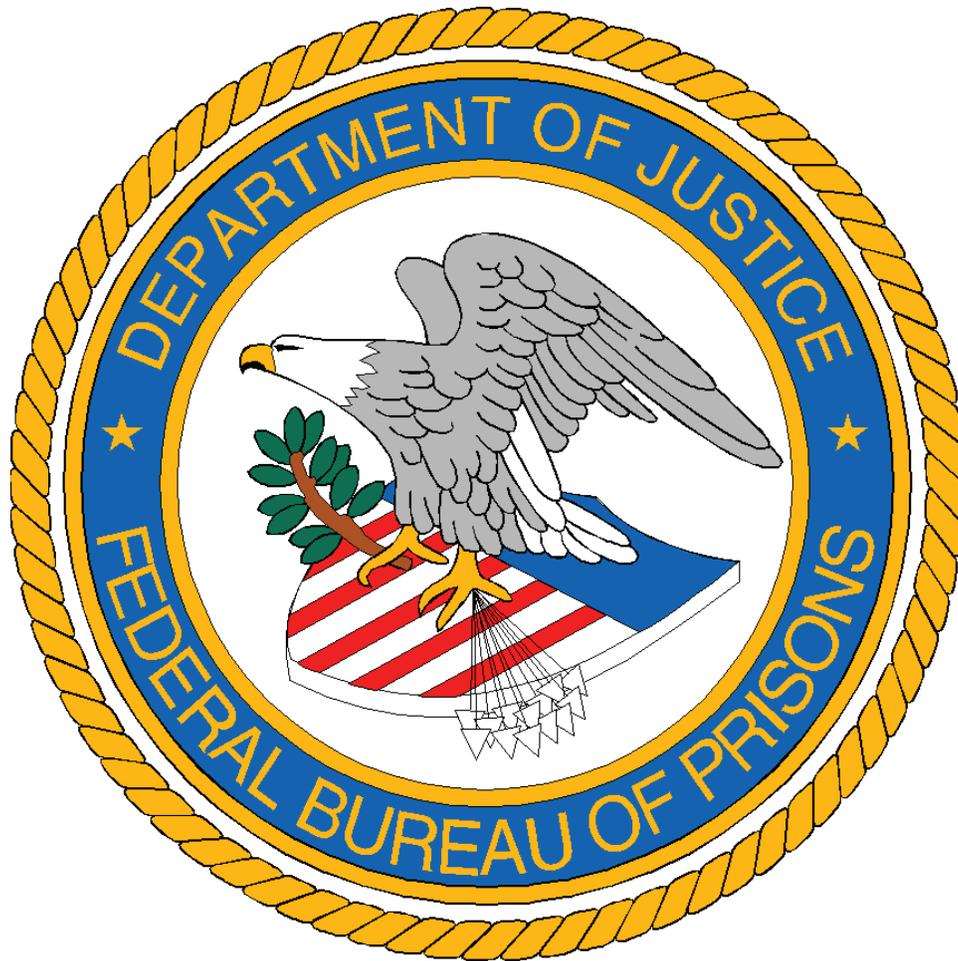


# ADMISSION AND ORIENTATION HANDBOOK



**FPC MONTGOMERY  
MONTGOMERY, ALABAMA 36112**

Revised August 2011

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**INTRODUCTION:**

The purpose of this booklet is to provide general information about the Montgomery Federal Prison Camp, Montgomery, Alabama. It is not intended to be a book of rules and regulations, but rather a book of information which will aid you in adjusting to your new environment.

This booklet should prove helpful to you. Read it carefully and do not hesitate to ask questions if you have them.

You will find ample movement and less direct supervision than you might normally expect. This privilege carries with it a great responsibility on your part to see that the functions of the camp are properly carried out. While here, you are expected to conduct yourself in a responsible manner at all times, to be courteous to others, to be respectful toward all, and to obey instructions.

It is your responsibility to become aware of the rules and regulations governing your stay at FPC Montgomery. The time you spend in this institution, if used constructively, will benefit you upon your release. Should you elect to violate the rules and regulations of this institution, appropriate disciplinary action will be taken.

Inmates who do not comply with established rules and regulations or act in a manner that disrupts the orderly running of the institution may be placed in restraints. Inmates are to comply with any and all requests from staff regarding the placement in restraints.

**ADMISSION AND ORIENTATION:**

All new commitments will be given a copy of the Institution A&O Booklet and inmate Rights and Responsibilities, and will acknowledge receipt for same by so indicating on the Intake Screening form during the initial intake screening process.

Upon an inmate's arrival in the Unit, bed and quarters assignments will be made based upon the current demographics in each housing wing. All living quarters are considered smoke-free at FPC Montgomery. Inmates will be provided a Safety Orientation and Unit Security Overview on the same day that the inmate arrives in the unit (assigned or temporary), no later than by the end of the day (lights out). Each inmate will participate in the Institution A&O Program, ordinarily within four weeks of his arrival at the institution.

Inmates assigned to the A&O Program may be used in their assigned housing unit to assist with sanitation when not actively involved in the program.

Inmates in the A&O Program are allowed the same telephone privileges as other inmates. The rules are very basic. No violence or physical aggression, no criminal behavior, no sexual activity, no obscene language, no neglect of personal hygiene or corporate sanitation, and no sloppy work habits. Getting to work on time, being dependable, and tending to business while on the job are the criteria employers expect.

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**WARDEN:**

The Warden is responsible for the total operation of the institution. The Warden's decisions are based on policies established by the Bureau of Prisons. Authority is delegated to other staff, but the ultimate responsibility lies with the Warden.

**ASSOCIATE WARDEN:**

The Associate Warden is responsible for the day-to-day operation of the camp. When the Warden is out of the institution, the Associate Warden is delegated the responsibility of Acting Warden.

**CAPTAIN:**

The Captain is responsible for the overall orderly running of the institution, as well as the sanitation within the camp. The rules and regulations governing the institution are to ensure the safety of inmates, staff, and the community.

**COUNT PROCEDURES:**

Official counts: 12:01 a.m.; 3:00 a.m.; 5:00 a.m.; 4:00 p.m. (standing); 10:00 p.m.  
Saturdays, Sundays and Federal Holidays 12:01 a.m.; 3:00 a.m.; 5:00 a.m.; 10:00 a.m. (standing); 4:00 p.m. (standing); 10:00 p.m. You should orient yourself to the time of each count.

The 12:01 a.m., 3:00 a.m., and 5:00 a.m. counts will be conducted with the aid of flashlights to ensure all inmates are alive, well, and present. The 4:00 p.m. and 10:00 a.m. counts are the only mandatory standing counts. Other counts may be directed as "standing counts" as necessary.

Official counts and counting procedures are viewed as a serious function. Disciplinary action may be taken for any interference with the counting procedures.

Inmates are required to be in their assigned cubicles prior to the start of the official counts, unless it has been established the inmate is on an out count in another department. Inmates will not be allowed to be counted in the television rooms, card room, laundry room, patio area or restrooms.

You must be standing next to your respective bunk during designated standing counts and remain in your wing. When count has been cleared, you may return to normal activity within the wing, only until the institution count is officially cleared and announced over the public address (PA) system will normal activity resume within the unit.

**CHECK OFF:**

Inmates who are on idle, medical convalescence, vacation and unassigned are required to check off with a member of their unit team at 8:00 a.m., 10:00 a.m., 12:00 p.m. and 2:00 p.m.

**CALL-OUT/CHANGE SHEET:**

Call-outs and change sheets are posted on the unit bulletin boards every day following the evening meal. These notices announce appointments and job changes. **Do not fail to read the call-out and change sheets daily.** Inmates finishing their callout must immediately return to their assigned work assignment for accountability purposes. Inmates assigned to base details must report to the Staging Officer.

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## **CONGREGATING:**

It is not permissible for inmates to congregate in the corridors, stairwells, or entrance ways of the housing units unless instructed and approved by staff. Also, inmates are not permitted to congregate in the central compound area located between the Correctional Services building and the Commissary. The area in front of the inmate housing units is off limits between the hours of 9:45 p.m. on Sunday evenings through 6:00 a.m. Saturday mornings. The only time that these areas may be utilized is on weekends and federal holidays.

## **BOUNDARIES:**

There are limited physical boundaries at this facility with which you need to become familiar. The following identified boundaries are posted with "out of bounds" signs; however, the absence of a posted boundary sign does not give you authorization to wander outside these boundary lines. You are responsible for remaining within the established boundaries at all times, unless granted permission by a full-time staff member.

On or across the "River Road," is out of bounds. The staging area, staging area parking lot, the dog kennels (unless you are an authorized dog handler), and the area past the connecting road next to the soccer field are out of bounds. The soccer field is out of bounds unless an organized game, sponsored and supervised by recreation staff, is in progress. The area behind Birmingham Unit is out of bounds. The fence along the golf course and at the rear of Mobile Unit is the established out of bounds. The area along and down the river embankment and beyond the walking track is out of bounds. The entire area behind food service, education building, dumpster area and mechanical services (front and rear) is out of bounds, unless assigned there to work. **See attached diagram of the institution boundaries.**

## **BUILDING NUMBERS:**

1211 Warehouse	1214 Staff Training Building	1215 Warehouse
1220 Chapel	1221 Armory	1222 Visiting Room
1225 Phone Room	1226 Clinic/ Corr. Srv.	1227 Base Lt. Office
1228 Administration	1229 Control	1230 Staging
1235 Rec/Hobby	1236 Education	1238 Food Service
1239 Barber Shop / Pool Room	1240 Ballfield /All Courts	1241 Weight Area /Restroom
1242 T.V. Gazebos	1243 T.V. Gazebos	1244 Announcer/ Ballfield
1246 Inmate Rec. Restroom	1249 Bus. Off/Comm./Clothing	1251 Mail m/R&D/Records
1260 Rec. Outpost	1262 Racquet Ball Courts	1263 Facilities Stor./Garage
1271 Mobile Unit	1273 Birmingham Unit	1274 Montgomery Unit
1276 Facilities	1277 Safety Building	1279 Safety Bldg Restroom
1280 Comm./Landscape	1269 Staff Housing	1270 Staff Housing
1301 Staff Housing	1302 Staff Housing	1303 Staff Housing
1304 Staff Housing		

## **ADVERSE WEATHER:**

During adverse weather, an announcement may be made to close the compound. You are to return to your assigned housing unit or assigned work detail, during working hours, until the compound is reopened.

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**WALKING ON THE GRASS:**

Walking on the grass located on the inner compound and between the housing units is prohibited. The only exception is for those individuals performing work requiring walking on the grass. Anyone discovered walking on the grass will be subject to disciplinary action.

**WEEKDAY SCHEDULE:**

5:00 a.m.	Official Count
5:15 a.m.	Wake up announced over PA.
5:30 a.m.-6:30 a.m.	Morning Meal.
6:00 a.m.-6:20 a.m.	Sick call sign-up (Monday, Tuesday, Thursday, Friday).
7:00 a.m.-12:30 p.m.	Clothing Room (Exchange) (Monday thru Friday).
6:30 a.m.	Base detail work call. Prepare for inspection announcement.

Unassigned inmates report to respected assigned unit.

7:00 a.m.	In-Camp work call. Cubicles should be inspection ready.
9:30 a.m.-12:30 p.m.	Express Trust Fund Sales (Monday thru Thursday).
10:00 a.m.-11:15 a.m.	Midday Meal (specific times will be assigned by detail).
11:30 a.m.	Work Call.
1:30 p.m.-3:00 p.m.	Clothing Room (Monday thru Friday).
1:30 p.m.-3:30 p.m.	Express Trust Fund Sales (Monday thru Thursday).
4:00 p.m.	Count (stand up).
4:30 p.m.-5:30 p.m.	Evening Meal.
4:30 p.m.-7:00 p.m.	Trust Fund Sales (Regular, Monday through Thursday).
10:00 p.m.	Count/lights out.

**WEEKEND AND HOLIDAY SCHEDULE:**

6:45 a.m.-7:45 a.m.	Coffee Hour.
8:00 a.m.-3:00 p.m.	Visitation.
10:00 a.m.	Count (stand up). Beds are to be made and cubicles cleaned.
10:30 a.m.-1:30 a.m.	Brunch.
11:00 a.m.-3:00 p.m.	Law Library.
4:00 p.m.	Count (stand up count).
4:30 p.m.-5:30 p.m.	Evening Meal.
10:00 p.m.	Count/Lights Out.

These schedules are subject to change with institution needs and the change to Daylight Savings time. The evening meal and weekend brunch are called according to a rotating dorm schedule.

**CONTRABAND:**

Any article not issued to you or received by you through proper channels, not purchased by you through the Commissary, or for which you do not have special authorization to possess, is considered contraband. FPC Montgomery is a tobacco free facility. Tobacco items, matches, and lights are prohibited. Articles of clothing in excess of authorized limits and articles used for unauthorized purposes are also considered contraband. Currency, in any form (coins, paper, or debit cards) is not authorized.

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You may not give to or receive anything from another inmate or civilian/military worker at Maxwell/Gunter AFB, or Bureau of Prisons staff. This is to include food and drink items without the expressed written consent of the appropriate Bureau of Prisons' staff.

Staff utilize searches (area, pat and visual/strip) to control contraband. Inmates must comply with staff's requests to perform searches.

During your stay, you may obtain authorized items through these sources:

- Institution Commissary.
- Articles in your possession upon arrival to FPC Montgomery and that have been approved for retention at FPC Montgomery and listed on your personal property list.
- Via mail when approved by the approving official.

Inmates should familiarize themselves with the local and national policy on inmate personal property. Inmates found to have violated these regulations will be subject to disciplinary action.

**INMATE HOUSING UNITS:**

There are three inmate housing units: Birmingham, Mobile, and Montgomery. Each unit has a Unit Manager, two Case Managers, two Correctional Counselors, and one Unit Secretary. Each member of the Unit Team is a professional who will assist you in planning and accomplishing your program goals in preparation for your release. You are the most important member of the team and your accomplishments here depend upon your own desires and motivation. The "Inmate Request to Staff" form, commonly called the "Cop-out," can be obtained from your unit team. This form is used to request appointments and to provide other written communication to staff.

Problems or complaints should be discussed freely with your Case Manager, Counselor, or Unit Manager. All problems should be resolved informally through direct communication and staff intervention. If you cannot resolve complaints informally, you may file an Administrative Remedy (BP-229). These forms are supplied by your Counselor and must be returned to him or her.

**SCHEDULE FOR UNIT SERVICES AND ACTIVITIES:** (Step 3.8.1)

A schedule of unit activities and programs are posted on unit bulletin boards throughout the institution to inform you of particular unit based activities and programs developed and implemented by the Unit Manager.

**INMATES WITH DISABILITIES:** (Step 1.5.1 a)

D-Wing in both Birmingham and Mobile Units are equipped to accommodate inmates with most disabilities. Inmates who have disabilities should contact a member of their Unit Team for any housing or other needs they feel are necessary to accommodate their special needs.

**ARTICLES FOR HYGIENE:** (Step 3.8.1 e)

Inmates are expected to exercise good personal hygiene practices. Hygiene items can be obtained from the Clothing Room on Thursdays or purchased from the Commissary.

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**ACCESS TO UNIT STAFF, UNIT RULES & REGULATIONS:**

There are three units: Birmingham, Mobile, and Montgomery. Open House hours for each unit are Monday through Friday, 11:00 a.m. to 12:00 noon, and from 3:00 p.m. to 4:00 p.m. Normally, one member of your unit team is available until 9:00 p.m., Monday through Friday.

Each individual is responsible for maintaining his cubicle and dormitory in a neat and sanitary manner at all times. Daily inspections are conducted and violations or discrepancies will receive appropriate corrective action.

- Cubicles will be cleaned daily, no later than 7:00 a.m. Monday through Friday, and by 10:00 a.m. on Saturdays, Sundays, and Federal Holidays.
- No items will be stored on the locker, desk, window seal, or under the beds. One insulated coffee mug may be stored on the floor at the rear of your bed
- Shoes must be neatly stored with heels facing out on the shoe rack under the lower bunk.
- No excess clothing or shoes are allowed in the cubicle.
- No items will be taped, glued or attached to the walls, windows, bed frames, or lockers.
- Sexually explicit pictures will not be openly displayed in the dormitory or cubicles.
- Pages removed from magazines are considered contraband and cannot be retained.
- No wood, glass, or cardboard will be stored in the dormitory or cubicles.
- One canvas ditty bag (locker buddy) storage compartment is permanently installed in each inmate's locker. Removal of locker buddies from lockers is prohibited. Locker buddies are not to be duplicated in any form or fashion. Possessing homemade shelves, boxes, containers, or other types of locker attachments is not authorized.
- The use of glass mirrors is not authorized.
- Only one ongoing lacing or string art hobby craft item will be authorized in the cubicle, and it must be stored in your locker. All other projects and supplies will remain in the hobby craft building. Finished goods must be mailed out of the institution within 14 days of completion.
- Green uniforms, food service white uniforms, and baseball caps are not allowed to hang at the rear of your cubicle or in any exposed area of your cubicle during normal working hours. They will be stored inside your assigned locker.
- The following items are the only items authorized to be displayed at the rear of the cubicle, in the manner described herein: One seasonal uniform jacket (either windbreaker or winter jacket) on a hanger; one laundry bag hung on a hook (over half full is considered excessive laundry); one shaving kit hung on a hook; one plastic beverage container, either hung on a hook or placed on the floor in the rear of the cube.

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- Wet towels and wash clothes (up to three totals) may be neatly folded on your assigned bed railing at the rear of your bed only. Otherwise, they are to be stored inside your locker or dirty laundry bag.
- FPC Montgomery is a tobacco-free facility. Tobacco items are considered contraband.
- No flammable items (paints, lacquer, thinners, etc.) will be stored in the dormitory.
- Soiled clothing, towels, and linen will be deposited in laundry bags and must be laundered on a regular basis. Excessive laundry is prohibited. A laundry bag that is over half full in considered excessive laundry.
- The only personal clothing that is allowed are those items purchased through Commissary.
- Institution whites (Food Service Department, Clinic uniforms) will only be worn on work details during your specific working hours and are never to be worn in recreational areas.
- Inmates are expected to exercise good personal hygiene practices. Hygiene items can be obtained from the Clothing Room on Thursdays or purchased from the Commissary.
- Showers are off limits between the hours of 7:30 a.m. and 12:00 p.m., Monday - Friday. However, one shower in each wing will be utilized to accommodate those inmates with irregular work schedules, i.e., food service workers, vacation, days off, & medical idles.
- Dormitory lights will be turned off and quiet time begins immediately following the 10:00 p.m. official count. No excessive or loud talking will be permitted anywhere in the unit after 10:00 p.m. There will be no visiting between wings and cubicles, and no talking in the wings after lights out.
- Use of radios without headphones is prohibited.
- Bed assignment changes will be made by authorized staff.
- Horse play will not be tolerated at any time.
- It is the responsibility of each individual to adhere to safety and sanitation regulations of FPC Montgomery.
- All beds will be made in the prescribed manner prior to an inmate's leaving for his work detail and no-later-than 7:00 a.m. on weekdays and 10:00 a.m. on Saturdays, Sundays, and Federal Holidays. Individuals going on furlough, to the Visiting Room, or to a social function must make their beds and clean their cubicles prior to leaving the unit. Failure to comply could result in disciplinary action.
- A system has been put into place to ensure the highest levels of sanitation are maintained in the unit. It is the responsibility of each individual to ensure his area is at the highest level of sanitation. Inmates with irregular work schedules, i.e., food service workers, inmates on vacation, days off, and medical idles, are allowed to lay on top of their made bunk.

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- The unit orderlies are responsible for the general cleaning of the dormitory. However, it is the responsibility of each individual to assist in maintaining the overall sanitation in the dormitory. If you are in the unit during cleaning hours, you may be utilized by unit staff to accomplish cleaning duties. Each individual is responsible for his own area on a daily basis.
- There will be no visiting between units or between wings within the units.
- Fire Exit Stairways are off limits except for emergency situations or when authorized for use by staff.
- Board games, cards, and related activities are not allowed to be played in the wings or cubicles. All board games, card, and related activities will be discontinued at 9:45 p.m. each evening.
- Institution Supplement entitled "Inmate Personal Property," is available in the inmate law library and defines personal property which each individual is authorized to retain. It is the responsibility of each inmate to become familiar with this policy and adhere to its guidelines. The amount of personal property allowed each inmate will be limited to those items which can be neatly and safely placed/stored in the locker. Under no circumstances will any materials referred to in this policy be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. An itemized list of inmate personal property allowed is posted on the bulletin board in the housing units.
- To prevent the loss of inmate personal property, you are encouraged to secure your personal property in your assigned locker with a personal combination lock at all times.
- The amount of institutional clothing allowed will be limited to those items which can be neatly stored in one locker and are within the established limitations per item.
- The selection of television programs to be viewed will be determined by schedules established by television committee of each unit. During TV viewing, inmates will utilize their personal headphones. Furthermore, TV viewing schedules will be posted on the bulletin board in each dormitory. If this schedule is not adhered to, unit staff will preselect all TV programs.

**UNIT MANAGEMENT MISSION:**

Unit Management is designed to enhance the quality and delivery of correctional programs and services to inmates. Because the unit deals with a smaller number of inmates, it is better able to tailor its programs to their needs, while increasing personal contact between the staff and the inmates assigned to the unit. The correctional programs developed and administered are designed to fulfill the objectives of the Bureau of Prisons, which consist of secure confinement and rehabilitation. Unit objectives are the means by which the unit accomplishes the unit mission. The objectives are:

- To divide large numbers of inmates into well-defined groups whose members are encouraged to identify with each other and with the Unit Staff. This develops a feeling that members of the unit share common goals and responsibilities.
- To increase the frequency of contact and the quality of relationship between staff and inmates by placing decision-making personnel in close proximity to those inmates under their supervision.
- To provide better observation of inmates, thereby enabling early detection of problems before they become too serious.
- To regulate inmate behavior in such a way that they are held accountable for their actions and encouraged to exercise self-control.

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- To provide programs for each inmate which meet his needs, capabilities and ambitions.
- To place special emphasis on each of the following:
  - Institutional adjustment.
  - Acquisition and performance of work skills.
  - Interpersonal communications.
  - Positive self-esteem.
  - Self-motivation.
  - Problem solving techniques.
  - Realistic goal setting.
  - Education/training.
  - Acquisition of other "life" skills, e.g., literacy, reasoning ability, social education, etc.

Each individual will conduct himself in an adult manner and not bring discredit upon the Federal Prison Camp. Unauthorized contact with civilian and military personnel is strictly prohibited.

**UNIT MANAGER:**

The Unit Manager directs and manages the housing unit and is responsible for the unit's operation and security, within appropriate policy, as well as for planning, developing, implementing, supervising, and coordinating individual programs tailored to meet the particular needs of inmates in the unit. Such programming often is highly innovative and complex and requires close supervision and evaluation. This requires expertise to formulate and write programs as well as an ability to evaluate program effectiveness realistically to meet prescribed goals.

**CASE MANAGER:**

Case Managers are assigned to assure proper placement in the system. They assess your needs and those of the institution for program assignments. In addition, they deal with parole, transfers, relocation, Residential Reentry Center (RRC) placement, and releases. They are an integral and essential member of the classification team. Their hours are staggered in an effort to be available during your non-working hours.

**CORRECTIONAL COUNSELOR:**

The Correctional Counselor has the responsibility of assisting you with your day-to-day issues, including orientation, sanitation, furloughs, visiting and telephone lists, quarters and bed assignments, etc. The Counselor is your initial contact and your representative on the classification team. In most cases, the Counselor can resolve your issues, to include emergencies. If not, you will be referred to the appropriate staff.

A telephone device for the hearing impaired (TDD) will be made available to inmates with hearing impairments. You may contact a member of your unit team if you desire to make a telephone call using the TDD.

The classification team meetings are normally held on Tuesdays and Thursdays. Team Dockets will be posted in the lobby of your assigned unit. Watch the Team Docket for your name to appear. You will only be placed on call-out for your initial classification meeting. You must wear your inmate uniform to all team meetings.

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**INMATE REQUEST TO REVIEW CENTRAL FILE:** (Step 1.5.4 b)

An inmate seeking to review his inmate Central File shall submit a request to his Case Manager via an Inmate Request to Staff form. The inmate's request will be acknowledged, and he will be permitted to review the file whenever practicable. All file reviews must be done under constant and direct staff supervision. Those materials which have been determined to be non-disclosable shall be removed from the folder before inmate review. An entry shall be made on the Inmate Activity Record to show the date the inmate reviews the file. The staff member monitoring the review shall initial the entry and the inmate will be asked to initial the entry.

**UNSCHEDULED PROGRAM REVIEWS:** (Step 1.5.4 a)

Pursuant to CFR 9524.14, upon request of either the inmate or staff, an inmate's Program Review meeting may be advanced. An inmate must provide a compelling rationale to the Unit Team demonstrating his need for an unscheduled Program Review. The Unit Manager is the approving official.

**UNMONITORED LEGAL TELEPHONE CALLS:** (Step 2.3.1)

When requesting an unmonitored telephone call to an attorney, the inmate must submit an Inmate Request to Staff form at least one day in advance of the desired date of the call. The inmate will need to demonstrate communication with their attorney by other means is not adequate. To ensure the inmate's attorney is available to take the call, it is recommended inmates have the attorney send a letter to a member of the inmate's unit team indicating they have a need to communicate with the inmate concerning legal matters, and the dates and times the attorney would be available. Normally, the Unit Manager will be the approving official for unmonitored legal telephone calls.

**POSTAGE FOR INDIGENT INMATES:** (Step 3.5.1 a)

An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided the postage for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be made through to the Unit Manager.

**POSTAGE STAMP LIMIT:** (Step 3.5.1 b)

Inmates may only possess 60 postage stamps at one time. If an inmate needs additional postage to mail a specific item, the Unit Manager may authorize that purchase. No more than 60 postage stamps, or the equivalent, may be in an inmate's possession at any one time.

**INMATE SAVINGS ACCOUNT:** (Step 1.5.6)

If an inmate wishes to establish a savings account, a member of the unit team shall assist the inmate in establishing an account at a local commercial bank. Any interest accrued in the savings account is accrued in the inmate's name and becomes part of the account.

Inmates should be advised that once the funds are placed in the savings account, they may only be withdrawn upon release, except in case of an emergency. Passbooks and other documents relating to the savings account shall be retained in the inmate's central file and given to him upon release.

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Arrangements must be made with the savings facility to mail statements regarding deposits, interest payments, and withdrawals directly to the inmate. See your Unit Counselor for more information.

### **FINANCIAL RESPONSIBILITY PROGRAM:**

The Bureau of Prisons strongly encourages you to satisfy your legitimate financial obligations, to include court assessments, restitution, committed fines, non-committed fines, child support, etc. As part of the initial classification process, your unit team will provide you with the opportunity to develop a financial plan for satisfying these obligations. During subsequent program reviews, your unit team will consider your willingness and dedication to address your legal financial responsibilities. You should make every effort to satisfy your financial obligations by paying an amount commensurate with your ability to pay. You may either make a single payment or repetitive payments to satisfy your debts. Participation in the Inmate Financial Responsibility Program (FRP) is a factor that will be assessed when considering you for various programs, including furloughs, RRC placement, lower bunks, telephone use, and recreation activities in the community.

### **NOTARY SERVICES:**

FPC Montgomery does not offer a Notary Service.

### **ADMINISTERING OATHS AND ACKNOWLEDGMENTS:**

28 U.S.C. §1746 provides that an unsworn declaration under penalty of perjury may be used with "like force and effect" as a sworn declaration, verification, certification, statement, oath, or affidavit, when such action is required by any law, rule, regulation, order, or requirement of the United States. Exceptions specified in the statute are a deposition, an oath of office, and an oath required to be taken before a specified official other than a notary public.

Since most documents inmates' sign are pursuant to a United States law, rule, or regulation, a sworn oath is often not required.

### **UNSWORN DECLARATIONS:**

Other than for the exceptions cited above, staff need not administer oaths and witness inmate signatures on any documents to be filed in Federal courts or with Federal agencies, unless directly instructed to do so by the Court or agency.

Inmates may make their own unsworn declaration on such documents by placing the following paragraph at the end of the document:

"I declare (or certify, verify or state), under penalty of perjury, that the foregoing is true and correct. Executed on (date)."

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Signature

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**OATHS:**

Unsworn declarations are not legally sufficient for declarations on depositions, for oaths of office, or for oaths required to be taken before an official other than a notary public. In addition, documents for submission to state courts and state agencies may require a sworn declaration. For such documents, it is Bureau policy to administer oaths prior to witnessing the signatures of persons executing these documents

Upon approval of the Unit Manager, your Case Manager may administer oaths and acknowledgments to inmates for documents requiring more than an unsworn declaration.

**CUSTODY LEVEL:**

All newly committed inmates are assigned a custody level of Out custody upon arrival at FPC Montgomery. This means that you are classified as appropriate for a minimum security institution. To participate in any community based activity, including furloughs and RRC placement, Community custody must be obtained. Initial review for a possible reduction to Community custody will generally be accomplished after an inmate has been at the facility for seven months, in conjunction with your regularly scheduled program review meeting.

**FURLOUGHS:**

A furlough is an authorized absence from the institution by an inmate who is not under the escort of a staff member or other law enforcement official. The Warden is the approving official for all furloughs. To qualify for a furlough, you must meet the eligibility requirements in Program Statement 5280.08, Furloughs.

Furloughs, other than emergency or medical, may be requested at your scheduled program review meetings, provided you meet eligibility requirements. Consult a member of your unit team for further information on furloughs.

**RESIDENTIAL REENTRY CENTERS:**

Residential Reentry Centers (RRCs) assist offenders in their transition from prison back into society. There are more than 400 RRCs under contract with the Bureau of Prisons. The placement process for eligible inmates ordinarily begins 17-19 months prior to the projected release date. Questions regarding this program should be directed to your unit team.

**RELEASE PROCEDURES:**

Inmates departing the institution by release or transfer will normally depart the institution by town driver or privately owned vehicle. Commercial bus lines and airlines may also be utilized. If an inmate chooses to use transportation other than that offered by the Bureau, the inmate or the inmate's family must pay the entire transportation cost; no part of that cost will be absorbed by the Bureau. Ordinarily, releases and transfers will occur after 8:00 a.m., Monday through Friday. Exceptions are made in unusual cases.

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**RELEASE GRATUITIES:**

Inmates being transferred to an RRC or direct street releases may be given a reasonable gratuity, based upon individual need as determined by policy and your Unit Team, with final approval by the CMC and/or Warden. You are encouraged to save money for release needs throughout your incarceration.

**RELEASE CLOTHING:**

Inmates who desire release clothing to be sent in upon release or transfer to an RRC should make a request to their Counselor, no earlier than 30 days prior to their departure date from the institution. This clothing will be issued on the day of departure.

**BULLETIN BOARDS:**

Permanent bulletin boards are located in the lobby of each inmate housing unit, food service, education, chapel, R &D, and commissary. You are expected to review the bulletin board daily for pertinent information which may concern you. At no time should anything be added or removed from the bulletin board without prior approval from a staff member.

**ACCESS TO DIPLOMATIC REPRESENTATIVE:** (Step 2.2.2)

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

During the initial application process, unit staff will suggest the inmate contact the nearest foreign consular office to advise them of his or her desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate and can also assist the inmate in providing proof of citizenship. Consular officials may request to visit the inmate at the institution.

**CONSULAR VISITS:** (Step 2.2.2)

When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business.

The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.

**UNIT BASED PROGRAMS:** (Step 3.8.2 c)

The following is a list of Unit Based Programs developed and implemented by Unit Managers within their units. All inmates may sign up for any class via an Inmate Request to Staff form.

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Alcoholics Anonymous - Mobile Unit

Gamblers Anonymous - Birmingham Unit

Institution A&O - Rotates between all Units

**GROOMING AND SANITATION:**

Appearance is important in making a positive impression on others, as well as providing you with a feeling of general well-being and personal satisfaction. You are expected to maintain a neat personal appearance at all times. There is no limitation on hair style and length of hair; however, hair will be clean and neatly groomed at all times. Beards and moustaches are permitted.

You will be held responsible for the condition of your living area. Beds are to be made properly, areas cleaned, trash emptied and lights turned off before work call. Nothing is to be taped or nailed to walls or furnishings.

**CORRECTIONAL SYSTEMS:**

The Correctional Systems Department is located in Building 1251. The department is responsible for carrying out the duties related to the Records Office, Mail Room, and Receiving and Discharge (R&D). The hours of operations are 7:00 a.m. to 3:30 p.m., Monday through Friday.

**RECORDS OFFICE:**

The Records Office is responsible for the legal commitment and release of offenders. As newly committed offenders, you will receive a copy of the sentence computation which is computed by the Designation and Sentence Computation Center in Grand Prairie, Texas, generally within 60 days of your arrival. If you are transferring from another institution, you will not receive a copy of your sentence computation unless there is a change in commitment information or release date.

Normally, the sentence computation data record will be prepared and distributed to you prior to your being classified. The sentence computation data sheet is a hard copy of the official record of your sentence. Among other information, this record provides the following:

- Date sentenced
- Length of sentence
- Type of sentence
- Date committed to FPC, Montgomery (or initial designated institution)
- Date computation began (date sentence began)
- Credit for jail time (also known as prior custody credit)

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- Parole eligibility date (if applicable)
- Statutory release date (if applicable)
- Full term date
- Credit for statutory good time (if applicable)

**JAIL TIME:**

Jail credit is controlled by Title 18 USC 3568 (or 18 USC 3585 for CCCA guideline sentences), which states, "The Attorney General shall give any such person credit toward service of his sentence for any days spent in custody in connection with the offense or act for which sentence was imposed." Jail credit must be certified by all detaining authorities having custody at that particular time.

**STATUTORY GOOD TIME:**

Statutory Good Time (SGT) is controlled by Title 18 USC 4161, for offenses committed prior to November 1, 1987. The rate of SGT is determined by the length of sentence imposed per 18:4161.

**CAMP GOOD TIME (EXTRA GOOD TIME):**

Camp Good Time and all other types of Extra Good Time are controlled by Title 18 USC 4162. All Extra Good Time (EGT) applies to offenses committed prior to November 1, 1987.

Camp Good Time is automatically computed at the time the sentence computation is prepared. The "projected satisfaction date" at the bottom of the sentence computation is the projected release date, giving credit for all extra good time available to earn. Camp Good Time/Extra Good Time is earned at the rate of 3 days per month for the first 12 months, and then at the rate of 5 days a month.

All Extra Good Time is prorated as to the number of days you are physically located at the institution and in earning status.

**GOOD CONDUCT TIME:**

Good Conduct Time (GCT) is controlled by Title 18 USC 3624(b). GCT is the amount of time that may be credited toward the service of a sentence on a term of imprisonment of more than one year, other than a term of life. GCT is based on the time in custody that the inmate actually serves. GCT is awarded at the completion of each year (anniversary date).

GCT is prorated for partial year service. The GCT rate is 54 days per year of time actually served, or 148 days per day of time actually served. The "projected satisfaction date" at the end of the sentence computation sheet is the projected release date giving credit for all GCT which could be credited based on the time to be actually served on the sentence.

The Records Office is also responsible for documenting the receipt of detainers and assisting you in connection with procedures under the Interstate Agreement on Detainers Act (IAD). If you have

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questions concerning your sentence computation, detainers, or writs, you may discuss them with the Records Office. When reporting to open house, you will be required to wear the inmate uniform. You cannot leave your work detail unless authorization has been given. As an alternative you may also submit an inmate Request to Staff form to the Records Office. Staff will review your request and, if necessary, arrange an appointment for clarification.

**MAIL ROOM:**

The Inmate Mail Room processes all incoming/outgoing mail Monday through Friday. All first class mail is ordinarily processed and delivered within 24 hours. Mail is not processed on weekends or holidays. Any questions concerning your mail can be addressed at mail room open house from 10:30 a.m. to 11:30 a.m. and 3:00 p.m. to 3:30 p.m., Tuesday through Friday. Open house for special/legal mail is Monday - Friday, holidays excluded, from 10:30 a.m.- 11:30 a.m. and 3:00 p.m.- 3:30 p.m. When reporting to open house, you will be required to wear the inmate uniform. You cannot leave your work detail unless authorization has been given.

A mail depository is located outside of the Inmate Telephone Room. This depository is marked "General Mail." General mail is all correspondence not requiring special mail handling, such as correspondence to family and friends. Procedures for Special/Legal Mail are explained below under the heading Special/Legal Mail.

Outgoing mail will be collected from the depositories at 7:15 a.m., Monday through Friday, excluding holidays. All mail must have the following return address:

- Your committed name, register number, dorm and wing.
- Federal Prison Camp (Note that \*FEDERAL PRISON CAMP\* must be spelled out).
- Montgomery, Alabama 36112.

Your outgoing mail will be subject to return if your return address is not properly completed. Outgoing mail may be sealed. Staff may open outgoing mail if the envelope has an incomplete return address or for obvious security reasons. Mail not properly identified will not be processed for delivery to the U.S. Postal Service and will be returned to sender.

All incoming mail will be opened by staff and checked for contraband. First Class and publications are delivered to the dormitories no later than 3:30 p.m., Monday through Friday (excluding holidays). All inmates are required to attend mail call.

Incoming or outgoing mail may be rejected for any of the following reasons:

- Any material which would violate postal regulations (e.g., obscene, lewd, or vulgar statements, threats of blackmail, contraband, or indications of escape).
- Discussion of criminal activities.
- Letters containing codes or other attempts to circumvent mail regulations.

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Inmates are prohibited from conducting a business of any type while they are incarcerated.

Inmate to inmate correspondence is allowed only with approval of the appropriate authorities at both institutions. Your unit team will prepare the necessary documentation if you meet the requirements for this type of correspondence.

You may send correspondence by registered, certified, or insured mail, and may request a return receipt by placing the required postage stamps on same. Postage stamps in different denominations can be purchased through the inmate Commissary. Services such as express/overnight mail, COD, private carriers, or stamp collecting are not permitted.

Any item received through the mail which cannot be delivered to you will be rejected in accordance with policy. You will receive a copy of the rejection notice.

You are cautioned that you are totally responsible for all the contents of your letters placed in the inmate's mail depository. Any violation of postal laws could result in charges against you.

**INCOMING PUBLICATIONS:**

You may make arrangements to purchase newspapers or magazines, or one of your correspondents may submit a subscription in your behalf.

You may receive hardcover books and newspapers only from the publisher, book club, or from a bookstore. You may receive soft cover material, paperback books, magazines, and newspaper clippings from any source. You should speak with your counselor if uncertain whether an individual issue of a publication is likely to be approved.

Reading materials not purchased/acquired from these sources will be returned to the sender.

**SPECIAL/LEGAL MAIL:**

Inmates must hand deliver their own outgoing special/legal mail directly to staff in the mail room Monday - Friday, holidays excluded, from 10:30am - 11:30am. Staff receiving the special mail will immediately confirm that the inmate delivering it is the same inmate reflected in the return address. This will be accomplished by the inmate showing his I.D. Card to verify identification. Once confirmed, staff will continue processing the special mail in accordance with Bureau policy with regard to time frames. Any outgoing special/legal mail will not be subject to inspection prior to processing for delivery to the U.S. Postal Service.

Outgoing special/legal mail submitted without an accurate return address will not be further processed, but rather returned immediately to the inmate. Inmates attempting to send outgoing special/legal mail under another inmate's return address will be considered for disciplinary action.

Outgoing special mail weighing 16 ounces or greater must be processed as a package according to Bureau of Prisons P.S. 5800.10, Section 314, Mail Management. A BP-329, Request - Authorization to Mail Inmate Package, must be completed by the inmate and brought to the Mail Room, along with the package to be mailed out. Mail room staff will sign the package authorization as the approving official at that time.

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Outgoing special/legal mail is correspondence sent to the following:

- President/Vice President of the United States U.S.
- Department of Justice Bureau of Prisons U.S.
- Attorney Office.
- Surgeon General.
- U.S. Public Health Service.
- Secretary of the Army, Navy, or Air Force.
- U.S. Courts (including U.S. Probation Officers).
- Members of the U.S. Congress.
- Embassies/Consulates.
- Governors.
- State Attorney Generals.
- Prosecuting Attorneys.
- Directors of State Departments of Corrections.
- State Parole Commissioners.
- State Legislators.
- State Courts.
- State Probation Officer.
- Law Enforcement Officers.
- Attorneys.
- Representatives of the News Media.

Incoming special/legal mail will be opened in the inmate's presence. Incoming special/legal mail is correspondence received from the following:

- President and Vice President of the United States.
- Attorneys.

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- Embassies and Consulates.
- U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys).
- Federal Law Enforcement Offices.
- State Attorney Generals.
- Prosecuting Attorneys.
- Governors.
- U.S. Courts (including U.S. Probation Officers).
- State Courts.

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" (or similar language). It is the responsibility of the inmate to advise his attorney of this procedure.

Clearly identified mail from the chambers of a judge or from a member of the United States Congress will not require the special mail marking, but will be processed the same as "Special Mail. Open only in the presence of the inmate."

**SPECIAL MAIL FROM ATTORNEYS:**

It is suggested you provide the following information for special mail privileges to your attorney(s) representing you, at the earliest opportunity, when you write to or visit with your attorney(s). Copies of this statement will be distributed during Admissions and Orientation lectures by the Supervisory Correctional Systems Specialist. You may also receive additional copies through Records Office Open House procedures.

The Bureau of Prisons' Program Statement on correspondence provides the opportunity for any attorney who is representing an inmate to request that attorney/client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that the attorney adequately identifies himself or herself as an attorney on the envelope and that the front of the envelope be marked "Special Mail - Open only in the presence of the inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification of an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

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**RECEIPT OF FUNDS:**

The Bureau of Prisons utilizes a centralized inmate collection program commonly referred to as LockBox. This is to centralize the processing of all incoming inmate funds. Local institution mail rooms will no longer accept funds received from outside the institution. Any funds will be returned to the sender with specific directions on where and how to send the funds to the national LockBox. The address is:

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

In order to ensure that funds are processed without delay to the inmate's Trust Fund account, inmates should adhere to the following procedures:

- The inmate's committed name (no nicknames) and register number must be printed on all money orders, U.S. Treasury, state, and local government checks, any foreign negotiable instruments payable in U.S. currency, and envelopes.
- DO NOT enclose cash, personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument.

The national LockBox cannot forward any items enclosed with the negotiable instrument to the inmate. Items personal in nature must be mailed directly to the Federal Bureau of Prisons' institution where the inmate is housed.

- The sender's name and return address must appear on the upper left hand corner of the envelope to ensure that the funds can be returned to the sender in the event that they cannot be posted to the inmate's account.

Identified below are instances (LockBox exemptions) when funds may be received at the local institution and processed locally:

- Funds received from a self-commitment inmate.
- Funds received from inmates upon furlough return.
- Funds received from the USMS for escorted inmates.

**RECEIVING AND DISCHARGE OPEN HOUSE HOURS:**

The R&D open house hours are Tuesdays, Wednesdays, and Thursdays from 2:00 p.m. to 3:15 p.m. During these time frames, inmates may check on the status of incoming property, request approved commissary replacement cards, bring outgoing packages for mail-outs, and address other issues and concerns with R & D staff.

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**INMATE PERSONAL PROPERTY:**

Institution Supplement to PS 5580.07, Inmate Personal Property, defines personal property which each inmate is authorized to possess. It is the responsibility of each inmate to become aware of this policy and adhere to its guidelines. This supplement is on file in the law library. If you are a self-commitment, you have already received the personal property which you are allowed to retain at this institution.

If you are transferring from another federal institution, your property will be received through the R&D area. Arrangements by the R&D Officer will be made for re-inventory and delivery to you as quickly as possible. All items in your property which are not authorized for retention at this institution will be shipped or mailed to the address of your choice at the inmate's expense. All property which you are allowed to keep must be stored neatly in your locker/living area in accordance with unit rules and regulations. The government will not assume responsibility for the care of personal property. Other personal property items allowed for retention are detailed in the aforementioned institution supplement.

The items you retain will be listed on the Inmate Personal Property Record (BP-383). This list is signed by you, certifying the accuracy of the inventory. Any discrepancies, damages, etc., will also be annotated on the form. You will be given a copy of the form for your retention. It is suggested you retain your copy to provide proof of ownership.

The amount of personal property allowed each inmate will be limited to those items which can be neatly placed in the locker as stated by policy. It is each inmate's responsibility to ensure his property is in the appointed place. Under no circumstances will any materials referred to in this policy be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

The amount of clothing allowed (civilian or institution) will be limited to those items which can be neatly stored in the locker and are within established limitations per item. No personal clothing, except that purchased in the commissary, will be authorized for retention.

If you are removed from the institution via Writ, Interstate Agreement on Detainers (IAD), medical transfer or other temporary release, your personal property will be stored in the R&D area. Whenever possible, your property will be inventoried in your presence. Your institution issued clothing will be returned to the clothing room. Upon your return to the institution, your property will be returned.

To protect the loss of inmate personal property, you are encouraged to secure your personal property in your assigned locker with a personal combination lock at all times.

**OUTGOING PACKAGES:**

Outgoing inmate packages, except hobby craft items, will be processed by the R&D Officer. Inmates wishing to mail packages must bring the unsealed package to R&D in order that the contents may be checked and a Form BP329(58), Request Authorization to Mail Inmate Packages, will be prepared. Postage stamps required for mailing packages must be provided by the inmate. Hobby craft packages will be processed for mailing by recreation staff under the same condition as previously stated for other packages.

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**INMATE ACCOUNT CARDS:**

You will be issued an inmate account card upon commitment. This card is used as an identification card, as well as to remove funds from your account. **You must carry the card on your person at all times.** If you lose or destroy the card, or change your appearance, you will be required to pay \$5.00 for replacement. If a member of the commissary staff determines that the card is defective, the card will be replaced without charge. ID card replacement will be scheduled by the R&D Officer.

**COMMISSARY/TRUST FUND OPERATIONS:**

Normal shopping days are Monday through Thursday, from 9:30 a.m. to 12:30 p.m., 1:30 p.m. to 3:30 p.m., and after the 4:00 p.m. count clears until 7:00 p.m. On weeks with a holiday, the shopping will be condensed to three days, and your shopping day may change for that week only. Remember to review the bulletin board near the commissary for updated information. Each inmate is allowed to shop once each week. Blank order forms will be passed out by staff each time you shop, and you are responsible for this blank form. You may pick up your first copy during A&O. All prices are subject to change without notice.

The commissary offers a wide variety of candies, toiletries, and sundry items. No purchases can be made without your Inmate Account Card.

You are permitted to purchase items not to exceed the monthly spending limitation. This amount is subject to change, so check the program statements located in the Inmate Law Library for revisions. Purchases of athletic items, hobby craft items, and leather goods are charged against your monthly spending limit. Over the counter medications and stamps do not count against monthly spending limit.

You may purchase a maximum of three (3) books of stamps during regular sales and/or have the equivalent in international and single stamps.

The commissary is closed for semi-annual (every six months) inventory purposes. Inmates should plan for this when making purchases.

**BUSINESS OFFICE/ITS PHONE ROOM:**

The Business Office conducts open house at the Business Office on Tuesdays from 2:45 p.m. until 3:15 p.m. and on Thursdays from 10:15 a.m. until 10:45 a.m. to address questions general commissary and trust fund issues. Your Personal Identification Number (PIN) is available through Inmate Telephone System (ITS) staff.

Changes and/or corrections to your authorized phone list will be initiated on the 1st, 10th, and 20th of each month. Completed and updated BP-505 Inmate Telephone Number Request forms must be submitted directly to your counselor. The allotted time for changes to take effect will be between two to three business days after the ITS Technician receives the form.

Inmates are limited to 300 minutes per calendar month for ITS-II monitored telephone calls. This limitation applies to all inmates with an ITS-II account in Bureau of Prisons' institutions, and may be used for any combination of collect or direct-dial calls at the inmate's discretion. There is a 30-minute waiting period between calls made from the inmate telephone room.

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**USE OR POSSESSING OF UNAUTHORIZED CELLULAR TELEPHONE(S):**

The use or possession of unauthorized cellular telephone(s) is strictly prohibited. Unauthorized cellular telephones are considered hazardous tools. Using a cellular telephone, without the ability of staff to monitor the call, enables an inmate to plan an escape, make threats to civilians, or plan other potential criminal acts in the local community which could potentially harm civilians in the community. Therefore, the use of a cellular telephone by an inmate in a federal prison is considered the use of a hazardous tool, which is a Greatest Severity (Code 108) Prohibited Act on the Prohibited Acts and Disciplinary Severity Scale.

**CLOTHING AND LAUNDRY OPERATIONS:**

The Clothing Room hours of operation are Monday through Friday, from 7:00 a.m. to 1:00 p.m., and 2:00 p.m. to 3:00 p.m. Each day is designated for a specific type of operation, as follows: Monday - **Linen exchange**; Tuesday - **Boots and shoes exchange**; Wednesday - **Clothing exchange**; Thursday - **Linen exchange & hygiene products issued**; Friday - **Visiting clothes issued**. **Upon release from the FPC Montgomery, all issued clothing must be returned to the clothing room.**

**Clothing Repairs:** Major clothing repairs will be made by clothing room personnel. Sewing kits may be purchased through the commissary. (Wed. Clothing exchange day).

**Institutionally-Issued Clothes:** Inmates are issued four sets of institution green trousers and green shirts. Three sets will be to work in and one set will be for visitation. Undershorts, undershirts, and socks will also be issued.

Jackets will be issued seasonally. You will be issued two towels and one pair of safety shoes. All issue items will be stamped with your name, except socks and wash cloths.

**Bed Linen:** Sheets and pillowcases will be exchanged during regular exchange hours on Monday and Thursday. Pillows and blankets are exchanged based upon availability at the clothing room during the same time. All items turned in for exchange must be folded and free of knots.

FPC Montgomery provides laundry service to the inmate population for institutionally-issued clothing items only. Inmates wishing to participate in this service should place their dirty laundry in their assigned laundry bags and take them to the Clothing Issue Room. The bags will be forwarded to UNICOR to be washed and dried. Only institutional clothing will be cleaned. This process takes approximately 48 hours to complete and return to the inmate. The exception to the 48-hour turnaround is Food Service Whites, which are picked up at 8:30 a.m. and returned at 2:30 p.m. on the same day. Laundry bags containing personally-owned clothing items will not be accepted by Clothing Issue or UNICOR. A central laundry operation is available every normal operating day.

Safety shoes will be issued to all inmates and must be worn on the job unless a soft shoe permit is issued by the medical staff. Upon release from FPC Montgomery, all issued clothing must be returned to the clothing room.

**WORK ASSIGNMENTS AND WORK REPORTS:**

The Federal Prison Camp is a guest tenant of Maxwell Air Force Base. The camp exists to provide manpower for the general maintenance of the Air Force Base.

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After completion of the A&O Program, you will be assigned to a permanent work detail, a training program, or a combination of both, based primarily on institution needs.

The Camp Liaison makes all detail assignments. Assignments are based primarily on institution needs. A minimum of 90 days must be maintained on all job assignments before a request for another job assignment is made to the Camp Liaison. Factors considered in making job assignments include physical condition, educational level, general intelligence, previous work experience, and general attitude. Some of the different types of work available are listed below:

- Cooks, Bakers, Butchers, Salad Preps, Orderlies, Dishwashers, and Clerks (In Camp).
- Education Clerks, Tutors, Librarians (In Camp).
- Clothing Room, Commissary, Warehouse, Sanitation Workers (In Camp).
- Maintenance, Landscape workers, Building Orderlies, Town Drivers (In Camp).
- UNICOR Laundry Plant and Drivers (Maxwell AFB).
- Grounds and General Landscaping on Maxwell AFB and Gunter Annex details.

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

**PERFORMANCE PAY:**

Each inmate who satisfactorily performs his work is eligible for pay based on the grade level for the particular job as established by his work supervisor and the Inmate Performance Pay Committee.

You may be awarded performance pay for hours of satisfactory work performed. Pay grade levels range from 1 to 4, with 1 being the highest. Inmates receiving performance pay will be paid monthly. The pay period runs from the 1<sup>st</sup> day of the month through the end of the month. Normally, performance pay is posted to your trust fund account on the first Friday of each month.

**UNICOR:**

Federal Prison Industries, Inc. (FPI) is a wholly owned Government Corporation established in 1934 by an Act of Congress and an Executive Order. It has adopted the trade name "UNICOR." UNICOR provides a wide variety of products and services to the United States Government. By legislation requirements, the corporation sells only to the federal government. The corporation is administered by a board of directors appointed by the President. The Director of the Federal Bureau of Prisons serves as the ex-office Commissioner of Industries.

Functionally, UNICOR operates through eight different business groups, each headed by a General Manager. The groups are as follows: Recycling, Electronics, Fleet Management Vehicular, Office Furniture, Clothing Textiles, Graphics, Industrial Products, and the Services Business Group.

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Locally, UNICOR operates under the Services Business Group, providing laundry services to various organizations located on Maxwell AFB. The majority of business at FPC Montgomery UNICOR involves processing linens, including towels, bath mats, wash cloths, sheets, and pillow cases, as well as items used at the Maxwell AFB Hospital/Medical Treatment Facility.

The UNICOR laundry functions under the corporate direction of the Services Business Group. Representing corporate management locally is the Factory Manager. The Factory Manager's responsibilities include accountability for the entire operation. Inmate hiring, supervision and daily operations of the FPC Montgomery UNICOR Laundry are conducted by the Factory Manager.

The official mission and chief function of the Federal Prison Industries is to provide training and employment to inmates confined to federal institutions. All earnings of UNICOR are expended on vocational training and general education programs under which more than one-half of all inmates receive training. The employment of inmates in UNICOR allows them an opportunity to acquire knowledge and skills in a trade, vocation or occupation, which may provide a means of earning a livelihood upon release.

**HIRING AND DISMISSAL:**

1. Inmates may be hired by UNICOR through the following procedures:

Upon receipt of a completed application (or Inmate Request to Staff Member), prospective workers are placed on a waiting list in the order of the application date and are hired in the same order, with the following possible exceptions:

- a. Inmates with prior UNICOR employment during this commitment without a break in custody are placed in the top 10 percent of the waiting list. Depending on work performance and job vacancies. These applicants will receive consideration for hire and accelerated promotion to their prior pay grade. This exception is not applicable to inmates transferred to this institution for disciplinary reasons.
- b. If an inmate requesting employment in UNICOR possesses specialized skills required for a specific job opening, he may be considered out of sequence and receive priority in the hiring process contingent upon the Factory Manager's approval.
- c. The Superintendent of Industries has the authority to refuse employment to any inmate who, in his or her judgment, is deemed detrimental to the UNICOR operation.

2. Prison Industries does not discriminate on the basis of race, ethnic background, age, or physical handicaps.

3. Assignments to UNICOR must have the approval of the unit team.

4. Inmates assigned to UNICOR are subject to dismissal for a violation of any of the following rules:

- a. Failing to perform work satisfactorily.
- b. Failure to cooperate with UNICOR staff.

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- c. Tardiness.
- d. Horseplay
- e. Disregard for health and safety procedures or other similar undesirable behavior.
- f. Failure to participate in the Inmate Financial Responsibility Program.

**INMATE PAY AND BENEFITS:**

1. There are a total of five pay-grades in the UNICOR laundry plant. They are as follows:

<u>Grade (Lowest to Highest)</u>	<u>Approximate Monthly Earnings</u>
Grade V: \$.23 per hr.	\$ 36.11
Grade IV: \$.46 per hr.	\$ 72.22
Grade III: \$.69 per hr.	\$108.33
Grade II: \$.92 per hr.	\$144.44
Grade I: \$1.46 per h.	\$180.55

2. All new hires will enter UNICOR employment at pay level V. Exceptions include inmates who have successfully completed on-the-job training at this location, and inmates who have been transferred (administratively) from UNICOR shops at other locations.

3. Inmates should expect a period of at least 30 days of on-the-job training. Promotions then depend on available positions, job performance, and knowledge, as well as displayed initiative and positive attitude. Promotions are normally given one grade at a time and are 90 days apart. All promotions are made at the first of each month.

4. Employed inmates accrue vacation time, longevity pay, and holiday pay.

5. All overtime is paid at double the rate of pay grade. Overtime hours are on an "as needed" basis when required work cannot be completed during normal working hours.

6. A partial listing of the Benefit Programs available to UNICOR inmate employees include:

- a. Incentive Awards Program given for suggestions or inventions.
- b. +Special Achievement Awards given upon recognition by Awards Committee.

**WORK STANDARDS/EXCEPTIONS:**

1. Each UNICOR inmate employee is expected to demonstrate their willingness to utilize the UNICOR employment experience to its fullest potential for all concerned. A positive attitude and desire to

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develop a working knowledge of job requirements as well as using initiative to perform in a satisfactory manner is also expected.

2. Each UNICOR inmate employee is required to meet at least the following minimum standards as set forth by UNICOR corporate and local policy:
  - a. SAFETY STANDARDS: Each inmate shall comply with all safety rules and procedures.
  - b. PERSONAL HYGIENE: Includes regular bathing, neatness of appearance, etc.
  - c. PERSONAL CONDUCT: No card playing, radios, reading materials, etc.
  - d. PUNCTUALITY: Absolute promptness for all established factory time schedules.
  - e. QUALITY ASSURANCE: Completing work tasks as instructed.
  - f. PRODUCTIVITY: Meet work schedules and production quotas as designated by established production standards.
  - g. INTERPERSONAL RELATIONS: Working with others, following instructions set forth by UNICOR staff.

**LOCAL RULES AND HOURS OF OPERATION:**

1. Upon employment, you will be provided a written outline of the local rules and procedures applicable to the UNICOR Laundry operation.
2. The UNICOR work shift begins at 6:30 a.m. and ends at 3:00 p.m.

**BASE DETAIL WORK UNIFORM DRESS CODE AND AUTHORIZED ITEMS:**

Strict adherence to the Base Detail Dress Code must be observed. Proper dress is essential to comply with safety and security regulations. Any inmate discovered to be in violation of the Base Detail Dress Code is subject to disciplinary action.

Off-duty and on-duty inmates are required to be in the below described full work uniform from 7:30 a.m. to 4:00 p.m. in all areas of the institution, unless they are in the housing units or recreation areas. At a minimum, a full work uniform consists of the following:

- Institution-issued brown T-shirt
- Green uniform pants
- Green web belt
- Safety work shoes or boots

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The institution-issued brown T-shirt is mandatory whenever the uniform is worn. The green uniform shirt is optional but if worn, will be worn over the required brown T-shirt. Any other shirts worn with the required brown T-shirt (i.e., sweat shirt, thermal shirt, etc.) will be worn under the brown T-shirt. All shirts will remain tucked into the green uniform pants so the institution-issued belt can be seen. Blousing of the uniform pants is prohibited.

Other authorized uniform/dress code items inmates may wear or possess on base details include:

- Institution issued green uniform hat or authorized religious headgear
  - Use of the green uniform hat is optional.
  - Hats must be worn in the designed manner, never backwards or to one side.
- Institution issued commissary card
- One pair eye glasses
- One pair sun glasses
- One personal wallet
- One personal comb
- One personal lip balm (chapstick)
- One white handkerchief
- Any necessary prescribed medication
  - Only the amount necessary for the time spent outside of the institution
  - Medication must be carried in the container it was issued in.
- One beverage may be taken to work details, but must be consumed prior to returning to the institution.
- No walkman radios are allowed on the job site.
- Newspapers, books, food, etc., are not allowed in the work area.
- Any items not specifically mentioned on this list are to be considered contraband. Inmates who need to transport special items to and from work details must receive prior approval from the Staging Area staff.

You may not give to or receive anything from a civilian/military worker at Maxwell/Gunter AFB. This is to include food and drink items without the expressed consent of appropriate Bureau of Prisons' staff.

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**FACILITIES DEPARTMENT:**

The Facilities Department is responsible for maintaining the existing buildings and grounds by making repairs, improvements, and renovations as needed.

The department is also responsible for all camp building projects. It is located in Building #1276, between the Clothing Room and the Education Building. While working in the Facilities Department, you must comply with all safety rules, for example:

- Institution issued green trousers and green shirt with brown T-shirt underneath, or brown T-shirt alone, must be worn.
- Steel-toed shoes must be worn in all work areas.
- Eye and ear protection must be worn as required.
- No walkman radios are allowed on the job.
- Newspapers, books, food, etc., are not allowed in the work area.

**EDUCATION DEPARTMENT:**

Education programs are available to assist inmates in obtaining their GED (High School Equivalency Diploma) as well as vocational skills and college degrees (A.S., B.S., M.S.). The Bureau of Prisons requires that an inmate confined in a federal institution who does not have a verified GED or High School Diploma attend an Adult Literacy Program for a minimum of 240 instructional hours or until a GED is achieved. Non-English speaking inmates who function below the 12.0 academic grade level in their native language are also required to participate in the literacy program. Students who obtain their GED will receive a cash award of \$25.00.

The reading class is designed to assist students who have reading deficiencies. The testing administrator will assign a student to the reading class based upon low scores on the TABE test.

The GED Program is also offered in Spanish. It follows the same procedures as outlined in the regular GED program, with the addition of an English Proficiency Component.

English as a Second Language (ESL): The ESL Program requires non-English speaking inmates to attend classes until they can communicate at the equivalent of eighth grade in competency skills. This level is defined as a score of 225 on the ESL CASAS Level C Reading Certification Test and a score of 215 on Level B or C of the Listening Comprehension Test.

Inmates sentenced under with the Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Reform Act (PLRA) must make satisfactory progress towards their General Education Development (GED), or their good conduct time may be affected. Satisfactory progress is defined as being enrolled and participating in GED class and having received no incident for prohibited acts within the literacy program.

When a student completes the Literacy Program, by passing the official GED exam, he receives a \$25.00 award and is eligible to participate in the next graduation ceremony.

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There is a GED Student of the Month program whereby the inmate student selected will receive a certificate and a one-time award of a consumable item and have their picture posted in the Education Building. Likewise, when a student completes the ESL Program by passing the CASAS exam, he receives \$25.00 and is eligible to participate in the next graduation ceremony. There is also an ESL Student of the Month program whereby the inmate student selected will receive a certificate, a one-time award of a consumable item, and have their picture posted in the Education Building.

Various correspondence college programs may be made available upon request of an inmate. Payments of enrollment and fee charges are the responsibility of the inmate. Other criteria must be met in order to qualify for college enrollment (see college coordinator for details).

Adult Continuing Education Programs/Release Preparation Courses are non-credit courses designed to offer inmates an alternative to academic programs and to build upon each inmate's abilities in his areas of interest.

The classes are designed to assist inmates upon their release from incarceration. These programs are volunteer courses and may be taught by outside instructors and inmates. All college level and social education courses are voluntary and must be completed outside your regular seven hour work day.

Vocational training is available in the area of Commercial Driver's License. Prospective students should submit an Inmate Request to Staff form requesting enrollment to the Vocational Training Coordinator. The class is held for ten weeks, three nights a week, two hours a night. Students who successfully complete course exams will be eligible to take the official state commercial driver's license written and road exams.

Apprenticeship programs are offered in conjunction with the U.S. Department of Labor in the following Occupations: Barber, Plumber, Horticulture, Housekeeping, HVAC, Landscaping, Cook, Carpenter, Electric Technician, Animal Trainer, and Greens keeper. These occupational training programs are certified through the Department of Labor. In order to participate in an apprenticeship program, you must have completed high school or your GED, or be currently enrolled in the GED program. For further information, you may contact the Supervisor of Education.

The Career Counseling Center provides assistance to inmates needing help with career exploration, curriculum selection and developmental concerns. A Career Resource Center available to provide accurate and current information about a wide variety of careers and vocations.

**ELECTRONIC LAW LIBRARY:**

The Electronic Law Library (ELL) is located in the Education Department, Building 1249. Hours of operation are as follows: Monday-Friday 7:30 a.m.- 3:30 p.m. and 6 p.m.-8 p.m. Weekends & Holidays 8:00 a.m - 9:30 a.m., 12 p.m.- 3:30 p.m., and 6 p.m - 8:30 p.m.

The Bureau of Prison's uses the lexis nexus ELL program. This program is computer based. To access the ELL publications and cross reference material on computer, inmates will need a PIN, PAC, and registration number. Law library clerks are available for assistance, and there is a tutorial located in the software that is available to help anyone interested on how to use the program. All ELL users will be automatically timed-out of the work station after 2 hours. However, after 15 minutes have elapsed, you may log back on the workstation. There are ten ELL workstations, and six stations for typewriters. The library uses the Swintec 7040 electronic typewriters. The typewriter ribbons are

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available for purchase in the commissary. The cost of printing material is 15 cents per page. Lexis nexis updates new cases every 30 days. The United States Sentencing Guidelines (USSG) book is updated annually, but it is not always purchased by the Bureau. At least three times a year, Lexis nexis moves all cases from each database into the complete historical record of Circuit, Appellate, or Supreme Court Databases. Only 100 or less cases will remain in the database for new files. Any new federal register document relevant to the USSG will be posted on the bulletin boards. Also, certain books such as Black's Law Dictionary, Shepard's Citation, Legal Research Manual, and Federal Criminal and Civil Codes and Rules are available in print. These books may be checked out by using your identification card. The ELL is for legal research only. If there are any security issues, or misuse the (ELL) Electronic Law Library will be shut down.

### **RECREATION DEPARTMENT:**

The Recreation Department provides an extensive program of activities and services, such as wellness classes, a music room, pool tables and various fitness equipment. Consult the bulletin boards in the hobby craft area for details.

If you wish to participate in any independent recreational activity, or if you need to check out any of the equipment needed to participate, you should contact the Recreation staff at the Outpost.

Building 1235 is provided within the Camp to work on hobby craft items. All hobby craft work will be stored and worked on in this area and not in the dormitory except as specified. All completed work must be sent home at your expense within 14 days of completion.

FPC Montgomery Recreation Department shows a varied movie selection, at 5:00 PM and 7:00 p.m. nightly, in the auditorium.

The use of the weight area requires that you wear hard-toed shoes at all times. Failure to follow this safety rule will result in an incident report.

### **IMPACT PROGRAM:**

FPC Montgomery's Inmates Providing Animal Care and Training (IMPACT) Program is a program which raises puppies to become Service Dogs for Canine Companions for Independence, a non-profit service organization. Therefore, there will be dogs on the compound and in the units. These dogs are not pets and should not be treated as such. The following guidelines are to be followed concerning the IMPACT dogs:

Do not give the dogs any food. Only the handlers are authorized to feed the dogs. At times these dogs will be entering the dining facility. Do not throw or give food to the dogs when they are under the tables at mainline.

Do not whistle at or try to distract the dogs when they are "working." This is usually indicated by the presence of a jacket that the dog wears.

The dog handlers have undergone training on the Do's and Don'ts of the Program. Please ask the handler's permission before touching the dog. The handler will indicate whether or not the dog is working. This is also standard protocol when meeting a service dog in the community. There are times when you are allowed to play with the dogs.

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Do not remove the dogs from their crates or cubes unless the handler knows you are taking the dog.

Only current handlers are allowed in the Kennel Area. No exceptions!

**BUREAU OF PRISONS PROGRAM STATEMENTS:**

The Bureau of Prisons formulates the agency's regulations through the use of program statements. This institution issues local institution supplements that outline how the national policy will be implemented at FPC Montgomery.

These program statements are found in the Inmate Law Library. All inmates are encouraged to review these policies for information pertinent to their respective concerns.

**VISITING REGULATIONS:** (Step 1.2.3 b)

Visiting is conducted on Saturdays, Sundays and Federal Holidays from 8:00 a.m. to 3:00 p.m.

The Federal Prison Camp is located on the Maxwell Air Force Base located in Montgomery, Alabama. Visitors should enter the base via the Maxwell Boulevard Gate.

From I-65 North, take the Herron Street Exit (follow the signs to Maxwell AFB), proceeding to Maxwell Boulevard, which is at the second traffic light. Turn left onto Maxwell Boulevard and travel approximately 1 mile to the Maxwell Boulevard entrance.

From I-65 South, take the Clay Street Exit (follow the signs to Maxwell AFB), turning left one block past first traffic light. Turn left at the next traffic light and proceed to Maxwell Boulevard. Turn left onto Maxwell Boulevard and travel approximately 1 mile to the Maxwell Boulevard entrance.

Visitors should enter the base via the Maxwell Boulevard Gate and park in the area(s) designated for inmate visitor parking. They will then be directed to board a bus or van and will be transported to the FPC.

The first shuttle will depart for the FPC at 7:45 a.m., and shuttles will depart approximately every 15 minutes thereafter until 2:00 p.m., at which time incoming visits will be discontinued. Visitor in-processing at the FPC will cease at 2:30 p.m.

Visitors wishing to depart the FPC will be transported via shuttle to the Maxwell Boulevard Gate, with shuttles departing approximately every 15 minutes until 3:15 p.m.

**VISITING ROOM DRESS CODE:**

Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of all involved. All visitors will be properly dressed when visiting at the institution.

Visitors are required to wear footwear.

Visitor's dresses, skirts, shorts, etc., must be no more than two inches above the knee.

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Visitors will not be allowed to wear see-through clothing, halter tops, tank tops, sleeveless apparel of any kind, or any kind of top that reveals the midriff area of the anatomy (this applies to male and female visitors). Radically low-cut shirts or blouses and revealing front and backless clothing are prohibited. Skin-tight or spandex clothing, or any other apparel of a suggestive or revealing nature, will not be permitted. All visitors are required to wear undergarments, to include bras for female visitors.

Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room. The Operations Lieutenant will make the decision concerning denial or termination of inmate visitors and notify the visitor if the visit is denied or terminated. This decision will normally be made in concert with the Institution Duty Officer.

**IDENTIFICATION REQUIRED:**

Visitors must provide sufficient identification to staff to ensure positive identity as an approved visitor. This identification must be a picture identification, such as a driver's license or similar government-issued identification with a picture of the individual on it. Each visitor is required to complete the Notification to Visitor Form, BP-224 (English or Spanish version), prior to each visit. Each visitor will be required to have their photograph taken the first time they visit at FPC Montgomery.

Visitors will enter Maxwell AFB via the Maxwell Boulevard gate only. No visitors will be allowed entrance onto the base after 2:00 p.m. Each visitor will report directly to the Officer assigned to the Visiting Room for check-in. Visitor in-processing will cease at 2:30 p.m. Each visitor will complete a Notification to Visitor Form on which they indicate their awareness of the visiting regulations and that they have no prohibited items on their person. After completion of this form, the Visiting Room Officer will direct the visitor to an area to await arrival of the inmate.

Once a visitor leaves the visiting room, the visit will be terminated. A short embrace and kiss at the beginning and end of the visit is the only physical contact, aside from holding hands that will be permitted during the visit.

Any excessive display of affection between the inmate and his visitor may be grounds for termination of the visit and possible disciplinary action. Inmates who have received warnings from such infractions will be given assigned seating by staff.

**ITEMS AUTHORIZED:**

Change purse (clear plastic, make-up type). May contain vehicle keys, feminine hygiene articles, Debit Card, and money for vending machine.

Visitors should refrain from bringing large sums of money into the Visiting Room, as they will be requested to secure it in their vehicles or a Visiting Room locker.

Visitors are not allowed to bring medication into the institution's Visiting Room. Individuals with medical problems which require them to carry medication into the visiting room must inform the Visiting Room staff of their condition and receive permission from the Operations Lieutenant or Institution Duty Officer.

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Food items are available from designated vending machines. Visitors are not allowed to bring food from outside sources during visitation. (Except for sealed manufactured baby food.)

Inside the inmate visiting area all, vending machines are equipped with debit card readers enabling purchases to be made with Debitek cards. Inmate Visitors are allowed access to the Debitek machines.

Visitors will be required to purchase a card for \$1.00 at the Debitek machine located in the visiting area and the visiting lobby. Cash credits for additional purchases may be entered onto the cards by applying \$1, \$5, \$10, and \$20 into the Debitek machine. The purpose of the Debitek machine is to eliminate/reduce cash transfers in the visiting area through vending.

Inmates are not allowed to handle Debitek cards at any time.

No item, including monies, will be accepted by institution staff for inmates, nor will inmates be allowed to accept items or monies from visitors. Inmates may only receive money in the form of money orders or checks via the U.S. mail sent to the Lockbox system in Des Moines, Iowa 50947-0001 or through the Western Union Quick Collect System. It is recommended that money be sent by Money Order, as other instruments may take up to 60 days to clear.

Rearrangement of the furniture is prohibited.

Smoking is prohibited throughout the visiting areas. No cigarettes, cigars, lighters, matches, or other related items will be allowed into the Visiting Room.

All visitors are subject to a search of their person and personal items.

**SPECIAL VISITS FOR FAMILY EMERGENCIES:**

In exceptional circumstances, special visits may be approved by the Unit Manager. An Inmate Request to Staff Member form detailing to reasons for the special visit request must be submitted to your Unit Manager

**SPECIAL RULES FOR CHILDREN:** Children under the age of 16 will not be allowed to visit unless they are accompanied by a responsible adult on the approved visiting list. Exceptions can be made only with the approval of the Warden.

Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. The children's play area is for children only.

No inmates are permitted in this area without a staff escort. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. No toys will be allowed to be brought inside the institution.

Failure on the part of the visitor to control the behavior of children may result in termination of the visit. Direct parental supervision is mandatory for all children, to include the outside patio area. No child shall be in the outside visiting area without direct parental supervision.

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Visitors are allowed to bring in the following items, and only these items, to the visiting areas:

- Disposable diapers (one day's use)
- Food items for infants
- Milk or formula
- Prepared baby food
- Spoon
- Bib
- Washcloth
- One small baby blanket
- One small collapsible stroller (umbrella type). In the case of twins, two collapsible strollers or one stroller with two seats is allowed. No toys shall be brought in by visitors.
- **During Institution Counts, inmate traffic to and from the visiting room will be terminated thirty (30) minutes prior to the designated count time in preparation for the Institutional Count. Inmate traffic will resume when the count has been cleared.**

**MEDICAL AND DENTAL CARE:**

**\*ALWAYS PRESENT YOUR IDENTIFICATION CARD FOR HEALTH SERVICES\***

Sick call is conducted Monday, Tuesday, Thursday, and Friday from 6:00 a.m. until 6:20 a.m. There is no sick call on Wednesday, weekends or Federal Holidays. It is the responsibility of the inmate desiring medical attention to report to the clinic during sick call. Screening and scheduling will be conducted in accordance with established guidelines. You may be given an appointment, asked to wait, or told to come back another day depending upon your medical need.

Dental sick call is conducted Monday, Tuesday, Thursday and Friday from 6:00a.m. until 6:20a.m. This period of time is set aside for scheduled evaluations by the Chief Dental Officer (i.e., lost filling, abscess, toothache, etc.). Routine treatment should be requested by submitting a BP-S148, Inmate Request to Staff Member.

Medical emergencies will be evaluated anytime. Medical emergencies are medical conditions that are of an immediate, acute, or emergent nature, which without care would cause rapid deterioration of an inmate's health, significant irreversible loss of function, or may be life threatening.

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If you should develop a medical or dental emergency during working hours, you should inform your detail supervisor or another staff member who will contact the clinic for further instructions. Emergencies after regular clinic hours should be addressed to the nearest staff member or the Shift Lieutenant. The staff member will take appropriate action to have your situation evaluated. If you appear in the clinic without this notification by your supervisor with NO EMERGENCY problem, you will be out of bounds and subject to disciplinary action.

If you should become injured or ill while on the job, notify your detail supervisor. Action will be taken to have you evaluated by appropriate clinic personnel. Your detail supervisor should ordinarily notify clinic staff prior to your transport from your detail to the clinic.

An admission physical will be completed on all new commitments within 14 days of your arrival. A dental screening will be completed on all new commitments within 30 days of your arrival. Inmates who are transferred from other BOP institutions will not require a complete physical examination, providing one has been done at another BOP institution. We will, however, review your medical record and if needed, perform examinations to fully document your physical condition. A complete physical will be completed on all inmates who have been out of BOP custody for more than 30 days. Inmates under 50 years of age may request physicals following the Preventative Health Guidelines. Inmates 50 years or older may request physicals following the Preventative Health Guidelines.

An inmate who refuses any of the required medical screening may be not placed in general population until all requirements have been completed. Age appropriate medical screening will be performed during the course of routine care. Inmates being released from the system may obtain a physical examination prior to release if they have not had a physical examination in the past year.

If you desire a release physical, you should submit an Inmate Request to Staff Member, BP-S148, three to four months prior to your release. Your release date should be included in this request.

After your initial dental examination, all other services must be requested in writing. All other routine care (cleaning, fillings, partials, or dentures) will be scheduled from the treatment list. To get on the treatment list, send a BP-S148, Inmate Request to Staff Member. If you do not get a response back, stop by sick call and check to see if it was received. **DO NOT BE LATE FOR DENTAL CALL-OUT!!!** If while looking at the call-out sheet you realize you have two call-outs at the same time or close to the same time, realize that ordinarily your health is more important than any other call-out. Therefore, you should make arrangements with appropriate staff to reschedule the other call-out.

### MEDICATION LINE SCHEDULE:

Monday through Friday 6:15a.m. - 6:45a.m.

11:00a.m.- 11:30a.m.

5:00p.m. - 5:30p.m.

Weekends and Federal Holidays 8:30a.m. - 9:00a.m.

11:00a.m - 11:30a.m.

5:00p.m. - 5:30p.m.

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**\*\*Always Bring Your ID Card to Pill Line\*\***

If you have refills listed on your bottle, place the empty bottle in the refill box in the lobby of the clinic. If you do not have refills and you are about to run out of medication you take daily, sign up on sick call before you run out of medication.

Many over-the-counter medications are available for purchase in the Commissary (see the Commissary list of available products.) Inmates may shop for medications on any day the Commissary is open.

The Federal Prisoner Health Care Copayment Act of 2000 requires that the Bureau of Prisons collect a \$2.00 copay fee for health care visits initiated by the inmate. Emergencies, injuries, and chronic care visits are not subject to this fee. Inmates who meet the criteria in TRUFACS as indigent are not subject to the copay.

Special medical duty categories can override any work duty status code and stand on their own definition. These categories are entered into Sentry as primary work assignments.

- **Medical Idle:** Confined to immediate cubicle area, except for meals, sick call, call-outs, religious services or visiting. No recreation.
- **Medical Convalescence:** Recovery period for operation, injury, or serious illness. Not to exceed 30 days, subject to renewal. Full institutional and recreational privileges, subject only to medical limitations.
- **Medical Restrictions:** Medical restrictions are given based on your medical history and medical condition. They are given in order to maintain or improve your health status.

It is your responsibility to abide by these restrictions. You are subject to disciplinary action if these restrictions are not followed.

Should you need hospitalization, you will be sent to a local hospital in the community or a Federal Medical Center for prisoners' for further evaluation and treatment.

If you have problems with your eyesight or glasses, submit a BP-S148, Inmate Request to Staff Member, to see the eye doctor. Prescription glasses, if needed, will be furnished at government expense from FCI Unicor Butner.

There is an increased personal risk of acquiring HIV by participating in or from past participation in IV drug use, tattooing, or homosexual activities. You are discouraged from engaging in such activities. Bureau of Prisons Rules and Regulations prohibit such activities and any violation will result in disciplinary action.

**HEALTH CARE RIGHTS:**

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

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- You have the right to access health care services based on the local procedures at your institution. Health Services include medical sick call, dental sick call and all support services. If inmate cop-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
- You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
- You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff form, main line, or the accepted Inmate Grievance Procedures.
- You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
- You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome. You have the responsibility to keep this information confidential.
- You have the right to obtain copies of certain releasable portions of your health record. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
- You have the right to be examined in privacy. You have the responsibility to comply with security procedures should security be required during your examination.
- You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
- You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
- You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your

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provider informed of both positive and negative changes in your condition to assure timely follow up.

- You have the right to receive prescribed medications and treatments in a timely manner, consistent with recommendations of the prescribing health care provider. You have the responsibility to be honest with your health care provider (s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
- You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet. You have the responsibility to eat healthy and not abuse or waste food or drink.
- You have the right to request a routine physical examination, as defined by Bureau policy. (If you are under the age of 50, once every two years; over the age of 50, once a year and within one year of your release). You have the responsibility to notify medical staff that you wish to have an examination.
- You have the right to dental care as defined in Bureau policy to include preventive services, emergency care and routine care. You have the responsibility to maintain your oral hygiene and health.
- You have the right to a safe, clean and healthy environment, including smoke free living areas. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations. Inmates are prohibited from use of tobacco products in all Bureau of Prisons institutions.
- You have the right to refuse medical treatment in accordance with Bureau 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. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

**PSYCHOLOGY SERVICES:**

Psychology Services is comprised of one psychologist, one Drug Abuse Program Coordinator, and seven drug treatment specialists.

Psychology Services offers individual therapy, group therapy, personal adjustment courses as well as participation in the drug abuse education class and Comprehensive Drug Abuse Treatment Program. Nonresidential drug counseling is available both individually and in groups.

Confidentiality is maintained in all your contacts with Psychology Services.

The Chief Psychologist's Office is located in the Custody/Medical building on the northeast corner. The Chief Psychologist maintains an open door policy.

The offices of the Drug Abuse Program Coordinator and Drug Treatment Specialists are located within the DAP Office section of Birmingham Unit. The Drug Abuse Treatment Program staff have office hours from 2:30 p.m. to 3:30 p.m. on normal work days. Birmingham Unit is the residence unit for

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the institution's Residential Drug Abuse Program (RDAP), an intensive cognitive-behavioral treatment program that assists inmates in beginning their journey on the road to sustained recovery from addictive substances. A modified therapeutic community approach is employed in this setting, meaning that all residents of Birmingham Unit work collectively to support each other in achieving recovery and challenging criminal thoughts and behavior. Only inmates who are on the wait list for RDAP, are participants, or have completed RDAP may reside in Birmingham Unit

If an emergency occurs and there is no psychologist on duty, report to the unit officer or the lieutenant on duty and request to see the psychologist. The psychologist will be contacted under these circumstances during duty or non-duty hours. A written Inmate Request To A Staff form is the best way to contact a psychologist on all non-emergency occasions.

**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 or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicide, and are trained to refer all concerns to the Psychology Department.

However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are 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.

**SMOKING CESSATION:**

FPC Montgomery is a tobacco-free facility. The Psychology Department recognizes inmates arriving at this facility who are accustomed to smoking or using chewing tobacco may experience difficulty with the abrupt discontinuation of these products. The Psychology Department offers a Smoking Cessation Program which emphasizes healthy living, including nutrition, exercise, and stress management.

Smoking Cessation classes are conducted in groups of no fewer than four individuals, during the work day, in two-hour sessions on a weekly basis for six weeks. Inmates interested in participating should submit an Inmate Request to Staff form to the Residential Drug Abuse Program Coordinator.

Nicotine replacement patches are available for purchase through the institution commissary once an inmate has been cleared by Health Services to receive this intervention. For information about nicotine replacement therapy, please submit an Inmate Request to Staff form to the Health Services Department. For all other information about smoking cessation, please submit an Inmate Request to Staff form to the Psychology Department.

**SEXUAL ABUSE/ASSAULT PREVENTION PROGRAM:**

All inmates should have received a Sexual Abuse/Assault Prevention and Intervention pamphlet as part of the A&O Program. Please refer to this information. Any inmate who is the victim of sexual abuse and/or assault is advised to notify any staff member immediately.

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**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.**

The Psychology Department, in conjunction with other departments, has several responsibilities regarding the care and documentation of perpetrators and victims of sexual assault. Counseling is available to inmates who are victims of sexual assault.

### **COUNSELING GROUP SESSIONS:**

<b><u>Facilitator</u></b>	<b><u>Group</u></b>	<b><u>Time and Date</u></b>
Mobile Unit Counselor	Alcoholics Anonymous	Monday 7:00 p.m.
Birmingham Unit Counselor	Gamblers Anonymous	Monday 6:30 p.m.
DAP Coordinator	Narcotics Anonymous	Monday 6:00 p.m.
Psychologist	Smoking Cessation	Apply through copout

### **SAFETY DEPARTMENT:**

The Safety Department ensures all areas of the institution comply with safety and sanitation standards. The Safety Manager conducts regular inspections with the goal of ensuring good safety practices and healthful living conditions.

You are responsible for cleaning your cubicle area. Beds will be made daily; windows and blinds kept clean; cubicle dividers dusted and floors cleaned. Excessive paper/cardboard will not be maintained in the cubicle area and at no time will paper bags be used as trash bags.

Upon assignment to a job or work detail, each inmate will receive an Initial Job Orientation training by his detail supervisor. The training will include safety topics relevant to the work assigned by the supervisor and conditions you may experience. The goal of these sessions is to heighten safety awareness. The training shall include demonstration of safety features and practices. Workers will be trained to recognize the hazards involved in the work place.

It is your responsibility to use the safety equipment issued to protect against physical injury and/or health hazards. Make certain you are wearing the required personal protection equipment properly, such as safety glasses, aprons, arm guards, hard hats, and respirators before you begin an operation. **Safety shoes are issued from the clothing room and must be worn on all details.**

If you are injured while performing your assigned duties, you must immediately report such injury to your supervisor or a staff member in the area. If the injury is not reported within 48 hours from the time of the injury, you may be disqualified from eligibility for lost time wages or compensation.

If you had a work related injury and sustain permanent impairment, at the time of release you should contact the Safety Manager 30 days prior to release or transfer to a RRC for the purpose of submitting a claim for compensation.

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Safety hazards are to be reported to your work supervisor, a staff member in the area and/or the Safety Manager immediately.

You have a right to know about the chemicals you work with. You learn from your detail supervisor and you can prevent accidental exposure by knowing what you are handling. If you are not sure what is inside a container, do not handle it. If you don't know the substance, then stop and read the label and the material safety data sheets (MSDS) for information on hazards and precautions.

The Use and Practice of good hygiene, by washing thoroughly after handling any chemicals, working, and using equipment that others handle often can help prevent contraction of many health diseases and concerns.

**ADVERSE/SEVERE WEATHER:**

Adverse or severe weather is defined as conditions that produce strong winds, heavy rains, hail, lightening, and/or tornados.

In the event that conditions are favorable for adverse or severe weather, all outside activities will be discontinued and inmates will be returned to their assigned housing unit. Inmates will be required to remain inside until the conditions become safe enough to venture back outside. Inmates should always to stay away from windows and glass doors during severe weather.

During periods of tornado warnings and/or when the conditions are favorable for tornados, inmates will be instructed to vacate the upper floors of the inmate housing units and move to an interior area of the first floor and away from all windows and glass doors. Inmates will be required to remain in these areas until the conditions become safe enough to return to the second floor.

**FOOD SERVICE:**

The Food Service Administrator and foremen are responsible for all aspects of the institution's food service program. They plan and supervise a training program in all areas of the food service operations. Work assignments in food service provide an excellent opportunity to learn a food service or baking skill.

**REGULAR DINING SCHEDULE:**

Morning Meal	5:30 a.m. until 6:30 a.m.
Midday Meal	10:00 a.m. until 11:15 a.m. (Called by detail)
Evening Meal	After the 4:00 p.m. official count clears.

**WEEKEND AND HOLIDAY SCHEDULE:**

Coffee Hour	6:45 a.m. until 7:45 a.m.
Brunch	After the 10:00 a.m. official count clears.
Evening Meal	After the 4:00 p.m. official count clears.

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Last call is announced over the paging system when the last unit is released. The dining room closes 10 minutes after last call is announced.

The dining room dress code is a clean green institution issued uniform with shirts tucked in. Inmates are not permitted to wear hats while in the dining room. Hats are required for those inmates assigned to food service but will not be worn while they are eating.

All food service workers will wear "Food Service Whites", with black safety shoes, institution issued belt, and approved cap with food service logo.

There are two main lines in the dining room. Both lines contain the same food items and inmates are urged to keep the flow of traffic equal in both lines. In order to serve the population in a timely manner, it is required that inmates move through the line swiftly and avoid any activity which may slow down the line. Beverage bars are self-service.

No food, beverage or utensil may be taken from the dining room.

The following restrictions must be adhered to while you are in the Food Service area. Whistling and boisterous conduct are not permitted in the dining hall. No personal cups, beverage containers, radios, headphones or laundry items are allowed in the dining hall. Cutting in front of others while waiting in the Food Service line is strictly prohibited.

No shorts may be worn in Food Service during workdays (until after 4 p.m.). Shower or house shoes, hats, or sweat bands are not allowed. Green uniform shirts, jackets, T-shirts, and raincoats may be worn. Thermal underwear must be worn underneath an outer shirt. Belts must be worn with trousers. All trousers must be worn properly. Relaxed dress will be allowed in the dining hall during the evening, weekend, and holiday meals. Relaxed dress includes shorts or sweat pants with T-shirt or sweat shirts. Shoes and socks must be worn. Inmates are not to enter the dining room coming from the Recreation Yard with dirty or sweaty clothing.

Rationed items will be marked numerically on the menu. Those with an asterisk (\*) denote items containing pork. You are to clean off your own table. All eating utensils (forks, spoons, knives) with the exception of paper products are reusable.

Inmates should contact the Pastoral Care Department for information concerning a special diet.

**CHAPLAINCY:**

The Chaplaincy Department has one Chaplain, one Chaplain Assistant, contract clergy, volunteer clergy and lay ministers that represent various faith communities. The Chaplaincy Team makes individual and group pastoral care and religious and spiritual programs available to all inmates. Programs include corporate worship, religious education, spiritual development, meditation and helps for self-improvement and enhancing relationships in marriage, family, faith and community. A Chaplaincy Activities Schedule is posted in the units and the Chapel. The Chaplain's normal open house hours are Monday through Thursday, 3:00 to 3:45 p.m.

**DRESS CODE:**

Strict adherence to the Dress Code must be observed. Any inmate discovered to be in violation of the Dress Code may receive disciplinary action. The following information is provided regarding the dress code for inmates during the regular work week, Monday through Friday, 7:30 a.m. to 4:00 p.m.:

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- No food, personal reading materials (i.e., newspapers, novels, magazines, radios, and hobby craft) are allowed on any work detail or in Education classrooms at any time.
- Sweat shirts and sweat pants are not to be worn outside the uniform. A sweat shirt may be worn under the uniform shirt but all shirts must be tucked in.
- Uniform shirts are to be worn only with uniform pants.
- The institution issued web belt is to be worn with the uniform pants at all times.
- On-duty inmates are required to be in the regular duty uniform.
- Off-duty inmates may wear sweats [pants/shirts] or shorts in the housing unit and on the recreation yard. Off-duty inmates in all other areas must be in regular duty uniform.
- Inmates authorized to participate in exercise classes that occur during the regular work day in the Auditorium or Visiting Room may walk from the housing units directly to those classes and back to the housing units while wearing leisure clothing.
- All pants and shorts are to be worn at the waist and not sagging below the waist.
- All shirts are to be tucked in except when in the housing unit or on the recreation yard.
- On-duty inmates are to wear institution issued shoes unless a soft-shoe permit has been issued to the inmate by FPC Montgomery's Health Services staff.
- Authorized head gear is to be worn as intended. Hats may not be worn reversed, inverted or cocked to one side. Religious headgear must be approved and worn in accordance with Religious Services policy requirements.
- Authorized religious medallions shall be worn inside the shirt except while attending approved religious ceremonies. Bracelets of any type are not authorized.
- Hobby craft jewelry, belts, necklaces and other homemade items may not be worn.
- On-duty inmates may not use, or be in possession of radios or headphones at any time.
- Doo-Rags are not authorized to be worn outside of the housing units. Doo-Rags may only be worn within the housing units after the 4:00 p.m. count has cleared until 6:00 a.m. the next morning.
- The brown T-shirt is the only authorized color T-shirt to be worn with the regular duty uniform. Food Service inmates will wear white T-shirts as part of their regular duty uniform. The Food Service duty uniform is white pants, white T-shirt and a white institution button down shirt. Inmates working in the kitchen, the dish room or off site from the dining hall may wear a clean white T-shirt and white pants.
- Altered clothing is prohibited. Altering Government Issue clothing will result in disciplinary action.

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**INMATE RIGHTS AND RESPONSIBILITIES:**

You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel. You have the responsibility to treat others, both employees and inmates, in the same manner.

You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. You have the responsibility to know and abide by them.

You have the right to freedom of religious affiliation, and voluntary religious worship. You have the responsibility to recognize and respect the rights of others in this regard.

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. 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.

You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.

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

You have the right to legal counsel from an attorney of your choice by interviews and correspondence. It is your responsibility to use the services of an attorney honestly and fairly.

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. 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.

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

You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

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. You

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

**INMATE DISCIPLINE:**

In addition to the general guidelines listed in this booklet, this section is concerned with specific rights and responsibilities you have while in this prison community. There is a list of prohibited acts supplied with this booklet describing what constitutes a violation and the action which may be taken if you are found to have committed one or more of the prohibited acts. The Bureau of Prisons' Program Statement covering inmate discipline can be found in the inmate law library.

To provide for due process, there is a Discipline Hearing Officer (DHO) and a Unit Discipline Committee (UDC) which will, depending on the seriousness of the act, issue a decision if you are found guilty of committing a prohibited act. All decisions are subject to appeal at the institutional, regional, and central office level, through the administrative remedy procedure.

The UDC is composed of unit staff members who attempt to resolve violations in a program context. The UDC is designed to consider all available facts and evidence to determine if a violation has been committed and if so, the seriousness of the offense.

UDC members may not impose sanctions which involve the withholding of good conduct time, the forfeiture of statutory good time, disciplinary segregation, disciplinary transfers, or a recommendation to the Parole Commission for a rescission or retardation of a parole date. However, if the UDC determines that a violation has occurred and the offense is serious enough to warrant review by the DHO, the committee will refer the case with a recommendation of specific sanctions. You are allowed to present evidence in your behalf at a UDC hearing; however, no witnesses are allowed.

The DHO is a regional appointee empowered to issue appropriate sanction(s) in an effort to prevent the incident from recurring and deter other inmates from engaging in similar activities. You may elect a staff representative for such hearings or have one appointed for you by the Warden. You may also call witnesses in your behalf.

- If a VCCLEA Violent or PLRA inmate is found to have committed a third or subsequent 400 level acts by a DHO, ordinarily a minimum of 7 days or 12 ½% of available GCT will be disallowed for each act committed.

Ordinarily, an inmate with a VCCLEA Violent or PLRA sentence must have any 300 level charge referred to the DHO if the inmate has been found to have committed another 300 level act previously during his current anniversary year. The new charge does not have to be the same exact act as the previous act committed. Please consult your unit team to determine your specific anniversary year.

Ordinarily, an inmate with a VCCLEA Violent or PLRA sentence must have any 400 level charge referred to the DHO if the inmate has been found to have committed at least two prior 400 level acts previously during his current anniversary year. The new charge does not have to be the same exact act as the previous acts committed. Please consult your unit team to determine your specific anniversary year.

Inmates who are determined to be PLRA inmates may also be subject to forfeiture of non-vested GCT. Under the Prison Litigation Reform Act, inmate's GCT will not vest until the inmate's release date.

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Therefore, the 54 days earned per year by an inmate are not awarded until his release date. If the inmate is involved in prohibited behavior and is found to have committed an act, he may be appropriately sanctioned to a forfeiture of this GCT that has not yet vested.

Finally, the forfeiture or disallowance of GCT from an inmate sentenced under the VCCLEA and the PLRA, may not be restored. Once forfeited or disallowed, the GCT may only be restored through the Administration Remedy process within the appeal time frame established in policy.

## **PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

### **GREATEST SEVERITY LEVEL PROHIBITED ACTS**

100 Killing.

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

102 Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence.

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 or any ammunition.

105 Rioting.

106 Encouraging others to riot.

107 Taking hostage(s).

108 Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade).

109 (Not to be used)

## **GREATEST SEVERITY LEVEL PROHIBITED ACTS**

### **CONTINUES**

- 110 Refusing to provide a urine sample or to take part in other drug-abuse testing.
- 111 Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
- 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 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 applicable. 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 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.

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE HIGH CATEGORY**

**HIGH SEVERITY LEVEL PROHIBITED ACTS**

- 200 Escape from work detail, non-secure institution unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions--without violence.
- 201 Fighting with another person.
- 202 (Note to be used)

## HIGH SEVERITY LEVEL PROHIBITED ACTS

### CONTINUES

- 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 officer's 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 purposes of introducing contraband or for any other illegal or prohibited purposes.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other

## HIGH SEVERITY LEVEL PROHIBITED ACTS

### CONTINUES

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 and conducted 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 (charged with this act only when less serious physical injury or contact has been attempted or carried out 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 criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).

## **HIGH SEVERITY LEVEL PROHIBITED ACTS**

### **CONTINUES**

298 Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.

299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.

### **AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS**

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
  - B.1 Disallow ordinarily between 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: commissary, movies, recreation, etc.
- 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.

## PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

### MODERATE CATEGORY

#### 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 would be charged as Code 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 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 or Code 200).

## MODERATE SEVERITY LEVEL PROHIBITED ACTS

### CONTINUES

- 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.
- 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 and one's quarters in accordance with posted standards.
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics).
- 332 Smoking where prohibited.
- 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 investing 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 criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).

398 Interfering with a staff member in the performance of duties 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 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

**AVAILABLE SANCTIONS FOR MODERATE SEVERITY  
LEVEL PROHIBITED ACTS**

**CONTINUES**

- F. Loss of privileges: commissary, movies, recreation, etc.
- 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.

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE  
LOW MODERATE CATEGORY**

**LOW SEVERTIY 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).

## **LOW SEVERTY LEVEL PROHIBITED ACTS**

### **CONTINUES**

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. This charge is to be used only when another charge of low moderate 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: commissary, movies, recreation, etc.
- 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.