

**FEDERAL CORRECTIONAL INSTITUTION/
SATELLITE CAMP PRISON
MENDOTA, CALIFORNIA**

**ADMISSIONS & ORIENTATION
HANDBOOK**



**AN INMATE'S GUIDE TO
POLICIES AND PROCEDURES
2011**

This booklet has been prepared for new commitments to this institution. We encourage all inmates to review it completely and let staff know if there are any questions or if you need any further information.

We want the inmate's time spent here at Mendota to be productive. All inmates have the opportunity to serve their sentence in a correctional facility with numerous programs and services available to all inmates.

We stress open communication and cooperation between staff and inmates. Inmates will find staff willing to assist them throughout their stay here. In return, we expect all inmates to take responsibility for themselves and their actions and to fulfill their obligations. Particularly, we expect them to conduct themselves appropriately and refrain from any misconduct.

Our goal is to help all inmates plan for release at the opportune time, ready to accept their place back in the community.

INTRODUCTION

Your inmate handbook was prepared by the staff of the Federal Correctional Institution (FCI), Mendota, California, to serve as a reference guide and to provide an overview of procedures and programs at this facility. Additional information can be found in Program Statements and Institution Supplements located in the Law Library. The information, although current at the time of printing, is subject to change. You are responsible for keeping your handbook up to date.

GENERAL INFORMATION

Admission & Orientation: Inmates will reside in their assigned unit and shall participate in the Admission & Orientation (A&O) Program for approximately 4 weeks. During orientation, inmates will meet staff and become familiar with the physical setting of the compound. The A&O Program consists of lectures and group meetings to learn about regulations, programs, and activities. Inmates will receive a thorough physical examination and complete educational, vocational, and psychological tests during the orientation period. Although inmates will not be given a work assignment until cleared by Health Services, they are expected to complete their in-house assignments under the direction of the Unit Team and the Unit Officer.

Accountability Checks: Inmates must be accounted for at all times. An accountability check is commonly referred to as "Count Time." Official counts will be conducted at 12:05 AM, 3:00 AM, 5:00 AM, 4:00 PM and 10:00 PM. (4:00 PM and 10:00 PM will be a standing Count). On holidays and weekends, there is an additional "stand up" count held at 10:00 AM.

There is no talking or playing of radios during a count. Each inmate must be standing during the "stand up" count (with the exception of those who have medical restrictions). There will be no movement until the count has been cleared. Inmates may not open/close lockers, etc., during counts. During evening and early morning counts, Correctional Officers may use flashlights for counts. If an inmate is completely covered, the Correctional Officers may call the inmate in an attempt to get his attention. If unsuccessful, the Correctional Officer will lightly tap on the bed to make certain the inmate is accounted for. The Correctional Officers must see living, breathing human flesh.

Census Counts/Special Counts: Census or Special Counts may be announced at any time. During census counts, no inmate movement is allowed. Inmates are to remain where they are when the special count is called. All inmate movement must cease.

Emergency Counts: Emergency Counts may be announced at any time. In the event of an emergency count, inmates are to report immediately to their assigned living quarters. All emergency counts will be "stand up" counts.

Change Sheet/Call-Out: The Change Sheet reflects changes in educational status and changes in work assignment. The Call-Out is used to schedule medical, dental, educational and other appointments for the inmate with staff. This multi-listing is posted on a television set in the unit Monday through Friday. It is the inmate's responsibility to review the Change Sheet/Call-Out daily for scheduled appointments which must be kept, as missed appointments may result in disciplinary action.

Out-of-Boundary-Areas: Certain areas are "Out of Bounds" unless inmates are assigned to work there or have been called by staff. If an inmate is called to one of these areas, he is to report immediately to the staff on duty. Inmates should not linger following completion of their business.

Inmate Request to Staff Member (Cop-Out): The Inmate Request to Staff Member form (BP-ADMIN-70, commonly referred to as a "Cop-Out") is used to request appointments or to address concerns with staff. Various types of requests can be made with this form. Completed forms should include a brief account of the inmate's problem and/or request(s) and his comments concerning what he would like to have done. Staff will respond to the inmates request within a "reasonable" period of time.

Contraband/Searches ("Shakedown"): Contraband is defined as anything not authorized for retention, not issued by the institution, not received through approved channels, or not purchased through the Commissary. Staff is alert to the subject of contraband and makes an effort to locate, confiscate and report contraband found in the facility. Anything not in its original container is considered nuisance contraband. Any item in the inmate's personal possession must be authorized and a record of the receipt of the items should be kept in his possession. Inmates cannot purchase or loan radios or any other items from another inmate, nor can an inmate store property in another inmate's locker. Items purchased or obtained in this manner are considered contraband and will be confiscated.

An item from an inmate's work site is considered contraband if found in the housing unit. Any item which is altered, even if originally approved or issued, is considered contraband. Altering or damaging U.S. Government property is a violation of institution rules and the cost of the damage may be levied against the violator. All inmates are subject to pat searches, visual searches and searches of their assigned cell, cubicle or other assigned living space. While staff are conducting searches, inmates are not allowed in the cell, cubicle or assigned living space. Staff is required to search inmate cells to locate contraband or stolen property. An inmate's property and living area will be left in the same general condition as it was found. Inspections are unannounced and conducted at random.

Urine/Alcohol Surveillance: Inmates may be asked to give a urine or Breathalyzer sample at any time. When an inmate is called to give a urine sample, he has two (2) hours to provide the sample or an Incident Report will be written. Inmates must remain under direct staff observation during those two (2) hours. Failure to submit to a urine sample or Breathalyzer will be treated as a refusal and will result in disciplinary action. Water or other fluid may be taken only upon permission of the Operations Lieutenant or the Captain. A Breathalyzer test must be completed when called for testing. There is no allowed delay.

HEALTH CARE SERVICES

The health care mission of the Federal Bureau of Prisons and FCI Mendota is to provide medically necessary health care and dental care to inmates, in accordance with proven standards of care, without compromising public safety concerns inherent to this institution's overall mission.

PATIENT'S 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. Medical and Dental sick call triage will be conducted on Monday, Tuesday, Thursday, and Friday. After an assessment, a determination will be made as to the urgency of your medical or

dental need and appointments will be scheduled. Emergency health care services are available 24 hours each day, and are accessed by contacting the correctional worker responsible for you.

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 facility's health care staff, including 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 own expense), or to provide the Bureau of Prisons with Advanced Directives that would provide this facility 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 to endanger yourself or others by participating in activity that could result in the spreading of or catching 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 copies of certain releasable portions of your health records.

Responsibility: You have the responsibility to be 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's staff including: physicians, Health Services Administrator, the members of your Unit Team, Associate Wardens and the Warden.

Responsibility: You have the responsibility to address your concerns in the accepted format such as: Inmate Request to Staff Member form, open house/ Main line, 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 prescribing health care provider.

Responsibility: You have the responsibility to comply with the prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person, or accept from any other person, medications or other prescribed items.

Right: You have the right to be provided healthy and nutritious food. You have the right to instruction 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, and 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.

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 the Bureau of Prisons' policies. 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 assessment and management of your pain.

Responsibility: You have the responsibility to address your pain issues with your medical provider during your visit. You have the responsibility to follow the pain treatment plan provided to you.

MAINTAINING OUTSIDE CONTACT

Certified/Registered Mail: Return Receipt Requested Cards (green), Certified Mail slips (green/white) and legal-size envelopes are available in the Law Library. Mail should be weighed and may be sent registered, certified, or insured at the inmate's expense. All postage fees are set by the U.S. Postal Service. Services such as Express Mail, private carrier services, Cash on Delivery (COD), or stamp collecting are not permitted.

Correspondence - Incoming: Incoming mail is distributed by the Unit Correctional Officer Monday through Friday immediately following the 4:00 PM, Official Count. Incoming mail will be opened and inspected for contraband unless it is properly marked as legal mail. (See section on "Special Mail") Incoming mail should be clearly addressed as follows:

Inmate's Committed Name
Register # Unit:
P. O. Box 9
Mendota, California 93640

Legal Mail is opened and inspected for contraband in the inmate's presence. Receipt of this mail is verified by the inmate's signature in a log. Certified Mail, unless it meets Legal Mail criteria, is opened in the Mail Room before the inmate receives it.

During Intake Screening, inmates will have completed a form concerning their incoming correspondence. If they choose to receive mail, they agree that institution staff may open and read it. Inmates may elect to have all mail, with the exception of Legal Mail, returned to the U.S. Postal Service.

Mail received for an inmate after their release date will be forwarded for thirty (30) days to the release address provided. The institutional mail room does not accept funds received from outside the institution. Any funds received will be returned to the sender with specific directions on how to send the funds to the National Lock Box. All funds being sent to inmates at FCI/SCP Mendota should be sent to the National Lock Box location at the following address:

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

Correspondence - Outgoing: All outgoing mail, except for Special/Legal Mail, may not be sealed and will be subject to inspection/screening. FCI inmates must directly deliver their outgoing Special/Legal Mail to the mail room, Monday through Friday between the hours of 6:15 AM - 7:00 PM.

Camp inmates must directly deliver their outgoing Special/Legal Mail to the Unit Officer. Mail room staff will pick up Special/Legal Mail, Monday through Friday (except holidays) for further distribution to the U. S. Post Office.

The following information must be handwritten in the left-hand corner of all inmate envelopes:

Federal Correctional Institution
Inmate Name
Inmate Register Number
Housing Unit
P. O. Box 9
Mendota, CA 93640

VISITING

Procedures/Policy: It is the policy of the Bureau of Prisons to encourage visiting by family and friends to maintain morale and to develop closer relationships between family and others in the community. Some of your basic questions concerning visiting will be answered in this handbook. However, consulting with your Correctional Counselor or other Unit Team members and becoming fully aware of the visiting regulations is recommended. Upon arrival, you will receive a form to list the persons with whom you wish to visit. The proposed visitors are screened and your Counselor will notify you of those who have been approved or denied visitation. Contact your Correctional Counselor if you wish to add/delete an individual from your list. In the event of an emergency (i.e. medical issues), please see your Unit Team to request a special visit. Ordinarily, only immediate family members will be approved for emergency visits.

Attorney Visits: Inmates are required to arrange for legal visits during visiting days, only for exigent circumstances will non-visiting legal visits be arranged. It should also be noted that attorneys should contact the unit team 72 hours prior to a legal appointment. This action will allow for Unit Team to secure the necessary identifications and paperwork. Attorney visits generally take place in the Visiting Room during regular visiting hours. If the Visiting Room is filled to capacity, the Unit Team may make arrangements for an attorney visit on other non-visiting days. Inmates may arrange with the Unit Team to have a reasonable amount of legal materials taken to or from the Visiting Room. All inmates are reminded that attorneys are not permitted to bring any recording devices into the facility without prior written authorization by the Warden.

General Visiting Information: The Visiting Room is open on Saturday, Sunday, and Federal holidays, between the hours of 8:15 AM - 3:00 PM. Kissing, embracing and hand-shaking/holding are allowed only upon arrival or departure. Displays of affection must be within the bounds of good taste. Excessive physical contact during the visit is prohibited.

Visitors are allowed to bring a maximum of \$25.00, in denominations of \$5.00 or less, for food and drinks from the vending machines. Visitors may purchase food for the inmate but may NEVER give the inmate money. Inmates are not allowed near the vending machines.

Visitors will NOT be permitted to bring ANY electronic devices into the institution. This includes, but is not limited to: cell phones, pagers, vehicle keyless entry/locking devices, remote starters, cameras, or any recording equipment.

Purses, wallets, watches, or tote bags are not permitted inside the institution. Only a small (no larger than 6 inches by 6 inches) clear change purse is authorized.

Allowable baby items are as follows: 4 diapers, 2 plastic baby bottles containing mixed formula $\frac{3}{4}$ full, 2 sealed plastic jar of baby food, 1 plastic serving spoon, 1 small clear plastic tote bag for contents, 1 plastic Ziploc bag containing baby wipes. Baby carriers and strollers are not permitted.

No games, toys, balloons, books, legal papers, newspapers, magazines, clippings, pens, pencils, photos, cosmetics, tobacco products, matches or lighters will be allowed.

There is a child's area available in the Visiting Room. Inmates are not allowed in the child's area.

ALL visitors will be dressed in an appropriate manner and in good taste. Any visitor, who arrives provocatively or inappropriately dressed, will be denied the privilege of visiting.

Inmates will inform visitors prior to visiting that clothing MUST be appropriate and should not demonstrate disrespect to others present in the visiting room. All visitors must be fully attired, including shoes. Shoes must have a heel or be able to strap to the foot. Slipper-type shoes such as shower shoes or flip-flops are not permitted. Visitors are to refrain from wearing apparel which is revealing or suggestive. Visitors will

refrain from wearing any clothing that contains sexually suggestive/offensive writing, or writing/logos which reference gangs. Dresses or skirts must be no shorter than knee-length, and may not have a slit above the knee. Any clothing that reveals any part of the buttocks or crotch area, sheer clothing, tank tops, halter tops, midriff tops, strapless tops/dresses and spandex style clothing WILL NOT be permitted. Bib overalls and camouflage clothing WILL NOT be permitted. Only religious head wear may be worn. ALL headgear will be searched prior to entering the Visiting Room. Visitors are not permitted to wear gray colored sweat-wear, or any clothing khaki, orange, yellow, or green. Plain T-shirts in the following colors: gray, khaki, orange, white, red, or yellow, is NOT permitted. No medical scrubs or clothing resembling staff clothing.

Visitor's belongings are subject to search by staff. Visitors are subject to random pat search by staff.

Persons having metal plates or prosthetic devices that will sound the metal detector must have written documentation from a doctor. Failure to provide this documentation will result in a denial of visitation privileges.

Prospective inmate visitors will be randomly tested using the Drug Detection Device, located in the Front Lobby. Any positive test results may result in denial of visitation.

Once a visitor has been checked into the institution, they will not be permitted to depart the institution and return on the same day.

Federal law authorizes imprisonment of up to ten (10) years for any person who introduces contraband into a federal facility or who takes, sends, or attempts to take or send anything not specifically authorized from a federal facility.

Identification of Visitors: A valid form of photo identification is required by all visitors. Visitors possessing a valid driver's license (with photo), a valid state identification card or passport will be sufficient for entry to the facility. The visitors identification should match the identifying information (i.e., name, date of birth, etc.) contained on the inmate's approved Visiting List.

SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION

Your Right to be Safe from Sexually Abusive Behavior

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

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

What to do if you are Afraid or Feel Threatened

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

you deal with problems in this area. If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

What to do if you are Sexually Assaulted

If you become a victim of sexually abusive behavior, you should report it immediately to staff who will offer you protection from the assailant and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her). Even though you 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 and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

How to Report an Incident of Sexually Abusive Behavior

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your Case Manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to 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
Washington, D.C. 20530

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Management Program for Assailants

Those who sexually abuse/assault 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 affected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

POLICY DEFINITIONS

Prohibited Acts: According to Bureau Policy, the following behaviors are acts prohibited by the inmate code of conduct:

Code 114/(A): Sexual assault of any person, involving non-consensual touching by force or threat of force.

Code 205/(A): Engaging in sexual acts.

Code 206/(A): Making sexual proposals or threats to another.

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

Code 229/(A): Sexual assault of any person, involving non-consensual touching without force or threat of force.

Code 300/(A): Indecent Exposure.

Code 404/(A): Using abusive or obscene language.

Code 409/(A): Unauthorized physical contact (e.g., kissing, embracing).

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

What is sexually abusive behavior?

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

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

or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury. Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight. Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

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

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

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

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.

Contact Offices

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

Western Regional Office
Federal Bureau of Prisons
7338 Shoreline Drive
Stockton, California 95219

INSTITUTION PROGRAMS

PSYCHOLOGY DEPARTMENT

Suicide Prevention: It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems, are having problems getting along with other inmates, and/or receive bad news. Sometimes, inmates consider committing suicide due to all the pressure they are under. Staff is trained to monitor inmates for signs of suicide, and is trained to refer all concerns to the Psychology Department. However, staff does not always see what inmates see. If you are personally experiencing any of the problems noted above, or you observe another inmate showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that "there is nothing to live for"), please alert a staff member right away. Your input can save a life.

Drug Education Program: Drug abuse programs vary by Institution. The Drug Abuse Programs available to you at FCI/SCP Mendota include the Drug Education Program and the Non-Residential Program.

The Drug Education Program is available to anyone interested. However, it is required if, after September 30, 1991, there is evidence in your Presentence Investigation Report that alcohol or other drug use contributed to the commission of your instant offense; alcohol or other drug use was a reason for violation of Supervised Release (including parole) or BOP community status for which you are now incarcerated; or you have been recommended for drug programming by your sentencing judge.

The Non-Residential Drug Program is an individualized treatment program to be decided on by you and a psychologist or a Drug Treatment Specialist. It may involve a combination of individual and/or group treatment programs.

Counseling Activities: There are many alternatives for inmates who have personal problems and desires to correct them. These options include Alcoholics Anonymous, self-image groups and other voluntary groups. In addition, Mendota has professional staff as resources that are trained in the various social science fields.

Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation is voluntary. The staff of each Unit is available for informal counseling sessions and they conduct formal group counseling activities.

EDUCATION AND RECREATION DEPARTMENT

It is the policy of the Federal Bureau of Prisons to provide inmates various levels of academic schooling, occupational training programs and a number of worthwhile employment experiences. This not only enables an individual to be a productive member of the institutional community while incarcerated, but also of society upon release.

The Education Department provides the majority of programs to the inmate population. The department caters to both specific and general education needs and offers leisure time programs in a wide variety of areas. All programs are intended to improve the orderly running of the institution and help inmates develop skills, knowledge, and attitudes which increase the potential for success in community life.

The staff at FCI/SCP Mendota is committed to assessing your needs, gauging your abilities, and assigning you to programs which will make your stay at this institution personally rewarding. It is up to you, however, to achieve your goal(s) by participating fully in the opportunities which surround you.

General Education Development (GED) Program: The GED Program is broken down into three (3) levels, which include Special Learning Needs classes, Pre-GED classes and GED classes. Enrollment will be based on scores from the initial academic testing. The courses are designed to assist you in receiving your high school equivalency certificate. The GED program is open-ended to allow for entry at any time. When you have completed the program, a standard GED test is administered. After passing the test, you are issued a GED diploma from the State of California.

Education Testing and Counseling: While in A&O status, you will be initially exposed to the Education Department through the A&O Testing Program. This consists of an academic testing procedure designed to measure your current level of academic proficiency.

You will meet with an Education Staff Member for discussion of your test results, job background and vocational training needs.

An Education Representative, ordinarily a member of your Unit Team, can make specific recommendations at your Initial Classification. All questions related to education and education programs should be referred to a member of the Education Department.

Congress has mandated the Federal Bureau of Prisons to implement provisions of both the Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Reform Act (PLRA).

The VCCLEA mandates an inmate, whose offense was committed on or after September 13, 1994, but before April 26, 1996, and who lack a high school credential, participate in and make satisfactory progress towards attaining a GED credential to vest earned Good Conduct Time (GCT).

The PLRA mandates in determining GCT awards, the Bureau shall consider whether an inmate with a date of offense on or after April 26, 1996, who lacks a high school credential, participate and make satisfactory progress towards attaining a GED credential in order to be eligible to earn the maximum amount of GCT.

If you fall under one of these laws, do not have a high school credential, and fail to make satisfactory progress towards obtaining a GED, you could lose GCT credit.

English as a Second Language Program: The English as a Second Language Program teaches English to non-English speakers. The program is designed so that you will be competent in reading, writing, and speaking English when you complete the program. ESL certification is offered through CASAS Certification Examination.

Special Interest Classes: The Education Department offers non-credit courses in a variety of subjects. Some of them are Parenting, Language Lab and Career Resources. Information on course offerings and enrollment is posted on bulletin boards in the units and in the Education Department.

Vocational Training Programs: The institution offers vocational training (VT) programs. Some of the programs offered are Recycling VT and Computer Literacy VT.

College Correspondence Program: College level correspondence courses are available from a number of different universities for inmates who have earned a high school diploma or a GED.

Inmates will incur all costs of acquiring college credits. Examinations are proctored by Education staff. Courses available are aimed at inmates who wish to obtain an Associate of Arts degree and/or a Bachelor's Degree.

Leisure and law Libraries: Other education programs available to all inmates include the inmate library of books and law library. The inmate library houses a wide variety of books including general reference (i.e. encyclopedias, dictionaries, etc.), fiction and non-fiction. Several magazines and daily newspapers are also provided. The electronic law library is available for inmate legal use. Typewriters are available for legal material only. An Education staff member and inmate clerks are available to assist you.

Recreation: The Recreation Department at FCI/SCP Mendota has ample facilities which offer inmates opportunities to engage in recreation activities such as hobby craft, sports leagues, tournaments and structured leisure/wellness programs.

The outdoor recreation yard has six (6) handball/racquetball courts, two (2) softball fields, five (5) basketball courts, one (1) soccer field, and one (1) quarter mile track.

The gymnasium will be used for structured exercise and wellness activities such as spinning, aerobics, stretching, yoga, physical agility, sports agility, calisthenics, and officiating classes. Sit-up benches and glute/hamstring stations are located under the patio in front of the leisure center.

The indoor leisure center has checker/backgammon tables, board games, ping pong, table soccer, treadmills, stair climbers, stair steppers, hobby craft programs and music programs.

The music program consists of three (3) band rooms with structured classes offered in basic guitar, advanced guitar, basic drums, advanced drums, music theory, advanced music theory and accordions.

The hobby craft programs consist of leather (kits only), ceramics, stick art, crochet, beading (seed) and pencil/pastel/chalk drawing. Classes will be organized in each area randomly throughout the year (see announcements posted in recreation).

Activities permitted in the housing units include crochet, beading, pencil drawing, pastel drawing and chalk drawings.

Enrollment and limitations apply to all hobby craft programs (see recreation staff for further information). Leather, ceramics and stick art are not permitted in the housing units. One harmonica (single key) is permitted as personal property but is to be played only in the recreation yard or music room when selected as a band member. No sports or music equipment, with the exception of an individual harmonica, is to be removed from Recreation and taken to the housing units.

Recreation provides certificates for completion of structured classes and each one will be documented in SENTRY for all Adult Continuing Education credit.

Recreation uses a Code of Conduct for all organized sport leagues. Participants are required to review and sign the Code of Conduct to participate. If the participant refuses to sign, the participant will not be permitted to participate in the league.

RELIGIOUS SERVICES

The Chapel: The Chapel comprises facilities for worship services, prayer and religious study areas, and a religious library. The Religious Services Department is located in offices in the Chapel. Religious programming includes worship, prayer and study of various religious expressions, as well as counseling and spiritual guidance. Schedules of religious services are available in the Chapel. Attendance at religious activities is open to all. Periodically, the department arranges for community volunteers of various religious faiths. The Chaplain will assist inmates in having religious books, publications, or other materials sent to them; however, inmates must comply fully with institution rules regarding receiving and storing of personal property.

Religious Diet Program: A Religious Diet Program is offered through the Religious Services Department in conjunction with the Food Service Department. A religious diet is a meal designed to be the most equitable for all religious groups. An inmate may request to participate in the Religious Diet Program by submitting an application to the Chaplain. Special religious meals for holiday observances and any special worship activities are coordinated through Religious Services. Additional information regarding these programs is available in the Religious Services Department.

Prisoner Visitation & Support Services (PVS): The Prisoner Visitation & Support Services (PVS) is a community based program which sends volunteers into the institution to visit inmates who would not ordinarily receive visits. All visits take place in the Visiting Room during regular visiting hours. PVS volunteers do not have to be on the visiting list of inmates they wish to visit. Any inmate interested in receiving a PVS volunteer visit should contact the Religious Services Department.

Religious Counseling: Counseling services are available regularly to promote inmate spiritual growth and to discuss a wide range of special religious needs. A Chaplain may be called in times of crisis, such as the death or illness of an inmate's family member.

Marriage: Inmates wishing to get married while incarcerated must first discuss their wish to get married with members of his assigned Unit Team and/or the Chaplain. All expenses of the marriage will be paid by the inmate. U.S. Government funds may not be used for marriage expenses. Marriage procedures at this facility are outlined in the Institution Supplement regarding "Marriage of Inmates."

DIRECTIONS TO THE INSTITUTION

Directions from Fresno, California to FCI/SCP, Mendota, California: 41 South/99 South to 180 West. Turn left onto Panoche Road. Panoche Road becomes California Avenue. Turn right into the institution.

Directions from Fresno/Yosemite International Airport: East Clinton Avenue to North Peach Avenue. Merge onto 180 West. Turn left on Panoche Road. Panoche Road becomes California Avenue. Turn right into the institution.

Directions from traveling Highway 5 South: Take Exit 379, Shields Ave. towards Mendota. Turn left onto Little Panoche Road West/Shields Avenue. Turn right onto North Fairfax Avenue. Turn left onto Belmont Avenue. Turn right onto 33 South. Turn right onto California Avenue. Turn left into the institution.

Directions from traveling Highway 5 North: Take Exit 349, Derrick Avenue/33 North. Turn right onto 33 North. Turn left onto California Avenue. Turn left into the institution.

Transportation Assistance: Fresno/Yosemite International Airport is located approximately 40 miles West of FCI/SCP Mendota.

Air carriers such as United, American, Alaska Airlines, Allegiant Airlines, Delta, and US Airways have flights in and out of this airport. For further information, contact the carrier directly.

International Airport Information Services (559-621-4500). Rental car information can be obtained through the information services number provided.

There are numerous taxi services which serve the community; Yellow Cab (559-233-8400); and Fresno Taxi (559-495-1234).

INMATE RIGHTS AND RESPONSIBILITIES

Right: Inmates have the right to expect that, as a human being, an inmate will be treated respectfully and fairly by all personnel.

Responsibility: Inmates have the responsibility to treat others, both employees and inmates, in the same manner.

Right: Inmates have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.

Responsibility: Inmates have the responsibility to know and abide by them.

Right: Inmates have the right to freedom of religious affiliation and voluntary religious worship.

Responsibility: Inmates have the responsibility to recognize and respect the rights of others.

Right: Inmates have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, the opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, medical and dental treatment.

Responsibility: It is the inmate's responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean-living quarters, to keep areas free of contraband and to seek medical and dental care as needed.

Right: Inmates have the right to visit and correspond with family members, friends and to correspond with members of the

news media in keeping with Bureau rules and regulations guidelines.

Responsibility: It is the inmate's responsibility to conduct themselves properly during visits, not to accept or pass contraband and not violate the laws or Bureau rules or Institution and guideline through correspondence.

Right: Inmates have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of convictions, civil matters, pending criminal cases and conditions of imprisonment).

Responsibility: Inmates have the responsibility to present honestly and fairly all petitions, questions and problems to the court.

Right: Inmates have the right to legal counsel from an attorney of their choice by interviews and correspondence.

Responsibility: It is the inmate's responsibility to use the services of an attorney honestly and fairly.

Right: Inmates have the right to participate in the use of the Law Library reference materials to assist them in resolving legal problems. Inmates also have the right to receive help when it is available through a legal assistance program.

Responsibility: It is the inmate's responsibility to use these resources in keeping with the procedures and schedules prescribed and to respect the rights of other inmates to the use of the materials and assistance.

Right: Inmates have the right to a wide range of reading material for educational purposes and for their own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

Responsibility: Inmates have the responsibility to seek and utilize such materials for their personal benefit, without depriving others of their equal rights to the use if this material.

Right: Inmates have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with their interests, needs and abilities.

Responsibility: Inmates have the responsibility to take advantage of activities which may help them live within the institution and the community. Inmates will be expected to abide by the needs and regulations governing the use of such activities.

Right: Inmates have the right to use their funds for commissary and other purchases, consistent with the institution security and good order, for opening bank and/or savings accounts and for assisting their family.

Responsibility: Inmates have the responsibility to meet their legal and financial obligations, including, but not limited to, court imposed assessments, fines and restitution. Inmates also have the responsibility to make use of their funds in a manner consistent with their release plans, their family needs and other obligations they may have.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

Code 100: Killing

Code 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)

Code 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

Code 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)

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

Code 105: Rioting

Code 106: Encouraging others to riot

Code 107: Taking hostage(s)

Code 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)

Code 109: (Not to be used)

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

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

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

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

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

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

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

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

Code 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

Code 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 inmate's personal property
- K. Confiscate contraband
- L. Restrict to quarters
- M. Extra duty

HIGH SEVERITY LEVEL PROHIBITED ACTS

Code 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

Code 201: Fighting with another person

Code 202: (Not to be used)

Code 203: Threatening another with bodily harm or any other offense

Code 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

Code 205: Engaging in sexual acts

Code 206: Making sexual proposals or threats to another

Code 207: Wearing a disguise or a mask

Code 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

Code 209: Adulteration of any food or drink

Code 210: (Not to be used)

Code 211: Possessing any officer's or staff clothing

Code 212: Engaging in or encouraging a group demonstration

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

Code 214: (Not to be used)

Code 215: (Not to be used)

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

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

Code 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

Code 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)

Code 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)

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

Code 222: (Not to be used)

Code 223: (Not to be used)

Code 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)

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

Code 226: Possession of stolen property

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

Code 228: Tattooing or self-mutilation

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

Code 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)

Code 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

Code 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

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation

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

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

C. Disciplinary segregation (up to 6 months)

D. Make monetary restitution

E. Monetary fine

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

G. Change housing (quarters)

H. Remove from program and/or group activity

I. Loss of job

J. Impound inmate's personal property

K. Confiscate contraband

L. Restrict to quarters

M. Extra duty

MODERATE SEVERITY LEVEL PROHIBITED ACTS

Code 300: Indecent Exposure

Code 301: (Not to be used)

Code 302: Misuse of authorized medication

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

Code 304: Loaning of property or anything of value for profit or increased return

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

Code 306: Refusing to work or to accept a program assignment

Code 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)

Code 308: Violating a condition of a furlough

Code 309: Violating a condition of a community program

Code 310: Unexcused absence from work or any program assignment

Code 311: Failing to perform work as instructed by the supervisor

Code 312: Insolence towards a staff member

Code 313: Lying or providing a false statement to a staff member

Code 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)

Code 315: Participating in an unauthorized meeting or gathering

Code 316: Being in an unauthorized area without staff authorization

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

Code 318: Using any equipment or machinery without staff authorization

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

Code 320: Failing to stand count

Code 321: Interfering with the taking of count

Code 322: (Not to be used)

Code 323: (Not to be used)

Code 324: Gambling

Code 325: Preparing or conducting a gambling pool

Code 326: Possession of gambling paraphernalia

Code 327: Unauthorized contacts with the public

Code 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

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

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

Code 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)

Code 332: Smoking where prohibited

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

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

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

Code 336: Circulating a petition

Code 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

Code 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

Code 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

Code 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

Code 400: (Not to be used)

Code 401: (Not to be used)

Code 402: Malingering, feigning illness

Code 403: (Not to be used)

Code 404: Using abusive or obscene language

Code 405: (Not to be used)

Code 406: (Not to be used)

Code 407: Conduct with a visitor in violation of Bureau regulations

Code 408: (Not to be used)

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

Code 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

Code 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