

FCI MORGANTOWN WEST VIRGINIA 2012



PURPOSE

This handbook contains most of the basic rules and regulations of the institution. Every inmate is expected to be familiar with this material and to use it as a guide for adjusting to the institution. New regulations may require changes in the content of this manual from time to time. As these changes occur, you will need to make the appropriate changes in your handbook.

FCI Morgantown is a tobacco product free institution. It is an all male minimum security facility for approximately 1300 inmates. The average sentence length is 60 months.

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DIRECTOR'S MESSAGE TO INMATES

As Director of the Federal Bureau of Prisons, it is my responsibility to ensure the safety, security and good order of all 117 prisons, 38,000 staff, and 217,000 inmates. It is also my responsibility to provide you opportunities for self-improvement. In this message, I will explain some of the ways I intend to carry out my duties and also explain my expectations for how you carry out your responsibilities.

Over the past few weeks, I have reminded all staff of the BOP'S core values: respect, integrity and correctional excellence. This means that everyone is to be treated with dignity and respect: staff, inmates, visitors, and members of the public. You are expected to demonstrate respect as well, to staff, to your fellow inmates and to the rules in place at the prison. You may want to reread the inmate rights and responsibilities information to be sure you are familiar with the expectations we have for you. Inmates who disrespect the rules by engaging in prohibited activities (especially the most serious prohibited acts including possession of intoxicants, weapons, or other contraband) pose a serious threat to the safety and security of the institution and will be subjected to disciplinary action. Participation in any type of gang activity will not be tolerated. In an attempt to ensure the environment is safe for all. Inmates who participate in behavior which disrupts the orderly running of the institution may be considered for institutions with greater controls, such as higher security facilities or special management units. You are expected to behave responsibly and to live peacefully with other inmates, regardless of their background or culture.

Nearly all of you will be release from prison one day and return to the community. We want you to be prepared to be a productive, law-abiding member of society. Accordingly, we will help you make the best possible use of your time in prison to learn skills, get treatment, build a resume, etc. Regardless of how many days, months, or years you may have time to serve, it is critical that you begin your preparation for reentry today! Ideally, preparation for reentry begins on the first day of incarceration. The Bureau of Prisons has developed tools to identify your needs and programs to address these needs, in the areas of education, work, recreation, health services, psychology, religious services, and more. The career resource centers at every institution can help you in many ways, and the full-time Mentor Coordinators can connect you with mentors while incarcerated who can continue to assist you after release. Staff can and will assist you to get on the path to a successful community reentry, but you must accept responsibility for your own future; you must work hard at the programs recommended for you and make every effort to prepare for release.

The staffs of the BOP understand that incarceration can be a difficult experience and that some inmates are overwhelmed by feelings of hopelessness. If you or someone you know is feeling or talking about a sense of hopelessness or suicide, please bring this to the attention of a staff member as soon as possible; the staff are there to help you. Seeking help is a sign of your strength and determination to prevail. Helping yourself or a fellow inmate in a time of crisis is the right thing to do.

Another area of concern to me is sexual assault. If you are being threatened or pressured to engage in sexual behaviors, or are fearful about being sexually assaulted, please discuss your concerns with staff as soon as possible. We take all allegations of sexual abuse or sexual assault very seriously, and are committed to providing assistance to any victims. Please help us prevent this type of incident from occurring by identifying problematic circumstances or perpetrators so we can take appropriate action.

It is my hope that you use your term of incarceration to acquire the skills needed to live successfully in the community. We are here to help you prepare to successfully release from prison and become a productive citizen. Take advantage of the many programs that are available; get help in overcoming problems you have faced; improve skills you have acquired previously; strengthen your spiritual or religious connection. I challenge each of you to use each day to make a positive difference, whether it be for one another, the staff who work with you, your families, or communities.

REENTRY

The BOP's reentry initiative is to provide inmates with the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution, a wide array of programs and activities are offered in order to implement the reentry skills development initiatives. Inmate skills development system (ISDS) tool will be administered at your initial classification by unit team. It consists of 9 skill areas (academic, vocational/career, interpersonal, wellness, mental health, character, cognitive, daily living, leisure) and measures your strength and weaknesses in relation to release readiness. At each team your skills will be assessed and programs will be recommended that meet your skill deficit.

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

ORIENTATION: Upon commitment, the inmate will be initially assigned to the Admission and Orientation (A&O) Program. The inmate is immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities.

While in A&O, Inmates will learn about the programs, services, policies, and procedures regarding the facility. Also, they will hear lectures from the staff regarding their programs and departments. The inmate is given a case management and medical screening at the time of arrival and will also be screened by the mental health staff.

ORIENTATION CLASS RULES AND PROCEDURES: The following is an outline of procedures to follow during A&O sessions. Inmates must become familiar with these procedures prior to reporting to their first A&O appointment. Failure to comply with procedures will result in disciplinary action.

Inmates **must be properly dressed in appropriate attire for the work/program day.**

Safety steel-toed shoes must be worn.

Institution issued clothing must be worn.

Shirts must be completely buttoned and tucked in.

Pants must be up around the waist, no sagging or baggy uniforms permitted.

No hats may be worn inside any building.

No recreation clothing will be worn to A&O.

Inmates must always have their ID card displayed.

Inmates may not talk during classroom sessions, except to ask questions after raising their hand and being acknowledged by the speaker.

TELEPHONE CALLS

Each housing unit is equipped with telephones so inmates can place calls to family member and friends.

Family members and friends must be posted to the Inmate's Trust Fund Limited Inmate Communications System's (TRULINCS) contact list. Inmates are prohibited from placing calls to or placing the telephone numbers of staff, contract employees, or volunteers on their telephone lists.

Telephone use is a privilege afforded to inmates who demonstrate a willingness to abide by the rules governing telephone use. Improper use of the telephone, including making multi-person telephone calls, third-party calls, call-forwarding three-way calls or credit card calls can result in loss of the telephone privilege or restricted use of the telephone as disciplinary sanctions.

All inmate telephone calls are subject to monitoring. Unmonitored legal calls may be arranged through unit staff in accordance with Bureau policy and local procedures. Inmates are only permitted to place telephone calls outside of their scheduled work hours, program activity time periods, and count times.

Telephones are operational during non-programming and non-work hours. One telephone (red phone) in each housing unit is operational 24 hours a day for emergency use. Inmates are limited to 300 minutes of telephone calls each month. Inmates housed in the Special Housing Units, Administrative Detention, or in Disciplinary Segregation are permitted to use the telephone in accordance with the provisions of Bureau policy and Morgantown procedures governing Special Housing Unit operations.

Telephones: It is expected that each inmate will conduct his calls in such a manner that will allow the equal use of the phones by all inmates. Telephones will not be used to conduct business.

Payment for other calls, for which the inmate cannot pay through normal means, will be paid via his commissary account, payable to the U.S. Treasury. Institutional phones may not be used without permission from staff, typically Unit Team Staff.

Attorney Phone Calls: In order to make an unmonitored phone call between attorney and an inmate, the inmate must follow procedures as outlined in policy.

TRUST FUND LIMITED INMATE COMMUNICATIONS SYSTEM

The Bureau of Prisons (Bureau) Trust Fund Limited Inmate Communications System (**TRULINCS**) provides communication capabilities and other services beneficial to inmates. This program is intended to improve the ability of inmates to efficiently and economically maintain contact with persons in the community. The **TRULINCS** program provides an inmate with electronic communication system which does not jeopardize the safety, security, orderly operation of the correctional facility, or the protection of the public. The service related features are designed to give inmates improved access to account information, sending funds, establishment and update of personal contacts, mailing labels, and print services. Inmates participating in this program do not have access to the Internet.

User Service Fees: Inmates will be charged \$.05 per minute in Program fees for using **TRULINCS** "Public Messaging" service. There will be no charge to check for new messages received since their previous session. Inmates will be required to purchase minutes of session time using **TRULINCS**. Inmates must purchase time in the following increments: 40, 100 200, 300, and 600. The **TRULINCS** pilot program will not be available to inmates without funds to purchase the minimum increment of minutes.

Printing Fees: Inmates may elect to print their messages using the designated print stations. Inmates will be charged three minutes (\$.15) per each printed page. Multiple page messages will be printed front and back (duplexed) and count as two pages per sheet of paper. **Example:** A two page message will be printed front and back on one sheet of paper and cost six minutes (\$.30).

Free Services: Services fees will not apply to view personal account transactions, preparing and printing Form BP -199 for withdrawal of an personal funds, looking at or updating a contact list, printing mailing address labels, referencing Law Library material via the Electronic Law Library(ELL),or staff messaging.

Hours of Operation: Ordinarily, the hours of operation will be 7:30 a.m. through 8:30 p.m. daily. This includes weekends and holidays. **TRULINCS** use shall not be permitted during scheduled working hours.

VISITING

An inmate desiring to have regular visits must submit a list of potential visitor names. Members of the immediate family consisting of mother, father, brother, sister, spouse, and children (must be listed in the Inmate's pre-sentence investigation report) may be placed on the visiting list, absent any strong circumstances which preclude a person or persons from visiting. Other visitors may be included on the visiting list following an investigation by the Unit Team and providing there is adequate justification for the visit. Normally, persons who have befriended an inmate after his period of incarceration began will not be granted visits. Visitors who request to see an inmate, but who are not on the approved visitation list, will be denied.

Regular visiting times are Friday 5:00p.m to 9:00p.m. , Saturday and Sunday 8:00a.m to 3:00 p.m. and federal holidays 8:00a.m to 3:00 p.m. More information regarding the visiting policy is available in the inmate library. Inmates and visitors are required to conduct themselves suitably at all times. Physical contact is inappropriate in the visiting area, however, one hug and kiss at the start and end of visiting is permitted. Visitors are required to dress appropriately. Dress standards are explained in the Visiting Guidelines handout. Inmate clothing that is in compliance with institution policy is acceptable in the visiting area.

NOTICE: Inmates are not authorized to accept anything from or give anything to visitors. The following statement is an excerpt from the U.S. Department of Justice Regulations:

It is against the law to introduce, or attempt to introduce to this institution or its ground or take or attempt to take or send from this institution any article without the knowledge and consent of the Warden or his duly authorized representative. The use of cameras or other recording equipment without the written consent of the Warden is strictly prohibited. "Violations are subject to criminal prosecution and prison sentences up to ten years." (Section 1971, Title 18 U.S. Code)

IDENTIFICATION OF VISITORS: Photo Identification is required for adult visitors, age sixteen and older. This may include a State Driver's License I.D. Card, or two other forms of government identification with photograph, full names, and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and be checked with a detector and/ or drug sensor. Visitor's purses, attorney's briefcases, etc. may be subject to searches.

Visitors are permitted to bring money into the Visiting room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room. No diaper bags, car seats or strollers are allowed in the Visiting Room. No food may be brought into the Visiting Room.

Inmates are not authorized to handle any currency or receive either coins or money for their Commissary account while in the Visiting Room. Money for commissary accounts should be sent through the mail, using U.S. Postal Money Order to the National Lock Box utilizing the following address:

Federal Bureau of Prisons
Insert Inmate Name
Insert Inmate Number
Post Office Box 474701
Des Moines, Iowa 50947-0001
(You can also send money through Western Union Quick Collect)

CONTACT WITH THE COMMUNITY AND PUBLIC

In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing mail boxes are located in front of the mailroom for general correspondence only. Outgoing mail for inmates in minimum security level institutions may be sealed in accordance with Bureau's open correspondence privileges. The outgoing envelope must have the inmate's name, registration number and return address of this institution (including Federal Correctional Institution Morgantown) in the upper left hand corner. Inmates are responsible for placing the correct postage on letters. Inmates must assume responsibility for the content of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws and /or disciplinary action. ALL outgoing mail is required to be addressed using the **TRU-LINCS** label system.

Inmates are prohibited from corresponding with staff, contract employees, and volunteers outside of FCI Morgantown, West Virginia. Written communication with these individuals may be addressed through an Inmate Request to staff Member or other correspondence delivered through the Mail Room or a staff member.

Inmates may be placed on restricted correspondence status based on misconduct or a matter of classification. The inmate is notified of this placement and has the opportunity to appeal this decision.

Current Correctional Systems Open House hours will be posted in the Mail Room.

There is no mail service on weekends and federal holidays.

INCOMING CORRESPONDENCE: First class mail is distributed Monday through Friday (except federal holidays) ordinarily by the Evening Watch Officer in each living unit. Newspapers and magazines will be delivered at this time. Legal and Special Mail will be delivered by the Mail Room and signed for by the inmate as soon possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. Inmates are asked to advise those writing to them to put the inmate's register number and unit on the envelope to aid the prompt delivery of mail.

All inmate packages received at the institution must have prior authorization.

INMATE CORRESPONDENCE WITH REPRESENTATIVE OF THE NEWS MEDIA: An inmate may write through Special Mail procedures to representatives of the media.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

INCOMING PUBLICATIONS: The Bureau permits inmates to subscribe to and receive publications without prior approval. The term “publication” means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft cover publications (paperback books, etc.) from any source. An inmate may receive hardcover publications only from a publisher, book club, or book store. Accumulation of publications will be limited up to 12 publications or 12 inches and must be neatly stored in the locker, due to sanitation, and for safety reasons. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prison’s institutions;
- It depicts or describes procedures for brewing of alcoholic beverages or the manufacture of drugs;
- It is written in code;
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption;
- It encourages or instructs in the commission of criminal activity;

It is sexually explicit material that by nature or content poses a threat to the security, good order, or discipline of the institution.

Special Mail: “Special Mail” is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney’s Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy or Air Force, U.S. Court, U.S. Probation Officers, Members of the U.S. Congress. Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State, Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Enforcement Officers, attorneys and representatives of the news media.

Special Mail also includes mail received from the following: Attorneys, Embassies and Consulates, the U.S. Department of Justice (excluding Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney General, Prosecuting Attorneys, Governors, U.S. Court and State Courts. These types of Special Mailings must have this marking: “Special Mail –Open in the presence of the inmate”, or similar language to be processed as Special Mail. Mail received from the President and Vice-President of the United States, members of the U.S. Congress or the Judge’s Chambers are not required to have the Special Mail markings to be processed as Special Mail.

A Mail Room staff member opens incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband and for qualification as Special Mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is Special Mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmates must deliver their own out going Special Mail directly to the hands of their assigned Correctional Counselor. In the event your Correctional Counselor is not available, you may deliver directly to the hands of your assigned Unit Manager. Staff receiving the Special Mail will verify the inmate delivering the mail is the same inmate reflected in the return address. Inmates may still seal their outgoing Special Mail before submitting directly to the staff member. However, outgoing Special Mail without an accurate return address will not be processed, but rather returned immediately to the inmate.

Out going special mail weighing 16 ounces or more must be processed as a package. This will require using a form **BP-329, Request – Authorization to Mail Inmate Package.**

All outgoing mail is subject to scanning by electronic means including, but not limited to, x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing Special Mail by these methods may occur outside the inmate’s presence. Electronic scanning is for the sole purpose of identifying harmful materials, and cannot be used to read or review the content of outgoing Special Mail communication.

Any attempts to circumvent these procedures will be subject to disciplinary action. This will include placing your sealed outgoing Special Mail in a general mail drop-box.

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

The Unit Manager at both institutions must grant approval prior to correspondence, if federal facilities. The Warden at both institutions must grant approval prior to correspondence, if a non-federal facility is involved.

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

- Materials which cannot be mailed under law or postal regulations;
- Information of escape plots, or plans to commit illegal activities, or to violate institution rules;
- Directions of an inmate's business (Prohibited act 408). An inmate may not direct a business while confined.

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

Notification Of Rejection: The Warden/ designee will give written notice to the sender concerning the rejection of the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

Change Of Address/Forwarding Of Mail: The Mail Room may provide inmates with change of address cards required by the U.S. Post Office. Upon request, these cards are given to inmates who are released or transferred to, to notify correspondents of a change in address. Any general mail received after 30 days will be returned to sender.

Certified/Registered Mail: Inmates desiring to use certified, registered, or insured mail may do so, subject to handling methods established. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

RELEASE

Sentence Computation: the Designation & Sentence Computation Center (DSCC) in Grand Prairie, Texas, is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation as soon as it is prepared. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, should initially be addressed with the Records Office at this facility during Open House hours.

Fines And Costs: In addition to jail time, the Court may impose a committed or non-committed fine and / or costs. Committed fine means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 U.S.C Section 3569(Pauper's oath). Fines and /or restitution may be imposed pursuant to the Sentencing Reform Act of 1984, and inmates are required to develop a financial plan to meet these obligations.

Detainer: Certified or verified copies of Warrants, Indictments or information based on pending charges, overlapping consecutive or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as a detainer. A detainer can have an affect on institutional program. Therefore, it is very important that the inmate initiate efforts to resolve these cases. Case Management staff will give assistance to offenders in their efforts to have a detainer or pending charges against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances. Federal and State detainees may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainees based on untried pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges it is important for the inmate to contact the Court and District Attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement. This process may not be used to return an inmate for purposes of Probation or Parole sentences.

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

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

A pardon may not be applied for more than five years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of narcotics laws, gun control laws, income tax laws, perjury, violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violation involving organized crime or crimes of a serious nature, a waiting period of seven years is usually required.

FOOD SERVICE

Inmates are provided nutritious, appealing meals. Self-service meal operations for general population inmates include features such as mainline items, heart healthy selections, no-flesh selections, salad bar, and hot bar.

The Alternative Diet Program is offered to those requiring a religious diet. This diet caters to all approved religions within the Bureau of Prisons. Inmates who need additional information regarding this program need to contact the Chaplain. Inmates housed in Special Housing Units and Hospital Facilities also receive a balanced, nutritious diet. Except for any approved special diets, inmates in these units receive the same diet as inmates in the general population, although portion control and manner of service may vary.

MEALS: Once an inmate is cleared to enter the institution's general population, meals are served in the inmate dining hall. A menu will be posted on TRULINCS and at dining hall.

Reading materials, radios, headphones, wearing of hats, sleeveless shirts, and shower shoes are not permitted in the dining area. All shirts must be tucked in and buttoned. Casual clothing may be worn to the dining hall after 4:00p.m. on weekdays and anytime during weekends and federal holidays. The official inmate uniform must be worn to the dining hall Monday through Friday, during the noon meal. The specific meal time for work details varies to ensure the dining hall can efficiently serve the population.

No food item is allowed to depart the Food Service Department except the one piece of fresh fruit that is offered. All eating utensils, plates, and bowls are to remain in the Food Service Department.

WEEKDAYS

Breakfast	6:10a.m. to 7:10a.m.
Lunch	10:45a.m. to 11:45a.m.
Dinner	5:00p.m. to 6:00p.m.

COMMISSARY

Inmate's funds are retained by the institution in a trust fund account, from which the inmate may withdraw for personal spending in the institution Commissary, family support, or other approved purposes. Accumulated funds are given to the inmate upon release, or may be mailed home. The Commissary is an unauthorized area for inmates except during regular sales hours or those on work assignments in the area.

Inmates are not permitted to leave the Commissary line once they have submitted their Commissary list. Those who do will forfeit their shopping privilege for that day. Commissary slips will be filled out with the following information prior to entering the store: full name, register number, date, housing unit, items requested, and quantity. No additions or substitutions will be permitted to an inmate's Commissary slip once he enters the store.

All inmates are advised to check the "out of stock" list posted at the screen at the Commissary prior to entering the store.

Once the inmate signs a receipt and leaves the sales window, all sales are final. The inmate assumes all responsibility for items purchased once received.

Inmate's assigned shopping days are rotated on a quarterly basis. The current shopping schedule is posted in the unit and on the commissary item's sheet.

It is the inmate's responsibility to know the amount of money available in his Commissary account, before turning in a Commissary sales slip. Inmate account balance information can be obtained from **TRULINCS** and the inmate's telephone system automated teller service (118).

Borrowing Commissary items from other inmates is not permitted and may result in disciplinary action.

Special purchase items such as tennis shoes, gym clothes, sweat suits, and radios, require a Commissary Special Purchase Order form completed by the inmate, and routed through the Unit Counselor. There is a \$300 per quarter limit on special purchases.

CORRECTIONAL COMMISSARY SCHEDULE:

Monday through Thursday, 6:30 a.m. to 8:00 a.m. **(Last call at 7:45 a.m.)**

9:00 a.m. to 10:00 a.m. **(Last call at 9:45 a.m.)**

And from approximately 10:45 a.m. to 12:30 p.m. **(Last Call 12:00 p.m.)**.

This schedule is subject to change during federal holiday weeks. Memorandums will be posted to inform inmates of all schedule changes.

Inmates are permitted to shop only once per day, on their designated day. Further inmate shopping is limited to one day per week. Inmate trying to make Commissary purchases more than once in the same day will receive an incident report.

Spending Limitations: Inmates are permitted to spend up to a specific dollar amount each month for regular purchases and special purchase items. Stamps, over-the counter medications, and telephone credits do not come off this spending limit. Once a month, each inmate account is “validated”, that is, the spending period begins with validation. Inmates in “Refusal” status in the Inmate Financial Responsibility Program will only be permitted to spend \$25.00 per month in the Commissary, excluding purchase of stamps and telephone credits. Staff will not approve special purchase item requests for inmates in “Refusal” status.

Commissary Fund Withdrawals: A standard withdrawal of inmate personal funds form can be found on the inmates’ TRULINCS account. The inmate simply fills out the form online, prints it, and then forwards it to unit management staff or routing. Unit Managers must approve payment of postage costs, and purchase of release clothing. There is a \$300.00 per quarter limit on restitution for losses, legitimate debts and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visit, funeral trips and the purchase of legal books. The Associate Warden has to sign over \$500.00 additionally, the forms need to be hand carried and signed in front of Unit Staff, and then Unit Staff forwards them to trust fund. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

PERSONAL PROPERTY

It is the policy of the Bureau of Prisons that inmates may possess only such property as is authorized for retention upon admission to the institution, issued for use while in custody, purchased in the commissary or approved by staff to be mailed to or otherwise received by inmates.

Inmates are accountable for the contents of their personal property to include their bed and their assigned sleeping area. It is recommended that inmates periodically review their own personal property to ensure that their property is clear of contraband. The amount of personal property allowed each inmate is limited and with the exception of shoes, must all fit in their assigned locker. Under no circumstances will personal materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Inmates have the responsibility to keep their personal property and institution issued clothing in a neat and orderly manner at all times. All excess property will be considered contraband and will be confiscated. Any inmate being found to possess excessive property or contraband will receive an incident report.

HOUSING UNITS

The facility contains seven Housing Units. The Units have dormitory-style areas, cubicles and double room housing. New admissions usually live in the dormitory and cubicles areas before rooms become available. Assignment to a room is at the discretion of the Unit Manager.

Unit Teams: The institution is organized into a Unit Management System. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff.

The unit staff offices are located in the unit so staff and inmates can be accessible to each other. The unit staff includes the Unit Manager, Case Manager, Correctional Counselor and Unit Secretary. A Staff Psychologist, Education Advisor, and Unit Officer also function as members of the Unit Team.

Inmates are assigned to a specific Unit Team. Generally the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling , and assistance and attaining goals while in prison.

Communications: There is a unit staff member available each day of the week and evenings until 9:00 p.m., Monday through Friday. The unit bulletin boards contain written communication of interest to inmates as well as the Unit Rules and Regulations.

Inmate Program Reviews: Program reviews will be held every 90 or 180 days. They are held by the unit team to review work assignments, transfer, custody, institutional adjustment, and program assignments, as well as to discuss any concerns the inmate may have.

Town Hall Meetings: Town Hall Meetings are held as needed in each unit. These meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems.

DAILY INMATE LIFE

Sanitation: It is the inmate's responsibility to check his living area immediately after being assigned there, and to report all damages to the Correctional Officer or Counselor. An inmate may be held financially liable for any damages to his personal living area.

Each inmate is expected to be up and is responsible for making his bed in accordance with regulations before work call at 7:30 am. (including weekend and federal holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping his living area to insure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution. "Inmate room and cubicle windows, or any portion thereof, should not be obscured by any items at any time. Specifically, staff must be able to maintain a clear view from either side of the window."

Personal Property Limits: Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The following list is not all inclusive, but it is a guide to the items an inmate may be authorized:

Storage Space: Storage space in the housing units consists of an individual locker, desk or cabinet. Locks may be purchased in the institution's Commissary. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Clothing: Civilian clothing of any type is not authorized. All clothing except socks is usually stamped with a bin number and neatly sorted in the individual locker. A limited number of personal sweatshirts and sweat pants may be permitted. Individual washcloth and towels are issued to inmates.

Authorized foot wear includes: one pair of steel-toe safety shoes, one pair of shower slippers, and two pairs of sneakers. All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the Laundry. The schedules for exchange are posted on unit bulletin boards and in the Laundry.

Special Purchase Items: Special Purchase Items may be authorized only to the point where they can be contained in the storage area provided for personal property.

Legal Material: Inmates are allowed to maintain legal materials and supplies in their locker as long as it does not exceed policy limitations. Pending litigation that results in legal materials that do not fit in an inmate's personal locker can be stored in a legal locker approved by the Unit Manger.

Commissary Items: The total value of an inmate's accumulated Commissary items (excluding stamps, over-the counter medications, and telephone credits) will be limited to the monthly spending limitation.

Food Storage: Food items that are left open create health hazards. These items must be properly sealed at all times. Empty jars may not be use as drinking containers and are to be thrown away. Only the original container may hold food items.

Letters, books, photographs, newspapers, and magazines: An inmate will be limited in the number of magazines that can be stored in the locker or shelf provided in each room. Only picture frames sold in the commissary may be displayed. Nothing is to be tacked, staple, or taped to any surface except bulletin boards.

Radio and Watches: An inmate may not own or possess more than one approved radio and watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding \$100.00. Radios with a tape recorder and/or tape player are not authorized. Radios will be inscribed with the inmate's name and registration number. Walkman-type radios are currently permitted. Inmates may not give any items of value to another inmate i.e., radio, watch, sneakers or Commissary items. Radios are not permitted on work details, education programs, or at main line.

Jewelry: A plain wedding band may be authorized at institutional weddings under the value of \$100.00 the bride may receive permission from the Chaplain before the scheduled wedding date to enter the institution with such an item (value will not exceed \$100.00 and may not have stones/gems).

Feeding Birds or Wildlife: Inmates are prohibited from feeding the geese, ducks, or any other wildlife. Inmates who violate this rule will be subject to disciplinary action.

Unit Rules And Regulations: Unit Rules and Regulations are posted in the units. It is the inmate's responsibility to periodically review as they are often updated.

Call-Outs: Call-Outs are a scheduling system for institution appointments. It is the inmate's responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. Failure to do so may result in disciplinary action. If an inmate is in need of routine medical attention, he ordinarily will have to go to Heath Services that morning between the hours of 6:45 am, and 7:00 am, to sign up for sick call. Illnesses of an emergency nature are exceptions and will be handled accordingly. There is no sick call on Thursdays.

PROGRAMS AND SERVICES

Job Assignments: All inmates are expected to maintain a regular job assignment.

All job assignments are controlled through a performance pay system, which provides monetary payment for work. Trust Fund has a separate pay scale. Correctional Counselors approve job changes and the changes are posted on the Daily Change Sheet. Food Service, Unit Orderly, Education Tutor, Landscape and Maintenance Shop are a few of the work assignments available. There is one work assignment that is off institution grounds: Town Driver. This is a public trust position and must be approved by the Warden.

Community Service Projects: Periodically, the institution will get requests from agencies in the community requesting inmate participation in Community Services Projects. Your unit team will recommend inmates for the Warden's approval to participate in these projects. See your unit team to see if you are eligible.

Work Assignments: work assignments are required for all inmates. Routine work assignments operate under one pay scale system.

Performance Pay: Performance Pay is an incentive pay system for workers in Food Service, Mechanical Service and other jobs.

Escorted Trips: Bedside visits and funeral trips may be authorized when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two Correctional Officers will escort the inmate. However, security and safety concerns outweigh all other factors and are utilized in approving or disapproving scort trips. All expenses will be borne by the inmate, except the first eight hours of each day that the employee is on duty.

Furloughs: A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other Federal, or state agent. Furloughs are a privilege, not a right. Ordinarily, inmates with a history of violence/weapons will not be granted social furloughs. Requests are submitted during regularly scheduled inmate program reviews. The eligibility requirements for a furlough can be found in Program Statement 5280.08, Furloughs.

Central Inmate Monitoring System: The Central Inmate Monitoring System (CIMS) is a method for the Federal Bureau of Prisons' to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities.

Marriages: If an inmate wishes to be married while incarcerated, the Warden may grant authorization under certain conditions. All expenses of the marriage will be borne by the inmate. Approval generally will not be granted for any relationship not established prior to incarceration. If an inmate request permission to marry, he must have a letter from the intended spouse which verifies her intention to marry; demonstrate legal eligibility to marry; and be mentally competent.

Inmate Financial Responsibility Program: Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for the court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: Special assessments imposed under 18 USC 3013, Court Ordered Restitution, fines and court costs, judgment in favor of the U.S., other debts owed the Federal Government, and other court-ordered obligations (e.g., child support, alimony, other judgments). The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, priority programs and institutional program changes.

ACCESS TO LEGAL SERVICES

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

Freedom Of Information/Privacy Act Of 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the record pertained, except for specific instances. The “Non-Disclosable Documents” in the central file and medical file, or other documents concerning an inmate that are not in the central file or medical file, may be obtained by submitting a Freedom of Information Act Request to the Director of the Bureau of Prisons. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record.

The inmate must also provide his register number and date of birth for identification purpose. A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request, if the attorney has forwarded an inmate’s written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions. All requests should be submitted to the following address:

**Director
Federal Bureau of Prisons
FOIA/PA
320 First Street, N. W.
Washington, DC 20534**

Inmate Request To Staff Members: The Bureau form BP-ADMIN-70, Request to staff Member (Cop-Out), is used to make a written request to a staff member. Any type of request can be made with this form. A Request to Staff Member may be obtained in housing units. Staff members who receive a Request to Staff Member will ordinarily answer the request within five working days. The answer will be written on the bottom of the request form. The original will be filed in the inmate’s Central file and a copy returned to the inmate.

Administrative Remedy: The purpose of the Administrative Remedy Program is to allow an inmate to seek formal review of an issue relating any aspect of his/her own confinement. The BP-9 must be submitted to the Warden’s Office within 20 calendar days of the date of the incident. An inmate may not submit a Request or Appeal on behalf of another inmate. Administrative Remedy forms are available through the respective Correctional Counselor. The Mid-Atlantic Regional Office and Central Office addresses are listed below for continued administrative appeals.

**Mid Atlantic Regional Office
302 Sentinel Drive Suite 200
Annapolis Junction, MD. 20701**

**Central Office
320 First St., NW.
Washington, DC. 20534**

Tort Claims: Under the Federal Tort Claims Act (FTCA), the government may be liable for the negligent or wrongful acts or omissions of its employees while acting within the scope of their employment. Inmates may file a claim if they are the injured person or the owner of the damages or lost property. Form SF-95 Claim for Damage, Injury, or Death, must be filed within two years after the claim accrues to the Regional Office where the claim occurred. This form may be obtained by your unit team.

Inmate work-related claims are not compensated under FTCA's provisions. Such claims should be filed under the Inmate Accident Compensation Act, 28 CFR 301.301-301.317.

Release Planning: An approved release plan consists of a tentative offer of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment. The proposed release plan is thoroughly investigated by the U.S. Probation Officer and must be approved by that officer. In all units, pre-release programming will be emphasized, and staff will address concerns about readjustment, current community issues and educational/vocational opportunities. All inmates will be reviewed for a Residential Reentry Center (RRC) placement, formally known as Community Corrections Center (CCC).

The unit team submits the inmate's release plans to the U.S. Probation Officer approximately 12 months before the scheduled release date.

The Bureau's Community Corrections Branch, with the Corrections Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, state and local government, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator.

Major emphases of community programs are community-based residential programs provided by RRC and local detention facilities; programs that provide intensive nonresidential supervision to offenders in the community; and programs that board juvenile and adult offenders in contract correctional facilities. Community-Based Residential Programs: The community based residential programs include community corrections centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's income.

Each RRC now provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC, where recreation, visiting, and other activities are provided in-house. The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences.

CORRECTIONAL SERVICES

Wake-Up Time: On Monday through Friday, the morning wake-up is at 6:15am. The wake-up call is announced over the public address system. Inmates are responsible for making their bed and cleaning their living area by 7:30am. On the weekends and federal holidays, inmates are to have their area clean and their bed made by 7:30am. , after which they may lie on top of their bed.

Count Times: The institution staff conducts at least five inmate population counts each day as follows:

WEEKDAYS

3:00am., 5:00am., 4:00pm.

9:00pm. and 12:00 midnight

4:00pm. and 9:00pm, are stand-up count

On weekends and federal holidays, an additional stand-up count is held at 10:00 a.m.

During counts inmates must be in their assigned area and must remain quiet until the count is completed.

Counting procedures take priority over all other activities. It is important staff's instructions count procedures are followed so the count can be completed quickly and with the least amount of disruption.

Counts: It is necessary for staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their cells until the count is announced as clear. The staff will initiate disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be initiated against inmates for leaving an assigned area before count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened.

Accountability: Inmates will be required to adhere to their program schedule and will not deviate from it unless placed on call-out or otherwise redirected by staff. When you are not scheduled for a particular activity, it is called leisure time. During leisure time, inmates are accountable to the Unit Officer where they live. Inmates may sign out of the unit for recreation during leisure time when these activities are open. Inmates are required to advise the Unit Officer and then "sign-out" of the unit, indicating their destination and "sign-in" upon return to the unit. This procedure will be followed during work programming hours. Failure to sign in and out of the unit as required may result in disciplinary action. Inmates whose days off are during the week must sign out with the Unit Officer for any approved activity.

Contraband: Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item must be kept in the inmate's possession. Inmates may not purchase or take radios or any other items from another inmate; items received in this manner are considered contraband and will be confiscated. Any altered item is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damaged can be levied against the violator.

Shakedowns: Any staff member may search an inmate's room at any time. Inmate will not be allowed to remain in the area being searched. The property and living area will be left in the same general conditions as found and these inspections will be unannounced and random.

Drugs Surveillance: FCI Morgantown operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will receive an incident report.

Alcohol Detection: Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

Boundaries And Restricted Areas: Each area of the institution has clearly defined boundaries and restricted areas. Those boundaries and restricted areas are posted on unit bulletin boards. Inmates are responsible for becoming familiar with these boundaries and adjusting their movement accordingly. The inner compound is defined as the quad formed by the Chapel, Food Service and Education building. The inner compound will be open for socializing during the mealtimes and until the compound is closed.

Inter-Unit Visiting: Inter-unit visiting is prohibited; that is, inmates may not leave their housing unit to visit a different housing unit. If an inmate has the need to participate in a unit program other than his own unit, he must have prior approval by the staff member conducting that program(s).

Walkways: When leaving or returning to the units, inmates are to use only the walkways which lead directly to and from the front of the unit.

Unit Boundaries: The rear area of each housing unit is restricted to all inmates, unless authorized by a staff member to perform a work function.

Central Outdoor Recreation: Central outdoor recreation encompasses the recreation facilities behind the Education building and to the south of Randolph unit. These areas are defined as horseshoe, bocce ball, multipurpose court, volleyball court, weight lifting and ball field areas. The use of these facilities is limited to periods when they are supervised.

Perimeter Road: The perimeter road is out of bounds to inmates, except when under direct staff supervision. The walking track closes at dusk.

Restricted Area: Those areas behind and between buildings, which are not identified as unit boundaries, are restricted areas and anywhere near the Special Housing Unit, Inmates found in these areas will receive an incident report.

EDUCATION PROGRAMS

The education curriculum at FCI Morgantown is designed to provide a flexible education program to help the inmate attain jobs skills or needed education that will enhance effectiveness as a person and citizen. The FCI Morgantown Education Department supports these principles as well as those governing the occupation, civic, aesthetic and personal dimensions of the inmate's lifestyle. It is with these principles in mind that FCI Morgantown's staff is personally committed through education to assist each inmate in attaining his personal education and occupational goals. For further detailed information, please refer to the Education Handbook.

Educational/Vocational Options: A structured GED program is offered for any inmate who has not completed high school.

The Education Department offers three viable vocational training programs: Computer Literacy, Graphic Arts, and Welding. Inmates who display a need for job training are eligible.

By obtaining a GED or holding a High School Diploma, a student may participate in a Vocational Training Program. An inmate may not request a transfer until completion of the program due to the cost of the training.

Apprenticeship Programs are offered through the US Department of Labor and are available to inmates who have sentences of three years or longer. Please refer to FCI Morgantown's Education Handbook for more detailed information regarding Education and Vocational Training.

Testing: Each inmate will be required to take a standardized achievement test (TABE) if he does not have a High School Diploma. The test scores will be utilized for placement in the Literacy Program. The Pre-GED Test will be one of the determining factors for a student to be recommended for the Official GED Exam.

Job Search Class: The Job Search Class introduces inmates to various employment skills to enhance their success in obtaining and maintaining employment upon release. This program covers a variety of topics including: career explorations, resume writing, portfolio development, job market search, networking, and interview techniques.

Mock Job Fair: The Mock Job Fair is an event, held twice a year, in the spring and fall. Local employers come in to the institution and perform "mock" interviews with inmates. It is an all day event and inmates prepare for the event by attending a two week Job Search Class.

RECREATION LEISURE PROGRAMS

Leisure activities and recreation programs are also supervised by the Recreation Department. These programs help inmates develop an individual wellness concept as a participant. Programs include: indoor and outdoor activities, individualized arts and crafts programs; health promotion and disease prevention programs that contribute to mental health; good interpersonal relations and stress reduction. In addition, inmates learn to use their free time constructively.

Hobbycraft: Hobbycraft programs are offered daily. They typically include activities such as: drawing, painting, leather and beading. Completed projects authorized by the Recreation Department must be mailed home. Inmates are limited to crochet, pencils, pens and a drawing pad in their unit. Hobbycraft projects must remain in the Hobbycraft room and are not permitted in the housing units. Inmates are limited to three Hobbycraft projects at a time. Please refer to the Institutional Supplement for Hobbycraft for more detailed information.

Recreation staffs focus their programs on activities which strengthen self-confidence, teamwork, sportsmanship and self-discipline, the institution includes an auditorium, multi-purpose room, gymnasium and a wide range of both indoor and outdoor sports activities. While some recreational activities are organized, other are available on a leisure-time basis, leisure time can be spent utilizing the library, playing table games and watching television in the housing units.

PSYCHOLOGY SERVICES

The psychology services department at the institution consists of psychologists and drug treatment specialists. During the admission and orientation program, each inmate will have a chance to be interviewed individually by a member of the psychology staff. During this screening psychology staff can get to know each inmate and inmates may ask questions about services of the department. Psychology services provide crisis intervention and brief counseling. Any inmate can request a consultation by submitting an inmate request to staff member, form. Counseling sessions are ordinarily confidential unless there is an indication of harm to others, harm to self or any security violation.

A full range of drug treatment services are also available. The residential drug abuse program (DAP) is a nine month 500 hour drug treatment program. The inmates in this program are housed separately for treatment purposes. The non-residential drug program is a 12-24 week program that meets 1-2 hours a week. The drug education program provides basic information on drug addiction. Self-help groups to include smoking cessation are also offered and the schedule can be found in psychology services. Final drug treatment decisions are made by a DAP coordinator.

Any inmate experiencing adjustment problems, emotional difficulty or personal/family concerns, should consider seeking assistance from psychology services before the problem causes significant stress.

RELIGIOUS PROGRAMS

A wide range of religious programs are available to inmates FCI Morgantown provides inmates of all faith groups with reasonable and equitable opportunities to pursue religious beliefs and practices. All issues of religious concern are to be coordinated through Religious Services. Such issues may range from religious diets, holiday observances, spiritual guidance, and community activities.

Participation in religious programs is voluntary. Programs and activities are held weekly in the Chapel. A schedule of the weekly services is posted in the Housing Units.

FIRE DRILLS

Fire drills are conducted quarterly for all housing units. Drills are to be prompt and orderly. A fire drill is signaled by activation of the smoke alarm system. When the fire alarm is signaled, inmates are to immediately exit the building following the posed fire evacuation plan. Staff will direct everyone to an area of assembly for accountability purposes. Inmates will remain in these assembled areas until, an all, clear signal is given.

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

On The Job Injuries: If an inmate is injured while performing an assigned duty, he must immediately report the injury to his work supervisor who will then report the injury to the institution's Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor. If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

STAFF ROLES

The following outlines the basic role of the staff that has major responsibility in handling matters which may directly affect inmates.

Warden: The Warden is the Chief Executive Officer of the institution and retains final authority and responsibility for all matters occurring within the institution.

Associate Warden: The Associate Warden (AW) has administrative responsibility for the following departments: Unit Management, Correctional Systems Department, Correctional Services Psychology, Food Service, Facilities, Trust Fund, Health Services, Religious Services and Education/Recreation.

Chief Correctional Supervisor: The Captain's primary responsibility is the security of the institution. The Captain serves as an advisor, consultant, and monitor for all institution programs, operations, and facilities, in matters pertaining to security.

Correctional Supervisor: At least one lieutenant is on duty at all times. Their major responsibility is to supervise operational procedures pertaining to movement and accountability of inmates and the security of the institution to ensure the secure and orderly running of the institution during their tour of duty. The Lieutenant on duty is the supervisor of the Correctional Officers on duty during his or her shift. Lieutenants are the investigating officials in disciplinary matters.

Correctional Officers: Correctional Officers fill a variety of posts in the institution. Inmates will come into contact with them as Unit Officers, Compound Officers, Visiting Room Officers, etc.

Case Management Coordinator: The Case Management Coordinator supervises the Correctional Systems Department and is the subject matter expert for case management.

Unit Team: Each housing unit has its own unit team. The team will meet with inmates in establishing their individual program assignments. The team makes decisions concerning education, custody, work assignment, community programs and any special request made.

The unit team is comprised of the Unit Manager, Case Manager, Unit Secretary, Correctional Counselor, Correctional Officer, Education representative and Psychology representatives.

Unit Manager: The Unit Manager is the administrator and supervisor of the unit. He/she has the responsibility for all matters handled by the Unit Team and the sanitation and operational procedures pertaining to the housing units. The Unit Manager chairs inmate Program Reviews.

Case Manager: The Case Manager's major responsibility is to manage the technical aspects of each individual case. He/she will discuss the inmate's background, program needs and release plans. Periodically, He/she prepares progress reports on the inmate's adjustment. In addition, he/she will coordinate the inmate's release planning.

Correctional Counselor: The Correctional Counselor conducts counseling (group and/or individual) of assigned inmates. He/she regularly contacts teachers, work supervisors, etc. regarding inmates progress, and maintain up to date information on their progress toward their program goals and objectives. He/she assists inmates with visiting lists, personal property, and the Inmate Financial Responsibility Program (IFRP).

Education Representative: The Education representative is the unit team's consultant in all educational matters and is a member of the unit team. This person sees that all of the inmates are properly tested, informed of available educational opportunities and is properly assigned to classes. Education staff provides various academic, occupational, recreational, and vocational programs for the inmate population.

Unit Secretary: The Unit Secretary types reports and other communications prepared by the unit staff, handles the distribution of these reports to appropriate channels, and performs related clerical tasks.

Unit Correctional Officers: The major responsibilities of the Unit Correctional Officer are inmate supervision, sanitation, and the security of the unit. He/she also furnishes the unit team, with observations concerning inmate's behavior in the unit.

Psychology Staff: Psychologists are generally responsible for personal evaluations, counseling programs and the general mental health needs of all inmates. The Residential Drug Abuse Program is also coordinated by the Psychology Department.

Work Supervisors: Your Work Supervisor may be from any one of a variety of areas such as Food Service, Laundry, Mechanical Services, Corrections, etc. Your Work Supervisor will give you specific work instructions and monitor your performance. Periodically, he/she reports to your unit team regarding your work performance and general adjustment. The work supervisor maintains your work/pay record.

Correctional Systems Department Staff: The Correctional Systems Department (formerly known as the Inmate Systems Management Department) is responsible for the Receiving and Discharge of inmates (R&D), Mail Room and Records Office. The R&D function is to admit and release all inmates and to ensure their property is in order. The Records Office staff is responsible for maintain the Judgment and Commitment file.

Safety Manager: The Safety Manager is responsible for monitoring institutional compliance with safety, fire and environmental health standards. The total safety program is concerned with the following areas of responsibility: Fire Control/Prevention, Occupational Safety, Environmental Health, Pest Control, Housekeeping, Staff/Inmate Compensation, Government Vehicle Operators, and a thorough inspection program.

Chaplain: The Chaplains are available to provide pastoral counseling and religious educational concerns to each inmate. All religious meetings, ceremonies, etc. are coordinated by the Chaplains with the approval of the Associate Warden.

Volunteers: Volunteers are used to supplement regular staff members. There are numerous programs in the institution utilizing community volunteers. Volunteers may assist in education, religion, Narcotics/Alcoholics Anonymous, and Gamblers Anonymous.

Appendix C.
INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. Inmates have the right to expect that as a human being they will be treated respectfully, impartially, and fairly by all personnel.
2. Inmates have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.
3. Inmates have the right to freedom of religious affiliation, and voluntary religious worship.
4. Inmates have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members and friends, and correspond with member of the news media in keeping with the Bureau rules and institution guidelines.
6. Inmates have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of their conviction, civil matters, pending criminal cases, and condition of their imprisonment).
7. Inmates have the right to legal counsel from an attorney of their choice by interviews and correspondence.
8. Inmates have the right to participate in the use of the law library reference material to assist you in resolving legal problems. They also have the right to receive help when it is available through a legal assistance program.

RESPONSIBILITIES

1. Inmates have the responsibility to treat others, both employees and inmates, in the same manner.
2. Inmates have the responsibility to know and abide by the rules and regulations.
3. Inmates have the responsibility to recognize and respect the right of others in this regard.
4. It is the inmate's responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep their area free of contraband, and to seek medical and dental care as may be need it.
5. It is the inmate's responsibility to conduct their self properly during visits, not to accept or pass contraband, and not to violate the law, Bureau rules, or institution guidelines through the inmate correspondence.
6. Inmates have the responsibility to present honestly and fairly their petitions, questions and problems to the court.
7. It is the inmate's responsibility to use the services for an attorney honestly and fairly.
8. It is the inmate's responsibility to use these resources in keeping with the procedures and schedule prescribe, and to respect the rights of other inmates.

Appendix C.
INMATE RIGHTS AND RESPONSIBILITIES (Cont.)

RIGHTS

9. Inmates have the right to a wide range of reading material for educational purposes and for their own enjoyment; these material may include magazines and newspaper sent from the community, with certain restriction.
10. Inmates have the right to participate in education, vocational training and employment, as resources are available, and in keeping with their interests, needs, and abilities.
11. Inmates have the right to use their funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting their family.

RESPONSIBILITIES

9. It is the inmate's responsibility to seek and utilize such material for your personal benefit, without depriving others of the equal rights to the use of this material.
10. Inmates have the responsibility to take advantage of activities which may help them live as a successful and law-abiding life within the institution and community. Inmates will be expected to abide by the regulations governing the use of such activities.
11. Inmates have the responsibility to meet their financial and legal obligations including but not limited to court-imposed assessment, fines, and restitution. Inmates also have the responsibility to make use of your funds in a manner consistent with their release plans, their family needs, and for other obligations that they may have.

DISCIPLINARY PROCEDURES

Discipline: It is the policy of the Bureau of prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC), and for more serious violations, the Disciplinary Hearing Officer. Inmates are advised upon arrival at the institution of the rules and regulation, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulation.

Inmate Discipline Information: If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act; the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within 24 hours of the time staff becomes aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by Correctional Services.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category which must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

Initial Hearing: Inmate must ordinarily be given an initial hearing within 3 work days of the time staff become aware of the inmate's involvement in the incident (excluding day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time of these procedures for good cause. The Warden must approve any extension over 5 days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

Disciplinary Hearing Officer (DHO): The Disciplinary Hearing Officer (DHO) conducts disciplinary hearing for serious rule violations. The DHO may not act on a case that has not been referred by the UDC. Video conference is utilized as a means to conduct DHO hearings.

An inmate will be provided with advance written notice of the charges no less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement.

An inmate will be provided with a full-time staff member of his choice.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing.

Final disposition is made by the DHO.

Appeals of Disciplinary Actions: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Warden (BP-9), Regional Director (BP-10), and the General Counsel (BP-11).

It is recommended that inmates carefully review the material contained in this section as it provides a summary of the disciplinary system, the time limits in disciplinary proves, inmate rights and responsibilities, the prohibited acts and disciplinary severity scale and sanctions.

Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM

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

ordinarily maximum of
24 hours

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

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

3. Initial review (UDC)

minimum of 24 hours
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

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

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

PROHIBITED ACTS AND AVAILABLE SANCTIONS
TABLE 1. GREATEST SEVERITY LEVEL ACTS

The UDC shall refer all greatest severity prohibited acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence.	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).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified code 218, or 329)	C. Disciplinary segregation (up to 3 months).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	D. Make monetary restitution.
105	Rioting	E. Monetary fine.
106	Encouraging others to riot	F. Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation).
107	Taking hostages(s)	G. Change housing (quarters).
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).	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.

**TABLE 1
GREATEST SEVERITY LEVEL ACTS (Cont.)**

CODE	PROHIBITED ACTS	SANCTIONS
109	(not to be used)	Sanctions
110	Refusing to provide a urine sample or to take part in other drug-abuse testing.	A-M
111	Introduction of any narcotics, marijuana, drugs, or related paraphenalia not prescribed for the individual by the medical staff.	
112	Use of any narcotics, marijuana, drugs, or related paraphenalia not prescribed for the individual by the medical staff.	
113	Possession of any narcotics, marijuana, drugs, or related paraphenalia 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 a telephone for an illegal purpose or to commit or further a Greatest Category prohibited act	
198	Interfering with a staff member in the performance of duties (Conduct must be of the Greatest Severity in nature.) This charge is to be used only when another charge of greatest severity in not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or The Bureau of Prisons, (Conduct must be of the Greatest Severity in nature.) This charge is to be used only when another charge of greatest severity is not applicable.	

.....

Inmates found in possession of an electronic communication device or related equipment (ex: cellular phone, IPOD) may be charged with a violation of Code 108, Possession, manufacture, or Introduction of a Hazardous Tool or Code 199 most like Code 108, and will be subject to available sanctions if found to have committed the prohibited act.

.....

TABLE 3
HIGH SEVERITY LEVEL PROHIBITED ACTS

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.	A. Recommend parole date rescission or retardation.
201	Fighting with another person.	B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
202	(Not to be sued).	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).
203	Threatening another with bodily harm or any other offense.	C. Disciplinary segregation (up to 3 months).
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.	D. Make monetary restitution.
205	Engaging in sexual acts.	E. Monetary fine.
206	Making sexual proposals or threats to another.	F. Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation).
207	Wearing a disguise or a mask.	G. Change housing (quarters).
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.	H. Remove from program and/or group activity.
209	Adulteration of any food or drink.	I. Loss of job.
210	(Not to be used).	J. Impound inmate's personal property.
211	Possessing any officer's or staff clothing.	K. Confiscate contraband.
		L. Restrict to quarters.
		M. Extra duty.

TABLE 3
HIGH SEVERITY LEVEL ACTS (Cont.)

CODE	PROHIBITED ACTS	SANCTIONS
212	Engaging in or encouraging a group demonstration.	Sanctions
213	Encouraging others to refuse to work, or to participate in a work stoppage.	A-M
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 any other illegal or prohibited purpose.	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g. fire alarm) regardless of financial value.	
219	Stealing; theft (including data obtained through the unauthorized use of a communications device, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).	
220	Demonstrating , practicing , or using martial arts, boxing (except for use of a punching bag), wrestling , or other forms of physical encounter , or military exercises or drill (except for drill authorized staff).	
221	Being in a unauthorized area with a person of the opposite sex without staff permission.	
222	(Not to be used).	
223	(Not to be used).	

TABLE 3
HIGH SEVERITY LEVEL ACTS (Cont.)

CODE	PROHIBITED ACTS	SANCTIONS
224	Assaulting any person (a charge at this level is use when less serious physical injury or contact has been attempted or accomplished by an inmate).	Sanctions A-M
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 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 inmate without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to a authorized 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 which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High severity prohibited act.	
298	Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of the high severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.	

TABLE 4
MODERATE SEVERITY LEVEL ACTS (Cont.)

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure.	A. Recommend parole date rescission or retardation.
301	(Not to be used).	
302	Misuse of authorized medication.	B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
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)	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).
308	Violating a condition of a furlough	C. Disciplinary segregation (up to 3 months).
309	Violating a condition of a community program	D. Make monetary restitution.
310	Unexcused absence from work or any program assignment	E. Monetary fine.
311	Failing to perform work as instructed by the Supervisor	F. Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation).
312	Insolence towards a staff member.	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.

TABLE 4
MODERATE SEVERITY LEVEL ACTS (Cont.)

CODE	PROHIBITED ACTS	SANCTIONS
313	Lying or providing a false statement to a staff member.	Sanctions
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).	A-M
315	Participating in an unauthorized meeting or gathering.	
316	Being in an unauthorized area without staff authorization.	
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).	
318	Using any equipment or machinery without staff authorization.	
319	Using any equipment or machinery contrary to instructions or posted safety standards.	
320	Failing to stand count.	
321	Interfering with the taking of count.	
322	(Not to be used).	
323	(Not to be used).	
324	Gambling.	
325	Preparing or conducting a gambling pool.	
326	Possession of gambling paraphernalia.	
327	Unauthorized contacts with the public.	
328	Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.	

TABLE 4
MODERATE SEVERITY LEVEL PROHIBITED ACTS (Cont.)

CODE	PROHIBITED ACTS	SANCTIONS
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.	Sanctions A-M
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.	
331	Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (Other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).	
332	Smoking where prohibited.	
333	Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).	
334	Conducting a business; conducting or directing an investment transaction without staff authorization.	
335	Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.	
336	Circulating a petition.	
396	Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate Category Prohibited Act	
397	Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate Category Prohibited Act.	
398	Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited act.	
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.	

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

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

Example: “We find the act of _____ to be of High severity, most comparable to prohibited act of Engaging in a Group Demonstration.”

Sanction B. 1 May be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PRLA inmate. (See Chapter 4, Page16).

TABLE 5
LOW SEVERITY LEVEL PROHIBITED ACTS

CODE	PROHIBITED ACTS	SANCTIONS
400	(Not to be used).	
401	(Not to be used).	
402	Malingering, feigning illness.	
403	(Not to be used).	
404	Using abusive or obscene language.	
405	(Not to be used).	
406	(Not to be used).	
407	Conduct with a visitor in violation of Bureau regulations.	
408	(Not to be used).	
409	Unauthorized physical contact (e.g., kissing, embracing).	
498	Interfering with a staff member, in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended). (see chapter 4 page 16 for VCCLEA violent and PLRA inmates.)
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.	D Make monetary restitution. E. Monetary fine. F. Loss of privileges (eg. 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.

U.S. Department of Justice

Federal Bureau of Prisons

Sexually Abusive Behavior Prevention and Intervention



An Overview for Offenders

November 2009

You Have the Right to be Safe from Sexually Abusive Behavior.

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.**

You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

What Can You Do To Prevent Sexually Abusive Behavior?

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

Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.

Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.

Do not accept an offer from another inmate to be your protector.

Find a staff member with whom you feel comfortable discussing your fears and concerns.

Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.

Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.

Stay in well lit areas of the institution.

Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities.

Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What Can You Do To Prevent Sexually Abusive Behavior?

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be difficult topic to discuss, some staffs, like psychologists, are specially trained to help you deal with problems in this area. If you feel, immediately, threatened approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What Can You Do if You Are Sexually Assaulted?

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

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

SEXUAL ASSAULT AND/OR INAPPROPRIATE SEXUAL BEHAVIOR

You have a right to feel safe in a prison setting. Comments regarding sexual preference or sexual acts, observing others for the purposes of sexual gratification, sexual comments that make you feel uncomfortable and sexual proposals are inappropriate in a prison setting. They are inappropriate from, staff members, inmates, or visitors. If behaviors such as this are allowed to continue, it increases the chances of sexual assaults occurring. Your right to be free from sexually aggressive behavior is delineated in the **Prison Rape Elimination Act Of 2003(PREA)**. The PREA bill was signed into law by President George W. Bush on September 4, 2003.

It is important that you report such behaviors to staff members, and failure to do so can increase your chances of being a victim of sexual comments or sexual assaults. In most cases individuals who have been sexually assaulted, both inside and outside a prison setting, have been the target/victims of sexually inappropriate behaviors prior to actual sexual assaults occurring.

If you do not feel comfortable reporting behaviors that you believe are sexually inappropriate to a staff member, due to believing that your physical safety may be in jeopardy, you can file a sensitive BP-10 directly to the appropriate Regional Director. To obtain material relating to a sensitive BP-10, inmates should see their Correctional Counselor.

It is also important to remember that any sexual act between individuals in a prison setting is always inappropriate, and always jeopardizes the safety; of the parties involved and others within a prison setting, even if the parties consent. Finally, individuals who have been perpetrators or victims of Sexual, assault, or believe that they need help from engaging in sexually inappropriate/abusive behaviors, can receive assistance through the psychology service department.

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

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

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

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

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

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

C. Sexual Fondling: the touching of the private body parts of another person (including the genitalia, anus, groin, breast for gratification.

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

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

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Management Program for Inmate Assailants

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

Policy definitions:

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

Code 101/ (A): Sexual Assault

Code 205/ (A) Engaging in a Sex Act

Code 206/ (A): Making a Sexual Proposal

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

Code300/ (A): Indecent Exposure

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

How Do You Report An Incident Of Sexually Abusive Behavior?

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

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

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

**Office of the Inspector General
P.O. Box 27606
Washington, D.C. 20530**

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

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

CONTACT OFFICES

**U.S Department of Justice
Office of the Inspector General
950 Pennsylvania Avenue, NW Suite 4322
Washington, D.C. 20530-0001**

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

**Mid-Atlantic Regional Office
302 Sentinel Drive, Suite 200
Annapolis Junction, Maryland 20701**

**North Central Regional Office
Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492**

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

**South Central Regional Office
4211 Cedar Springs Road, Suite 300
Dallas, Texas 72519**

**Southeast Regional Office
3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099**

**Western Regional Office
7338 Shoreline Drive
Stockton, CA 95219**

VISITING ROOM GUIDELINES
FCI MORGANTOWN, WV

**FEDERAL CORRECTIONAL INSTITUTION
MORGANTOWN, WEST VIRGINIA
VISITING GUIDELINES (GENERAL POPULATION)**

INSTITUTION DIRECTIONS:

The institution is located at 446 Greenbag Road, Morgantown, West Virginia. Listed below are general directions to the institution:

- 1- From the North, take 1-79 South to I-68 East (exit 148)
 - 2- Take exit 1, University Avenue, and at the end of the ramp turn left
 - 3- Go through one traffic light and turn right at the second light (Greenbag Road)
 - 4- The institution is approximately one mile on the right hand side
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- 1- From the South, take 1-79 North to I-68 East
 - 2- Take exit 1, University Avenue, and at the end of the ramp turn left
 - 3- Go through one traffic light and turn right at the second light (Greenbag Road)
 - 4- The institution is approximately one mile on the right hand side
-
- 1- From the East, (MD, DC, VA) take 1-68 West
 - 2- Take exit 1, University Avenue, and at the end of the ramp turn left
 - 3- Go through one traffic light and turn right at the second light (Greenbag Road)
 - 4- The institution is approximately one mile on the right hand side

TERMINATION OF VISITS:

After a visit has been terminated, visitors must leave the institutional grounds. If the visitor is riding with someone or someone is riding with them other accommodations must be made. No children or pets will be left in a vehicle unattended while visiting.

VISITING LIMITATIONS:

Family visiting is encouraged. Due to our limited visiting area and capacity, the maximum number of visitors who may visit one inmate at a time will be limited to three (3) adult visitors and two minor children per adult visitor.

There are no joint visits. If you wish to visit two different inmates they must be visited separately, i.e., visit one inmate then terminate that visit and visit with the other inmate.

VISITING HOURS:

The visiting room will be open for all inmates on Friday from 5:00 p.m. to 9:00 p.m.

On Saturday, Sunday and Federal Holidays, visiting for all inmates is from 8:00 a.m. to 3:00 p.m.

There will be no visiting on Monday, Tuesday, Wednesday, and Thursday

The below reference transit authorities provide public transportation to Morgantown, WV and/or surrounding areas.

Mountain Line Transit
304-296-3869
www.busride.com

Amtrak
800-USA-RAIL
www.amtrak.com

CentraBus
(Central WV Transit
Authority)
304-623-6002

www.centrabus.com
**Fairmont-Marion County
Transit Authority**
304-366-8177
www.fmcta.com

Greyhound
800-231-2222
www.grevhound.com

MegaBus
877-GO2-MEGA
www.megabus.com

REGULATIONS:

Visiting may be conducted in the visiting area only.

The display of affection must be kept within the bounds of good taste. Handshaking, embracing and kissing will be permitted only at the beginning and end of the visit. Inmates and visitors will refrain from any action that might affect the sensitivity or be offensive to others. Failure to comply with this policy may result in termination of the visit. Decorum in the dress of visitors is expected. Inappropriate attire would include all shorts, halter tops, mini-skirts, see-through clothing and form fitting shirts, pants, i.e., spandex, cotton, stir-ups, etc. If the Visiting Room Officer feels the attire is inappropriate, he/she will contact the Operations Lieutenant who may disallow the visit.

Clear change purses, clear diapers bags, etc., are subject to inspection by the Visiting Room Officer for contraband. No papers, packages, gifts, articles or money may be exchanged during the visit. No toys, games books, or newspapers will be allowed to be brought into the institution. Cell phones, beepers, Ipods, Blackberries, weapons, ammunition, or other articles including liquor and illicit drugs are prohibited.

Normally, legal papers may not be examined or signed during the visit. Such transactions should be handled as a matter of record through correspondence or have prior written approval from the inmate's Unit Team.

Special visits for family emergencies will be reviewed on a case-by case basis. A request should be made through the inmate's Unit Team.

IDENTIFICATION:

Photo identification is required for adult visitors. This may include a state driver's license, state ID card, or two other forms of government identification with photograph, full names, and signatures affixed. Birth certificates cannot be utilized.

RESPONSIBILITIES:

Please note that each visitor has the responsibility to conform to these regulations and requirements as stated above. Disregard for these regulations may result in termination of visiting privileges.

The Operations Lieutenant has the responsibility to see these instructions are abided