

REVISED: 2009

**FEDERAL CORRECTIONAL INSTITUTION  
FEDERAL SATELLITE LOW  
FEDERAL PRISON CAMP  
LA TUNA, ANTHONY, TEXAS**

INMATE HANDBOOK

This handbook is designed to help you get acquainted with La Tuna, its programs, services, and policies. Please read it carefully and keep it in your possession for reference. While it cannot answer every question you may have, it will give you a basic understanding of how the institution and the Federal Prison System operates.

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**I. ABOUT THE INSTITUTION**

The Federal Correctional Institution, La Tuna is a low security facility located approximately fifteen miles northwest of El Paso, Texas, approximately 23 miles south of Las Cruces, New Mexico, and one mile south of the New Mexico/Texas border. For the purpose of mailing letters, the institution's address is:

Your Name and Register Number  
 Federal Correctional Institution, La Tuna  
 Post Office Box 3000  
 Anthony, New Mexico 88021

The Federal Satellite Low, La Tuna is located on Biggs Field, El Paso, Texas. For the purpose of mailing letters, the institution's address is:

Your Name and Register Number  
 Federal Satellite Low  
 P.O. Box 16300  
 El Paso, Texas 79906

The Federal Prison Camp La Tuna is a 328 bed minimum security facility located approximately one-half mile north of the main institution. For the purpose of mailing letters, the institution's address is:

Your Name and Register Number  
 Federal Prison Camp La Tuna  
 Post Office Box 8000  
 Anthony, New Mexico 88021

Sample of Outgoing Envelope:

John Doe, #00000-000  
 Your Facility Address

Place Stamp Here

Name of person you are writing to  
 Address of person you are writing to  
 City, State                      Zip Code

The FCI and FPC's emergency telephone No.(915)886-6600. The FSL's emergency telephone No. (915) 564-2100.

**POSTAGE**

You may purchase stamps on a weekly basis up to a total of \$20.40. Stamps are sold in first class books and single 1 cent, 10 cent, first class and 40 cent stamps. Stamps do not count against the monthly spending limit.

At the FCI, a centralized mail box is located on the 1st floor adjacent to the Lt's. Office. You must address and place proper postage on all outgoing correspondence. As this is a low level security facility, you may place your mail in the mail box sealed. Legal mail to attorneys, Courts, and to members of Congress must be clearly marked and must be sealed in the presence of the SIS Staff. The SIS Staff will be available during the lunch meal to assist you with mailing of legal mail.

At the FSL, mail boxes are located outside the Unit Management Building.

At the FPC, mail boxes are located in Administration Corridor adjacent to Food Service. Requests for correspondence privileges with inmates located in other institutions should be submitted to your Case Manager for approval.

You are personally responsible for the content of your letters. If staff have reason to believe you are violating mail regulations by mailing threatening letters, engaging in criminal activity, or conducting a business, your mailing privileges may be restricted. Mail restriction means that you may only write to people on an approved mailing list. It also means that your incoming and outgoing mail will be read by staff.

You will be placed on the call out for the mail room for receipt of all incoming legal mail. Mail room staff will open all legal mail in your presence to check for contraband. They will not read your legal mail. Inform your attorney that legal mail must meet the following guidelines:

- a. The correspondence **must** adequately identify the sender on the envelope as an attorney and by name and address.
- b. The front of the envelope **must** be marked, "**SPECIAL/LEGAL MAIL -OPEN IN PRESENCE OF THE INMATE**" OR WORDS TO THAT EFFECT.

Legal mail to and from the President, congressmen, Department of Justice, ambassadors, U.S. Courts, state governors, etc., are often referred to as "Special Mail". A complete list of individuals to whom you can write "Special Mail" can be found in Program Statement 5265.11, entitled Correspondence.

You may use a typewriter located in the Legal Library to prepare legal mail or "Special Mail" letters. All social letters must be hand written. You must place your name, register number, and institution address in the top left-hand corner of all outgoing envelopes.

All inmates who arrive at La Tuna, you will be required to sign a correspondence form. This form will indicate that staff have the authority to open your incoming mail to check for contraband.

#### **MAILING PACKAGES OUT**

At the FCI, on Tuesdays and Thursdays of each week, the Mail Room Officer will be located across the hallway from Lt's Office on the first floor from 11:15 a.m. to 11:45 a.m., for the purpose of addressing questions. You may weigh packages to mail out in the inmate library at the FCI and the FPC. A staff member will be available at the FPC on Wednesdays during the noon meal to address any questions you may have.

At the FSL, on Tuesdays and Thursdays of each week, between 3:15 p.m. and 3:45 p.m., inmates may visit the Mail Room to weigh packages and address questions.

If you wish to mail a package home during your confinement and it is not related to a transfer, you will bear the expense of mailing costs and insurance. It is **your** responsibility to indicate on the property form whether or not you wish to insure the package. You need to see your Counselor for the proper form.

**III. ADMISSION AND ORIENTATION**

Upon arrival, you will be assigned to the Admission and Orientation (A&O) Program. While in A&O, you will learn about the institution and its programs and services. The following activities will be completed prior to your removal from the A&O Program:

- A. Department Head Lectures
- B. Psychological Intake Interview
- C. Educational Testing
- D. Complete Physical Examination
- E. Tour Of The Institution

It is extremely important that you learn to correctly read the Change and call-out Sheets. These sheets will be posted after the 4:00 p.m. count on the bulletin boards in the units. The daily change sheet will notify you of detail (job), living quarters, and program changes. The daily call-out sheet will inform you of a staff member's need to see you in a specific location at a specific time. The A&O Coordinator and various institution departments will utilize the call-out sheet to inform you of where you need to be at a specific time during your participation in the A&O Program. It is your responsibility to review the change sheet and call-out sheets on a daily basis. If your name appears on either of the sheets and you do not understand what it means, contact any unit staff member for an explanation. The following examples of change and call-out sheets are for your convenience.

**CHANGE SHEET**

REG. NO.	NAME	FROM	TO	TIME	CAT2	CAT3
ADM-REL	CHANGES			EFFECTIVE-DATE		
00000-212	GARZA	RELEASE		A-DES 1830	CAMP A&O	5
55555-777	SERRANO		A-DES	RELEASE		

**CALLOUTS**

REG. NO.	NAME	FROM	TO	TIME	CAT2	CAT3
CALLOUTS	FOR DATE				QTR ASGN	WORK
11111-000	JONES		DENTAL		1230 4W	ORD 4
22222-111	BRUCE		X-RAY	1530	6	ELEC 1

**IV. INMATE RIGHTS AND RESPONSIBILITIES**

The Federal Prison System has established a list of inmate **RIGHTS** and **RESPONSIBILITIES**. For each right you have as an inmate, there is a corresponding responsibility by which you will be expected to abide.

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
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 the rules and procedures and abide by them.
3. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and laundry schedule for cleanliness of the same, opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercises period, toilet articles and medical and dental treatment.	3. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
4. You have the right to freedom of religious affiliation and voluntary religious worship.	4. You have the responsibility to recognize and respect the rights of others in this regard.
5. You have the privilege to visit with family members and legal representative, and you have the right to correspond with family members, friends, and members of the media, and with legal representative 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 laws or Bureau rules or institution guidelines through your correspondence.
6. You the right to unrestricted and confidential 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 and problems to the court.

IV. INMATE RIGHTS AND RESPONSIBILITIES, (Cont'd)

- |  |   |
|--|---|
| 7. You have the right to legal counsel from an attorney of your choice by interview 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 the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program. | 8. It is your responsibility to use these resources in keeping with the procedures and schedules prescribed and to respect the rights of other inmates to the use of this material.   |
| 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.           | 9. It is your responsibility to seek and utilize such materials for our personal benefit, without depriving others of their equal right to the use of this material.  |
| 10. You have the right to participate in education, vocational training and employment as far as resources are available and in keeping with your interests, needs, and abilities.   | 10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and community. You will be expected to abide by regulations governing the use of such activities.  |
| 11. You have the right to the 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.                      | 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 you may have. |

## V. HEALTH SERVICES

### MAKING A MEDICAL APPOINTMENT

#### Routine Appointments

**At the FCI:** To make a routine appointment, bring your Commissary ID Card, request an Inmate Request for Triage Services, from the Unit officer, fill it out and report to the Health Services Department between the hours of 6:00 a.m. and 6:30 a.m., Monday, Tuesday, Thursday, and Friday, except for holidays. Here's a brief summary of what you need to do to sign up for Triage:

- When your turn comes turn in your Triage form.
- Triage is defined as the classification of patients according to the 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.
- You should be at Health Services for your appointment. Be sure you get with your detail supervisor in time to leave your work detail during the open move. You will not be seen by medical staff without your appointment slip.

**At the FSL:** Single building to the North of the Administration Building. The entrance on the South side is for staff only. The main entrance for inmates to the Health Services Department is on the East side of the building. Triage sign-in, turn in medication refill bottles, weight scales, inmate bulletin board, and the Pill Line Window is located in the Waiting Room. Triage is available Monday through Friday. No Triage Call on Weekends/Holidays.

Inmates requesting medical information or to be seen on Triage will report to the Health Services Department (Waiting Room) to see a Mid-Level Practitioner during scheduled times before reporting for work. Inmates assigned to UNICOR Laundry will sign in between 5:30 a.m. and 6:00 a.m. All other work details will sign in between 6:00 a.m. and 6:30 a.m. All inmates will be seen individually to receive information requested or to be Triage.

**At the FPC:** A dispensary is located in the Administration Building. Sick-call sign up is conducted on Mondays, Tuesdays, Thursdays and Fridays from 6:30 a.m. to 6:45 a.m. and again at 7:00 p.m. to 7:15 p.m. daily. All inmates desiring to be Triage must sign up at the Medical Dispensary at the posted times.

In case of emergency, contact the dorm officer or a member of the staff who can contact the medical staff.

**Urgent Care** services( injuries, chest pain, asthma attacks) will be available at all times, either through on site providers or community emergency services.

#### MEDICATION (PILL LINE) TIMES

**At the FCI:** You may be required to take medication for a period of time as a result of an illness. Due to the nature of a correctional facility, most medications are passed out by a staff member. In order to receive your medication, it may be necessary for you to report to Health Services at one or more times during the day. If this is the case, you will be provided with an appointment card which will note your name, the medication, and the times you are to receive it. If you are scheduled for such appointments, please be sure that you have not only the appointment card, but your ID card as well. You must have both before your medication can be dispensed.

The times that medication is dispensed will change on weekends and holidays. Following is the schedule:

**Weekdays:**

6:00 a.m. - 6:30 a.m.  
11:45 a.m. - 12:15 p.m. or until the last unit goes to lunch  
8:30 p.m. - 8:45 p.m.

**Weekends and Holidays (non-work days):**

6:00 a.m. - 6:30 a.m.  
11:45 a.m. - 12:15 p.m.  
8:30 p.m. - 8:45 p.m.

**At the FSL:**

**Weekdays:**

6:00 a.m. - 6:30 a.m.  
1:00 p.m. - 1:30 p.m. (Noon)

**Weekend and Holidays:**

8:15 a.m. - 8:45 a.m.  
1:00 p.m. - 1:30 p.m. (Noon)

**At the FPC:**

**Daily:**

6:15 a.m. - 6:30 a.m.  
7:00 p.m. - 7:15 p.m.

**DENTAL PROBLEMS**

**At the FCI:** Dental problems may occur during your stay here and in the event you need to see the Dentist, please report to Triage and make an appointment. You may request other dental services, such as annual checkups, cleaning, etc., through an "Inmate Request to Staff Member" form addressed directly to the Dentist.

**At the FSL:** Dental Triage for dental emergencies - pain, infection, broken tooth or denture, report to regular Triage times, have your supervisor call the Health Services Staff during the work day, see the Physician Assistant during the evening or on weekends and holidays or see the Shift Lieutenant at night. For Dental Treatment, get on the list by submitting a cop-out to the Dentist.

You will get a copy back within a week - if not, see the Health Services Administrator. Keep in mind call outs for dental care are based on your

dental needs, your cleaning needs, and your cop-out date. Comprehensive dental care is provided - not just extractions - talk to the Dentist if you have specific questions about your dental needs.

### PHYSICAL EXAMINATIONS

Initial screening physical examinations include, but are not limited to the following components: 1) Medical and Mental Health, 2) Dental and 3) Ordering of appropriate laboratory and diagnostic tests if clinically indicated. Intra-system transfers do not need a second complete initial physical examination as long as one has been completed for this period of confinement. Inmates who present with any new medical problems will be assessed appropriately. The Medical Director will ensure the availability of age specific preventive health examinations (e.g. cancer screening) for the inmate.

Specialized medical care (not provided by contract personnel) is provided by local hospitals. The ambulance service responds in a timely manner to our medical needs.

### EYEGASSES AND CONTACT LENSES

In order to be placed on the list to receive an eye exam, send in an Inmate Request to Staff Member form stating your request. After your exam, Health Services will order your glasses for you. The glasses usually require four to six weeks for delivery. If you desire, we will provide you with a copy of your prescription and an Authorization to Receive Package form and you may purchase glasses from an outside source at your own expense. Contact lenses will only be approved by hospital staff for certain medical conditions.

### SAFETY ORTHOPEDIC SHOES

With very few exceptions, all institutional job assignments require you to wear safety (steel toed) shoes on the job. If you have a deformity of the foot or **acute** medical conditions requiring orthopedic shoes, prosthesis or orthosis, Health Services will issue you the appropriate footwear.

### MEDICAL CALL-OUTS

Watch the call-out sheets daily to see if you are scheduled for clinical appointments, laboratory, or X-Ray procedures, physical, dental clinic, or follow-up visits. **Medical call-outs are mandatory. Failure to show up for a call-out will result in an incident report.**

### EMERGENCY MEDICAL PROBLEMS

**If you are experiencing any medical problems of an emergency nature, contact any institution staff member. The staff member can obtain medical assistance for you within minutes. This is very important for you to remember: regardless of the time of day or night, do not attempt to get to Health Services if you are having what you consider to be a medical emergency. Immediate contact should be with your detail supervisor or dorm officer.**

**STEEL TOED SHOES:** All new inmates are issued institution steel toed shoes. If you receive a pair of shoes which do not fit properly due to wrong size, etc., go to the clothing issue to resolve the problem. If you have a bona-fide orthopedic problem which prohibits you from wearing standard issue, seek medical attention to discuss your medical condition with the Physician's

Assistant or send a Cop-Out to the Physician. The Physician is the only Health Care Provider who can authorize and/or issue steel toed shoes other than the standard issued pair. Certain medical criteria(s) must exist for an inmate to receive these special issued steel toed shoes.

**JOB ASSIGNMENTS:** Unit Staff are the only ones who make specific job assignments. The Health Services Department issues information regarding any physical duty restrictions to the Unit Staff. Unit Staff are then responsible for placement in a work assignment which takes these restrictions into consideration. **If you cannot perform a specific work assignment due to your medical condition, you should contact Unit Staff and not members from the Health Services Department.**

**PRE-EXISTING MEDICAL CONDITIONS:** In accordance with BOP policy, if you were incarcerated with a pre-existing medical condition, i.e., hernia, hearing deficiency, etc., and it will not be detrimental to your health and well being during your confinement, the BOP will NOT take action to correct that problem. If it becomes a further detriment to your health during your confinement, then corrective action will be taken. This determination will be made by the Health Services Administrator after diagnosis from the Clinical Director (Physician).

**FEDERAL BUREAU OF PRISONS  
HEALTH CARE RIGHTS AND RESPONSIBILITIES**

WHILE IN THE CUSTODY OF THE FEDERAL BUREAU OF PRISONS YOU HAVE THE RIGHTS TO RECEIVE HEALTH CARE IN A MANNER THAT RECOGNIZES YOUR BASIC HUMAN RIGHTS, AND YOU ALSO ACCEPT THE RESPONSIBILITY TO RESPECT THE BASIC HUMAN RIGHTS OF YOUR HEALTH CARE PROVIDER.

1. **RIGHT** - YOU HAVE THE RIGHT TO HEALTH CARE SERVICES, BASED ON THE LOCAL PROCEDURES AT YOUR INSTITUTION. HEALTH SERVICES INCLUDE MEDICAL SICK CALL, DENTAL SICK CALL AND ALL SUPPORT SERVICES. SICK CALL AT THIS INSTITUTION IS CONDUCTED AS LISTED ON PAGE 8.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO COMPLY WITH THE HEALTH CARE POLICIES OF YOUR INSTITUTION. YOU HAVE THE RESPONSIBILITY TO FOLLOW RECOMMENDED TREATMENT PLANS THAT HAVE BEEN ESTABLISHED FOR YOU BY INSTITUTION HEALTH CARE STAFF, TO INCLUDE PROPER USE OF MEDICATIONS, PROPER DIET, AND FOLLOWING ALL HEALTH RELATED INSTRUCTIONS WITH WHICH YOU ARE PROVIDED.

2. **RIGHT** - YOU HAVE THE RIGHT TO BE OFFERED A "LIVING WILL", OR TO PROVIDE THE BUREAU OF PRISONS WITH INSTRUCTIONS IF YOU ARE ADMITTED, AS AN INPATIENT, TO A HOSPITAL IN THE LOCAL COMMUNITY, OR THE BUREAU OF PRISONS.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO PROVIDE THE BUREAU OF PRISONS WITH ACCURATE INFORMATION TO COMPLETE THIS AGREEMENT.

3. **RIGHT** - YOU HAVE THE RIGHT TO PARTICIPATE IN HEALTH PROMOTION AND DISEASE PREVENTION PROGRAMS INCLUDING EDUCATION REGARDING INFECTIOUS DISEASES.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO MAINTAIN YOUR HEALTH AND NOT TO ENDANGER YOURSELF, OR OTHERS, BY PARTICIPATING IN ACTIVITY THAT COULD RESULT IN THE SPREADING OR CONTRACTING OF AN INFECTIOUS DISEASE.

4. **RIGHT** - YOU HAVE THE RIGHT TO KNOW THE NAME AND PROFESSIONAL STATUS OF YOUR HEALTH CARE PROVIDERS.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO RESPECT THESE PROVIDERS AS PROFESSIONALS AND FOLLOW THEIR INSTRUCTIONS TO MAINTAIN AND IMPROVE YOUR OVERALL HEALTH.

5. **RIGHT** - YOU HAVE THE RIGHT TO BE TREATED WITH RESPECT, CONSIDERATION AND DIGNITY.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO TREAT STAFF IN THE SAME MANNER.

6. **RIGHT** - YOU HAVE THE RIGHT TO BE PROVIDED WITH INFORMATION REGARDING YOUR DIAGNOSIS, TREATMENT AND PROGNOSIS.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO KEEP THIS INFORMATION CONFIDENTIAL.

7. **RIGHT** - YOU HAVE THE RIGHT TO BE EXAMINED IN PRIVACY.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO COMPLY WITH SECURITY PROCEDURES.

8. **RIGHT** - YOU HAVE THE RIGHT TO OBTAIN COPIES OF CERTAIN RELEASABLE PORTIONS OF YOUR HEALTH RECORD.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY OF BEING FAMILIAR WITH THE CURRENT POLICY TO OBTAIN THESE RECORDS.

9. **RIGHT** - YOU HAVE THE RIGHT TO ADDRESS ANY CONCERN REGARDING YOUR HEALTH CARE TO ANY MEMBER OF THE INSTITUTION STAFF INCLUDING YOUR PHYSICIAN, THE HEALTH SERVICES ADMINISTRATOR, MEMBERS OF YOUR UNIT TEAM AND THE WARDEN.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO ADDRESS YOUR CONCERNS IN THE ACCEPTED FORMAT, SUCH AS THE INMATE REQUEST TO STAFF MEMBER FORM [BP-148(55)], OPEN HOUSES OR THE ACCEPTED INMATE GRIEVANCE PROCEDURES.

10. **RIGHT** - YOU HAVE THE RIGHT TO RECEIVE PRESCRIBED MEDICATIONS AND TREATMENTS IN A TIMELY MANNER, CONSISTENT WITH THE RECOMMENDATIONS OF THE PRESCRIBING HEALTH CARE PROVIDER.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO 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. **RIGHT** - YOU HAVE THE RIGHT TO BE PROVIDED HEALTHY AND NUTRITIOUS FOOD. YOU HAVE THE RIGHT TO BE INSTRUCTED REGARDING A HEALTHY CHOICE WHEN SELECTING YOUR FOOD.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO EAT HEALTHY AND NOT ABUSE OR WASTE FOOD OR DRINK.

12. **RIGHT** - YOU HAVE A RIGHT TO REQUEST A ROUTINE PHYSICAL EXAMINATION, AS DEFINED BY BOP POLICY. IF YOU ARE UNDER THE AGE OF 50 ONCE EVERY TWO YEARS; OVER THE AGE OF 50, ONCE A YEAR.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO NOTIFY MEDICAL STAFF THAT YOU WISH TO HAVE AN EXAMINATION.

13. **RIGHT** - YOU HAVE THE RIGHT TO DENTAL CARE AS DEFINED IN BOP POLICY TO INCLUDE PREVENTATIVE SERVICES, EMERGENCY CARE AND ROUTINE CARE.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO MAINTAIN YOUR ORAL HYGIENE AND HEALTH.

14. **RIGHT** - YOU HAVE THE RIGHT TO A SAFE, CLEAN AND HEALTHY ENVIRONMENT, INCLUDING A SMOKE FREE INSTITUTION.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO MAINTAIN THE CLEANLINESS AND SAFETY IN CONSIDERATION OF OTHERS.

15. **RIGHT** - YOU HAVE THE RIGHT TO REFUSE MEDICAL TREATMENT IN ACCORDANCE WITH BOP POLICY. REFUSAL OF CERTAIN DIAGNOSTIC TESTS FOR INFECTIOUS DISEASES CAN RESULT IN ADMINISTRATIVE ACTION AGAINST YOU.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO BE COUNSELED REGARDING THE POSSIBLE ILL EFFECTS THAT MAY OCCUR AS A RESULT OF YOUR REFUSAL. YOU ALSO ACCEPT THE RESPONSIBILITY TO SIGN THE TREATMENT REFUSAL FORM.

16. **RIGHT** - YOU HAVE THE RIGHT TO COMPLAIN ABOUT YOUR PAIN, HAVE THE SOURCE OF THE PAIN EVALUATED, AND HAVE YOUR PAIN TREATED ACCORDINGLY.

**RESPONSIBILITY** - YOU HAVE THE RESPONSIBILITY TO STATE THE TRUTH AND NOT EXAGGERATE YOUR COMPLAINT ABOUT YOUR PAIN, AND TO FOLLOW THE PRESCRIBED TREATMENT FOR YOUR PAIN.

**VI: INMATE DISCIPLINE**

See Program Statement 5270.07, Inmate Discipline

In an institution where many inmates live in a relatively small area, it is extremely important that order and discipline be maintained. Discipline and order must be maintained to insure the safety and welfare of all inmates and staff. While many problems can be solved informally through counseling, disciplinary action must be taken when necessary. If you are issued an incident report, you will **ordinarily** be given a copy of the report within 24 hours of staff's knowledge of the incident.

If the incident is serious, you may be placed in Administrative Detention. Shortly after you receive an incident report, a Correctional Supervisor will speak with you as a part of his investigation. The incident report and investigation will be forwarded to the unit team. The unit team will **ordinarily** conduct the initial hearing with you concerning the incident report, within 3 work days, excluding weekends, holidays, and the date in which the incident report was issued.

At the Unit Disciplinary Committee (UDC) hearing, your unit team will either find you guilty, not guilty, or resolve the problem informally. The UDC may impose certain sanctions or penalties if you are found guilty. The UDC will refer the incident report to the Discipline Hearing Officer (DHO), if they deem necessary. The DHO will then conduct a hearing with you. Prior to your appearance before the DHO, you will be advised of your rights and will be given a notice of the date on which the DHO hearing will be held.

If your incident report is referred to the DHO, you will have the right to be present, to present a statement or evidence in your behalf, call witnesses, and be represented by a full-time staff member of your choice. If you are found guilty, the DHO can impose certain sanctions which are not available to the UDC. These sanctions include placement in disciplinary segregation, forfeiture of Statutory Good Time, recommendation for a disciplinary transfer to another institution, or a recommendation that your parole date be retarded or rescinded. On the next several pages, you will find additional information about the institution's discipline procedures to include a list of all prohibited acts and all sanctions or penalties which may be imposed if you are found to have committed a prohibited act or acts.

SUMMARY OF DISCIPLINE SYSTEM

Table 1

1.	Incident involving possible commission of prohibited act.	greatest or high severity categories, the Lieutenant may resolve informally, or drop the charges.
2.	Staff prepares Incident Report and forwards it to Lieutenant.	Unit Discipline Committee may drop or resolve informally any Moderate or Low Moderate charge, impose allowable sanctions or refer to the Discipline Hearing Officer.
3.	Appointment of an investigator who conducts investigation and forwards material to Unit Disciplinary Committee.	The Discipline Hearing Officer may impose allowable sanctions, or drop the charges.
4.	Initial hearing before Unit Discipline Committee.	The appropriate reviewing Official (the Warden, Regional Director, or General Counsel) may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.
5.	Hearing before Discipline Hearing Officer.	
6.	Appeals through Administrative Remedy Procedure.	

Except for prohibited acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges.

Except for prohibited acts in the

TIME LIMITS IN DISCIPLINE PROCESS

Table 2

1. Staff becomes aware of inmate's involvement in incident and writes an incident report.

**Ordinarily** within 24 hours

2. Staff gives inmate notice of charges by delivering incident report.

**Ordinarily** within 24 hours of the time staff became aware of the inmate's involvement in the incident.

3. Initial Hearing (UDC)

**Ordinarily** within 3 work days from the time staff became aware of the inmate's involvement in incident (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)

4. Discipline Hearing Officer (DHO) Hearing

Must be given Notice of Rights 24 hours prior to hearing unless waived by inmate.

**NOTE:** These time limits are subject to exceptions as identified in policy.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage at which suspended. The time requirements then begin running again, at the same point at which they were suspended.

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE:**

- a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate (see Table 3 for identification of the prohibited acts within each category). Specific sanctions are authorized for each category (see Table 4 for a discussion of each sanction). Imposition of a sanction requires that the inmate first is found to have committed a prohibited act.

[(1) Greatest Category Offenses: The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996). The DHO may impose and execute sanction F and/or G only in addition to execution of one or more sanctions A through G.

(2) High Category Offenses: The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee (UDC) shall impose and execute one or more additional sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.

(3) Moderate Category Offenses: The Discipline Hearing Officer shall impose at least one sanction A through N, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense during the inmate's current anniversary year (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reason why the charges in this instance was not referred to the DHO.

(4) Low Moderate Category Offenses: The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The DHO may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the UDC shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offense during the inmates current anniversary year (i.e., the twelve month period of time for which an inmate maybe eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

- b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would

be coded 209A.

- c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction requires that the inmate first is found to have committed any subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspensions of sanctions A through F. The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Unit Disciplinary Committee (UDC).

When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO for a final disposition on the new incident report and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new incident report.

- d. If the UDC has previously imposed a suspended sanction and subsequently refers a case to the DHO, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the UDC who may then revoke the previous suspension.
- e. The UDC or DHO may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5 of this handbook.
- f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6 of this handbook.

Table 6 contains a chart showing the maximum amount of good time that may be forfeited or withheld and the period of time that must pass before an inmate is eligible for restoration of statutory good time. The chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation. The time frame established in each of these areas is determined by the severity of the prohibited act.

[TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE  
GREATEST CATEGORY

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

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	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).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	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).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]

[TABLE 3 (Cont'd)  
GREATEST CATEGORY (Cont'd)

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

[TABLE 3 (Cont'd)

GREATEST CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
198	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.	Sanctions A-G]
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.	

[TABLE 3 (Cont'd)

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation.
201	Fighting with another person	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)
202	(Note to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	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).
205	Engaging in sexual acts	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 30 days). E. Make monetary restitution.
209	Adulteration of any food or drink	F. Withhold statutory good time]
210	(Not to be used)	
211	Possessing any officer's or staff clothing	

[TABLE 3 (Cont'd)]

HIGH CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
212	Engaging in, or encouraging a group demonstration	G. Loss of privileges: commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a work stoppage	H. Change housing (quarters)
214	(Not to be used)	
215	Introduction of alcohol into BOP facility	I. Remove from program and/or group activity
216	Giving or offering an official or staff member a bribe, or anything of value	J. Loss of job
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	K. Impound inmate's personal property L. Confiscate contraband M. Restrict to quarters]
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	

[TABLE 3 (Cont'd)  
HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	Sanctions A-M]
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (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 telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of high severity is not applicable.	

[TABLE 3 (Cont'd)  
MODERATE CATEGORY]

CODE	PROHIBITED ACTS	SANCTIONS
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300	Indecent Exposure	A.	Recommend parole date rescission or retardation.
301	(Not to be used)		
302	Misuse of authorized medication	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).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized		
304	Loaning of property or anything of value for profit or increased return		
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	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).
306	Refusing to work, or to accept a program assignment		
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	C.	Disciplinary Transfer (recommend).
		D.	Disciplinary segregation (up to 15 days).
		E.	Make monetary restitution.
		F.	Withhold statutory good time.]
308	Violating a condition of a furlough		
309	Violating a condition of a community program		
310	Unexcused absence from work or any assignment		
311	Failing to perform work as instructed by the supervisor		
312	Insolence towards		

a staff member

[TABLE 3 (Cont'd)  
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
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313	Lying or providing a false statement to a staff member.	G.	Loss of privileges: commissary, movies, recreation, etc.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	H.	Change housing (quarters).
315	Participating in an unauthorized meeting or gathering	I.	Remove from program and/or group activity.
316	Being in an unauthorized area	J.	Loss of job.
317	Failure to follow safety or sanitation regulations	K.	Impound inmate's personal property.
318	Using any equipment or machinery which is not specifically authorized	L.	Confiscate contraband.
319	Using any equipment or machinery contrary to instructions or posted safety standards	M.	Restrict to quarters.
320	Failing to stand count	N.	Extra duty.]
321	Interfering with the taking of count		
322	(Not to be used)		
323	(Not to be used)		
324	Gambling		
325	Preparing or conducting a gambling pool		
326	Possession of gambling paraphernalia		
327	Unauthorized contacts with the public		
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization		

[TABLE 3 (Cont'd)  
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
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- 329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less Sanctions A-N]
- 330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)
- 332 Smoking where prohibited
- 397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).
- 398 Interfering with a staff member in the performance of 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 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

[TABLE 3 (Cont'd)]  
LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of

401	Possessing unauthorized amount of otherwise authorized clothing	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).]
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	(See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	[E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity.]

[TABLE 3 (Cont'd)]  
LOW MODERATE CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
408	Conducting a business	J. Loss of job.

- |     |   |    |                                     |
|-----|---|----|-------------------------------------|
| 409 | Unauthorized physical contact (e.g., kissing, embracing)  | K. | Impound inmate's personal property. |
| 497 | 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).  | L. | Confiscate contraband.              |
|     |   | M. | Restrict to quarters.               |
|     |   | N. | Extra duty.                         |
|     |   | O. | Reprimand.                          |
| 498 | Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Mode-rate Severity nature.</u> ) This charge is to be used only when another charge of low moderate severity if not applicable.   | P. | Warning.                            |
| 499 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable. |    |                                     |

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

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

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

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).

[TABLE 4- SANCTIONS

1. Sanction of the Discipline Hearing Officer:  
(upon finding the inmate committed the prohibited act)

A. Recommend parole date rescission or retardation. The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-findings hearings upon request of or for the use of the Commission.

B. Forfeit earned statutory good time, Non-vested Good Time, and/or terminate or disallow extra good time. The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. §4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 6)]

See page 19 of this Chapter for limitations on this sanction and for eligibility for restoration. Good time (statutory and good conduct time) percentages may be combined where separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, where an inmate is charged, and found to have committed, both a 200 and 300 Code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 code violation, 25% for the 300 Code violation). Good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See the Sentence Computation Manual (Old Law, Pre-CCCA-1984) for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his or her delegated representative for final decision.

[TABLE 4 (Cont'd)]

This sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act for claims committed on or after November 1, 1987 and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1.

[B.1 Disallowance of good conduct time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S.C. §3624(b)). 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 toward a high school diploma or an equivalent degree, or has been exempted from participation because of a learning disability. 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 action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.

VCCLEA inmates rated as violent and PLRA inmate 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 time conduct) 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.

[TABLE 4 (Cont'd)]

- (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.

However, the DHO may, after careful consideration of mitigating factors (seriousness of the offense, the inmate's past disciplinary record, the lack of available good conduct time, etc.) choose to impose a lesser sanction, or even disallow no GCT for moderate and low moderate prohibited acts by VCCLCA inmates rated as violent or by PLRA inmates. The DHO must thoroughly detail the rationale for choosing to disallow less than 13 days or 6 days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or 6 days respectively will occur with repetitive offenses consistent with the guidelines in this B.1.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy procedures. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures.

Except for VCCLCA inmates rated as violent or PLRA inmates, Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time one time within a six-month period.]

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The Appendix to this Chapter 4 discusses procedures for the disallowance of good conduct time.

[C. Recommend disciplinary transfer. The DHO may recommend that an inmate be transferred to another institution for disciplinary reasons.

Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC OR DHO Hearing. Transfers for disciplinary reasons prior to a hearing before the UDC or DHO may be used in emergency situations and only with approval of the Regional Director. When an inmate is transferred under these circumstances, the sending institution shall forward copies of incident reports and other relevant materials with completed investigation to the receiving institution's Discipline Hearing Officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC or DHO hearings contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony.]

Transfers from one region to another require the approval of both the sending and receiving Regional Directors.

The receiving institution does not need to hold a new UDC hearing if such a hearing was held by the sending institution prior to the inmate's transfer.

[TABLE 4 (Cont'd)]

[D. Disciplinary segregation. The DHO may direct that an inmate be placed or retained in

**disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in disciplinary segregation are based on the severity scale. (See Table 6)]**

Separate sanctions may be imposed for separate acts or offenses. Acts are different or separate if they have different elements to the offenses. For example, if an inmate is involved in a fight with another inmate, and in the course of subduing that incident the inmate also strikes a staff member, the inmate can be charged with fighting (Code 201) and also assaulting a staff member (Code 101). The inmate can be separately charged and punished, on the basis of one Incident Report, or in two separate Incident Reports, for each offense. The inmate could not be punished for both assault on and fighting with the inmate, since the elements of both offenses (the time, place, persons involved, actions performed) are essentially the same for both offenses. If, on the way to administrative detention, the inmate starts another disturbance, and strikes another officer, the inmate could be charged with that as another assault offense. Similarly, an inmate serving a period of time in disciplinary segregation may commit a prohibited act there, and receive additional, consecutive time in segregation for that new offense.

See page 19 of this Chapter, Table 6 for the specific limits on sanctions. Each different or separate offense should be written on a separate Incident Report. Unless otherwise specified by the DHO, disciplinary segregation placement for different or separate prohibited acts are to be imposed consecutively.

An inmate who has been recommended for a Control Unit placement may be transferred prior to completing the required segregation period. The remainder of any segregation period shall be served at the receiving institution.

Except as noted above, an inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. When this is not practical, the transfer must be approved by the Regional Office. The inmate shall complete the remainder of any segregation period at the receiving institution.

**[E. Make monetary restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to.]**

An inmate's commissary privileges may be suspended or limited until restitution is made. See Accounting Management Manual for instructions regarding impoundment of inmate funds.

[TABLE 4 (Cont'd)]

[F. Withholding Statutory Good Time. The DHO may direct that an inmate's good time be withheld. Withholding of good time should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs.

Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an on-going offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures (Part 542).

Only the Warden may restore withheld statutory good time. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale. (See Table 6)]

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his or her delegated representative for final decision.

Part 542 refers to Program Statement on Administrative Remedy Procedure for Inmates. See page 20 of this Chapter for information on restoration eligibility.

This sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days good conduct time credit (18 U.S.C. §3624(b)). This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the discipline policy and by inmate appeal through the Administrative Remedy procedures.

[2. Sanctions of the Discipline Hearing Officer/Unit Discipline Committee: (upon finding the inmate committed the prohibited act)

[TABLE 4 (Cont'd)]

\* [G. Loss of privileges: commissary, movies, recreation, etc. The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege. However, the DHO or UDC may impose a loss of privilege sanction not directly related to the offense when there is a lack of other appropriate sanctions or when imposition of an appropriate sanction previously has been ineffective.] \*

After careful consideration of all relevant facts, the UDC or DHO may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction (e.g., loss of visiting privileges) is viewed as having a significant impact on the inmate's future behavior.

Loss of recreation privileges cannot be imposed on inmates in Special Housing, but may be used as a sanction for general population inmates.

[H. Change housing (quarters). The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.

I. Remove from program and/or group activity. The DHO or UDC may direct that an inmate forego participating in any program or group activity for a specified period of time.

J. Loss of job. The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.

K. Impound Inmate's personal property. The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.

L. Confiscate contraband. The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately.]

For procedures, see P.S. 5580.2, Personal Property of Inmates.

[M. Restrict quarters. The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.

N. Extra Duty. The DHO or UDC may direct that an inmate perform tasks other than those performed during regularly assigned institutional job.

O. Reprimand. The DHO or UDC may reprimand an inmate either verbally or in writing.

P. Warning. The DHO or UDC may verbally warn an inmate regarding committing prohibited act(s).]

Note: Although not considered sanctions, the UDC or DHO may recommend classification or program changes. For example, the DHO may recommend an inmate's participation in, or removal from, a particular program. When this occurs, a final decision will ordinarily be made in accordance with the established procedures for deciding that issue. In the example cited above, a referral would be made to the inmate's unit team for a decision on the recommendation.

[TABLE 5

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY

When the Unit Discipline Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent\* months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart.)

<u>Category</u>	<u>Prior Offense (Same Code) Within Time Period</u>	<u>Frequency of Repeated Offense</u>	<u>Sanction Permitted</u>
Low Moderate (400 Series)	6 months	2d offense	Low Moderate Sanctions, plus 1. Disciplinary segregation, up to 7 days.  2. Forfeit earned SGT or non-vested GCT up to 10% or up to 5 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3d offense, or more	Any sanctions available in Moderate (300) and Low Moderate (400) series.
Moderate	12 months	2d offense plus	Moderate Sanctions (A,C.E-N), (300 Series) 1. Disciplinary segregation, up to 21 days 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).

[TABLE 5 (Cont'd)]

<u>Category</u>	<u>Prior Offense (Same Code) Within Time Period</u>	<u>Frequency of Repeated Offense</u>	<u>Sanction Permitted</u>
		3d offense, or more	Any sanctions available in Moderate (300) and High (200) series.
High (200 Series)	18 months	2d offense	High Sanction (A,C,E-M), plus 1. Disciplinary segregation, up to 45 days.  2. Forfeit earned SGT or non- vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3d offense, or more	Any sanction available in High (200) and Greatest (100) series.]

[TABLE 6

SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR RESTORATION  
OF FORFEITED AND WITHHELD STATUTORY GOOD TIME

<u>Severity of Act</u>	<u>Sanctions</u>	<u>Max.Amt.</u>		<u>Elig.</u>		<u>Max.</u>
		<u>Forf.</u>	<u>SGT1 W/hd SGT</u>	<u>Forf.</u>	<u>SGT W/hd/SGT</u>	<u>Restoration</u>
Greatest	A-F 100%	Good time	24 mos	18 mos	60 days	
		creditable for single				
High	A-M 50% or during which whichever is less	month	18 mos	12 mos	30 days	60 days,
		violation occurs. Applies to all categories.				
Moderate	A-N 25% or 30 days, whichever is less		12 mos	6 mos	15 days	
Low/ Moderate	E-P N/A		N/A(1st offense)	3 mos	N/A (1st offense)	
			* 6 mos. (2nd or 3rd offense in same category within six months)	7 days (2nd offense)	15 days (3rd offense)]	*

1 See Table 5, SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY, on Page 22 of this Chapter. Forfeited good conduct time will not be restored ("GT" in Table 6 represents both good conduct and statutory good time.)

[TABLE 6 (Cont'd)]

[NOTE: In Table 6 headings, "GT" represents both good conduct and statutory good time and "SGT" represent statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his/her delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.]

To ensure an inmate's case is not overlooked when statutory good time has been forfeited or withheld, The unit team must review the eligibility requirements for restoration in accordance with the time frames established by the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team, whether for or against restoration, is to be forwarded (on BP 389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO. An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements.

[An inmate with an approaching parole effective date, or an approaching mandatory release or expiration date who has forfeited good time may be placed in a Community Treatment Center only if that inmate is otherwise eligible under Bureau policy, and if there exists a legitimate documented need for such placement. The length of stay at the Community Treatment Center is to be held to the time necessary to establish residence and employment.]

For additional information regarding inmate discipline you may refer to Program Statement 5270.07, Inmate Discipline and Special Housing Units. It can be located in the Law Library.

## VII. UNIT MANAGEMENT/LIVING UNITS

A unit is a self-contained inmate living area which includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates assigned to that unit. The unit staff offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes the Unit Manager, one or more Case Managers, one or more Correctional Counselors, and one Unit Secretary. When available, the Case Management Coordinator, Institution Psychologist, Education Representative, and Unit Officer will sit on the Unit Team and be considered as unit staff.

### **At the FCI:**

Units 1 and 3 are located on the south end of the lower level of the institution. Both living areas are the responsibility of the Unit Manager for units 1,3 and 4.

Units 4 and 6 are located on the north end of the lower level of the institution. Unit 6 is the responsibility of the Unit Manager for units 2, 5, 11, 6 and Unit 4 is the responsibility of the Unit Manager for units 1,3 and 4.

Unit 2 is located on the south end of the upper level of the institution, Unit 5 is located on the north end of the upper level of the institution. All living areas are the responsibility of the Unit Manager for Units 2, 5, 6 and 11.

Unit 11 is the DAPS unit, is comprised of unit 2 East (E) and Double East (EE) and is the responsibility of Unit 2/5/6/11 Unit Manager. The Drug Abuse Program is an intensive program for inmates who have met specific criteria indicating a need for drug/alcohol education and/or treatment. Services included in this program are individual and group psychotherapy, psycho-diagnostics, and court-ordered psychological evaluations. Program development includes an education component for newly confined inmates and an educational component for inmates nearing release. If you are interested in being considered for this program submit a cop-out to the DAPS Psychologist.

C & D Block is located on the north end of the lower and upper level of the institution.

### **At the FSL:**

The Units are divided by S1 and S2. Those inmate assigned to S1 include Franklin Unit and Organ Unit Lower only. Those inmates assigned to S2 include Guadalupe Unit and Organ Unit Upper only.

The FSL Case Managers, Unit Secretaries and Unit Manager are located in their respective unit.

### **At the FPC:**

There are two units (Camp 1 and Camp 2) assigned to one unit team. The Unit Team is located in Camp One and is comprised of a Case Manager, a Correctional Counselor and a Unit Secretary. The Camp Administrator/Executive Assistant is located at the administrative building.

Prior to arriving to your designated living area, you will be assigned a bunk and locker. Upon arrival in the Unit, the unit officer will discuss with you the unit rules. Within 5 working days of your arrival, members of your Unit Team (Unit Manager, Case Manager, and Counselor) will discuss additional rules and regulations with you and explain their roles while you are confined at this institution. The Unit Team will also address questions or concerns of a general nature at that time.

The Unit Team will meet with you for initial classification within 30 days of the date of your arrival. Attendance is mandatory. During this meeting, specific issues such as the payment of fines, any pending charges or detainers, camp eligibility, and the criteria for transfers will be discussed. After your initial classification, you will be scheduled for a program review every 90 days, if you have one year or less left to serve, or 180 days if your projected release date exceeds one year.

Unit staff are available daily to assist with problems, concerns, or questions. The staff schedule is posted on the unit bulletin board.

There will be no standing or gathering in the corridors at anytime, or standing or sitting on the stairs in the bigger units.

Inmate's are not permitted to visit other units unless it is in order to see unit staff. The unit officer must grant permission first.

#### **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. Depending on the inmate's custody classification, one or two Correctional Officers will escort the inmate. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty and all money must be in the inmate's commissary account before a request for such a visit will be considered for approval. There are occasions, however, 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.

#### **FURLOUGHS**

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a United States Marshal or 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.

#### **UNIT BULLETIN BOARDS**

Each living unit has several bulletin boards located in the main corridors and main areas of the units. Check your unit bulletin boards daily to review the Change Sheet, Call-Out Sheet and Food Service Work schedule.

## VIII. LIVING CONDITIONS

### COUNTS

On weekdays, there are five official counts of all inmates. On weekends and federal holidays there are six official counts. Official counts are held at the following times:

12:00 a.m.	4:00 p.m. (stand-up count)
3:00 a.m.	9:00 p.m.
5:00 a.m.	10:00 a.m. (Weekends & federal holidays, stand-up count)

A count bell will ring approximately five (5) minutes before the 4:00 p.m. and 9:00 p.m. counts. **The 10:00 a.m. and 4:00 p.m. counts are STANDING COUNTS.** At this time, you are required to remain standing next to your bunk until the count has cleared. Additionally, there must be no talking or movement during any counts.

### CONTROLLED MOVEMENT

FCI and FSL La Tuna has open movement and all inmate activities will be arranged to commence every hour on the half hour during the work day and will last for 10 minutes. If you are on the call-out sheet. You will go directly to that department during open movement at the appointed time and will not be able to return to your originating point until the next open movement. If you wish to go to the recreation yard, library or barber shop, you are required to sign out in the Inmate Accountability Log maintained by the unit officer in the unit prior to the movement. The log will have the inmate's printed name, register number, signature, destination, time in and time out noted. This is to be done every time you move from one destination to another if it is not for a scheduled call out. Each inmate is responsible for adhering to this requirement and any failure to do so could result in an incident report being written. Movement to and from the Visiting Room during non-movement times will be the only authorized movement.

### WORK CALL

**At the FCI:** The work bell will ring at 7:30 a.m. Monday through Friday mornings. You are expected to leave the unit at that time and report to your work detail no later than 7:40 a.m. Some of you will be working in Food Service and your work hours may begin at 4:00 a.m. If you work that schedule, the morning watch officer will wake you. You will be expected to rise promptly and dress yourself without disturbing others who are still sleeping. UNICOR work call is at 6:40 a.m. and you must be in UNICOR by 6:50 a.m. to be on time.

### LIGHTS OUT

Lights in the living quarters will be turned off at 11:00 p.m. nightly. On weekdays after lights out, you are required to remain quiet and in your bunk area. On weekends, you may play quiet games, watch television, or read until 2:00 a.m. only in those dormitories with a day room (dorms 1, 2, 4, 5, Camp 1 and Camp 2). In all other units, you may read, write, or whisper only. The lights are turned off at 11:00 p.m. daily. Inmates will NOT be authorized entrance into other housing units after lights out.

### FIRE DRILLS

Two fire extinguishers are located on each unit. Fire safety is everyone's responsibility. Fire drills are conducted periodically in all areas of the institution and each inmate is responsible for cooperating with the staff member conducting the drill.

### INMATE REQUEST TO STAFF MEMBER

The BP-S148.055 form, Inmate Request to Staff, also referred to as a "cop-out", is available from the Unit Officer. When you need to send a cop-out to a staff member or department, send it through the institution mail system.

### PERSONAL AREA

It is your responsibility to check your living area immediately after being assigned to a unit and to report all damage to the Correctional Officer, Case Manager, or Counselor. You may be held financially liable for any damage to your personal living area. You are also responsible for keeping your area clean and free of contraband.

The wake-up bell will sound at 6:00 a.m., Monday through Friday. You will be required to have your bed made and your area clean by 7:30 a.m. All Personal items are to be stored in your locker with the exception of what is posted in a memo on the unit bulletin board. The wet towel may be hung outside your locker on the bed rail or the bar attached to your locker. The cold weather jacket is to be placed neatly at the end of the bed on top of your blanket. Additional unit specific guidelines and rules are posted on the bulletin board in the unit and each inmate is responsible for knowing this information.

If you are moved from one dormitory to another, you are required to take your bedding and personal items. **The pillow, mattress and locker are assigned to the bed, and are not to be taken with you.**

#### SANITATION

You are expected to keep your bunk, locker, and living area clean and neat. You are required to make your bed daily and to store all your personal belongings neatly in your locker. You will sweep, mop, and/or wax your area daily and keep the window and window sill above your bunk or in your room clean. Your locker top is to be kept clean at all times.

#### SECURITY AND INMATE ACCOUNTABILITY

From time to time, your personal living area will be inspected or searched by unit staff. These area searches are not designed to inconvenience you, but to insure that no unauthorized items such as weapons, tools, drugs, liquor, etc., are being kept in the unit and to protect your safety and welfare. Occasionally, you will be searched by staff. This procedure usually means that you will be required to show what you have in your pockets. Then staff will pat search you and your clothing. Searches are designed to ensure the safety, health, and welfare of all.

#### SHAKEDOWNS

Any staff member may search an inmate's room routinely or randomly, without any suspicion of illegal activity, to retrieve contraband or stolen property. You do not have a **right** to be present during the shakedown.

The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

#### DRUG SURVEILLANCE

The Bureau of Prisons operates a drug surveillance program which includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders you to provide a urine sample for this program, and you do not do so, you will be subject to an incident report. A positive test will result in an incident report.

#### ALCOHOL DETECTION

A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

#### PERSONAL HYGIENE

Good personal hygiene is essential since you will be living in a dormitory with many other inmates. You are expected to shower regularly and keep your hair clean and neat. Beards and mustaches may be worn, but must be kept clean and neat. Artificial hair pieces are not allowed. A Barber Shop is available at the south end of the lower level in the main corridor. Personal hygiene items such as soap, toothpaste and shaving cream may be

supplied by your Unit Officer. Personal hygiene items may also be purchased at the Commissary. Showers are authorized from 5:30 a.m. to 7:30 a.m. on weekdays. Only one shower will be available for use from 6:30 a.m. to 2:30 p.m., excluding weekends and Federal holidays, and permission must be obtained from the Unit Officer before showering. On weekends and Federal holidays showers are authorized from 6:00 a.m. to 11:00 p.m. Showers will be terminated at 10:00 p.m. on weekdays, weekends and Federal holidays. **No one is permitted to take showers during count time.** Prior approval must be obtained from the Unit Officer before showering at other times.

#### INMATE TELEPHONE REGULATIONS

There are telephones located in each dormitory at all 3 facilities. At the FCI there are phones in the north and south patios. The phones in the patios may be used by anyone. At the FPC, there is an additional phone located near the commissary, which can be utilized by anyone.

Incidents of unlawful telephone usage will be referred to law enforcement authorities. In order to protect the security and orderly management of the institution, and in order to protect the public, telephone calls will be monitored. **Credit card, Third Party, or information calls are prohibited. A third party call can include having the person you are speaking with make another call from a second phone or on a second phone line while you are still on the phone and relaying information to or from you.**

#### INMATE TELEPHONE REGULATIONS CONTINUED:

Inmates transferring from other Federal institutions using the ITS II will retain the same phone list and PAC number. New commitments will fill out a list that they will receive during the intake screening process and submit it to their assigned Counselor. These lists are forwarded immediately to the ITS Tech for keying. New commitments will receive their PAC number in the mail within 7 working days from the date of their arrival at the institution. Inmates with an established phone list may submit changes only three (3) times a month. These times are designated as the 1<sup>st</sup>, 10<sup>th</sup> and 20<sup>th</sup> of the month and may be amended at the discretion of the inmate's Counselor. All phone list changes will be posted within 5 working days from the day the ITS Tech receives the list. The maximum amount of numbers allowed on your approved list is 30.

Inmates may receive a new PAC number for a charge of \$5.00. If this is necessary you must get with your Counselor.

In case of an emergency at home, notify your family of the Institution's phone number which is (915) 886-6600 for FCI/FPC and (915) 564-2100 at the FSL. This number is for **emergencies only.**

You are encouraged to use regular channels of communication to contact your attorney of record. These may include mail and telephone calls. Contact your Unit Manager if you desire an un-monitored phone call to your attorney of record in a private setting. The call will be collect, at your expense and if you are indigent your unit team will evaluate your situation. Normally, you will be required to provide proof to your Unit Manager that you have a legitimate need for this type of call. If there is a need for an attorney/client visit, your attorney must mail or fax a letter to your Counselor indicating the day and time of the proposed visit and your Counselor will make the final arrangements.

#### TELEVISION VIEWING IN UNITS/DORMS

At the FCI: Television rooms will be open for TV viewing according to the following schedule. This schedule can change without notice due to security concerns.

Monday - Thursday	6:00 a.m. to 7:30 a.m. / 2:30 p.m. to 11:00 p.m.
Friday	6:00 a.m. to 7:30 a.m. / 2:30 p.m. to 2:00 a.m.
Saturday	6:00 a.m. to 2:00 a.m.
Sunday	6:00 a.m. to 11:00 p.m.
Holidays	Evening proceeding a Holiday tv is on til 2:00 a.m.

## TV ROOMS/LAUNDRY ROOMS

**At the FCI:** All televisions, including those in the common areas, may only be viewed from 6:00 a.m. to 7:30 a.m. at which time they will be turned off and remain off until 2:30 p.m., Monday through Friday, excluding Federal holidays.

The Laundry Rooms will be closed at 7:30 a.m. and will reopen at 2:30 p.m., Monday through Friday, excluding Federal holidays. All irons and ironing boards will remain in the laundry rooms even while being used. Irons and ironing boards may be obtained from the Unit Officer.

**At the FSL and FPC:** All televisions are open from 6:00 a.m. to 11:00 p.m.

At the FSL the Inmate Laundry Room is open Monday - Friday : 9:30 a.m. - 9:45 p.m and Weekends and Holidays: 8:00 a.m - 9:45 p.m.

At the FPC: Open Monday through Sunday from 8:00 a.m. to 10:00 p.m.

## STANDARDS AND PROCEDURES OF CLOTHING ISSUE

New commitments are provided with the following items:

- a. Institutional clothing until you are given a standard clothing issue.
- b. One pair of soft-soled shoes. These must be turned in upon receipt of standard-issue work shoes from the Clothing Room.
- c. Razor (Disposable) 1 each
- d. Toothbrush 1 each
- e. Toothpaste 1 each
- f. Sheets 2 each
- g. Pillowcase 1 each
- h. Blanket 1 each

You will report to the Clothing Room the next regular working day after your arrival at La Tuna to receive an issue of regular clothing. The following is the standard clothing and linen items issue:

- a. Safety toe shoes 1 pair
- b. Trousers 4 pair (3 work + 1 dress)
- c. Shirts 4 each (3 work + 1 dress)
- d. T-Shirts 4 each
- e. Socks 4 pair
- f. Belt 1 each
- g. Towels 2 each
- h. Jacket 1 each (seasonal)
- i. Laundry Bag 1 each
- j. Blanket 1 each (2 ea. on winter months)

**Inmates are responsible for all of the above items until release or transfer from the institution at which time they must be turned in to the laundry room.**

You will be assigned a bin number which will be marked on all of your shirts, pants and boots. You will be required to sign a receipt for the above listed items and instructed that prior to your release, all clothing items must be returned to the Clothing Room.

If you are released after hours or on a weekend or holiday, you will turn these items over to the R&D Officer. Clothing **may** be replaced only after 12 months from the initial date of issue on an even exchange basis only. If any of those items are lost, stolen, or destroyed in less than the time allowed, those items may be reissued on an individual basis at the discretion of the Clothing Room Officer.

Only as much personal property as can be neatly and securely stored in the locker space may be retained. The amount of clothing allowed is limited to those items which can be neatly stored in the space provided to you. **Altered clothing is contraband.** (See Institution

FCI Clothing Room hours of operation are as follows:

**MONDAY - FRIDAY (closed Federal Holidays) 7:30 A.M. - 3:00 P.M.**

7:30 a.m. - 8:30 a.m. A&O

8:30 a.m. - 2:30 p.m. General population, alterations, laundry, exchange of oversize clothing, and yearly changes.

2:30 p.m. - 3:00 p.m. UNICOR population

**LINEN EXCHANGE: 7:30 a.m. - 3:00 p.m.**

MONDAY	UNIT 3
TUESDAY	UNIT 1 & 2
WEDNESDAY	UNIT 11 (C & D block)
THURSDAY	UNIT 6
FRIDAY	UNIT 4 & 5

**At the FSL:** The Inmate Services Building, located between Franklin and Guadalupe Units, is equipped with washers and dryers for inmate use at no charge. Inmates are responsible for caring for and laundering all Government issued items. Laundry soap is issued at the Institution and/or purchased at the Commissary. Laundry soap is issued to inmates on their commissary shopping day between 3:00 p.m. and 3:45 p.m. UNICOR employed inmates may receive laundry soap every Wednesday after the 4:00 p.m. count until 6:30 p.m. in the Commissary. Inmates will be issued white plastic cups upon their arrival at FSL La Tuna for the purpose of acquiring laundry soap refills. No other containers will be accepted for refills. Replacements will not be issued for lost or misplaced plastic cups, but will be available for purchase from the commissary.

**At the FPC:** The Laundry washes your Institutional clothing, your linen and towels. Laundry will be turned in and picked up in the evenings during the week from 4:00 p.m. to 6:00 p.m. Camp clothing will not be modified in any manner. For a linen exchange see assigned laundry worker.

**CIVILIAN CLOTHING**

Effective November 1, 1997, commissary will be the sole source for inmates to purchase athletic shoes and will only stock shoes that are \$100 value or less.

Inmates are prohibited from wearing any clothing not government issued or purchased in the commissary and any clothing that has been altered.

**MISCELLANEOUS ITEMS:**

**PERSONAL PROPERTY**

(See Institution Supplement 5580.6B, Inmate Personal Property.)

Personal property is any property you are permitted to bring with you when you enter the institution, issued to you by institution staff, purchased in the Commissary, or obtained with special staff permission and in compliance with the Program Statement and Institution Supplement on Inmate Personal Property. All personal property must be stored in your locker. Any property in your possession which is not authorized will be confiscated and disposed of in accordance with Program Statement 5580.06B, Inmate Personal Property. No personal property may be exchanged, given, or sold to any other inmate regardless of value or cost.

You may not possess more than one watch and one radio at any time and proof of ownership (Form 40-or commissary receipt) is required. Only Walkman or Walkman-type radios are permitted at La Tuna.

Only one scrap book and one photo album may be retained. No nude photos or pictures may be displayed and Polaroid photos with backing are contraband.

You are allowed to maintain legal materials necessary for your current legal actions. Materials which are not essential for litigation actually in progress must be disposed of through appropriate institutional procedures. Only legal reference materials not available in the law library will be permitted in your living quarters. See your Unit Manager for more space.

Jewelry (neck chains, bracelets, etc.) not of a religious nature are contraband. Religious medals are allowed only upon approval by the Chaplains and are limited to \$100 or less in value.

Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers or for any other purpose and are to be thrown away.

**Inmates Transferred from Other Institutions:**

Personal property which was authorized at another institution, but is not authorized at this facility, is considered contraband and will be mailed to your home or other chosen location at government expense. If you purchased a different type radio at another federal institution and then transfer to La Tuna, the radio will be sent to a destination of your choice at government expense.

**CONTRABAND**

(See Institution Supplement 5580.06B, Inmate Personal Property)

Contraband is **any** item not authorized to be retained upon admission to the institution or issued by authorized staff, purchased from the commissary, or purchased or received through approved channels.

Hard contraband is any item which poses a serious threat to the security of the institution and which is not approved for possession by an inmate. These are considered hard contraband: weapons, intoxicants, currency, and narcotics.

Nuisance contraband is any item other than hard contraband which has not been authorized for retention by the inmate. Examples of nuisance contraband include excessive accumulation of commissary, clothing, newspapers more than one week old, more than 6 magazines and/or magazines more than 6 months old, letters which cannot be stored neatly in the designated area, food items retained beyond the point of safe consumption, and altered items of government/personal property. You may be subject to an incident report in these situations as determined by the staff.

IX. AUTHORIZED INMATE PERSONAL PROPERTY

INMATE PERSONAL PROPERTY LIST  
AUTHORIZED FOR RETENTION AND TRANSFER BETWEEN INSTITUTIONS

UNLESS LISTED ALL ITEMS ARE COMMISSARY PURCHASE ONLY.

CLOTHING

Bathrobe (white or gray; no hoods)	1 ea
Cap, Baseball (white or gray; no logos)	1 ea
Shoes, Athletic (white, maximum \$100 value, no pumps/ no pockets)	1 pr
Shoes, Specialty, (white, black, black/white combination, \$100 value, no pumps/no pockets) court, turf, running shoe,	1 pr
Shoes, Casual	1 pr
Shoes, shower (white or gray)	1 pr
Shoes, Slippers (colorless)	1 pr
Shoes, work	1 pr
Shorts, gym (white or gray/no logos)	2 ea
Socks (white)	5 pr
Sweat pants (gray/cotton/no logos)	2 pr
Sweatshirts (gray/pullover/no hoods/no logos/cotton)	2 ea
T-shirts/sleeveless undershirts (white or gray/no logos/no pockets)	5 ea
Underwear (white/boxers or briefs)	7 pr
Handkerchief (white only)	5 ea

PERSONALLY OWNED ITEMS

Address book	1 ea
Alarm clock (non-electric)	1 ea
Bag Athletic tote (no logos)(24 inches or less)	1 ea
Batteries	4 ea
Books (hard/soft)(excluding current school/vt books)	5 ea
Book reading light (battery operated)	1 ea
Bowl (plastic/24oz or less)	1 ea
Calculator, small (electronically unsophisticated inexpensive, non-print feature/battery or solar operated)	1 ea
Calendar, Small*	1 ea
Comb/Pick (plastic)	1 ea
Combination Lock	1 ea
Contact Lens (clear/prescribed)**	2 pr
Contact Lens Solution**	1 btl
Shaving Bag	1 ea
Cup (plastic)	1 ea
Dentures**	1 set
Earplugs	1 set
Envelopes	1 box

\* Approved institution sources    \*\* Must be medically approved

Eyeglasses**	2 pr	
Eyeglass Case**		2 ea
Hairbrush	1 ea	
Hangers (plastic)	5 ea	
Headphones	1 ea	
Jug (plastic/1 gal)	1 ea	
Laundry Bag (mesh)	1 ea	
Letters	25 ea	
Mirror (small/plastic)	1 ea	
Pen, Ballpoint	2 ea	
Pencils	2 ea	
Photo Album/Scrapbook	1 ea	
Photos (single-faced) (loose)	25 ea	
Picture Frame (clear plastic)	1 ea	
Playing Cards	2 decks	
Radio W/Earplugs (walkman-type)	1 ea	

Stamps (total value equivalent to 60 1 <sup>st</sup> Class)	60
Sunglasses (non-reflective)	1 pr
Thermos (plastic liner, up to 64 ozs)	1 ea
Towel (white/large)	1 ea
Watch (\$100 maximum value, no stones, electronically unsophisticated, i.e. inability to send signals)	1 ea
Watchband	1 ea
Wedding Band (no stones/white/yellow metal)	1 ea
Writing Tablet	2 ea

**HYGIENE ITEMS:**

Dental Floss and/or Pick (unwaxed)	1 container
Denture Adhesive	1 ea
Denture Brush	1 ea
Denture Cleaner/Powder	1 ea
Denture Cup	1 ea
Deodorant	2 ea
Lens Cloth	1 ea
Nail Clippers (no file)	1 ea
Razor	1 ea
Scissors, Mustache (blunt tip)	1 ea
Sewing Kit	1 ea
Soap, Bar	2 ea
Soap Dish	1 ea
Toothbrush	1 ea
Toothbrush Holder	1 ea
Toothpaste	2 tubes
Tweezers (blunt tip)	1 ea

**ITEMS TO BE SHIPPED AT INMATE'S EXPENSE**

**RECREATIONAL ITEMS:**

Athletic Supporter	1 ea
Gloves (fingerless/athletic)	1 pr
Gloves (handball)	2 pr
Harmonica	1 ea
Mouth Pieces	1 ea
Eye Protection	1 ea
Softball Glove	1 ea
Headbands/Sweatbands (white)	2 ea
Knee Wraps	2 ea
Racquetballs (2 cans of 2)	4 ea
Tennis Balls (can of 3)	1 can
Knitting/crochet needles	1 pr
Tools for Bead Work	1 set
Yarn, Embroidery, Hoops/needles	1 set

**APPROVED MEDICAL DEVICES:**

Devices as approved by the Health Services Administrator

**OTHER ITEMS:**

**Other Commissary non-perishable items sealed in unopened containers.**

**INSTITUTION ISSUED ITEMS  
MAY NOT BE TRANSFERRED FROM INSTITUTION TO INSTITUTION**

Cap (stocking)	1 ea	
Coat (over)		1 ea
Gloves (work)	1 ea	
Laundry Bags	2 ea	
Shoes (work/steel toe)	1 pr	
Socks		4 pr
T-Shirts		4 ea
Underwear		4 pr
Underwear (insulated)	1 pr	

Inmates may have up to (4) institution pants and (4) institution shirts.

**ITEMS OF POSSESSION AT FCI/FPC/FSL LA TUNA  
MAY NOT BE TRANSFERRED BETWEEN INSTITUTIONS  
TO BE MAILED HOME AT INMATE'S EXPENSE**

- Soda (cans)
- Fruit
- Magazines
- Newspapers
- Books (in excess of 5)
- Drinking Thermos
- Thermal Underwear
- Beard Trimmers
- Other Commissary items not approved for transfer to another institution.

## **X. ADMINISTRATIVE REMEDIES**

The Bureau of Prisons has established an Administrative Remedy Procedure through which you may seek formal review of a complaint which relates to any condition of your confinement if less formal procedures have not resolved the matter.

### **INITIAL FILING**

The Code of Federal Regulations, Section 542.13, covers the procedures for filing complaints. A copy of the Code of Federal Regulations is located in the Inmate Law Library.

### **INFORMAL RESOLUTION**

Prior to filing a formal complaint, you must informally present your complaint to your Unit Counselor. Your Unit Counselor will attempt to informally resolve your complaint. If you do not attempt informal resolution through your Counselor prior to submitting a more formal method, your formal remedy will be rejected.

### **FORMAL COMPLAINTS**

#### **REQUEST FOR ADMINISTRATIVE REMEDY (BP-9)**

If, in your estimation, your Unit Counselor cannot informally resolve your complaint, you may then file a formal complaint to the Warden, on the appropriate form (BP-9), within twenty calendar days of the date on which the basis of the complaint occurred. If you do not submit your complaint to the Warden within the time limit, your BP-9 will be rejected. If you can show a valid reason for a delay, an extension in filing may be allowed. You may obtain assistance in preparation of your complaint from other inmates.

Once your BP-9 has been filed (receipted), the Warden has 20 calendar days in which to respond. If more time is needed to adequately respond to your complaint, an extension may be granted. If you do not receive a response within the allowed time frame, including any extension, you may consider the absence of a response to be a denial at that level and proceed to the next level which is to file a BP-10.

#### **REQUEST FOR ADMINISTRATIVE REMEDY (BP-10)**

If you are dissatisfied with the Warden's response, you may appeal this decision to the Regional Director, on the appropriate form (BP-10), within 20 calendar days of the date the Warden signed your BP-9 response. If you do not submit your complaint within 20 calendar days, your BP-10 will be rejected. If you can show a valid reason for a delay, an extension of filing time may be allowed. You may obtain assistance in preparation of your complaint from other inmates.

**ADMINISTRATIVE REMEDIES (Cont.)**

Once your BP-10 has been filed (receipted), the Regional Director has 30 calendar days in which to respond. If more time is needed to adequately respond to your complaint, an extension may be granted. If you do not receive a response within the allowed time frame, including any extension, you may consider the absence of a response to be a denial at that level and proceed to the next level which is to file a BP-11.

**REQUEST FOR ADMINISTRATIVE REMEDY (BP-11)**

If you are dissatisfied with the Regional Director's response, you may appeal this decision to the General Counsel, on the appropriate form (BP-11), within 30 calendar days of the date the Regional Director signed your BP-10 response. If you do not submit your complaint to the General Counsel within 30 calendar days, your BP-11 will be rejected. If you can show a valid reason for a delay, an extension in filing time will be allowed. You may obtain assistance in preparation of your complaint from other inmates.

Once your BP-11 has been filed (receipted), the General Counsel has 40 calendar days in which to respond. If more time is needed to adequately respond to your complaint, an extension may be granted. If you do not receive a response within the allowed time frame, including any extension, you may consider the absence of a response to be a denial at the Central Office level. Additionally, if you are dissatisfied with the Central Office response, you may take your complaint to the Courts.

## XI. CONTACT WITH FAMILY AND FRIENDS

**At the FCI:** Visiting hours will be 8:00 a.m. to 3:00 p.m. Monday, Friday, and Saturday, Sunday, and Federal holidays. Each inmate is permitted 6 visiting points per calendar month. Weekday visiting is encouraged to control overcrowding in the visiting room on weekends and holidays. **Each visit constitutes 1 point on weekdays and 2 points on weekends and holidays regardless of the number of visitors or duration of the visit.** Additional visiting points must be requested through your Unit Team and may be granted by the Associate Warden (Programs) when indicated by special circumstances. Inmates requesting additional visiting points may do so by providing their Unit Manager with a written request containing the reasons why extra points should be granted, who will be visiting and where they will be traveling from. The Unit Manager may deny the request or forward it with a recommendation for approval to the Associate Warden (Programs).

The processing of visitors will begin approximately 15 minutes prior to visiting hours and end one hour before closing time. No visitors will be processed after 2:00 p.m. Visiting will be closed 3:00 p.m.

Each inmate is responsible for meeting with their assigned Counselor as soon as possible in order to establish an approved visiting list. Any adults aged 16 and over must be on the list in order to visit, children under 16 do not need to be on the list but must be accompanied by an approved visitor at the time of the visit. All prospective visitors must complete and sign a questionnaire authorizing a criminal check to be conducted on them and return the form to your Counselor for processing. **If these forms are returned to you instead of your Counselor they will not be accepted by unit staff and must be returned to the sender for proper mailing.** Be advised that this process usually takes two or three weeks. Therefore, inform these visitors not to attempt to visit until you have been notified by your unit team that they have been approved. Encourage your proposed visitor to provide their Social Security, Driver's License and/or passport number to ensure faster processing when they come to visit you. The computer recognizes numbers faster than names.

Individuals you did not know prior to incarceration will not be approved for general visiting. **ONLY VISITORS ON YOUR APPROVED VISITING LIST WILL BE PERMITTED TO VISIT YOU.**

Inmates are responsible for ensuring that all visitors receive a copy of the Visiting Regulations, Institution Supplement LAT 5267.06B, and attachment A of this handbook, which identifies the appropriate dress for visitors and what can be brought in. They are also responsible for informing them that Mexican consular identification cards (matricular consular cars) will no longer be accepted as a valid form of identification for visiting purposes.

**At the FSL and FPC:** Visiting hours are from 8:00 a.m. to 3:00 p.m. on Saturdays, Sundays and Federal Holidays. You will be informed that you have a visit by an announcement on the Public Address System. DO NOT go to the visiting room until your name has been called for a visit. If you are not sure if your name has been called for a visit, you may check with the Unit Officer. Once you have been informed that you have a visit, you are to proceed to the Visiting Room. The Visiting Room Officer is the only one authorized to let you into the visiting area. Do not enter the Visiting Room if anyone else opens the door. Entrance into the Visiting Room without the Visiting Room Officer's approval can result in disciplinary action.

You may have a total of 20 visitors, excluding children under the age of 16 years, on your visiting list. To place visitors on your approved visiting list, you must complete a visitor list form indicating the full name and address of your potential visitor. The form can be obtained from your Counselor and upon completion, returned to your Counselor. He/she will mail your potential visitor(s) a questionnaire to complete and return to the Counselor. After your Counselor receives it back, he/she will approve or disapprove the person and notify you accordingly through regular dorm mail. You are responsible for notifying your visitor that he/she has been approved or disapproved, as well as informing him/her of the rules and regulations. You may only have a total of four adult visitors at one time (children not included).

## XII. INMATE FINANCIAL RESPONSIBILITY

During initial classification, your Unit Team will review your financial obligations. All documentation will be considered, including, but not limited to the Pre-sentence Investigation Report (PSI) and the Judgment and Commitment Order. A financial plan will be developed and documented which will include the following obligations:

1. Special assessments imposed under 18 United States Code, Section 3013.
2. Court ordered restitution
3. Fines and Court costs
4. Judgments in favor of the United States
5. Other debts owed the Federal Government
6. Other court-ordered obligations at lower government levels.

You are responsible for making a consistent effort to pay all of your financial obligations and for providing documentation to staff which indicate any payments made by outside sources. Contact the Unit Counselor to make arrangements for paying financial responsibilities from your inmate pay. These payments will be consistent with the financial plan developed by you and your unit team during initial classification. If you fail to demonstrate appropriate financial responsibility, you will not be eligible for UNICOR employment or regular performance pay. If you are already a UNICOR employee and fail to make adequate progress, you may be removed from your UNICOR position. Financial responsibility will also be considered when you become eligible for transfer, custody reduction, camp placement, halfway house referral, or community based events.

### XIII. SENTENCE COMPUTATION AND PAROLE

The Designation Sentence and Computation Center (DSCC) will normally complete your sentence computation within 30 days of your arrival at La Tuna. A copy will be sent to you when the computation is completed. The method of computation will depend on the type of sentence you received from the Sentencing Judge.

#### PRE-NOVEMBER 1, 1987 SENTENCE (OLD LAW)

If your sentence was committed prior to November 1, 1987, the Records Office will establish your release date based on the sentencing date, allowable jail time credit (JTC) and statutory good time (SGT). Sentences of less than six months do not earn SGT. You may also be eligible for extra good time (EGT). EGT may be awarded for outstanding work performance if you are recommended for it by your detail supervisor. Your detail supervisor may recommend you for EGT after you have worked on the detail for a minimum of 30 days. If EGT is approved, you will earn three days per month the first year and five days per month thereafter.

#### POST-NOVEMBER 1, 1987 SENTENCE (SENTENCE REFORM ACT)

If your offense was committed after November 1, 1987, the Records Office will establish your release date based on the number of good conduct days and jail time credit for which you are eligible. You may earn 54 good conduct days for each year served on your sentence. Sentences of one year or less are not eligible for good conduct days. Additionally, sentences after November 1, 1987 are not eligible for statutory good time or extra good time.

#### FOREIGN SENTENCES

If you are a treaty transfer inmate, your sentence will be computed based on the date of offense. However, there are several significant differences. After a United States Probation Officer prepares a Post-sentence Investigation Report (PSI), you will be scheduled for a hearing with the United States Parole Commission. The Parole Commission will establish your sentence length. The combination of the time you served while in a foreign country plus time served after transfer to the United States, plus a supervised release term cannot exceed the total length of the sentence imposed by the foreign Court. If your foreign sentence was imposed prior to November 1, 1987, your sentence will be computed as described above under pre-November 1, 1987 sentences.

## PAROLE

Most individuals receiving pre-November 1, 1987 sentences are eligible for parole, provided the sentence exceeds one year. Most Regular Adult sentences require that one-third of the sentence be completed before becoming eligible for parole. However, certain sentences such as B-2 sentences allow for the individual to be paroled at the discretion of the United States Parole Commission. Contact your Case Manager or Counselor to apply for a parole hearing or if you have any questions or concerns relating to parole.

### Violent Crime Control Law Enforcement Act (VCCLEA)

The VCCLEA provisions apply to offenses which were committed on or after September 13, 1994, but prior to April 26, 1996. Two of the SRA sections amended by the VCCLEA have major sentencing implementation significance. Those sections are 18 USC 3621(e) (substance abuse treatment) and (3624(b) (credit for service of sentence for satisfactory behavior).

### Prison Litigation Reform Act of 1996 (PLRA)

The PLRA became effective on April 26, 1996, and applies to offenses that occurred on or after that date.

This Act requires that no sentence will vest any Good Conduct Time until the prisoner is released from their imprisonment. Therefore, these sentences will be computed separately from all other sentencing provisions (i.e., will not be aggregated with Old Law, SRA, or VCCLEA sentences).

#### XIV. UNICOR

The mission of UNICOR is to employ inmates in a contemporary and productive labor setting, which will help reduce idleness and provide an excellent opportunity for personal earnings. Industrial training in skilled and semi-skilled jobs is available with emphasis on maintaining a safe work environment. High quality UNICOR products are sold to other government agencies only.

There is one industry in operation at this institution. The main operation at the FCI and FPC consists of vehicle retrofitting which encompasses the modification of existing vehicles for use by the Border Patrol. All industry operations offer areas of specialized training as well as incentive awards and benefits.

#### HIRING PROCEDURES

At the FCI and FPC, after completing A&O, you will be assigned to a job based on institution need. If you wish to work in UNICOR, a completed job application must be prepared by your Unit Team. Thereafter, it will go to the UNICOR Factory, and your name will be placed on the industries waiting list. Hiring is based on the waiting list priority. The list is posted on the North corridor bulletin board. You will not be considered for UNICOR employment unless your name is placed on the industries waiting list and you have received the Unit Team's approval. At the FSL the Unit Manager reviews each case for gate pass and a committee of Associate Warden, SIS, and Captain review all outside details that service the military base.

#### EDUCATIONAL REQUIREMENTS

Unless you have completed the GED Program, you will not be promoted above Grade 4.

#### HEALTH AND SAFETY

UNICOR workers are expected to observe all safety and health rules in order to protect and benefit everyone. These rules are explained to new employees by the Foreman. It will be **your** responsibility to obtain a pair of safety shoes from the Clothing Room before starting work in Industries. Other safety devices, such as goggles and hearing protection, will be provided by UNICOR. Under no circumstances will horseplay be allowed in the work areas. UNICOR is concerned with maintaining the safety of its work areas and cooperates with the Safety Officer in promoting these goals. Any inmate possessing a physical disability or medical restriction of any nature must obtain medical clearance before being assigned to UNICOR.

PAY AND BENEFITS

Wages earned while working in UNICOR may be used to purchase commissary items, send money home, or to open a personal savings account. However, if you have Court ordered financial responsibilities, you will be expected to make a **sincere** effort to satisfy these obligations. Failure to do so will result in your removal from UNICOR. The following pay scale is for hourly paying jobs:

Grade 1	\$1.15 per hour
Grade 2	\$ .92 per hour
Grade 3	\$ .69 per hour
Grade 4	\$ .46 per hour
Grade 5	\$ .23 per hour

After 18 months of employment, you will receive an extra \$.10 per hour regardless of your job or grade. After 31, 43, 61 and 85 months, it increases to \$.05 per hour. You will also receive overtime pay for working in excess of your regular work week hours and be paid for ten federal holidays each year.

You earn one-half day of vacation credit for each month you work during the first year of employment. Thereafter, you will earn one day of vacation credit for each month you work. If you were sentenced prior to November 1, 1987 (Old Law), you will earn extra good time, commonly called Industrial Good Time. The rate of extra good time is three days per month until thirty-six days have been accumulated. Thereafter, you will earn five days per month. This time will be subtracted from your expiration or mandatory release date.

UNICOR working hours are designed so that your institutional extracurricular activities are not interrupted. Regular hours for full time employees are 7:15 a.m. until 3:15 p.m., Monday through Friday, with Federal holidays off.

## XV. PROGRAMS AND SERVICES

### VOLUNTEER ORGANIZATIONS

There are several active inmate organizations at La Tuna, including the Alcoholics Anonymous, Narcotics Anonymous, Parenting Program, and Toastmaster's Club.

### RELIGIOUS PROGRAMS

The institution has both Catholic and Protestant Chaplains with offices located on the second floor of the institution. Religious services are conducted on Sundays, religious holidays, and are also offered on several evenings during the week. The weekly religious services schedule include programs for Native American, Jewish, Islam, and other religious groups represented by the inmate population. Participation in religious activities is voluntary.

**NOTE: A "Common Fare" diet program is available with approval of the Chaplain.**

### GENERAL UNIT COUNSELING PROGRAM

Counseling sessions are offered once weekly during the evening hours by unit staff. These group sessions are usually 60 to 90 minutes in duration. They are designed to assist you in solving personal problems, in adjusting to the institution, in making plans for the future, and in learning to communicate effectively with others.

### PSYCHOLOGY SERVICES

#### STAFF

Psychology Services and the DAPS building are located side by side across from D-Block at the FCI. They are also located side by side near Medical Services at the FSL.

You are all individuals, and as such, deal with problems differently. You will face a variety of problems throughout your incarceration, and some of you will handle them quite well. Others will not. Some of you come to La Tuna with a histories of mental health problems, others may develop psychological problems during your incarceration, and others may go through this experience without incident. Because you are all individuals, the way that you deal with the problems that develop will vary widely. Some of the more common issues that inmates deal with include: family issues, marital issues, death of a loved one, additional legal problems, etc. Psychology works hard to intervene with inmates who are experiencing significant distress, but we may not be aware of an inmates distress unless staff refers him, or he comes to Psychology on his own. However, you may become aware of an inmate who is in significant distress, and may even be contemplating suicide. We want to make sure that we intervene with an inmate in crisis before he becomes so despondent that he sees suicide as his only way out. One suicide is too many. So, if you hear an inmate talking about suicide, or behaving in ways that lead you to believe he may be contemplating suicide, please let Psychology staff know immediately. Additionally, if you are aware that the inmate has recently been faced with a significant stressor in his life, and doesn't seem to be coping well, encourage him to seek help.

#### PSYCHOLOGY SERVICES PROGRAMS

Individual Counseling: If you feel the need to see a psychologist, submit a "cop-out" with a brief description of your problem and you will be placed on call-out. If you only speak Spanish, indicate this on your "cop-out." All medication issues are the responsibility of Health Services, not Psychology Services.

Group Counseling: Group counseling, covering various topics, are periodically conducted through the Psychology Department. Announcements are posted prior to a new group starting and are often part of the pre-release program.

Crisis Intervention: A psychologist is available for emergencies, when required.

Suicide Companion Program: This program consists of inmate volunteers trained by Psychology Services to recognize and effectively monitor actively suicidal inmates who are housed in the "Suicide Watch" room. Minimal requirements for participation include; the ability to read and write in English (bilingual is ideal), no serious psychological problems, at least 2 years remaining on your sentence and must be reliable and mature.

Submit a "cop-out" if you're interested in participating. Suicide Prevention training occurs on a quarterly basis and you must attend four hours of training before participating on a "Suicide Watch".

**Resource Center:** We have a resource library available for your use. It is comprised of various self-help materials and is located in Psychology Services. There are numerous audiotapes, videotapes, books and programs available in both Spanish and English covering a variety of subjects related to self-improvement.

### **DRUG PROGRAMS**

#### **Drug Education**

This is a 30 hour program that some inmates will be required to take. You would be required if you fit one of the three following criteria:

- 1) If drugs were used in the commission of the instant offense
- 2) If you violated parole by use of drugs or alcohol
- 3) If the court recommended that you participate in an institution based substance abuse program

- If you are required to take Drug Education your will be interviewed by a Drug Treatment Specialist. If you are required to participate, but either decline or fail the program you will be:

- \* Ineligibility for community programs, such as Halfway house
- \* Held to the lowest pay grade
- \* Inmates may also volunteer to take this class by submitting a "cop-out" stating your interest.

#### **Non-Residential Drug Counseling**

This is one-on-one drug counseling or group counseling that is typically for inmates needing such services, but who are unable to participate in the Comprehensive Drug Treatment Program. To request this type of counseling, submit a "cop-out" to the DAP Coordinator. You do not get time off your sentence for this program.

#### **Residential Drug Abuse Program (RDAP)**

This is a 500-hour nine month unit-based program Participation is strictly voluntary. The requirements gaining admission into the program include the following:

- \* A documented history of recent substance abuse or dependence (typically in the PSI)
- \* Enough time left on your sentence (ideally 27 to 36 months remaining)
- \* A DSM-IV Substance Abuse diagnosis based upon an interview with a Drug Treatment Specialist
- \* Phase one of the Comprehensive Drug Abuse Program runs for ½ day, 5 days a week. All participants live in the same unit. The premise of the program is that change cannot occur unless one accepts responsibility for their behavior and decides to change their lifestyle. Those who successfully complete the first phase of the program, but still have time at the institution (or camp) before release to halfway house, must participate in Phase Two, Transitional Services. This is a group that meets approximately once a month.

#### **Incentives for Participation in RDAP**

- \* Monetary awards for each successfully completed quarter in the program. This is to help offset the loss of performance pay which you might incur because of

participating in RDAP (\$30 the first quarter, \$40 the second and \$50 upon graduation).

- \* Consideration for early release, not to exceed 12 months, if the inmate meets eligibility requirements. Some of these requirements include eligibility for halfway house placement, no violent convictions in the past and no weapons or violence in your current offense. Inmates who refuse to participate in the financial responsibility program will not be placed, since participation is required for graduation.
- \* Consideration for the maximum time (180 days) in a Halfway House provided the inmate is otherwise eligible for this designation.
- \* And the most important incentives for program participation are as follows:  
  
Gain insight into your behavior,  
  
Learn specific problem solving and decision making strategies to facilitate your ability to effectively manage your life including your personal relationships,  
  
Learn to accept responsibility for your behavior and how this actually results in a greater sense of control,  
  
Avoid relapsing into your old lifestyle once you leave BOP custody and also avoid returning to custody.

#### Application Process for RDAP Participation

If you are interested in participating and fulfill the requirements for participation, submit a completed application form, which is available in Psychology Services or DAPS. Processing of the applications and enrollment into the classes are based on individual release dates, with inmates with less time left on their sentences being placed before inmates with more time left. Most inmates, bureau-wide, only get 6-8 months sentence reduction due to long waiting lists.

#### FOOD SERVICE DEPARTMENT

The Food Service Department and inmate dining area are located at the north end of the North Patio at the FCI. At the FSL and FPC this department is located in Administration. If you are interested in working for the Food Service Department, training in cooking and baking is available. The dining area is open for breakfast at 6:30 a.m. each week day. The noon meal begins at approximately 11:00 a.m., although work details are released at different times in order to stagger their arrival at the dining rooms. The evening meal begins at approximately 4:30 p.m. after the 4:00 p.m. count has cleared. Living units are released in rotation for the final meal. Rotation is based on unit sanitation inspections, i.e., the unit receiving the most points for sanitation will be released first, etc.)

On Saturdays, Sundays, and holidays, there is a coffee hour from 8:00 a.m. until 9:00 a.m. Brunch is served from 10:45 a.m. until 11:45 a.m. All food served in the dining area is to be eaten in the dining hall with the exception of fruit if served on that specific meal. No food items are authorize to be brought into the food service department. No commissary items such Radios, personal drinking cups, etc; are allowed into the dinning area. Any food items removed from the cafeteria will be confiscated and you will be subject to disciplinary action. All shirts will be tucked in upon entering the Dinning Room, regardless of shirt style. **Under no circumstances will food items other than fruit (1 piece only) be removed from the dining room to your living unit.**

Shorts and sweat shirts (during cold weather only) may be worn in the dining hall after 4:00 p.m. on weekdays and all day on weekends and federal holidays. The issued uniform is required in the dining hall at all other times. During the hot summer months after 4:00 p.m. or during the weekends or holidays the issued white T-Shirt or uniform shirt may be worn with the issued uniform pants. Shoes must be worn at all times and shower shoes are not authorized.

Refer to Institution Supplement LAT 5230.05, Grooming, for further information.

## FACILITIES

The Facilities Department is responsible for the institution's physical maintenance. This includes construction, plumbing, electrical, painting, and powerhouse operations. At the FCI, the various shops are located in the industrial yard behind the north patio. At the FSL, outside the secured perimeter and adjacent to the commissary. At the FPC, across from the water treatment area. If you have training or work experience in any of the trades listed above, you may be interested in working for Facilities.

## PRISONER EXCHANGE

The United States Government has established treaties with several foreign countries for the exchange of prisoners. Inmates at La Tuna who are citizens of a foreign country **may** be eligible under this treaty for return to their native country for service of their sentence.

Citizens of the United States serving sentences in foreign countries **may** also be eligible for return to the United States to serve their sentences.

If you are a citizen of a foreign country, any transfer to your native country is voluntary.

If eligible, you will appear before a United States Magistrate for a hearing prior to any transfer. The qualifications for transfer under the Prisoner Exchange Treaty are complex. If you are interested, you should ask your unit team for details on the procedure.

## XVI. PERFORMANCE PAY AND COMMISSARY

### PERFORMANCE PAY

Once you are assigned to a work detail or vocational training program, you will be paid for satisfactory work performance and will only be paid for the hours actually spent on the job. You will not be paid for time spent in the Visiting Room or while you are sick, at lunch, or in detention status. If you are disabled and cannot work, you will not be paid.

Your detail supervisor will keep a monthly time sheet on which he/she will report the hours you work. He/she will turn in your time sheet at the end of the month so that your pay can be determined. Your pay will be deposited in your commissary account on approximately the fifteenth of the next month.

There are four pay grades. First grade is the highest and fourth grade is the lowest. The following indicates grades and pay.

Grade 1	\$.40 per hour
Grade 2	\$.29 per hour
Grade 3	\$.17 per hour
Grade 4	\$.12 per hour

The hourly rates for those working in UNICOR are higher.

### COMMISSARY

#### **At the FCI:**

The commissary is located on the South Patio and is open Monday through Friday from 6:00 a.m. to 7:30 a.m. and from 10:30 a.m. to 12:30 p.m. Your register number contains five digits separated from a three digit number. Your shopping day is determined by the last two digits of the first five numbers. This schedule changes quarterly and is posted at the commissary.

**At the FSL:**

The Commissary is open Mondays, Tuesdays, Wednesdays, and Thursdays. Where a number is specified as being able to purchase that night, it refers to the last number of the first five digits of your register number. If for some reason you are involved in a conflicting activity on your night to shop, you will need to put your name and register number on a Commissary List, have the staff member responsible for the conflicting activity sign the Commissary List to that fact, and have the Trust Fund Supervisor stamp and authorize you to shop on another night during the week. The Commissary opens right after the 4:00 p.m. count Mondays, Tuesdays, Wednesdays, and Thursdays. For procedures on how and when to submit your commissary list, and when you will be able to purchase, refer to the inmate bulletin boards for up to date information.

**At the FPC:**

The Commissary is located between the dormitories adjacent to the Inmate Laundry Room. The same items are stocked as are available at the Main Institution Commissary. The Commissary is open on Tuesday and Wednesday from 6:00 a.m. to 7:30 a.m. and from 10:30 a.m. to 12:30 p.m. The sales schedule is by register number and is posted at the commissary.

You must have a commissary order form completely filled out before you enter the line at the Commissary. Order forms are available from your Unit Officer. The forms show all items available for sale and the approximate price of each.

You must check the quantity and item you want and your order will be filled by a commissary clerk and totaled at the register. You will be given an itemized receipt for all purchases which will state your starting and ending balance. You may spend a maximum of \$290.00 per month excluding stamps and phone credits.

The money you earn may be spent at the institution commissary, which is located at the South Patio next to V/T Air at the FCI, across from the clothing exchange at the FSL and by the Inmate laundry room at the FPC. Money sent to you by family or friends is deposited into your commissary account via the lockbox and not accepted at the institution. You may check your commissary balance at the AIMS machines located by commissary.

The Federal Bureau of Prisons requires that all funds being mailed to inmates be sent to the Federal Bureau of Prisons' national LockBox. If family members or friends wish to send funds to inmates incarcerated in the Federal Bureau of Prisons, please instruct them to send any funds to the following address:

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

In order to ensure that your funds are processed without delay to the inmate's Trust Fund account, you must adhere to the following directions:

The inmate's committed name (no nicknames) and register number must be printed on all money orders; U.S. Treasury, state, and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.

DO NOT enclose cash, personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The national LockBox can not forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Federal Bureau of Prisons' institution where the inmate is housed.

Your name and return address must appear on the upper left hand corner of the envelope to ensure that your funds can be returned to you in the event that they can not be posted to the inmate's account.

**SPENDING LIMIT ANALYSIS**

Certain items such as watches, radios, casual shoes, and hobby craft items involve special purchase procedures. You must submit a cop-out to the Unit Counselor requesting permission to purchase these items. The cop-out will be approved or denied and returned to you. Once you receive approval to make the purchase, take the approved cop-out to the Commissary and make the purchase. Stamps and telephone credits do not count against your spending limit. You are expected to store all commissary items purchased in your personal locker.

Special Purchase Orders must be requested by submitting a Form 22-CMS, Special Purchase Order Request (SPO), in quadruplicate. Upon receipt of the SPO, your account is checked and a freeze for the total cost of the SPO + 30% is made.

#### **COMMISSARY APPROVAL**

Except for hobby craft items, You must submit a cop-out to Your Unit Counselor specifying the item you wish to purchase. Once the Unit Counselor verifies that the requested item is not on your BP-383 Form (Inmate Personal Property Record), he will approve your cop-out and return it to you. Commissary personnel will obtain your signature on the Form 383 after completing the sale and distribute copies to the appropriate offices. You should retain your approved BP-ADMIN-70 for attachment to your SPO, or if you intend to purchase stocked merchandise, you should present the BP-ADMIN-70 to the commissary personnel at the time of the sale.

#### **MISCELLANEOUS**

- A. The institution commissary is the sole source for special purpose items. Any item acquired from a different source will be confiscated and disposed of at the discretion of the institution and in accordance with policy. Purchase orders issued by the institution will carry the notation "**NO SUBSTITUTION**". Therefore, any item ordered by an inmate through SPO cannot be refused upon delivery.
- B. You are **NOT** allowed to loan, sell, trade, give away, or exchange these items and you must remove your property from the institution upon your release or transfer.
- C. You will be permitted to order only special purpose items specified in Institution Supplement 4527.4, Commissary Special Purpose Orders.

#### **SAVINGS ACCOUNTS**

You are encouraged to participate in a continuous savings plan. To initiate this, see your Counselor or Case Manager.

#### **MAILING MONEY**

Occasionally, you may wish to mail funds to your family or to purchase certain items such as books. Contact your Unit Counselor to initiate this. He/she will complete form BP-CMS 21/24 for your signature. This form authorizes the Trust Fund Clerk to have a United States Treasury Check issued to the payee. Normally, it takes 30 days for the check to reach its destination.

## XVII. EDUCATION

### MANDATORY PROGRAMS

A High School Diploma or a GED certificate is mandatory for all inmates. Inmates may be exempted from this requirement for the following reasons: (1) Pretrial status; (2) Study and Observation status as per 18 U.S.C. 3552 (b); (3) Sentenced aliens with a deportation detainers; and (4) Warden's exemption for good cause. If you do not meet the above conditions, you will be enrolled for a minimum of 240 classroom hours, or preferably until you earn a GED. If you are exempt from attendance, you are still encouraged to attend. Programs are offered in English and Spanish. Until you earn a GED, you will not be eligible for promotion above pay grade four.

Also, if you are unable to demonstrate English listening and reading comprehension of at least eighth grade level as measured by the nationally recognized CASAS examination, you will be required to attend English as a Second Language classes until you attain those levels. If you meet any of the four exemption criteria listed above for the GED, you will not be required to attend ESL.

Most GED and ESL classes are ninety minutes to two hours in length, and are scheduled during normal working hours.

### OTHER PROGRAMS

In cooperation with El Paso Community College, the Education Department also offers Vocational Training programs in the areas FCI Air Conditioning/Refrigeration Repair, Automotive Repair and Office Technology, FSL Air Conditioning/Refrigeration Repair and Office Technology, FPC Building Trades. Vocational Training programs meet six hours daily and are considered work assignments. Air Conditioning, Building Trades, and Automotive Repair are one year in length. Graduates will receive certificates from El Paso Community College, and students demonstrating high levels of competency may be recommended for state or agency certifications, such as ASE, ARI, and EPA.

The Education Department also offers Adult Continuing Education programs. These programs are generally taught by fellow inmates and have been developed to meet the interests and needs of the general population. Examples include foreign language, self-improvement, and business courses, as well as Primeria and Secundaria classes for Mexican inmates seeking to complete schooling they started while in Mexico.

Correspondence courses can be taken while at FCI, FSL, or FPC La Tuna. Education staff can provide listings of colleges and courses and assist you with coordinating books and exams. You must contact Education staff to receive proper approval before starting any correspondence course.

Parenting Program is offered at all three sites. It is offered in Spanish and English. The program addresses topics designed to help you maintain effective family ties while incarcerated. You will also be introduced to government and private social agencies that can help you and your family during and following your incarceration.

### LIBRARIES

The Law Library contains the legal materials required by CFR 28, sections three and five, as well as all required program statements and institution supplements. Law Library clerks are available to assist you in locating legal reference materials. LAW BOOKS MAY NOT BE

REMOVED FROM THE LAW LIBRARY FOR ANY REASON.

The Leisure Library provides a variety of soft-cover books, newspapers, and magazines. An interlibrary loan system also provides access to Dallas Public Library books.

**Library hours are as follows:**

**At the FCI:**

Monday through Thursday: 8:30 AM to 10:30 AM  
12:30 PM to 3:30 PM  
5:30 PM to 8:30 PM

Friday: 8:30 AM to 10:30 AM  
12:30 PM to 3:30 PM

Saturday: 7:30 AM to 3:30 PM

Sunday Closed. Books and newspapers available at the Recreation yard:  
7:30 AM to 9:30 AM  
12:30 PM to 3:30 PM

The libraries will be closed on all Federal holidays.

**At the FSL:**

Leisure material is located adjacent to Franklin Unit. It is open from 1:00 p.m. to 8:30 p.m. Monday through Friday and weekends/holidays. Legal material is located in the Education Department. Daytime hours are from 8:30 a.m. to 10:30 a.m. and 12:30 p.m. to 3:30 p.m. Monday through Friday and 1:00 p.m. to 3:30 p.m. weekends/holidays. Evening hours are from 5:30 p.m. to 8:00 p.m. Monday through Thursday and Sunday. Legal books, reference material, Program Statements, and Operations Memorandums are not allowed to be removed from the library area. Inmates who have a verified court deadline must obtain authorization from the Associate Warden through the Unit Team to be released from their work assignment for library usage during working hours.

**At the FPC:**

The Administration Building also contains both law and Leisure library and a recreational library. The libraries are open Monday through Friday at 5:30p.m. to 8:30p.m. On Saturday and Sunday the libraries are open from 11:00a.m. to 3:30p.m. and again at 5:30p.m. to 8:30 p.m.

**RECREATION PROGRAMS**

A variety of formal and informal recreational programs are available.

**At the FCI:**

The Recreation Yard, located behind UNICOR, consists of two handball courts, a basketball court, multi-purpose court, soccer field, softball field, two volleyball courts and a half-mile walking/running track. Indoor facilities are provided for a number of hobby craft activities such as ceramics, leather craft, and painting. There is also a Wellness program which includes aerobics, smoking cessation, and a walk/run program. Tournaments are held during the holidays.

Movies are shown every weekend on Channel 49.

**STEEL TOE SHOES ARE REQUIRED IN THE WEIGHT PILE AREA.**

**Inmates are not allowed to walk, sit or stand on the perimeter fence sidewalk painted in yellow.**

**At the FSL:**

Indoor Recreation facilities are located in modular building adjacent to Franklin Unit. Indoor and outdoor daytime hours are from 8:30 a.m. to 10:30 a.m. and 12:30 p.m. to 3:30 p.m. Monday through Friday and 1:00 p.m. to 3:30 p.m. weekends/holidays. Recreation evening hours are from 5:30 p.m. to 8:30 p.m. Monday through Friday weekends and holidays. Open House hours are from 3:15 p.m. to 3:45 p.m. Tuesdays and Thursdays. No food or beverages are permitted in any Education / Recreation facility.

Both individual activities and intramural sports are available. Individual activities include; weight lifting, racquetball, handball, horseshoes, ping-pong, tennis, running/walking track, and a variety of table games. Intramural sports may include softball, basketball, volleyball, flag-football, tennis, and different table games. Leagues, holiday tournaments, and open play are scheduled and organized on a regular basis. Winning participants are generally awarded commissary prizes. Announcements and sign-up information are posted at the Recreation Building and on the unit bulletin boards.

Hobby craft activities are located in the Indoor Recreation Room. The hobby crafts available include: beginning leather, advanced leather, and art/drawing. Information regarding participation, rules, and regulations is available from Recreation Staff.

Movies are rented on a weekly basis and shown in the available TV rooms within each Unit. An inmate movie committee makes suggestions from the approved movie list on a weekly basis. In order to be placed on the movie committee a cop-out must be submitted to the Recreation Staff.

**At the FPC:**

A recreation office and hobbyshop is also located in the Administration Building. The Recreation Department offers structured intramural, extramural programs in softball, basketball, volleyball and tennis. The athletic facilities available include a weight-lifting area, track, baseball field, tennis court and hand-ball courts. The Recreation Department also provides a hobbycraft shop where inmates are allowed to make leathercraft items.



## VISITOR'S NOTICE

Attachment A

Visitors' dress should be within the bounds of good taste and should not present possible disrespect to others who may be present in the Visiting Room.

Prospective visitors will not be allowed to visit if their clothing does not adequately cover or which exposes areas of the person's body from the top of the shoulders down to three inches above the knee. Clothing worn by a visitor that is determined to be sexually provocative, such as, miniskirts, halter or midriff tops, see-through dresses or blouses, or body tight knits or spandex, will also be reason for denial of the visit.

Any clothes which is tight fitting, or revealing, skirts or dresses above the knees, sleeveless tops, midriffs, spandex more than three inches, culottes, shorts, see-through clothing, halters, hats, clothing with gang related or suggestive logos, or any apparel of a suggestive or revealing nature will not be permitted. Hair pieces or wigs that can be easily removed will not be permitted, unless medically needed and accompanied by a physician's letter. Clothing which resembles inmate or staff clothing, i.e., khaki colored, all gray sweat suits, camouflage, or BDU's will not be authorized in the visiting room. If the Visiting Room Officer or Lobby Officer determines that the visitor is improperly dressed, the visitor will be asked to change and return. Visitors may be denied a visit when supervisory staff (i.e., Lieutenant, Duty Officer, etc.) determine a visitor's dress is inappropriate for the institution setting. If the visitor refuses to comply with this criteria they will be refused admittance.

Visitors are permitted only the following items in the visiting room: unopened packs of cigarettes, (one book of matches, and no lighters), clear see-through change purses or billfolds, \$1 bills, \$5 bills, change, and reasonable baby care items. Only clear plastic baby bottles and sealed baby food will be allowed. A rule of thumb to follow, is that any item that cannot easily be searched would not be allowed. All medications (such as nitro pills, heart medicine, etc.) will be annotated and highlighted on the visiting form and the Visiting Room Officer will maintain these items in their control for issue to the visitor if necessary. Strollers, and other baby carrying devices will not be allowed into the institution due to space constraints of the visiting areas.

Normally, the institution Medical Department will provide wheelchairs for those visitors requiring their use, however, exceptions may be made for speciality wheelchairs. No pagers, cellular phones, PDA's or other electronic and/or communication devices will be allowed.

XIX. VISITING REGULATION

XX: GROOMING REGULATION

