justice**  
Federal Bureau of Prisons

**Sexually Abusive Behavior  
Prevention and Intervention**

## *An Overview for Offenders*

November 2009

**You Have the 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 from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

**What Can You Do To Prevent Sexually Abusive Behavior?**

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

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

**Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior occurs between two or more inmates. An incident is considered **Staff-on-Inmate Abuse/Assault** when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

**NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.**

**How Do You Report an Incident of Sexually Abusive Behavior?**

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

### **Understanding the Investigative Process**

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

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

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

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

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

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

### **Policy Definitions**

**Prohibited Acts:** Inmates who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy:

**Code 101/(A): Sexual Assault**

**Code 205/(A): Engaging in a Sex Act**

**Code 206/(A): Making a Sexual Proposal**

**Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex**

**Code 300/(A): Indecent Exposure**

**Code 404/(A): Using Abusive or Obscene Language**

**Staff Misconduct:** The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

**What is sexually abusive behavior?** According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth

or his/her temporary or permanent mental or physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight. Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

c. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

### **What Can You Do if You Are Afraid or Feel Threatened?**

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

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

### **What Can You Do if You Are Sexually Assaulted?**

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

## Contact Offices

### U.S. Department of Justice

Office of the Inspector General  
950 Pennsylvania Avenue, NW Suite 4322  
Washington, D.C. 20530-0001

#### Central Office

Federal Bureau of Prisons  
320 First Street, NW  
Washington, D.C. 20534

#### Mid-Atlantic Regional Office

302 Sentinel Drive, Suite 200  
Annapolis Junction, Maryland 20701

#### North Central Regional Office

Gateway Complex Tower II, 8th Floor  
400 State Avenue  
Kansas City, KS 66101-2492

#### Northeast Regional Office

U.S. Customs House, 7th Floor  
2nd and Chestnut Streets  
Philadelphia, Pennsylvania 19106

#### South Central Regional Office

4211 Cedar Springs Road, Suite 300  
Dallas, Texas 75219

#### Southeast Regional Office

3800 North Camp Creek Parkway, SW  
Building 2000  
Atlanta, GA 30331-5099

#### Western Regional Office

7338 Shoreline Drive  
Stockton, CA 95219

## Consulates & Other Foreign Government Representatives in Honolulu

American Samoa Office  
1427 Dillingham Blvd., Suite 180.....847-1998 or 845-3420

Australian Consulate General  
Consulate Du Canada  
1000 Bishop PH.....524-5050

Consulate General of Japan  
1742 Nuuanu Ave.....543-3111

Consulate General of Russia  
4117 Kahala Ave.....737-5248

Consulate General of the Republic of Korea  
2756 Pali Hwy.....595-6109 or 529-6274

Consulate of Austria  
1314 S. King St., Suite 1260.....923-8585

Consulate of Brazil.....235-0571

Consulate of Chile 2240 Kuhio Ave., PH 3804.....	535-1506
Consulate of Finland.....	943-2640
Consulate of France P.O. Box 3196, Honolulu, HI 96801.....	547-5852
Consulate of Germany 252 Paoa Pl., Suite 4-1.....	946-3819
Consulate of Hungary.....	377-3637
Consulate of Indonesia 3457 Wilshire Blvd., Los Angeles, CA 90010.....	(213) 383-5126
Consulate of Malaysia 999 Bishop St., Suite 805.....	525-7702
Consulate of New Zealand 900 Richards St., Suite 414.....	547-5117
Consulate of Norway.....	593-1240
Consulate of Peru 324 Magellan Ave.....	536-2680
Consulate of Poland 2825 S. King St., Apt 2701.....	955-4488
Consulate of Sweden 737 Bishop St., Suite 2600.....	528-4777
Consulate of Switzerland 4231 Papu Cir.....	737-5297
Consulate of Netherlands 745 Fort St. Mall, Suite 702.....	531-6897
Consulate of the Republic of Kiribati 95 Nakolo Pl., Suite 265.....	834-6775
Federated State of Micronesia 3049 Ualena St., Suite 910.....	836-4775
Marianas Hawaii Liaison Office 1221 Kapiolani Blvd., Suite 820.....	592-0300
Philippine Consulate General 2433 Pali Hwy.....	595-6316
Royal Thai Consulate General 1287 Kalani Suite 103.....	845-7332
Taipei Economic & Cultural Office in Honolulu 2746 Pali Hwy.....	595-6347
Consulate of Mexico P.O. Box 88152.....	945-2291

STATE OF HAWAII  
FREQUENTLY ASKED QUESTIONS

1. When is my release date?

**ANSWER: Submit an OCCC/Inter-Unit Request form requesting your release date.**

2. My release date is incorrect. Who can I talk to about it?

**ANSWER: Submit an OCCC/Inter-Unit Request Form to have your release date reviewed.**

3. When I get released, do I get released from the FDC or from OCCC?

**ANSWER: You are returned to OCCC to be processed for release.**

4. I'm a State inmate from an outer island. How do I get released from here?

**ANSWER: You are returned to OCCC to be processed for release or transfer to an outside island.**

5. When will my money be transferred here to the FDC?

**ANSWER: Within five (5) working days from the time the State inmates are transferred to the FDC, OCCC/Business Office will cut checks from the inmate's spendable accounts and forward a check to the BOP Lockbox.**

6. Can I get access to my "restricted" funds too?

**ANSWER: Submit an OCCC/Inter-Unit Request form specifying the basis for your request.**

7. I need to request for an extension on my property at OCCC. Who can I talk to?

**ANSWER: Admitted State inmates are apprised that their personal property must be picked up by authorized representatives within 30 days. Inmates who do not submit a written authorization for property pickup, will have their property disposed of after 30 days. Individuals who have been authorized to pick up inmates personal property must do so either on Tuesdays or Thursdays between 10:00 a.m. and 4:00 p.m., excluding recognized State holidays. You must request for a property extension before the 30 days expiration with reason(s) for the extension by submitting an OCCC/Inter-Unit Request form. Individuals who are authorized to pick up property must present a current valid picture ID to the Property Officer at the time of pick up.**

8. If I don't have anyone who can pick up my property, can they hold onto it for me until I get released from OCCC?

**ANSWER: Submit an OCCC/Inter-Unit Request with your request for extension.**

9. OCCC took custody of my legal paperwork. How can I get it back?

**ANSWER: State inmates were previously apprised, prior to transfer, to bag their legal documents separate from their other belongings and label the bag to ensure legal documents are accepted during transfer. Submit an OCCC/Inter-Unit Request form to verify where your legal property is located.**