

FEDERAL PRISON CAMP MCKEAN



ADMISSION & ORIENTATION HANDBOOK

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FPC MCKEAN INMATE INFORMATION HANDBOOK

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**FPC MCKEAN
INMATE INFORMATION HANDBOOK**

INTRODUCTION

The purpose of this handbook is to provide incoming inmates and others interested in the Federal Bureau of Prisons with general information regarding the Bureau of Prisons.

Inmates are given a case management, medical, and mental health screening at the time of arrival. They are then provided with the Admissions and Orientation Handbook. This handbook provides the inmates with immediate access to the following information: Inmate Rights and Responsibilities (Attachment A), Summary of the Inmate Discipline System (Attachment F), Prohibited Acts and Available Sanctions (Attachment E), and Visiting Regulations (Attachment D).

Orientation

Ordinarily within four weeks of an inmate's arrival, he will be assigned to the institution admission and orientation (A&O) program. He will be placed on call-out, which is posted daily in the respective housing unit, to report to the Camp chapel. While in A&O, inmates will learn about the programs, services, policies, and procedures regarding the facility. Also, they will hear lectures from staff regarding their specific programs and departments. After completion of the A&O program, inmates will be assigned to an appropriate work assignment.

Classification Teams (Unit Teams)

FPC McKean is organized into a unit management system. It consists of two housing units and an administration building which includes the dining hall, education facilities, medical services, religious services, psychology, receiving and discharge area, visiting room, staff offices, and an indoor recreation area, which is located in the UNICOR building. Each unit is staffed by a unit team directly responsible for those inmates living in that unit. The unit manager, case managers, and unit secretary have their offices in the Administration Building. The correctional counselors' offices are in the housing units.

Inmates are assigned to a specific unit team. Generally, the resolution of issues or matters of interest are more appropriately initiated with the unit team. Unit team members are available to assist in many areas, including release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of your unit staff will be at the institution on weekdays, weekends, and holidays. The unit team members usually schedule their work hours in such a manner that one team member will be available at times when inmates are not working.

You will be assigned to a bed in a cube on one of the four ranges in one of the two units. The bed to which you are assigned is your permanent bed assignment unless the administration determines circumstances warrant your movement to another bed. If a bed becomes available on the range where you live and you wish to move, you may submit an Inmate Request to Staff to your correctional counselor requesting a bed change.

Most new arrivals are assigned to the temporary housing "bubble" in the E unit until they can be moved into a cube in the E unit or move to the F unit for the drug program. Inmates in the E Unit "bubble" will be assigned to the restroom on that same range.

Showers hours are posted in the inmate restrooms. Inmates must adhere to the posted shower hours to assist with the conservation efforts established in the 2009 Water Conservation Act. Inmates may only use the restroom on the range they are assigned.

The compound and inside recreation area will be open at 6:00 a.m. and will close at the evening recall for the 10:00 p.m. stand up count. The outside recreation area will open at 6:00 a.m. during the summer months (June, July, and August) and close at 9:00 p.m. or dark. From September through May, the outside recreation area will open at 8:00 a.m. and will close at 6:00 p.m. or at dark. The camp officer will determine the specific time to close the outside recreation area due to darkness. Additionally, the outside recreation area times may be changed at the discretion of the Administration.

Inmates are not permitted to gather on the sidewalks in front of the units at any time. After 11:30 p.m., the overhead lights will be turned off, there will be no inter-cubicle visiting, and there will be no noise on the ranges. Inmates may not leave their range after 11:30 p.m.

General Functions of Unit Staff

Camp Administrator -The Camp Administrator is the executive staff member for the camp facility and is responsible for the total management of all camp programs, including the program plan designed by the Unit Team to meet your particular needs.

Unit Manager - The unit manager is the administrative head of the unit and oversees all unit programs and activities. He or she is a department head at the institution and has a close working relationship with other departments and personnel. As "chairperson" of the unit team, the unit manager reviews all team decisions and may chair the unit discipline committee.

Case Manager - The case manager is responsible for all casework services and prepares classification material, progress reports, ISDS plans, release plans, correspondence, and other materials relating to the inmate's commitment. He or she is supervised by the unit manager on a daily basis and the case management coordinator (a specialized department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The case manager serves as a liaison between the inmate, the administration, and the community. The case manager is a frequent member of the unit discipline committee.

Correctional Counselor - The correctional counselor provides inmates with counseling and guidance in the areas of institutional adjustment, personal difficulties, and plans for the future. He or she plays a major role in all segments of unit programs and is a member of the unit team. The correctional counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. The correctional counselor holds major responsibility for the security, safety, and sanitation of the unit. He or she is also responsible for creating and maintaining inmate visiting lists. The correctional counselor is a frequent member of the unit discipline committee.

Unit Secretary - The unit secretary performs clerical and administrative duties. Additionally, the secretary will make the transportation arrangements for an inmate's transfer to a residential reentry center, home detention, or release to the community. The secretary also prints out administrative remedy receipts and provides notary service.

Unit Officer - The unit officers have direct responsibility for the day to day supervision of inmates and the enforcement of institution rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit officers are in regular contact with inmates in the units. Unit officers are jointly supervised by the unit manager and the captain (chief correctional supervisor) during his or her unit assignment. Additionally, they may sit as a member of the unit team.

Communications

There is a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest to inmates, as well as unit staff members' work hours. Unit managers may use town hall meetings at his or her discretion to foster improved communication. Open house hours are maintained in order to address inmate concerns. The open house hours are posted at the entrance to the Camp Unit Team administration office.

Department Heads

Department Heads from the various disciplines stand mainline each week to assist inmates in answering questions and handling issues or concerns. This schedule is posted in the housing units. You can also send an Inmate Request to Staff to the specific Department Head with any questions regarding their specific areas of expertise.

Program Reviews

Program reviews will be held every 90 days for those inmates within 12 months of release and every 180 days for inmates with more than 12 months remaining until release. These are held by the unit teams to review programs, ISDS plans, work assignments, transfers, institution adjustment, etc. Your initial team meeting will be held within four weeks of your arrival.

Town Hall Meetings

Town hall meetings are scheduled by the unit manager as necessary. These meetings are held to make announcements and to discuss changes in policy and procedures for the unit and within the Bureau of Prisons. The Town hall agenda will be posted on the inmate bulletin boards for all inmates to review.

DAILY INMATE LIFE

Sanitation

It is each inmate's responsibility to check his living area immediately after being assigned there and to report any damage to the correctional officer, case manager, or counselor. An inmate may be held financially liable for any damage or contraband found in his living area.

Each inmate is also responsible for sweeping and mopping his personal living area, removing trash, and ensuring it is clean and sanitary. Cleaning supplies will not be stored in individual rooms. Cardboard boxes and other paper containers are not to be used for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean.

To refill cleaning supplies, go to the Safety Department every weekday morning at 7:30 a.m. Questions regarding room appearance should be directed to the Unit Officer or Counselor

The following rules are to be followed regarding cubicle and unit sanitation:

- No items will be stored on the top of the locker or window sill.
- All commissary purchased foods will be stored in your locked locker.
- One purchased case of water may be stored underneath the locker. Individual purchased bottles of water must be stored in your locker.
- One purchased twelve pack of soda may be stored underneath the locker. All purchased six packs of soda and individual cans of soda must be stored in your locker.
- One water jug may be stored beneath the locker.
- Floors, desks, locker tops, and windows will be kept clean daily.
- Each inmate is permitted one religious book and one clock on the desk. No picture frames are authorized.
- No items will obstruct your window.
- Issued greens, food service whites, and coats may be hung on hooks on the walls. Personal clothing (except shoes) purchased in commissary is to be stored in your locked locker.
- All shoes are to be stored neatly on the floor beneath your bed.
- Laundry detergent will be stored neatly under the desk.
- One roll of toilet paper per inmate may be neatly stored under the desk.
- Laundry bags with dirty clothing may be hung on the hooks provided. Clean clothing stored in laundry bags outside your locker will be confiscated.
- Wash cloths and towels are to be hung on the hooks on the back side of the lockers.
- Nothing will be hung from the bed rails.
- Trash cans are to be emptied before 7:30 a.m. and as needed throughout the day.
- Religious prayer rugs will be folded neatly and stored inside your locker.
- Writing on the walls, floors, ceilings or furniture is strictly prohibited.
- You may request to use a labeled chemical bottle from the supply cage when cleaning your room. Chemical bottles and unit buckets will not be maintained in individual cells.

- One locker per inmate is authorized. Items in vacant lockers will be confiscated.
- Room furnishings (including mattresses and pillows) will not be rearranged.
- No cardboard boxes will be stored in your cell.
- Excess containers, papers, or letters are not permitted.
- Excess legal materials are to be stored in lockers in the counselor's office.
- Pictures and other materials will not be affixed to walls, windows, outside of lockers, ceilings, or any other area of your cell.
- Photographs in good taste and a calendar may be displayed inside your locker.
- Pornography will not be posted for display.
- Lights will be turned off when a cell is unoccupied.
- Overhead lights will be turned off at 11:30 p.m.

The camp officer or a member of the camp Unit Team will inspect on a daily basis to ensure the individual cells are in compliance with the posted sanitation expectations. Subsequent unsatisfactory sanitation may result in the issuance of an incident report and the loss of privileges.

Institution purchased cards and chess sets may be played in the unit in your individual cubicle. You may not play cards or chess outside of your cubicle blocking the range walkway or exits. Board games must be played in the recreation area and are not permitted to be played in your individual cubicles.

Personal Property Limits

Personal property is limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The Inmate Personal Property List is outlined in Attachment C.

Storage Space - Storage space in the units consists of an individual locker. Locks may be purchased in the institution commissary. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely stored in the locker.

UNDER NO CIRCUMSTANCES WILL ANY MATERIALS BE ACCUMULATED TO THE POINT WHERE THEY BECOME A FIRE, SANITATION, SECURITY, OR HOUSEKEEPING HAZARD.

Clothing – Civilian clothing of any type (except for athletic apparel and approved items) is not authorized. Institution issued greens can be hung on the hooks provided in the individual cubicles. All commissary purchased food items and clothing should be neatly stored in the individual's locker. Individual washcloths and towels are also issued to inmates. The towels and wash cloths are to be hung on the hooks on the back sides of the lockers. A limited number of personal sweat shirts, sweat pants, and authorized footwear is permitted. Footwear will be stored under the bed and personal clothing items should be stored inside the locker.

Special Purchase Items - Special purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property.

Legal Materials - Inmates are allowed to maintain legal materials and supplies (not to exceed a locally established volume limit) in their lockers or, with permission from their counselor, in the unit's legal property storage area. (Counselor's Office)

Hobbycraft Materials - All hobbycraft materials should be stored in the hobbycraft area in recreation. At no time will hobbycraft items be maintained in the housing units. All hobbycraft items must be mailed out at inmate expense upon completion of each project.

Commissary Items - The total value of an inmate's accumulated commissary items (including special purchases) will be limited to the monthly spending limitation.

Food Storage - Food items that are left open create a health hazard. These items must be properly

sealed at all times. No containers are to be used to store items for other than their intended purpose. Once the contents of the container are used, the container is to be discarded.

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of magazines and newspapers that can be stored in his room. Nothing is to be tacked, stapled, or taped to any surface within the room.

Radios and Watches

An inmate may not own or possess more than one (1) approved radio and one (1) watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios with a tape recorder and/or tape player are not authorized. Only Walkman-type radios are permitted. While an inmate is in holdover status he may not purchase, own, or possess a radio or watch. Inmates may not give any item to or receive any item from another inmate, i.e., radio, watch, sneakers, and commissary items.

Jewelry

Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal (without stones) with the value of the wedding band or religious metal not exceeding \$100.

QUARTERS RULES

Each inmate is responsible for making his bed in accordance with regulations using the white or gray blanket in a "MILITARY STYLE" Monday through Friday, prior to 7:30 a.m. and by 12:00 noon on weekends and holidays. (A photograph displaying the military style bed and appropriate appearance of the cubicle is posted on the unit bulletin boards.)

Inmates are permitted to visit inmates on other ranges in their assigned unit, but they are prohibited to visit inmates in another unit. Inter-cubicle visiting is prohibited after 11:30 p.m. Additionally, inmates may not leave their range after 11:30 p.m.

Personal Appearance

You are required to maintain good personal hygiene and present a neat and clean appearance at all times. You may select the hair style of your personal choice; however, hair must be clean and well groomed. You may wear a mustache and/or beard. Beards must be neatly trimmed and kept clean at all times. Artificial hair pieces are not allowed. Ear piercing or wearing ear rings or any other foreign material in the ears is prohibited.

TATTOOING, BRANDING, OR DISFIGURING ANY PART OF YOUR BODY IS STRICTLY PROHIBITED.

Inmate Dress Code

The inmate uniform consists of green pants, green shirt, belt, safety-toed shoes, and an ID card. Inmates are required to be in full uniform when they are at work, on a call-out, at a scheduled program, or in the visiting room. The ID card is to be displayed on the outer garment lapel with the photo facing out. The full uniform is required during the lunch meal Monday through Friday. Food Service whites may only be worn while working in food service or while traveling to and from the unit to the food service department. Food service whites may be worn to health services if you have an appointment during your shift. The whites may also be worn in education if you have a class immediately before or preceding your shift. Monday through Friday, except federal holidays, leisure clothing may only be worn during travel between the units and the inside recreation area with no stops at any other departments. Leisure clothing may also be worn at the outside recreation area. During the summer months (June, July, August), T-shirts (with sleeves) neatly tucked in will be permitted on outside details. When on break or not working in the heat, inmates must immediately return to full uniform. Sleeveless T-shirts/muscle shirts, will only be permitted in the housing units or the inside recreation building. Sleeveless t-shirts will not be permitted in outside recreation due to the visibility from the road, unless they are covered by a jersey. Inmates are not permitted to be outside without a shirt and sunbathing is prohibited.

Acceptable clothing in the administration building, during normal working hours is as follows: work pants, work shoes, short or long sleeved green shirts (tucked in), steel-toed shoes, and ID card. After the 4:00 p.m. count and on weekends and holidays, long sweats or jogging pants may be worn in place of work

pants. Shorts and t-shirts may be worn in the summer months. No sleeveless shirts are permitted in the administration building at any time. **ALL CLOTHING MUST BE NEAT AND CLEAN.**

Do rags may only be worn in the housing units. If they are worn in any other area, the inmate is subject to confiscation of the do rag and disciplinary action.

Wake-up

General wake-up for all inmates is at 6:30 a.m. The food service foreman announces the breakfast meal which begins at 6:30 a.m. Work call is at 7:30 a.m.

Clothing Exchange & Laundry

Linen and unserviceable clothing may be exchanged at the camp warehouse on Thursday mornings from 7:30 a.m. to 8:30 a.m.

ALTERING CLOTHING OR SHOES IS PROHIBITED AND WILL RESULT IN DISCIPLINARY ACTION. SUCH ITEMS BECOME CONTRABAND WHEN ALTERED.

Laundry rooms are located on 01 & 03 (A & C) ranges of both housing units for your use. Laundry soap may be purchased at the commissary. All inmates may use the washers and dryers located in the units after the 5:00 a.m. count clears until the 10:00 p.m. stand-up count every day, including weekends and holidays. We ask that you be considerate of others when doing your laundry.

Commissary

Inmate funds are retained electronically by the institution in a trust fund from which the inmates may spend in the institution commissary. FPC McKean uses a computerized commissary withdrawal system that simplifies purchasing and gives inmates an improved, up-to-date record of all account activity.

Upon release, accumulated institution earnings and monies sent from outside sources are given to the inmate or may be mailed home. It is the inmate's responsibility to know the amount of money available in his commissary account. Inmates may check their account balance on the TRULINCS system.

To shop in the commissary, inmates will place their thumb on the thumb print recognition card. Sales hours for the commissary are posted in the housing unit common areas as well as in the commissary. New inmates may shop any time on their first visit to the commissary and will then follow the posted schedule.

Inmates are permitted to purchase twenty first class stamps per week. Copy cards are limited to two cards per sale and a two card possession limit. The copy cards purchased at FPC McKean are for use at this facility and are not compatible with the copy card machines at other institutions.

Spending Limitations

Inmates are permitted to spend a maximum of \$320 each month at FPC McKean. This limit is not affected by the purchase of stamps. Inmates on FRP "Refuse" status are restricted to a spending limit of \$25 each month. Every purchase will be deducted from the spending limit. The \$320 limit will be re-validated every month. An inmate's shopping day is determined by the last two digits of the first five digit number of the register number as follows: Monday 00-24, Tuesday 25-49, Wednesday 50-75, Thursday 75-99. The schedule for shopping by your number is rotated each quarter.

Special Purpose Orders (SPO)

One SPO order may be placed each month. All SPO items are ordered through either the recreation or religious services departments. Merchandise generally arrives within 30 days after the order has been placed and may be picked up at the commissary.

Deposits to Accounts

Deposits to commissary accounts from outside sources will be made through the Lockbox at the following

address: Federal Bureau of Prisons, Inmate Register Number, Inmate Name, Post Office Box 474701, Des Moines, Iowa, 50947-0001. The lockbox picks up funds Monday through Friday at 2:00 p.m. All funds from the general public should be sent to that address. Funds may also be sent to an inmate's trust fund account through Western Union.

Personal Savings Accounts

Personal savings accounts may be established through a local credit union. Information regarding opening a savings account can be obtained from the Re-entry Coordinator.

Commissary Fund Withdrawals

To withdraw funds from your account, a withdrawal form must be keyed in TRULINCS then signed by a unit staff member. The unit manager can approve withdrawals from the trust fund account to send to dependents and other family members, payment of telegraph and postage costs, and purchase of special release clothing. The unit manager can also approve withdrawals for institution losses, legitimate debts, and other obligations such as, attorney fees, birth certificates, and the purchase of legal books. The unit manager and supervisor of education can approve withdrawal requests for up to \$499. Only the camp administrator can approve inmate withdrawals of \$500 or more. Withdrawals for some educational and leisure time items are approved by the supervisor of education.

Identification Cards

An inmate ID card will be provided to each inmate upon arrival. If you lose your identification card, you must replace it as soon as possible at a cost of \$5.00. If your appearance changes significantly, and you need a new photo, a replacement card will be provided by the institution. In addition, if your card becomes worn or is faulty, the institution will replace it. See your Counselor or Correctional Systems Staff to replace a card. If you alter your card in any way, you will be subject to disciplinary action. ID cards must be worn at all times when an inmate leaves his assigned housing unit. The ID card should be displayed on the left shirt collar. When wearing a coat, the ID card must be displayed on the left coat collar.

Telephone Regulations

There are telephones in each housing unit for inmate use. Telephones may be used from 6:00 a.m. to 11:30 p.m. Telephones are not available during count times. One telephone will be available in the housing units from 7:00 – 10:00 a.m. and from 12:00 – 4:00 p.m. Monday through Friday. Debit and collect calls can be made. No third party, third party billing, credit card calls, or three way calls are permitted on these lines. Any violation of the telephone regulations will be subject to disciplinary action.

Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. All inmate telephones are subject to monitoring and recording. Approval for an unmonitored legal call must be obtained from the respective unit manager.

It is expected each inmate will handle his calls in such a manner that will allow use of the phones by all inmates. Calls are limited to 15 minutes in length per call. All inmates are limited to a total of **300** minutes of telephone calls per month (collect and/or direct). Telephones will not be used to conduct a business.

Inmate phone credits may be transferred from commissary accounts to phone accounts at any time the phones are operational and available for use. Changes in procedures for phone use and sales times will be posted in the commissary and units when appropriate.

A new voice recognition system provides added security for the inmate telephone system. It is activated when inmates arrive at the facility. Inmates who wish to use the phone will load all phone numbers using the TRULINCS System. Numbers are added and deleted using this system. E-mail contacts will also be loaded using the TRULINCS System. At the time of submission, the inmate shall acknowledge that, to the best of his knowledge, the person or persons on the list are agreeable to receiving the inmate's telephone calls and that the proposed calls are to be made for a purpose allowable under Bureau policy. The list may include numbers to the court, attorney, etc.

If you have any information you would like to report anonymously, please call 814-362-3299. This number

will work free of charge from any inmate phone account and is a direct line for reporting confidential information.

Upon your arrival at the institution, you will receive a Phone Access Code (PAC) number for making telephone calls. An inmate is not to give his PAC number to another inmate. Report compromised PAC numbers immediately to unit staff. There will be a \$5.00 charge for a new PAC number created after the first one is activated.

Upon initial assignment to the Admissions and Orientation Program, each newly designated inmate will have the opportunity to make a call in order to notify your family of your whereabouts.

Inmates in disciplinary segregation and administrative detention may make a limited number of calls. Although there is a phone available for limited use in the special housing unit (SHU), generally, phone calls for inmates in segregation will be placed by the SHU officers.

SECURITY PROCEDURES

Counts

One of the first realities of institutional life is counts. It is necessary for staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their cubes until the count is announced as "clear." During the 4:00 p.m. count, 10:00 p.m. count, and the 10:00 a.m. count on weekends and federal holidays, each inmate is expected to be standing inside his cube. All lights are to remain on during these counts.

When a count is announced, each inmate must immediately return to his cube and remain there quietly until it is announced the count is "clear." Official counts will be taken at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:00 p.m. Additionally, there will be a "stand-up" count at 10:00 a.m. on weekends and federal holidays. Inmates are to remain in their cubes until after the unit officer has announced a clear count. When necessary, there may be other counts during the day and evening hours. Additionally, when recalls are announced, inmates must immediately return to their cubicles.

Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is clear. Each inmate must actually display flesh for all counts, even if the inmate must be awakened.

Inmate Call-Out Sheet

Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings, and other activities) which are posted each day on the daily CALL-OUT SHEET. The call-out sheet is posted on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis as all scheduled appointments are to be kept. Inmates failing to make call-out appointments are subject to disciplinary action.

Contraband

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. Excess clothing is also considered contraband. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer. Any item in an inmate's personal possession must be authorized and a receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. Any altered item, even if it is an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage may be levied against the violator.

Shakedowns

Any staff member may search an inmate's room to retrieve contraband or stolen property. The inmates will not be present when their room is inspected. The property and living area will be left in the same general

condition as found and these inspections will be unannounced and random. Inmates are subject to searches at any time.

Drug Surveillance

The Bureau operates a drug surveillance program that includes mandatory, random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so within the prescribed time period, that inmate will be subject to an incident report. Additionally, an inmate cannot refuse to take a drug test. If an inmate refuses a drug test, an incident report will be written.

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.

Fire Prevention and Control

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so lives and property can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals. Excessive magazines, newspapers, and books are considered to be a fire hazard.

PROGRAMS AND SERVICES

Job Assignments

All inmates are expected to maintain a regular job assignment. Most job assignments are controlled through a performance pay system which provides monetary payment for work. Federal Prison Industries (UNICOR) has a separate pay scale. The correctional counselors assign jobs, approve job changes, and see that the changes are posted on the daily change sheet. To change your job assignment, submit an Inmate Request to Staff to the counselor approved by another detail supervisor that they are willing to hire you for their detail. You will not be released from a work detail without having another job to go to.

Institution landscape or food service jobs are usually the first assignment an inmate receives. However, most institutions have a few inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. There is a waiting list for UNICOR employment.

Performance Pay

Work performance, as well as productive participation in correctional programs, may be recognized by performance pay. There are four (4) basic pay grades 1-4 (not including UNICOR) reflecting the level of responsibility of the assignment. The factors which are taken into account in granting performance pay are goal attainment, exceptional quality and quantity of work, resourcefulness, initiative, trustworthiness, dependability, and the ability to work with minimal supervision.

UNICOR

The UNICOR facility at the camp serves as the raw material and finished goods warehouse for the factory located in the FCI. This factory manufactures electronic cables for the military and also produces plastic food service items including trays, cups, and flatware for other BOP facilities. Approximately 8 inmates are assigned to the UNICOR warehouse and are hired only with the approval of UNICOR staff.

Food Service

FPC McKean's menus have been nutritionally analyzed to provide a well-balanced diet. For specific religious dietary needs, the Bureau approved "Religious diets" program is available. "Heart healthy" and "No flesh protein alternatives" are also available.

The meal hours established at FPC McKean are as follows:

Monday - Friday

Breakfast - 6:30 a.m. until twenty minutes after the last unit is called.

Lunch - 10:30 a.m. until twenty minutes after the last unit is called.

Dinner - Following the 4:00 p.m. stand up count until twenty minutes after the last unit is called.

Weekends and Holidays.

Coffee Hour - 6:30 a.m. - 7:30 a.m.

Brunch - Following 10:00 a.m. stand up count until twenty minutes after the last unit is called

Supper - Following 4:00 p.m. stand up count until last unit is called.

Acceptable clothing to be worn in Food Service is as follows: work pants, work shoes, short or long sleeve green shirts and approved religious headgear. During the evening meal, weekends, and holiday meals, sweats or jogging pants and sweat shirts may be worn in place of work pants and work shirts. Sneakers are also permitted.

With the exception of religious items, all headgear will be removed while in the food service dining room.

While using our food service facilities, we ask that you show common courtesy to the staff and your fellow inmates by waiting patiently in line. After eating, inmates are expected to remove all debris, napkins, and food waste from the tables and return cups, trays, and utensils to the dish room. No personal items, gym bags, laundry bags, plastic containers etc., are permitted in the food service department. Inmates are not permitted to remove any items or food from food service. Tables in food service are designed to accommodate all inmates including those with disabilities.

Forest Service

FPC McKean and the U.S. Forest Service have a Memorandum of Understanding in which inmate crews will work in conjunction with the U.S. Forest Service. Inmates working in the forest will perform such tasks as trail construction, equipment maintenance, and general construction projects. The Unit Team will select the inmates who will be assigned to this detail. If you are interested in this work detail, submit an Inmate Request to Staff to your Unit Team.

Community Service Projects

Occasionally we receive requests for assistance from local non-profit/charitable organizations for help on particular projects. Depending on the nature and size of the project, a number of qualified inmates will be given the opportunity to participate in a community service project in the community. In order to participate in a community service project you must be furlough eligible. This is an excellent opportunity to make a contribution to the local community. Let your Counselor or a member of the Unit Team know if you are interested.

Counseling Activities

There are many alternatives for inmates who have personal problems and desire to correct them. These options include alcoholics anonymous, self-esteem groups, and other voluntary groups. In addition, institutions have professional resource staff that are trained in various social science fields. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate's needs; however, participation in such activities is voluntary. The correctional counselors in the housing units are available for informal counseling sessions and for formal group counseling activities.

Education Programs

Education opportunities provided to federal prisoners include basic literacy, a wide range of occupational training programs, and leisure-time activities. By policy, with minor exceptions, all federal prisoners who do not have a high school diploma or GED must enroll in the literacy program. All promotions in federal prison industries and institution work assignments beyond the entry level grade are contingent on successful completion of a literacy program. Effective November 3, 1997, inmates with a Violent Crime Control Law Enforcement Act (VCCLEA) sentence or a Prison Litigation Reform Act (PLRA) sentence must

participate in the literacy program and make satisfactory progress to vest/earn good time. Also, by policy and with minor exceptions, inmates who do not speak English must participate in the English-as-a-Second Language program.

Vocational Trades

The vocational programs at FPC McKean are designed to provide trainees with entry level job skills. All of our VT programs use a competency based system of instruction. Successful completion of a program is directly tied to the mastering of certain competencies identified in course curricula. FPC McKean offers vocational training programs in horticulture and computer VT. Adult Continuing Education (ACE) is a program offering a wide variety of classes taught by inmates. These classes are held during evening and weekend hours. Examples include typing, real estate, business, history, etc.

Recreation and Leisure Time Programs

Recreation is an essential part of the overall educational program. Recreation and leisure-time programs are designed to reduce idleness and keep inmates constructively occupied; to promote wellness as a personal goal for all inmates; to reduce personal stress and institution tension; to increase physical fitness, goal attainment, and positive life styles, both in prison and after release; and to contribute to personal and institution stability through maximum participation in structured and unstructured programs.

FPC McKean has indoor recreation and an outdoor recreation yard. The indoor recreation area has a hobby craft center for ceramics and art work, a weight room, and a pool room with table games. Some equipment can be checked out through a recreation staff member, but must be returned prior to leaving the area or recreation yard. You are responsible for the equipment issued to you. If it becomes damaged while it is in your possession, you will be responsible to replace it. When weather conditions permit, you may use the outdoor recreation yard. The yard has a softball diamond, soccer field, basketball courts, handball courts, horseshoe courts, bocce ball courts, outside weight area and a volleyball court.

Psychology Services

The psychology department offers a range of programs typically available in a community mental health center. These include services for those having temporary adjustment problems as well as those having more prolonged and serious mental disorders. In addition, the psychology department has programs for substance abuse including basic drug education (27 hours), residential drug treatment (500 hour), and outpatient drug treatment (individual and group therapy). There are treatment programs for anger management and post release treatment services. As peer support can be valuable, self-help groups based upon twelve step models are also available. Should a serious mental health problem develop that cannot be managed locally, the psychology department in conjunction with the health services department can arrange for you to receive care in a federal medical center.

All inmates are screened by one of the psychologists within the first two weeks of their initial entry into the institution. By filling out the screening questionnaire when you first arrive at a BOP facility, you alert staff to any concerns you might have regarding your mental health, previous treatment, substance abuse disorder, or other issues of concern.

The psychology department is located in the Administration Building next to Education. Our normal days and times of operation are Monday through Friday from 7:30 a.m. - 4:00 p.m. Appointments can be made in person or by submitting an Inmate Request to Staff through any staff member. Participation in drug treatment programs is arranged by completing an application form available in the psychology department.

A variety of forensic services are also provided through the psychology department: court ordered psychological evaluation, competency evaluations for marriage contracts and disciplinary procedures, as well as evaluations requested by the parole commission. These services are requested through the unit team.

The Residential Drug Abuse Program (RDAP) is a three-phase program, consisting of 1) nine months intensive programming here at the camp, 2) monthly aftercare sessions here at the camp while waiting for transfer to halfway house, and 3) during a six month halfway house stay, participation in up to four hours

weekly drug abuse treatment programming, (Transitional Services). The initial nine month phase is comprised of educational modules on topics such as general information about substance abuse/recovery issues, criminal thinking, criminal lifestyle, family issues, relapse prevention, and wellness. Participants will also attend weekly group psychotherapy.

Suicide Prevention

If your roommate or acquaintance was talking to you about suicide, you would probably take action and talk with a staff member to help him. Most people would, because they would want someone to help them, if the tables were turned. Wouldn't it also be helpful to know the signs of suicide risk, in the event that your roommate couldn't or wouldn't tell you about suicide, but is at risk, just the same? Psychology services is providing these signs of increased suicide risk to help you identify when a person is having difficulties and encourage you to do the right thing by alerting staff. Signs of increased risk include: giving away property, having a difficult time sleeping, saying that no one cares about them, feeling hopeless, feeling helpless, believing that people are trying to harm them, feeling sad or depressed for days or weeks, hearing voices when no one is around, and loss of appetite. The more of these signs present the higher the likelihood a person is thinking about suicide. If you notice these signs in your roommate, it is ok to ask them if they are thinking of suicide and to let a staff member know if the person is having difficulty.

Sexually Abusive Behavior

You Have the Right to be Safe from Sexually Abusive Behavior. While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

Attachment H provides detail on prevention and intervention.

Central Inmate Monitoring System

The central inmate monitoring system (CIMS) is a method for the Bureau of Prisons to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their case manager.

Release Preparation Program

The release preparation program is designed to assist inmates in preparing for release. Release preparation programming is initiated 30 months prior to the inmate's scheduled release date. This program offers classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. probation officers, other community agencies, and community corrections center staff are available. Inmates should participate in the release preparation program in order to be eligible for halfway house placement.

Inmate Financial Responsibility Program

FPC McKean works closely with the Administrative Office of the Courts and the financial litigation units. The Bureau administers a systematic payment program for court-imposed assessments, fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments, court ordered restitution, fines, court costs, and judgments in favor of the United States, other debts owed the federal government, and other court-ordered obligations (e.g., child support, alimony, and other judgments.)

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If the inmate does not make a payment, his account will be reviewed to determine if he had sufficient funds prior to the scheduled payment and failure to save the contracted amount will result in being placed on refuse status. If an inmate refuses to meet his obligations, the inmate

cannot work for UNICOR, receive performance pay above the maintenance pay level of \$5.25, or spend more than \$25 monthly in commissary. Refusal may also affect the length of halfway house placement and will affect the scoring on the custody classification form.

Inmates will sign an FRP contract which specifically indicates quarterly or monthly payments and what specific amount is to be made. The money will come out of the inmate's trust fund account either monthly or quarterly depending on their payment plan. The money will come out of the trust fund account between the first and tenth of the month on the day which pay is posted. Inmates are responsible for ensuring they have sufficient funds in their account to make their scheduled FRP payment.

An inmate who is on refuse status has the following options to be placed back in participates status: make a payment at his next scheduled payment; sign a new contract for monthly payments; or make a minimum \$25 outside payment at the federal courthouse and have the receipt mailed in.

The status of any financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

You may be identified for priority considerations for UNICOR employment if you have court ordered financial obligations totaling \$1000 or more. Grades 1-4 will pay a minimum of 50% of their earnings toward their financial responsibility.

Religious Programs

Bureau institutions offer a wide range of religious programs to inmates. Staff chaplains as well as contract and volunteer representatives of various faiths are available. Religious diets, holiday observances, and other worship activities are coordinated through the chaplain's office. Information about these programs is available in the orientation program and from the chaplains.

A schedule of religious activities and times are posted outside the Chapel in the Administration Building.

Marriages

If an inmate wishes to be married while incarcerated, the warden may authorize him to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If an inmate requests permission to marry, he must:

- Document in writing his intent to marry
- Have a letter from the intended spouse which verifies her intention to marry
- Demonstrate legal eligibility to marry
- Be mentally competent
- Be otherwise eligible based on institution criteria as listed on the institution supplement for marriages.

The chaplains are available to discuss the issue of marriage with the inmate and fiancée' during incarceration.

HEALTH SERVICES

During the institution's admission and orientation session, a representative from health services will inform all new arrivals of what health care services are available to inmates. A list of health care rights and responsibilities are found in Attachment B of this handbook.

For urgent care, inmates feeling they need immediate evaluation for medical problems are required to report to the health services unit, with their ID card, for urgent care triage between 6:30 - 7:00 a.m., Monday thru Friday. The inmate will be medically screened at that time by a provider. Serious conditions will be seen that morning. Other problems that do not require immediate medical attention will be scheduled within

fourteen days. The inmate will be placed on the callout list for their appointment.

For routine care, inmates who wish to be seen at sick-call for evaluation of medical problems are required to fill out a sick call sign-up sheet. Inmates can receive a sheet from their unit officer or from the Health Services Department. Once the sheet is completed it can be placed in the box mounted on the wall outside the Health Services area or sent to Health Services via institutional mail. Allow up to two weeks for a routine appointment. The inmates will be placed on the call out at the time of their appointment.

Inmates who become seriously ill after the regular sick-call appointment sign-up period should ask their work supervisor or unit officer to call health services for an appointment. Inmates may not come to health services on their own accord after sick-call sign-up is completed. Inmates in the special housing unit are unable to sign up for this procedure. For that reason, a medical staff member will conduct sick-call rounds every day.

Physical Examinations

Inmates may request a complete physical examination every two years. Inmates over the age of 50 are eligible for a complete physical examination annually. An inmate being released from the system may submit an Inmate Request to Staff form requesting a medical evaluation if he has not had a physical examination within one year prior to the expected date of release. This request should be submitted approximately 3 to 4 months prior to your release.

Should an inmate refuse any procedure or medications recommended by health services, the health services staff shall counsel the inmate regarding the risks. Counseling and refusal will be documented on a Refusal of Treatment form, signed by the inmate and a witness, and then placed in the inmate's medical file.

Emergency Medical Treatment

All emergencies or injuries will be given priority treatment. Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only.

Medication – Pill Line

Controlled medications are dispensed at the pharmacy "pill line" during specified time periods. These times include:

Monday - Friday

6:30 - 7:00 a.m.

5:00 - 5:30 p.m.

Saturday, Sunday, & Holidays

9:00 - 9:15 a.m.

5:15 - 5:30 p.m.

Medications for patients in the special housing unit will be distributed by a clinical staff member. The institution pharmacy dispenses prescribed medication as authorized by the BOP National Formulary and within the local inventory.

Open House

Inmates having any questions or concerns about their healthcare may discuss them with Health Services staff at the Camp Health Services Unit on Tuesdays between 11:30 A.M. - 12:00 P.M.

Over-the-Counter (OTC) Medications

The institution commissary will stock at least 25 OTC medications. The pharmacy will not provide OTC medications available in commissary unless there is an immediate medical need for the medication. Only medications on the current formulary would be issued. Inmates should fail OTC medications before being prescribed a similar prescription medication. Healthcare providers may review an inmate's commissary record.

Inmates without funds (indigent) will be defined as having an average trust fund account balance of less than \$6.00 for the past 30 days. An inmate considered as being indigent may request OTC medications, without using sick call, from the pharmacy with the OTC request list. Inmates will only be allowed to choose 2 items per week and are limited to the monthly allowance of each drug. An indigent inmate may

obtain additional OTC medications through sick call if health services staff determine he has an immediate medical need which must be addressed before the inmate may apply again for OTC medications. The pharmacy will maintain a record of indigent inmates and their OTC requests. The pharmacy will have access to Trust Fund Accounting and Commissary System (TRUFACS). Inmates showing a pattern of depleting commissary funds before requesting OTC medications will be referred to sick call. Further sanctions may be imposed with continual abuse as determined by the HSA, Associate Warden, or Warden. Indigent inmates may obtain an OTC request list from the pharmacy. Requests need to be submitted to the pharmacy by Wednesday of the week. OTC medications will be available for pick up starting the following Friday. The pharmacy will maintain a record of OTC items issued to a given inmate for 30 days.

Inmates will be referred to commissary for chronic conditions that can be treated with OTC medications. If a clinician determines through sick call that a condition can be treated with an OTC medication, the clinician may refer the inmate to commissary. The provider has the option to give a medical commissary pass to the inmate to shop on a day other than their assigned day. The pass is only valid for the date written. Inmates should be referred to the afternoon commissary shopping time for OTC medications. If an immediate need is necessary for a condition requiring an OTC medication, a prescription can be written and filled by the pharmacy if available on formulary. A similar formulary agent may be used for any non-formulary OTC medications. The prescription should be limited to a time frame to treat the acute condition and any subsequent refills should be referred to commissary.

Inmates in SHU will adhere to the same OTC policy as general population. In the event commissary privileges are revoked, medical staff can triage the inmate to determine if an OTC medication is medically necessary. Pharmacy will provide OTC medications for SHU inmates with an immediate medical need as determined by the healthcare provider. Indigent inmates in SHU will adhere to the same procedure as general population unless commissary privileges are revoked. In this case, inmates will be referred to sick call and only medically necessary medications will be provided.

Medical Co-pay

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FPC McKean provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

A. Application: The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copay fees.

B. Health Care Visits with a Fee:

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

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

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

C. Health Care Visits with no Fee:

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved, follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;

6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

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

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

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

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

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

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

E. Complaints: You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

On the Job Injuries

If an inmate is injured while performing an assigned duty, he must immediately report the injury to his work supervisor. The work supervisor will then report the injury to the institution safety manager. The inmate may be disqualified from eligibility for lost time wages or compensation if he fails to report a work related injury promptly to his work supervisor.

If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical examination must be included before any compensation can be considered.

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence

In most cases, inmates are permitted to correspond with the public, family, and others without prior approval or maintenance of a correspondence list. The mail depository for outgoing general correspondence is located near the entrance to Food Service in the camp administration building. You may seal your outgoing mail prior to placing it in the mail depository. Proper postage **MUST** be affixed to the envelope. All outgoing mail must contain your name, register number, and the institution address in the upper left corner of the envelope (no abbreviations). An improper return address will result in your correspondence not being mailed out. Additionally, all outgoing mail must have a proper mailing label printed from your contact list on the TRUCLINCS system.

All outgoing mail must contain a return address as follows:

Committed Name
Register Number
Federal Correctional Institution, McKean
P.O. Box 8000
Bradford, PA 16701

Inmates must assume responsibility for the contents of their letters. Correspondence containing threats,

extortion, etc., may result in prosecution for violation of federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

There is no mail service on weekends and holidays. Inmates are not permitted to mail food items out of the institution.

Incoming Mail

The correct mailing address to receive mail at FPC McKean is:

YOUR FULL NAME
REGISTRATION NUMBER
P.O. BOX 8000 (E OR F) UNIT
BRADFORD, PA 16701

It is your responsibility to advise your correspondents of the correct mailing address. Mail addressed to you by other than your committed name will be returned to the sender. All general correspondence is opened and inspected by the mail room technicians prior to delivery to you. The institution will not accept delivery on mail that has been stamped "POSTAGE DUE".

First class mail is distributed Monday through Friday (except holidays), ordinarily by the evening watch officer in the housing units. Newspapers and magazines will also be delivered at this time. Legal and special mail will be delivered by a member of the unit team in accordance with the program statement on correspondence and the mail management manual. Inmates are asked to advise those writing to them to put the inmate's committed name, register number, and unit on the envelope to ensure proper delivery of mail.

Incoming Packages

Inmates may receive packages only through the U.S. Postal Service by three authorized methods:

1. An Authorization to Receive Package, form BP-331, is authorized and on file with the mailroom. The forms are only issued for release clothing and medical items.
2. Any package (mail weighing in excess of 16 ounces is considered a "package") received at the U.S. Post Office must be clearly marked on the outside of the package, **AUTHORIZED BY BUREAU POLICY.** If the package is not clearly marked, it will be refused and returned to sender. It will not be brought back to the institution. This statement refers to packages from all sources, family members, attorneys, etc. It is the inmate's responsibility to make notification of this requirement. Camp inmates may receive magazines and soft back books from family members. **Hardback books and newspapers must come directly from a publisher or book store.**
3. Educational materials - The inmate's name must appear on a list provided by the education department. All materials will be forwarded to the education department for final approval and distribution.

Incoming Publications

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive newspapers and hard-cover publications only from a publisher, book store, or book club.

The warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which meet one of the following criteria may be rejected:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages or describes methods of escape from correctional facilities or contains

blueprints, drawstring, or similar descriptions of Bureau of Prisons' institutions.

- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacturing of drugs.
- It is written in code.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.

Materials which are sexually explicit or feature nudity are not authorized. Any material of this type received for an inmate will be rejected by mailroom staff and returned to the sender.

Special Mail

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U. S. Department of Justice (including Bureau of Prisons), U. S. Attorneys' Office, Surgeon General, U. S. Public Health Service, Secretary of the Army, Navy, or Air Force, U. S. Courts, U. S. Probation Officers, Members of U. S. Congress, Embassies and Consulates, Governors, State Attorney General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys, and representatives of the news media. "Special mail" also includes mail received from the following: President and Vice-President of the United States, attorneys, members of U.S. Congress, Embassies and Consulates, the U. S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other federal law enforcement officers, State Attorney General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. For incoming correspondence to be processed under the special mail procedures, **the sender must be adequately identified on the envelope, and the front of the envelope must be marked "Special Mail - Open only in the presence of the inmate"**.

A designated staff member opens incoming "special mail" in the presence of the inmate. This is usually done by the correctional counselor or case manager. These items will be checked for physical contraband and for qualification of "special mail." The correspondence will not be read or copied if the sender has actually identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "special mail" with special instructions to be opened only in the presence of the inmate. Without adequate identification as "special mail," the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

All outgoing Legal/Special mail must be delivered to staff during the noon mainline in food service or brought to open house. An Outgoing Special Mail Receipt form must accompany each piece of legal/special mail when it is turned in to staff. These forms are available in the unit staff offices at open house. Other services such as stamp collection, express mail, USPS Box Service, UPS (and other private carriers) are not provided.

Correspondence Between Confined Inmates

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

Such correspondence may always be inspected and read by staff at the sending and receiving institution (it may not be sealed by the inmate).

The unit manager at each institution must approve of the correspondence if both inmates are housed in federal custody.

The wardens of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal institution.

Rejection of Correspondence

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

- Matter which is non-mailable under law of postal regulations
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate a mortgage or insurance business while confined in the institution.

Notification of Rejection

The warden will give written notice to the sender concerning the rejection of mail and the reason for the rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

Receipt of Personal Items

Inmates wishing to have personal items mailed into the institution will send an Inmate Request to Staff to the department head responsible for the requested item as follows:

Unit manager - release clothing.

Hospital administrator - medical items.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The mailroom officer will not approve any item or package for delivery unless this approval form is on file.

Forwarding Mail

The mailroom staff will forward general correspondence mail (as opposed to special mail) to the new address provided by the inmate at the time of release for a period of 30 days. After the 30 day period, general mail received will be returned to the sender with the notation "not at this address - return to sender". Special/legal mail will continue to be forwarded to the address provided at the time of release or transfer.

Funds Received Through the Mail

The Federal Bureau of Prisons requires all funds being mailed to inmates be sent to the Federal Bureau of Prisons' national LOCKBOX at the following location:

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

Unauthorized Items Received Through the Mail

Any item(s) received with correspondence which is not authorized will be rejected and returned to the

sender. The inmate will be notified of any item(s) returned and the reason for rejection. A copy of the rejection form, along with the unauthorized item(s) will normally be returned to the sender. Sexually explicit photographs from any source are not authorized.

You may receive magazines and soft cover books from any source. The outside of the package or envelope must be marked "BOOKS" or "AUTHORIZED BY BOP" to alert mailroom staff the contents are authorized material. Newspapers and hard cover books must come directly from the publisher or a bookstore. If the bookstore cannot be properly verified as a bookstore, the items will be refused. It is suggested to use well-known bookstores such as Barnes & Noble or Amazon.com.

Mailing of Inmate Personal Property (transfer out / release)

If an inmate is being transferred to another federal facility, two standard size boxes will be mailed to the new destination at the institution's expense. Any authorized property in excess of the two box limit may be mailed at the inmate's expense. Property not authorized for transfer may be donated or mailed to an address provided by the inmate. This property is also mailed at the inmate's expense. Refer to the program statement and institutional supplement on Inmate Personal Property for a list of approved items.

Mailing of Inmate Personal Property (transfer in / voluntary surrender)

Any item(s) not authorized at this facility will be either donated or mailed out at the inmate's expense. Personal property for voluntary surrenders will be mailed at the institution's expense.

Subscriptions

Subscriptions to publications on a "BILL ME LATER" basis are prohibited. If you desire to purchase a subscription to a newspaper or magazine, you must pay for it in advance by completing a money withdrawal form from your TRULINCS account. Remember, there are established personal property limits for books, magazines, and newspapers.

Polaroid Pictures

Polaroid pictures with double-faced backing are CONTRABAND and will be returned to the sender with a "NOTICE OF REJECTION" if received in the mail.

VISITING

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are from 5:30 p.m. - 8:00 p.m. on Monday. Additionally, visiting hours are from 8:30 a.m. - 3:00 p.m. on Saturday, Sunday, and federal holidays. There is no visiting on Tuesdays, Wednesdays, Thursdays, and Fridays. Visiting hours are established locally and provided to inmates in order for them to advise their prospective visitors. Visiting may be limited on an hourly basis, or other allocation basis, to ensure equitable access to visiting facilities.

New inmates are asked to submit a visiting list which will be given to their correctional counselor for approval. Family, relatives, and friends may be approved after certain checks are made. Requests for approval for these visitors should be made to the correctional counselor. You are responsible for notifying your visitors that they are on your approved visiting list and they can come and visit. Attorney visits may be approved and arrangements made in advance by the inmate's unit team.

Inmates will receive copies of all visiting list approvals and updates. Inmates are responsible for notifying visitors only after approval is authorized by staff. Inmates receiving extended medical treatment at a local hospital will not normally be permitted to have visitors. However, in extenuating circumstances, visits with individuals on the inmate's visiting list may be approved by the warden or his/her designee.

From May 1st through October 31st, each inmate will be limited to two (2) weekend visits a month. If an inmate visits on Saturday, Sunday, and a federal holiday in the same week, this will constitute a weekend visit. There is no limit on evening visits (Monday). Restrictions will not apply from November 1st through April 30th.

The number of approved visitors permitted to visit an inmate at one time will be limited to three adults and

three children.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking upon arrival and departure are permitted within the bounds of good taste. During visits, hand holding is permitted.

Please refer to attachment D for more information concerning visiting procedures.

Dress Code for Inmates

Inmates must be properly dressed in their institutional issue clothing in order to be admitted to the visiting room. Clothing must be neat and clean. Altered clothing will not be permitted and will result in an incident report. You are permitted to wear tennis shoes in the visiting room for visits.

Each institution has limits on the number and types of articles that can be taken into the visiting room. At FPC McKean, inmates may wear their wedding rings, religious medals, and prescription eyeglasses. No food items may be brought back into the institution by the inmate.

Dress Code for Visitors

All inmate visitors are expected to use good judgment and taste in their dress attire. The following guidelines will be used to determine proper attire for visitors. The camp visiting room officer is responsible for determining suitable attire.

- A. Adult visitors (male and female) over the age of sixteen (16) may wear walking shorts (or culottes) no more than four inches above the knee. Those visitors under 16 may wear suitable, casual play clothing.
- B. No see through clothing.
- C. No tank tops or other wear that exposes the midriff area.
- D. No attire that exposes cleavage.
- E. Footwear is required. Sandals are acceptable.
- F. Skirts/Shorts must be within four inches of the knee.
- G. No spandex type clothing or other tight fitting apparel.

Any questions regarding proper attire will be referred to the operations lieutenant or staff duty officer.

Identification of Visitors

Identification is required for visitors. This will be accomplished by photo identification. Birth certificates, social security cards, etc., are not considered proper identification. Persons without proper identification will not be permitted to visit.

Items permitted for visitors to bring into the institution include one small, clear (see through) coin purse. Prescription medication is permitted provided it is no more than necessary to cover the time spent in the visiting room. Baby care items permitted in the visiting room are four diapers, eight baby wipes, three clear plastic bottles, and four small jars of baby food.

Visitors may be asked to submit to a search and will be checked with a metal detector. Other personal articles belonging to visitors must be left in their cars as no storage space for visitors' property is provided.

Inmates are not permitted to receive money for their commissary account while in the visiting room. Money for commissary accounts should be sent to the lockbox address.

No items may be exchanged in the visiting room.

The President signed into law the Cell Phone Contraband Act of 2010. This law increases the criminal penalty from six months to up to one year in prison for providing to a federal inmate, or being a federal inmate in possession of, a cell phone or other wireless device.

ACCESS TO LEGAL SERVICES

Legal Correspondence

Legal correspondence from attorneys will be treated as "special mail" if it is properly marked. The envelope must be marked with the attorney's name, an indication that he/she is an attorney, and the front of the envelope must be marked "special mail - open only in the presence of the inmate." It is the responsibility of the inmate to advise his or her attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Legal Material

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls

In order to make an unmonitored phone call to an attorney, an inmate must arrange for such a call through his unit manager. The inmate must present documentation of an imminent court deadline in order to receive a telephone call. If no imminent court deadline exists, the inmate is expected to correspond in writing with his attorney.

Law Library

The Education Department provides a law library for inmates who have a need to prepare legal materials for court. The law library carries a comprehensive inventory of United States codes and legal publications. Typewriters are available on a first come first served basis. Typing paper is available in the Education Department. You must purchase your own ribbon and typing wheel in the commissary. If you are indigent, you may borrow a ribbon and typing wheel from Education in exchange for your inmate ID card.

You are welcome to use the law library for legal research only. You are reminded that the law library is for everyone's use. Law books and institution legal materials may not be removed from the law library.

Notary Services

Under the provisions of 18 USC: 4004, case managers are authorized to notarize documents. The law allows that inmate papers which contain the statement, "true and correct under penalty of perjury" to suffice in federal courts and other federal agencies. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases it will be necessary to contact unit staff for arrangement with a FPC McKean notary public.

Copies of Legal Materials

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. There is an inmate copy machine available in the law library which uses the copy card system. Inmates may purchase copy cards in the commissary to use the inmate copy machine. Inmates are limited to two copy cards per sale and there is a two card possession limit on the copy cards.

Individuals who have no funds and can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication to the attention of their unit manager.

Federal Tort Claims

If the negligence of institution staff results in loss of personal property to an inmate, it can be the basis of a claim under the Federal Tort Claim Act. To file such a claim, inmates must complete the Small Claims for Property Damage or Loss from BP-943. This form can be obtained from your unit team. The completed form and any documentation must be mailed to the Northeast Regional Office at the following address:

Northeast Regional Office
U.S. Custom House
2nd & Chestnut Streets, 7th floor
Philadelphia, PA 19106

Inmate Access to Central File

An inmate may request review of the disclosable portions of his central file. The unit team will permit the review of the central file upon written request from the inmate.

Access to Foreign Consulates

Inmates who are not United States citizens may have access to their respective diplomatic consulates. Contact with these agencies should be arranged through the inmate's respective unit manager.

Inmate Access to Other Documents

An inmate can request access to the "non-disclosable documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file. The request must be in writing and mailed by the inmate directly to:

Director
Bureau of Prisons
ATTN: FOI Request
320 First Street, N. W.
Washington, D. C. 20534

Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney or any other person for records concerning the inmate must be in writing and submitted to the central office address aforementioned. The request should not be mailed to the institution. The request must contain a copy of the inmate's consent to disclose the requested information.

Freedom of Information/Privacy Act of 1974

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

PROBLEM RESOLUTION

Inmate Request to Staff

The Bureau form BP-Admin-70, Inmate Request to Staff, commonly called a "cop-out," is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-outs" may be obtained from unit staff in the Administration Building during Open House hours. Staff members who receive a "cop-out" will ordinarily answer the request within seven working days.

Administrative Remedy Process

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. An inmate should be able to resolve a problem informally by contact with staff members or formally on an Inmate Request to Staff. When informal resolution is not successful, however, a formal complaint can be filed as an administrative remedy. Complaints regarding tort claims, inmate accident compensation, freedom of information or privacy act requests, and complaints on behalf of other inmates are not accepted under the administrative remedy procedure.

The first step of the administrative remedy procedure is the documentation of the informal resolution attempts written on an administrative remedy informal resolution worksheet. Inmates may obtain this form from their correctional counselor. On the administrative remedy informal resolution worksheet, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After the administrative remedy informal resolution worksheet is completed, and if the issue cannot be informally resolved, the counselor will issue a BP-229 form (usually within 72 hours of the time the inmate approached the employee with the problem). The inmate must return the completed BP-229 along with the administrative remedy informal resolution worksheet to the counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-229 complaint must be filed within twenty (20) calendar days from the date which the basis of the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. The time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension. When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the regional director. This appeal must be received in the regional office within twenty (20) calendar days from the date of the BP-229 response. The regional appeal is written on a BP-230 form and must contain a copy of the BP-229 form and response. The regional appeal must be answered within thirty (30) calendar days, from the date it was received. This time may be extended an additional thirty (30) days, however, the inmate must be notified of the extension.

If the inmate is not satisfied with the response from the regional director, he may appeal to the central office of the Bureau of Prisons within thirty (30) calendar days of the response from the regional office. The national appeal must be written on a BP-231 form and must have copies of the BP-229 and the BP-230 forms and responses.

The BP-231 form may be obtained from the correctional counselor. The national appeal must be answered within forty (40) calendar days from the date it is received. The time limit may be extended an additional twenty (20) days, however, the inmate must be notified of the extension.

In writing a BP-229, BP-230, or BP-231, the form should contain the following information:

**Statement of Facts
Grounds for Relief
Relief Requested**

Time Limits (in calendar days)

Filing

BP-229: 20 days of incident

BP-230: 20 days from BP-229 response

BP-231: 30 days from BP-230 response

	Response	Extensions
BP-229	20 days	20 days
BP-230	30 days	30 days
BP-231	40 days	20 days

Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the regional director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the regional director agrees that the complaint is sensitive, it will be accepted and a response to the complaint will be processed. If the regional director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will not be returned to the inmate. Therefore, the inmate should keep a copy of his sensitive complaint. The inmate may then pursue the matter by filing a BP-229 at the institution.

DISCIPLINARY PROCEDURES

Discipline

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violators of Bureau rules and regulations are dealt with by the unit discipline committee (UDC) and, for more serious violations, the discipline hearing officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's prohibited acts, as well as local regulations.

Inmate Discipline Information

If a staff member observes or believes he or she has evidence an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by institution staff. Prohibited acts in the 100 code (greatest severity) and in the 200 code (high severity) may not be informally resolved. A complete listing of prohibited acts and the disciplinary severity scale are outlined in attachment E.

Initial Hearing

Inmates must ordinarily be given an initial hearing within five work days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays.) The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend these time limits for good cause. The warden must approve any extension over five days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the discipline hearing officer (DHO) for further hearing.

Discipline Hearing Officer

The discipline hearing officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The captain or SHU lieutenant conducts periodic reviews of inmates in the special housing unit. An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him, if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may call witnesses (or present statements of unavailable witnesses). Inmates may not question a witness at the hearing. A staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberation or when institutional security would be jeopardized. The inmate charged may be excluded during appearances of outside witnesses. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions must be made through the administrative remedy procedures. DHO appeals are made to the regional director (BP-230), and the general counsel (BP-231). UDC appeals are made to the warden (BP-229). On appeal, the following will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decision on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representatives.

Special Housing Unit

There are two levels of housing in the special housing unit. They are administrative detention and disciplinary segregation. Upon admittance to the special housing unit, inmates are provided with a copy of the rules and regulations (Attachment G). Inmates in both administrative detention and disciplinary segregation are provided with regular reviews of their housing status and are seen by a member of the health services staff daily, including weekends and holidays. Additionally, a unit staff member will visit the special housing unit daily.

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

Disciplinary segregation is used as a sanction for violation of Bureau rules and regulations. Inmates in disciplinary segregation will be denied certain privileges. Personal property will be impounded. Inmates placed in disciplinary segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in disciplinary segregation. Also, staff shall provide a reasonable amount of non-legal reading material.

RELEASE

Correctional Systems Department

The Correctional Systems Supervisor stands mainline during the noon meal on Tuesdays. Topics such as sentence computations, good time, mail, property, etc. can be answered at this time. Issues not addressed at mainline can be forwarded to the Correctional Systems Supervisor via Inmate Request to Staff.

Sentence Computation

All sentence computations are now completed by the consolidated Designation & Sentence Computation Center (DSCC) located in Grand Prairie, Texas. An inmate will be given a copy of his sentence computation once the DSCC has completed and certified the computation. Any questions about good time, jail credit, parole eligibility, full term dates, release dates, or periods of supervision, can be resolved by submitting an Inmate Request to Staff.

for clarification.

Detainers

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

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of. The degree to which the staff can assist in such matters will depend on individual circumstances. State detainers may be processed under the procedures of the "interstate agreement on detainers". This agreement applies to all detainers based on untried charges which have been lodged as a detainer against an inmate by a "party" state, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, the interstate agreement on detainers is not available.

ATTACHMENT A
INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

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.

10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

7. It is your responsibility to use the services of an attorney honestly and fairly.

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.

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

ATTACHMENT B

FEDERAL BUREAU OF PRISONS HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

Right - You have the right to health care services, in accordance with the procedures of this facility. Health services include medical sick call, dental sick-call, and all support services. Request for a sick call appointment are made by filling out a sick call request form and placing it in the box located in the health services during normal business hours.

Responsibility - You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the institution health care staff, to include proper use of medications, proper diet, and following the instructions of your health care provider.

Right - You have the right to be offered the chance to obtain a "Living Will" (at your expense), or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient of a hospital.

Responsibility - You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

Right - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.

Responsibility - You have the responsibility to maintain your health and not endanger yourself, or others, by participating in activity that could result in the spreading or catching of an infectious disease.

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.

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.

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.

Right - You have the right to be examined in privacy.

Responsibility - You have the responsibility to comply with security procedures.

Right - You have the right to obtain certain releasable portions of your health records.

Responsibility - You have the responsibility of being familiar with the current policy to obtain these records.

Right - You have the right to address any concern regarding your health care to any member of the institution staff including physicians, the health service administrator, the 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, open house, or the accepted inmate grievance procedures.

Right - You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribed 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 persons, or accept from any other persons, medication or other prescribed items.

Right - You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy diet.

Responsibility - You have the responsibility to eat healthy and not abuse or waste food or drink.

Right - You have the right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year.)

Responsibility - You have the responsibility to notify medical staff that you wish to have an examination.

Right - You have the right to dental care as defined in the Bureau of Prisons' policy to include preventative services, emergency care, and routine care.

Responsibility - You have the responsibility to maintain your oral hygiene and health.

Right - You have the right to a safe, clean, and healthy environment, including smoke free living areas.

Responsibility - You have the responsibility to maintain the cleanliness and safety in consideration of others.

Right - You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill effects of refusing medical treatment.

Responsibility - You have the responsibility to notify health services regarding any ill effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

Right - You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

Responsibility - You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.

**Inmate Personal Property List - National Limit Authorized For Transfer
Between Institutions**

B = Black
W = White
BW = Black/White Combination
GRY = Gray
GRN = Green (pastel)
C = Commissary Only
I = BOP Issue

Items Apply to All Inmates Unless Otherwise Noted

CLOTHING

Bathrobe

Males - W GRY (no hoods) c (1)

Females - W GRN (no hoods) c (1)

Cap, Baseball

Males - W GRY (no logos) c (1)

Females - W GRN (no logos) c (1)

Handkerchief, W c (5)

Shoes, Athletic/Specialty, B W BW (\$100 value maximum/no pumps/no pockets)

court, turf, running shoe, c (2 pr)

Shoes, Casual, c (1 pr)

Shoes, Shower, c (1 pr)

Shoes, Slippers, c (1 pr)

Shoes, Work, c, (1 pr), (I)

Shorts, Gym

Males - W GRY c (2)

Females - W GRN GRY c (2)

Socks, Tube, W c (5)

Stockings/Pantyhose, **Females - skintone, c (5)**

Sweatshirt

Males - GRY (cotton/pullover/no hoods/no logos) c (2)

Females - W GRN GRY (cotton/pullover/no hoods/no logos) c (2)

Sweatpants

Males - GRY (cotton/no logos) c (2)

Females - W GRN GRY (cotton/no logos) c (2)

T-Shirts/Sleeveless Undershirts

Males - W GRY (no pockets/no logos) c (5)

Females - W GRY (no pockets/no logos) c (5)

Underwear

Males - W GRY (boxers or briefs) c (7)

Females - W (bras/panties) c (7)

PERSONALLY OWNED ITEMS

Address Book, c (1)
Alarm Clock (non-electric), c (1)
Bag, Athletic Tote (no logo), c (1)
Barrettes/Clips/Bows, **Females - c (5)**
Batteries (not including batteries stored in electronic items), c (4)
Blush Kit, **Females - c (1)**
Books (hard/soft), (5)
Book/Reading Light, c (1)
Bowl (plastic/24 oz. or less), c (1)
Calculator, small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated) c (1)
Calendar, small, c (1)
Comb/Pick (plastic), c (2)
Combination Lock, c (1)
Cosmetic Bag, **Females - c (1)**
Cup (plastic), c (1)
Dentures (1 set)
Earplugs, c (1 set)
Earrings, **Females - 1 pr**
Envelopes, c (1 box)
Eyeglasses (no stones), (2 pr)
Eyeglass Case (2)
Eyeliner/Pencil, **Females - c (2)**
Eye Shadow, **Females - c (2)**
Hairbrush, c (1)
Hangers (plastic), c (5)
Headphones, c (1)
Jug (plastic/up to 1 gal), c (1)
Language Translator, (small, electronically unsophisticated, inexpensive, non-print feature/ battery, or solar operated), c (1)
Laundry Bag (mesh), c (1)
Letters (25)
Lipstick, **Females - c (3)**
Makeup/Foundation/Base, **Females - c (2)**
Mirror (small/plastic), c (1)
Pen, Ballpoint, c (2)
Pencils, c (2)
Photo Album/Scrapbook with photos, c (1)
Photos (single-faced) (25)
Playing Cards, c (2 decks)
Radio with Earplugs (walkman-type), c (1)
Shaving Bag, **Males - c (1)**
Stamps (total value equivalent to 40, 1st Class), c
Sunglasses (non-reflective), c (1)
Towel (white/large), c (1)
Watch (\$100 maximum value, no stones, electronically unsophisticated; i.e., inability to send signals), c (1)
Watchband, c (1)
Wedding Band (plain - no stones/white/yellow metal) (1)
Writing Tablet, c (2)

HYGIENE ITEMS

Brushless Shave
Conditioner/Hair
Dental Floss and/or Pick (unwaxed), c (1 container)
Denture Adhesive, c (1)
Denture Brush, c (1)
Denture Cleaner/Powder, c (1)
Denture Cup, c (1)
Deodorant, c (2)
Face Cream, **Females**
Hair Oil/Gel (non-flammable, non-alcoholic), c (1)
laundry Detergent
Lens Cloth, c (1)
Lotion, Skin (moisturizing), c (1)
Mouthwash
Nail Clippers (no file), c (2)
Powder/Body/Foot
Razor, c (1)
Scissors, Mustache, Males - (blunt tip), c (1)
Sewing Kit, c (1)
Shampoo
Shaving Cream/Lotion, Males
Soap, Bar, c (3)
Soap Dish, c (1)
Toothbrush, c (1)
Toothbrush Holder, c (1)

Toothpaste, c (2 tubes)
Tweezers (blunt tip), c (1)

RECREATIONAL ITEMS

Athletic Supporter, Males - c (2)
Bra, Jogging, **Females - c (2)**
Eye Protection, c (1)
Gloves (fingerless/athletic), c (1)
Gloves (handball), c (2)
Harmonica, c (1)
Headbands/Sweatbands, W c (2)
Knee Wraps, c (2)
Knitting/Crochet Needles, c (1)
Mouth Piece, c (1)
Racquetballs (2 cans of 2), c (4)
Softball Glove, c (1)
Tennis Balls (can of 3), c (1)
Tools for Bead Work, c (1)
Weightlifting Belt, c (1)
Weightlifting Gloves, c (1)
Weightlifting Wraps, c (2)
Yarn, Embroidery, Hoops/Needles, c (1 set)

APPROVED RELIGIOUS ITEMS

Items authorized in "Manual on Inmate Beliefs and Practices" and "Transferrable Religious Property," posted on Chaplaincy Services Branch Sallyport page.

APPROVED MEDICAL DEVICES

Non-perishable commissary items sealed in unopened, original containers may also be transported or shipped.

ATTACHMENT "D"
 VISITING REGULATIONS
 FPC McKean
 P.O. Box 5000, Bradford, PA 16701
 (814)362-8900

1. Visiting Hours:

FCI	FPC
Monday: 1:30 p.m. - 8:00 p.m. Visitors will not be processed between 3:00 p.m. and 4:00 p.m. nor after 7:00 p.m.	Monday: 5:30 p.m. - 8:00 p.m. Visitors will not be processed after 8:00 p.m.
Saturdays/Sundays/Federal Holidays: 8:00 a.m. - 3:00 p.m. Visitors will not be processed between 9:00 a.m. and 10:00 a.m. nor after 2:00 p.m.	Saturdays/Sundays/Federal Holidays: 8:30 a.m. - 3:00 p.m. Visitors will not be processed after 2:30 p.m.

2. Visitors - Any inmate may have up to three (3) adults and three (3) children visit at one time. Children 16 years of age and older must be on the approved visiting list and present identification upon arrival.
3. Anyone visiting at the institution must be on the inmate's Approved Visiting list or be approved in advance for a Special Visit.
4. For identification purposes, visitors will be required to present a valid driver's license or other photo identification. Visitors without proper identification will not be permitted to visit.
5. Appropriate dress will be worn by all visitors. Due to the general and diverse types of visitors, and the fact that our Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing. The following restrictions will be used as a guideline for appropriate dress:
 - ◆ No see through or provocative garments or plunging necklines will be allowed.
 - ◆ Hems of dresses or shorts will be no more than four inches above the knee.
 - ◆ No form fitting clothing is permitted. Sweatshirts and pants are appropriate if they are not form fitting.
 - ◆ No strapless or sleeveless clothing will be allowed.
 - ◆ Footwear is required.

If visitors do not meet the appropriate dress attire, they will not be permitted to visit.
6. Visitors are not permitted to receive items from inmates, and inmates are not permitted to receive money or any item that is not approved through proper channels.
7. All inmates are responsible for their conduct and their visitors while in the visiting room. Any conduct violations will result in the visit being terminated and/or possible loss of future visits.
8. Allowable items in the Visiting Room: You may bring one small, clear (see through) coin purse. If you have prescription medication, you will only be allowed to bring in enough to cover the time spent in the visiting room. As for baby care items, you may bring in four diapers, eight baby wipes, three clear plastic baby bottles, and four small jars of baby food. Visitors are not allowed to bring food, gifts, games, needlework, pocketbooks, reading material, mail, photographs, or toys. All unauthorized items must be left in your vehicle as we will not provide storage space for personal property at the institutions. Money may not be exchanged between a visitor and an inmate; the visitor may purchase items from the vending machines for the inmate; however, all items must be consumed in the Visiting Room. If you wish to discuss legal papers, you may do so only after the inmate with whom you plan to visit has received written permission from his unit team prior to your visit.
9. Physical contact - A kiss and embrace are permitted at the beginning and end of the visiting period. Heavy petting is prohibited. Filing of nails, braiding of hair, etc. are not appropriate activities in the Visiting Room. Inmates will not be permitted to mingle with guests of other inmates.
10. Supervision of Children - It is the responsibility of the inmate to control the behavior of their young visitors. Children should be under direct supervision of the inmate or adult visitor at all times.

11. FPC McKean is a non-smoking institution.
12. Statutory Authority - Title 18, USC, 1791 and 3571, provides a penalty of not more than 20 years imprisonment or a fine of not more than \$250,000 for any person who introduces or attempts to introduce into or upon the grounds of a federal penal institution, or takes or attempts to take or send there from anything whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to Title 18, USC, 1001, visitors shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into a federal correctional institution are subject to search. All articles are likewise subject to search.
13. Special Housing Unit – Camp inmates housed in the Special Housing Unit will not be afforded visiting privileges.
14. Location/Directions - The Federal Correctional Institution, McKean and Satellite Camp are located in northwest Pennsylvania between Bradford and Kane. 90 miles south of Buffalo. Off route 59, 1/4 miles east of the intersection of State Route 59 and U.S. Route 219. The area is served by Buffalo Airport and Bradford Airport.
15. Parking is authorized in the parking lot adjacent to the FCI and in front of the FPC.
16. Visiting privileges will be denied if the visitor does not have a valid driver's license, is not on the inmate's approved visiting list, and appears to be physically or mentally incapacitated. Should the visiting room become overcrowded, a two hour maximum visiting time limit will go into effect. If the overcrowding remains a factor, the visiting room officers will first terminate visiting to those who visit most frequently. If the overcrowded condition persists, those who reside within a 200 mile radius of McKean County will be terminated next. Visiting can also be denied for any violation of visiting privileges, in emergency situations, adverse weather conditions, and any other situation where the visit is viewed as a possible detriment to the security and orderly running of the institution.
17. The President signed into law the Cell Phone Contraband Act of 2010. This law increases the criminal penalty from six months to up to one year in prison for providing to a federal inmate, or being a federal inmate in possession of, a cell phone or other wireless device.
18. Photographs may be taken in the visiting room on Saturday, Sunday, and federal holidays from 12:00 pm. To 1:00 p.m. On Monday evenings, photographs may be taken from 6:00 to 7:00 p.m.

ANY VIOLATIONS OF THESE VISITING REGULATIONS COULD RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.

Taxi/Car Rental

No taxi service is available in the local area at this time.

Enterprise Car Rental – Bradford, PA (814)362-6500 or 1-800-rent-a-car
 Hertz Car rental – Bradford, PA (814)368-9360 or 1-800-654-3131

Limousine Service

Ambiance Limousine - Salamanca, NY 888-282-4959 (Toll Free)
 Munksgard Limousine Service – Warren, PA 814-723-2670
 Olean Limousine Service - Olean, NY 877-644-5466 (Toll Free)

Bus Service

ATA Area Transportation (Bradford) 866-282-4968 (Toll Free)
 814-368-7629
 Fullington Trailways (Bradford) 800-942-8287 (Toll Free)
 814-362-2450
 Mc Keirnan C L Bus Garage - Smethport, Pa 887-5811

Special and Emergency Visits

The Warden may approve special and emergency visits. The Case Manager, in conjunction with the Captain, Executive Assistant and Associate Warden of Programs, is responsible for investigating all special and emergency visits and making a decision as to the need. Inmates shall submit to their Unit Team an "Inmate Request to Staff" at least one week prior to the anticipated visit.

ATTACHMENT E
PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST SEVERITY LEVEL PROHIBITED ACTS

100 Killing.

101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).

102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.

105 Rioting.

106 Encouraging others to riot.

107 Taking hostage(s).

108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

109 (Not to be used).

110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

114 Sexual assault of any person, involving non-consensual touching by force or threat of force.

115 Destroying and/or disposing of any item during a search or attempt to search.

196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

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

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 12 months).

D. Make monetary restitution.

E. Monetary fine.

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmates personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.

201 Fighting with another person.

202 (Not 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.

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.

209 Adulteration of any food or drink.

210 (Not to be used).

211 Possessing any officers or staff clothing.

212 Engaging in or encouraging a group demonstration.

213 Encouraging others to refuse to work, or to participate in a work stoppage.

214 (Not to be used).

215 (Not to be used).

216 Giving or offering an official or staff member a bribe, or anything of value.

217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.

218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.

219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).

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

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

222 (Not to be used).

223 (Not to be used).

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

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

226 Possession of stolen property.

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

228 Tattooing or self-mutilation.

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

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

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

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

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

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

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

C. Disciplinary segregation (up to 6 months).

D. Make monetary restitution.

E. Monetary fine.

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmates personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

300 Indecent Exposure.

301 (Not to be used).

302 Misuse of authorized medication.

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

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

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

306 Refusing to work or to accept a program assignment.

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

308 Violating a condition of a furlough.

309 Violating a condition of a community program.

310 Unexcused absence from work or any program assignment.

311 Failing to perform work as instructed by the supervisor.

312 Insolence towards a staff member.

313 Lying or providing a false statement to a staff member.

314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).

315 Participating in an unauthorized meeting or gathering.

316 Being in an unauthorized area without staff authorization.

317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).

318 Using any equipment or machinery without staff authorization.

319 Using any equipment or machinery contrary to instructions or posted safety standards.

320 Failing to stand count.

321 Interfering with the taking of count.

322 (Not to be used).

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.

329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.

330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.

331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm

to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

332 Smoking where prohibited.

333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).

334 Conducting a business; conducting or directing an investment transaction without staff authorization.

335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

336 Circulating a petition.

396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

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

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 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).

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).

C. Disciplinary segregation (up to 3 months).

D. Make monetary restitution.

E. Monetary fine.

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

400 (Not to be used).

401 (Not to be used).

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

405 (Not to be used).

406 (Not to be used).

407 Conduct with a visitor in violation of Bureau regulations.

408 (Not to be used).

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

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

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).

D. Make monetary restitution.

E. Monetary fine.

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband

L. Restrict to quarters.

M. Extra Duty

SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.

ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges by delivering Incident Report.

maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)

3. Initial review (UDC)

minimum of 24 hours
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

NOTE: Time limits are subject to exceptions as provided in the rules.

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

ATTACHMENT G
FCI MCKEAN, PA.
ADMINISTRATIVE /DISCIPLINARY SEGREGATION
RULES AND REGULATIONS

1. The Special Housing Unit is comprised of a disciplinary segregation and administrative detention unit.
2. You will be required to maintain your cell in an orderly and sanitary condition. Cell lights will be turned on at 7:00 a.m. and turned off at 10:00 p.m. Beds are to be made neatly by 8:00 a.m. Monday thru Friday. You may lie down on top of your made bed after your room is inspection ready. Failure to comply will result in an incident report.
3. Inmates are required to clean their cells three times per week. Staff will issue the cleaning supplies. The Officer will inspect the cell. Any inmate not maintaining a high degree of sanitation will be subject to disciplinary action. Nothing may be taped, glued, or stuck to the wall or light fixture within the cell. You are not permitted to write on the walls, ceilings, or beds.
4. Clothing will be exchanged three times per week during shower periods. All clothing items will be exchanged on a one for one basis.
5. Inmates will receive one initial issue from their personal property upon admittance into the Special Housing Unit. After your property is inventoried, you will be provided with a form to complete that lists what items you may have. Inmates will not be allowed further access into their property. Any access to the property for Legal Materials will be accomplished via Cop-Out through the Unit Team which will verify the legal status of the case as being current. Within your cell, you are allowed to possess one cubic foot of legal material for current cases only. The Unit Team member will come to SHU, along with the Property Officer, and will assist you in retrieving any Legal Materials pertinent to the CURRENT CASE ONLY.
6. The following personal items will be distributed twice per week; writing paper, pencils, tooth powder, envelopes, cop-outs, soap, shaving cream, and toothbrushes. These items will be issued on a one-for-one basis. All personal hygiene items must be purchased through the commissary while in the SHU.
7. All food items that are given to you in the Special Housing Unit will be surrendered at the end of the meal. This includes all uneaten food items (fruit etc.), trays, cups, utensils, condiments, etc. One plastic cup will be issued to each inmate in the special housing unit. This cup will be used for all liquids during an inmates stay in SHU.
8. Recreation will normally be offered Monday through Friday. You will be offered inside or outside recreation. If the weather or staffing does not permit outside recreation, all ranges will be offered inside recreation. NOTE: Your bed has to be made as well as your cell cleaned prior to going to recreation.
9. Showers will be given to each inmate three times a week based on the range they live on. This will be done on alternating days. Evening watch is responsible for conducting all showers.
10. The E/W Officers will pass out commissary request forms and collect them on the day before commissary. The commissary request forms will be forwarded to the Segregation Lieutenant for approval. The Segregation Lieutenant will then forward them to the commissary.
11. Inmates housed in Administrative Detention will be allowed one telephone call every seven days from the date they entered the Administrative Detention status. Inmates housed in Disciplinary Segregation status will receive a phone call every 30 days from the date they entered Disciplinary Segregation status. The duration of the calls will be 15 minutes only. All legal calls will be requested through the Unit Team via a Cop-Out.
12. To use the law library, an inmate must submit a cop-out (Inmate to Staff Request Form) to the unit officer. Only one inmate at a time will be allowed in this area and then for only one hour at a time. The law library is for LEGAL WORK ONLY.
13. All inmate bedding and linen will be exchanged once each week. This will take place during one of the scheduled shower days.
14. The inmate barber will cut hair in Segregation one day a week (Sunday). Those inmates wanting haircuts must submit a Request to Staff Member (Cop-Out) to the Segregation Lieutenant. Inmates may receive one haircut every 30 days.
15. At a maximum of every 21 days, you will be randomly rotated to various cells. Cell moves are at staffs' discretion within the unit.
16. Inmates are permitted to possess five paperback books obtained from the book cart. Additionally, you are authorized one current magazine and newspaper. These items are a one for one exchange.

17. You are required to wear the Special Housing Unit Orange Jumpsuit any time you exit your cell.
18. Unit Officers will not pass any items from one inmate to another inmate, nor will they be allowed to give personal property to other inmates.
19. Blankets, sheets, pillow cases, and clothing will not be torn or altered. Destruction of government property will result in an incident report.
20. Banging and kicking of cell doors is prohibited. Inmates will not yell at staff or other inmates. Special Housing is considered a quiet unit.
21. A clear radio with ear buds is authorized while housed in administrative detention in SHU.
22. The duress alarms in the cells are only for use in case of an emergency.
23. Approved religious headwear is authorized in SHU.
24. Failure to comply with any of the above mentioned rules may result in an incident report being written.

Attachment H

Sexually Abusive Behavior Prevention and Intervention

You Have the Right to be Safe from Sexually Abusive Behavior. While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

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

a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

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

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

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

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

d. **Sexual Misconduct by Staff**

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

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

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

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

What Can You Do To Prevent Sexually Abusive Behavior?

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

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.

- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

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

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

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

What Can You Do if You Are Sexually Assaulted?

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

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

How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust.

BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

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

**Office of the Inspector General
P. O. Box 27606**

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Counseling Programs for Victims of Sexually Abusive Behavior

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

Management Program for Inmate Assailants

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

Policy Definitions

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

Code 114: Sexual Assault of Any Person

Code 205: Engaging in Sexual Acts

Code 206: Making Sexual Proposals or Threats to Another

Code 221: Being in an Unauthorized Area with a Person of the Opposite Sex Without Staff Permission

Code 300: Indecent Exposure

Code 404: Using Abusive or Obscene Language