FEDERAL CORRECTIONAL INSTITUTION

OAKDALE, LOUISIANA

ADMISSIONS AND ORIENTATION

HANDBOOK

Revised May 8, 2012

Warden's Signature

Table of Contents

Executive Staff Responsibilities ---------- 3
FCC Oakdale
Correctional Services---------- 4-6
(UDC/DHO/VCCLEA/PLRA)

Unit Management----------5-8

(Visiting Regulations/Financial Responsibility Program)

Administrative Remedy Program/Case Management Coordinator-----9

(Veterans/Social Security Benefits/Treaty Transfers/Community Based Activities Selective Service System/BOP Registration Program/Release Preparation Program----------9
Executive Staff Overview----------10
Diversity in CJS----------10
UNICOR Interviews/Placement Procedures----------10-11
Financial Management----------11-14
(Commissary/Laundry Procedures/Telephone Regulations)

Psychology Services/Drug Abuse Program----------14-18
Sexual Abuse/Assault Prevention

Safety and Sanitation---------- 19-20
(Cell & Unit Sanitation/Inmate Accident Compensation)

Facilities/Mechanical Services----------20-21
Medical Services/Dental----------21-25
Academics, Education and Recreation----------25-28

(Vocational, Leisure Time Activities, Library Service, GED----------26-28
(VCCLEA/PLRA)

Food Service----------28-29

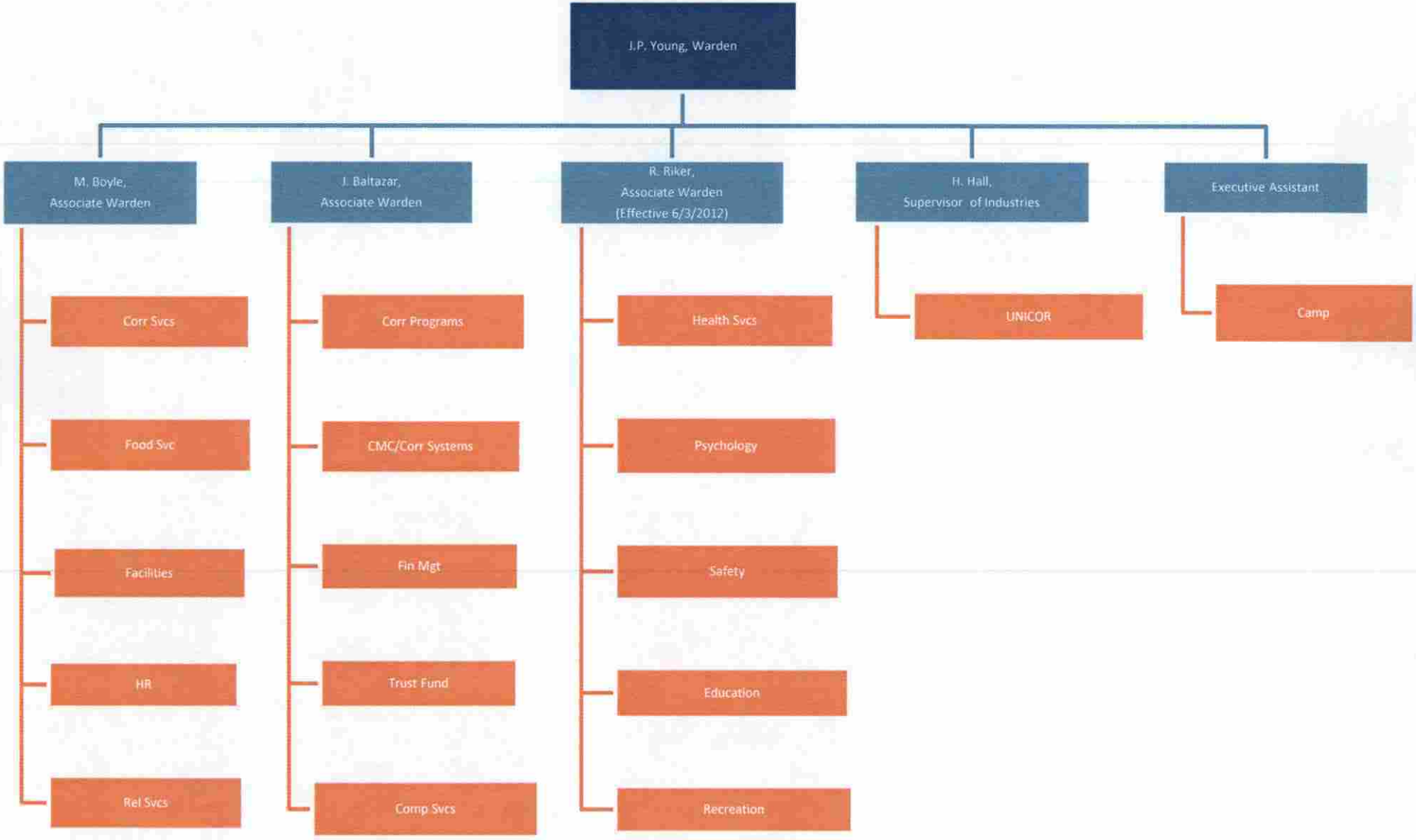
Chaplaincy Services----------29
.
Correctional Systems Management----------29-30
(R&D Services/CCCA/VCCLEA/PLRA/Mail Room Services).

Uniform Basic Safety Regulations----------30

Inmates Rights and Responsibilities/Prohibited Acts----------31-32

Prohibited Acts and Disciplinary Scale----------32-39

Unit Rules----------41-42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Safety
Education
Recreation
UNICOR
Camp

INTRODUCTION

The purpose of this handout is to provide you with general information regarding the Federal Correctional Institution, Oakdale, Louisiana. It is not a specific guide to the detailed policies of the Bureau of Prisons or all procedures in effect at each Bureau location. The responsibility of staff at FCI Oakdale is to maintain security, provide a safe and humane environment and afford opportunities for self-improvement. You can make your time as meaningful as possible by showing responsible behavior, respecting the rights of others and being compliant with the rules and regulations of this institution.

CORRECTIONAL SERVICES

UDC/DHO/VCCLEA/PLRA

While you are in the custody of the Federal Correctional Institution, Oakdale, Louisiana, you will be required to follow all rules and regulations. You will also be required to follow the lawful orders of every staff member.

Staff Orders - Should a staff member ask you to do something, it will be requested as a courtesy, but you should consider it as an order. Should you fail to comply, it will be considered as refusing an order of a staff member by the Investigating Lieutenant and the Disciplinary Hearing Officer.

The inmate must comply if any staff member requests a urine and/or Alco-Sensor sample. Failure to provide the sample has the same disciplinary action as actually being found guilty of using drugs or being intoxicated.

Contraband - Contraband is defined as any object or product not issued or authorized by this institution. It also refers to anything not received or purchased through approved channels for retention by any inmate. Contraband also means having items in excess of the approved amount for retention. Altering items from the original package or structure constitutes these items becoming contraband. Possession of contraband results in the confiscation of the items and/or disciplinary action.

Searches - All inmates are subject to random searches at any time to include pat searches. Any staff member may search an inmate's person, property and/or living area without prior notice. Searches are conducted to control contraband within the institution and to provide staff and inmates a safe living/working area. Inmates will not remain in the search area when the search is initiated.

Wake-Up and Work Call - Wake-Up Call during normal work days is 5:30 a.m. The dining hall, compound and recreation open at 5:45 a.m. The morning meal will be served with a ten minute call being made prior to the closing of the dining hall. You will be given a reasonable amount of time to leave the unit if you desire breakfast. When a fog watch is in effect, you will be served breakfast as a unit. This means, that you will have to report to the dining hall as a group and return as a group. There will be no movement after the dining hall has closed for the morning meal until work call is made. It is your responsibility to report to your assigned work detail on time. Work Call for UNICOR is at 7:10 a.m. and 7:30 a.m. for the other work details. Late sleepers who are unable to maintain their rooms or unable to report to work on time will be subject to disciplinary action.

Dining Hall (Dress Code) - You are required to wear appropriate clothing while in the dining hall during meal times. Shoes, socks and shirts with sleeves are required while in the dining hall. Shirts must be buttoned and tucked into your trousers. All headgear, unless approved and provided for religious practice, are not authorized in the dining hall. Sweat pants, shorts and tee shirts are not allowed to be worn in the dining hall during normal hours. Caps and head gear will be removed while in the dining hall.

Conducting Official Counts - Staff are required to see living, breathing flesh of all inmates being counted. If the staff member, conducting the count, is not 100% positive, they are seeing living, breathing flesh, he/she will check judiciously. This means if you are completely covered while you are asleep, the staff member will awaken you to ensure that they are counting a living body. The official counts are conducted at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m. and 9:00 p.m. On weekends and holidays, official counts will be conducted at 10:00 a.m. The 10:00 a.m., 4:00 p.m., and 9:00 p.m. counts are stand up counts. This means you must be in your assigned cell, standing and facing the door, when the staff member passes your cell to count you. An emergency count can be conducted at any time of the day or night. This is also a stand up count. During any count, you are expected to be in your assigned cell and to remain quiet and cease any movement until the count is completed, as indicated by the staff member conducting the count. Any inmate, who is not in his assigned area during a count or interferes with staff conducting the count, will be subject to disciplinary action.

Call-Outs/Change Sheet - Call-Outs and Change Sheet is a system to schedule an inmate to a designated appointment or specific job change. These documents will be posted in your housing unit each evening for the following day's activities. It is your responsibility to check these sheets and report to the assigned area by the designated time on the following day. Failure to do so will result in disciplinary action.

Controlled Movement - Controlled movement is a means to ensure the orderly movement of inmates from one area to another during normal work days. The movement initiates with the 5:45 a.m. opening of the dining hall followed by the 6:15 a.m. sick call, the 7:10 a.m. UNICOR work call and the 7:30 a.m. general work call. Beginning at 7:55 a.m., ten minute movements are conducted every hour with the yard being closed at 10:30 a.m. to prepare for the noon meal. After the meal is completed, work call is announced again and the ten minute moves begin on the hour. The yard is closed again at 3:30 p.m. to prepare for the 4:00 p.m. stand up count. These ten minute moves mean you have ten minutes to reach your assigned designation. You may not visit other units. Being in an unauthorized area will result in disciplinary action.

Trust Fund Sales (Commissary) - The Commissary is available for your use, provided you have funds in your account. Your sale date depends on the fourth and fifth digits of your assigned register number. Commissary sales sheets are published and placed in each unit weekly. These sheets provide products available for sale, limits you may have at one time in your possession and other pertinent information.

Personal Property - Storage space in the units consists of an individual locker. Locks may be purchased in the Commissary. Storage space is restricted; therefore, retention of personal property is limited for sanitation and security reasons. Under no circumstances will any materials be accumulated to the point where it becomes a fire, sanitation, security or housekeeping hazard. Legal material will only be retained in the amount which is necessary for current ongoing legal actions, as long as the amount of legal material can be neatly stored in your assigned locker.

Visiting Room - The visiting room is open on Saturday and Sunday from 8:30 a.m. to 3:00 p.m. The visiting room will be closed on Monday through Friday, except on Holidays, which fall on one of these days. Only people listed on your approved visiting list will be allowed to enter the visiting room. You are not permitted to visit with any individual approved on another inmate's approved visiting list. You are not permitted to utilize the visiting room to visit with other inmates. Only issued institutional clothing that is clean and serviceable will be worn into the visiting room. Shirts will be buttoned and tucked inside your trousers. Visitors and inmates are expected to conduct themselves in a responsible manner. Loud conversation, vulgarity, boisterous or disruptive behavior will not be tolerated. Handshaking, embracing and/or kissing within the bounds of good social taste will be permitted at the beginning and at the end of the visit. Excessive physical contacts, i.e., massage, touching, rubbing, etc., will not be permitted. Visitors with children are required to maintain control of their children at all times. Any conduct, by inmate or visitor that disrupts the orderly running of the visiting room or the institution or conduct that offends others in the visiting room, is grounds for termination of the inmate visit.

Visitors are encouraged to bring sufficient change for the use of the vending machines. Inmates are not authorized to receive any funds while visiting or to have funds left at the institution. Funds must be sent through the proper channels to be credited to your account. Failure to adhere to any of these procedures or regulations will result in disciplinary action with the possibility of losing visiting privileges for a specified time. Also, visitors are not allowed to give or leave any items for inmates. Plan your visits so you can be dressed and report to the visiting room in a timely manner. This keeps your visitors from waiting needlessly for you in the visiting room.

UDC/DHO/VCCLEA/PLRA - Disciplinary action will be or can be taken if you violate a rule or regulation. When you arrived at this institution, you received a copy of the Inmate's Rights and Responsibilities, Prohibited Acts and Disciplinary Severity Scale. Read these three categories to know what you can and cannot do in this environment. Any infractions will be reported by a staff member by writing an Incident Report (Shot), describing briefly how you violated a rule. This is a legal document used to investigate the incident, give you legal notice and record in your permanent record this activity and the discipline you received for violating a rule. A staff member has 24 hours from the time the incident occurred to write a shot. Then, the shot is investigated by a Lieutenant within 24 hours from the time the report was written. This can be extended if circumstances are documented on the report. Depending on the incident, you and the staff member or Lieutenant can agree to informally resolve the situation. When the Lieutenant investigates the report and identifies sufficient evidence the incident occurred, you will be placed in the Special Housing Unit (SHU) and the report will be forwarded to your Unit Team. Your Unit Team has 72 working hours, excluding holidays and weekends, to process the report. If the incident is serious enough or you continually violate the same rule, the report will be referred to the Discipline Hearing Officer (DHO). The DHO will hear your case and either find you guilty or expunge the incident report, have you placed in Disciplinary Detention for a specified amount of days or issue another form of discipline based on the severity of the infraction, such as change your housing unit, deny you visitation rights, confiscate your property, etc. You have the right to appeal through the proper channels. If you have any questions, contact your unit team for more specifics.

Electronic Devices (Cellular Telephones, MP3 Players not purchased at BOP facility, chargers, SIM cards, etc.) - Be advised that the unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items, such as MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate discipline system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.

UNIT MANAGEMENT

VISITING REGULATIONS/FINANCIAL RESPONSIBILITIY PROGRAM

Counselors - The Counselor's duties include: assisting inmates in completing telephone lists, tracking property shipped from another institution, assigning inmate rooms, process authorization to receive packages, delivering legal mail, assisting with Commissary problems, processing Request for Withdrawal Forms, which are used to send money home, pay debts, child support and processing visiting lists, etc. Additionally, the Unit Counselor will prepare paperwork for release clothing 30 to 45 days prior to your release and monitor the Financial Responsibility Program.

Case Manager - The Case Manager's duties include; conducting Program Reviews/Initial Classifications, completion of paperwork for transfers to other institutions, handles custody and classification issues, such as points, which are updated on a yearly basis, review detainers and certifies various documents, which do not require a notary seal. In addition, he/she assures you are teamed within the twenty-eight days of arriving and every 180 days thereafter and if you are due to be released within 12 months, they ensure you are teamed every three months.

Unit Secretaries - Unit Secretaries will notify inmates if signatures are needed on various documents. There is no other reason for an inmate to routinely contact the secretaries.

Unit Officer - The Unit Officer is here to assist in ensuring the unit runs smoothly. He/she will issue you necessities such as razors, soap, toothbrushes, etc. They will control the movements within the unit and answer any questions you might have. They are not authorized to make any cell changes.

Unit Manager - The Unit Manager oversees the day to day operations of the unit. Monthly Town Hall Meetings will be conducted as outlined on the Unit Duty Roster posted in the unit. This meeting is held to address any issues concerning the inmates or the unit. It is also a time for inmates to ask any questions or express any concerns they might have.

Open House - Open House is held Monday through Friday at the times posted on the Unit Duty Roster.

Chain of Command - Please see the Unit Counselor or Case Manager prior to coming to the Unit Manager. They are familiar with your case and can usually answer any questions you have. If you have questions or concerns that cannot be addressed by the Unit Counselor or Case Manager, please see the Unit Manager.

A & O - All inmates are required to complete the Institution A&O Program.

Dining Hall Coverage - Each department is to be represented at the noon meal to answer any questions inmates might have pertaining to their department.

Bedding Issued - You are issued: 1 mattress, 1 pillow, 1 pillow case, 2 sheets and 1 blanket. Anything else is contraband and will be taken.

Windows - The windows in the unit have been permanently closed. If a window is kicked open, incident reports will be written on all inmates in the cell.

Sanitation - Sanitation of the cell is every inmate's responsibility. Please show respect for other cell mates and assist with your share of the cleaning.

Inmate Cell Changes - Inmates will be assigned a room. You will not be moved unless it is for medical reasons approved by the Unit Manager or Unit Team.

Job Assignments - You will be assigned your initial job after completing the A&O Program. After 90 days, you can request a job change by submitting a "Request to Staff Member" form (Cop-Out) to your immediate supervisor to approve your leaving. You will be responsible for finding another Detail Supervisor who will approve hiring you to their detail. That supervisor should bring the "Request to Staff Member" form (Cop-Out) to the weekly Job Committee Meeting to make the change.

Phone Limit - You will have 300 minutes of talk time each month. If you complete your limit early, you will not be given extra time. For the months of November and December, you will be given 400 minutes. In January, your talk time will revert back to the 300 minutes.

Phone Abuse - Inmates caught abusing the phone, by making three-way calls, using another inmate's pin number or having another inmate make a call and handing the phone to another inmate will result in disciplinary action. The inmate allowing the use of his pin number or making the call will also be subject to disciplinary action.

Unmonitored Calls - Inmates need to contact their Unit Team to make unmonitored calls to their attorneys. Unmonitored calls will be allowed once the inmate has demonstrated that communication

with attorneys by correspondence, visiting or normal telephone use is not adequate. For example, an inmate or the inmate's attorney demonstrates an imminent court deadline. Staff will ensure that the unmonitored calls they place on an inmate's behalf are to an attorney. Inmates are responsible for the cost of all unmonitored attorney calls.

Emergency Telephone Calls - In case of a family crisis (i.e., death in the family, natural disaster, etc.), inmates will be allowed to make emergency calls on a monitored telephone in the housing unit conference room or in Religious Services.

Inmate Vacations - After completing one full year of work, not necessarily on the same detail or same institution, you will be allowed to request a week vacation. You will need to have your detail supervisor complete and submit the necessary form to your Unit Manager for approval or disapproval.

Pre-Sentence Investigation (PSI) - You are no longer allowed to have a copy of your PSI in your possession. If one is found, it will be confiscated.

Inmate Dress - You are required to dress in your khaki pants and shirt while you are working. Those assigned to food service will wear the issued white uniform when at work. During inclement weather, you are allowed to wear a sweat shirt over your khaki shirt. When you leave the unit during the work day, you are required to have your shirt, including the sweat shirt if worn, tucked into your pants. You are also required to be dressed in your khaki pants and shirts while in the visiting room. Inmates are not allowed to sag their pants. They must be pulled up around your waist. Sweat pants and shirts are not to be worn to call-outs or in program areas during the work day. You are allowed to wear sweat pants and shirts if you are going to the recreation area during the work day and are allowed to wear this attire in all areas after 4:00 p.m. count.

Inmate cells - You are not allowed to enter another inmate's cell or any other housing unit.

Clothes lines - Clothes lines are not allowed at any time. Clothes are not to be placed in the windows at any time. If you have clothes that need to dry, due to your exercising, place them on your chairs after the 4:00 p.m. count. You must have all your clothes put away the next morning prior to the 7:30 a.m. inspection. If not, the Unit Officer will take them.

Call-Outs - Call-Outs are posted every afternoon. Be sure you check this daily. If you miss a call-out, the Lieutenant will be called, you will be located and an incident report will be written.

Commissary Receipts - It is a good idea for you to keep your commissary receipts for purchasing shoes, radios, etc. If your property is confiscated, you will need to show proof of ownership. To do that, you will need either your property form when arriving or your receipt.

Steel toed shoes - Steel toed shoes are not allowed on the Recreation Yard at any time. The only time this will be allowed is if you are performing a work order.

Personal Property - Your personal property, such as radios, cannot be given to another inmate to use. If it is confiscated, it will be considered contraband and you will not be allowed to have it back. Also, an incident report can be written because you cannot give or receive anything of value from another inmate.

Chairs - Your chairs are not allowed to be altered or marked on and will remain in your cell. You can only take them with you to watch television, and then take them back to your cell when you leave the television viewing area. Any alterations or unauthorized markings on your chairs could result in disciplinary action to include losing your chair.

DNA Collection - The Department of Justice has issued rules to implement section 203(b) of Public Law 108-405, the Justice for All Act 28 C.F.R. Part 28. These rules amended the list of Federal offenses originally set forth in Public Law 106-546 and the DNA Analysis Backlog Elimination Act of 2000 and will be treated as qualifying offenses for purposes of collecting DNA samples from inmates in the custody of the Bureau of Prisons. Also, included on that list are qualifying military and D.C. Code offenses. The following offenses shall be treated for purposes of section 3 of Public Law 106-546 (42 U.S.C. § 14135a) as qualifying federal offenses:

1. Any felony

"Felony" means a federal offense:

(a) that would be classified as a felony under 18 U.S.C. § 3559(a); or
(b) that is specifically classified by a letter grade as a felony.

Commentary for 1(a). Title 18 U.S.C. § 3559(a), Sentencing classification of offenses, defines "felony" by referring to offenses for which the maximum authorized term of imprisonment exceeds one year. The statute provides the following classifications of offenses as felonies based on the maximum term of imprisonment:

(3) less than twenty-five years, but ten or more years, as a Class C felony;
(4) less than ten years, but five or more years, as a Class D felony;
(5) less than five years, but more than one year, as a Class E felony; 18 U.S.C. 3559(a).

Commentary for 1(b). Title 18 U.S.C. § 3559(a) is not applied to determine the classification of offenses that are specifically classified by letter grade as Class A, B, C, D or E felonies. For example, 33 U.S.C. § 1232(b)(2) provides that a person who engages in certain proscribed conduct "commits a Class C felony." In such cases, the statute on its face identifies the offense as a felony – eliminating the need for any further inquiry to determine its classification. In cases where the court documents do not identify the specific class of felony, the classifications in the Commentary for 1(a) shall be applied.

2. Any offense under chapter 109A of title 18, United States Code, <u>even if not a felony</u>.

Commentary. Included as qualifying federal offenses or any offense under chapter 109A of title 18 (the "sexual abuse" chapter of the federal criminal code), as authorized by 42 U.S.C. § 14135a(d)(2). Most of the offenses in chapter 109A are independently covered as felonies, but some are misdemeanors. The inclusion of chapter 109A offenses without qualification means that all persons who have been convicted of any offense or offenses under that chapter, whether felonies or misdemeanors, are subject to DNA sample collection. The offenses under chapter 109A of title 18 are listed as follows:

2241, Aggravated sexual abuse.
2242, Sexual abuse.
2243, Sexual abuse of a minor or ward.
2244, Abusive sexual contact.
2245, Sexual abuse resulting in death.

3. Any offense under any of the following sections of the United States Code, even if not a felony:

Commentary. The Attorney General has determined the following offenses are crimes of violence as defined by 18 U.S.C. § 16 and that persons convicted of these misdemeanors should be subject to DNA sample collection.

Title 16,

- section 773g, if the offense involves a violation of section 773e(a)(3),

- 1859, if the offense involves a violation of section 1857(1)(E),
- 3637(c), if the offense involves a violation of section 3637(a)(3), or
- 5010(b), if the offense involves a violation of section 5009(6).

Title 18,

section 111,
- 112(b) involving intimidation or threat,
- 113,
- 115,
- 245,
- 247,
- 248, unless the offense involves only a nonviolent physical obstruction and is not a felony,
- 351,
- 594,
- 1153 involving assault against an individual who has not attained the age of 16 years,
- 1361,
- 1368,
- the second paragraph of 1501,
- 1509
- 1751,
- 1991 or
- 2194 involving

Title 26, section 7212.

Title 30, section 1463, if the offense involves a violation of section 1461(4).

Title 40, section 5109, if the offense involves a violation or attempted violation of section 5104(e)(2)(F).

Title 42, section 2283, 3631, or 9152(d), if the offense involves a violation of section 9151(3).

Title 43, section 1063 involving force, threat or intimidation.

Title 47, section 606(b).

Title 49, section 46506(1) unless the offense involves only an act that would violate section 661 or 662 of title 18 and would not be a felony, if committed in the special maritime and territorial jurisdiction of the United States.

4. Any offense that is an attempt or conspiracy to commit any of the foregoing offenses, even if not a felony.

Commentary. In most cases such attempts or conspiracy offenses are independently covered as felonies under 28 C.F.R. Part 28.2(b)(1), but in some instances they will be misdemeanors which are not otherwise covered. For example, a conspiracy to commit a misdemeanor under chapter 109A of title 18, prosecuted under 18 U.S.C. § 371, would itself be a misdemeanor pursuant to the second paragraph of 18 U.S.C. § 371. Thus, a sample should be collected from an offender with this conviction.

Repealed offenses - An offense that was a qualifying federal offense as defined in this section at the time of conviction, such as an offense under 18 U.S.C. § 2031 or § 2032, remains a qualifying federal offense, even if the provision or provisions defining the offense or assigning its penalties have subsequently been repealed, superseded, or modified.

DNA samples will be collected by the Oakdale FBOP Health Services Department. You will be placed on call-out. The samples will be collected and sent to the Federal Bureau of Investigations (FBI) along with a fingerprint card. The DNA blood samples will be analyzed and maintained by the FBI in their Combined DNA Index System.

This is a law; therefore, you will not have a choice in this matter. If you refuse to give a blood sample, we will begin progressive actions against you. You will receive an incident report(s), GCT will ultimately be taken, if you still refuse, you will be physically restrained and a sample taken prior to release to the streets or halfway house.

Visits - The Federal Correctional Complex (FCC) - FCI is located at 1507 E. Whatley Road in Oakdale, Louisiana. When traveling north on Highway 165 into Oakdale, turn right onto Whatley Road. If traveling south on Highway 165 into Oakdale, turn left onto Whatley Road, then turn right at the entrance to the FCC. The FCI is the first institution on the left. FCI Oakdale's telephone is 318-335-4070. There is no public transportation available in Oakdale, Louisiana. Before your family travels to see you, please ensure they are on your approved visiting list, which can be obtained from your Unit Counselor. Immediate family can visit and 10 additional friends or associates. Immediate family is defined as mother, father, sister, brother, spouse and children. You are allowed eight visits each month. Only five people can visit you at one time. Visiting hours are:

Saturday	8:15 a.m. - 3:00 p.m.
Sunday	8:15 a.m. - 3:00 p.m.
Federal Holidays	8:15 a.m. - 3:00 p.m.

All proposed visitors, to include immediate family members, will be required to complete a "Request to Visit" form and a background check will be conducted. If the form is not filled out accurately and completely, the visit will be denied.

Once the background check is clear, the proposed visitor will be added to the inmate's visiting list. If any of your visitors have a questionable background, the Warden will have to approve their visit. Minor children, under the age of 16, may not visit an inmate/detainee unless accompanied by the parent or legal guardian on the approved visiting list. If the minor child is accompanied by an approved visitor other than the parent or legal guardian, the supervising adult must have written approval of a parent or legal guardian allowing the minor child to visit. Potential visitors who are 16 or 17 years of age and not accompanied by a parent or legal guardian, can visit only if they have the signature of a legal parent or guardian on the "Visitors Information Form." Adult visitors are required to complete the information on the "Notification to Visitors" form regarding under age visitors. Visitors are required to present photo identification, such as a driver's license or other photo identification, which bears the signature of the visitor.

An area is designated for use by small children and will provide educational activities for the children of visitors. The respective inmate will be responsible for the conduct and behavior of any visitor(s).

Vending machines are available in the visiting area. Inmates are not authorized to receive any funds while visiting or to have funds left at the institution. Additionally, visitors are not allowed to give or leave any items for inmates.
Smoking is not permitted in all areas of the Federal Correctional Complex, Oakdale, Louisiana.

All visitors will be dressed appropriately for a business setting. Required dress includes suitable shoes and clothing. The following list will be considered inappropriate attire for visitors:

- Sleeveless blouses, tank tops, halter tops
- Shorts above mid-thigh
- Shower shoes, slippers or house shoes
- See-through clothing or low cut blouses revealing cleavage
- Clothing exposing the mid-section
- Tan or fatigue colored slacks or shirts
- Dresses above mid-thigh or with slits above mid-thigh
- Spandex, tight fitting, contoured type attire
- Head coverings, hoods, hats, caps, scarves, wigs, unless medically documented or associated with religious events
- Excessively loose fitting, sagging, dragging apparel which may appear associated with any gang

Visitors are not permitted to bring handbags, purses, shopping bags, electronic equipment, food items (including gum), etc., into the visiting room. All other items must be secured in their vehicle. Only items needed for an infant's stay will be authorized in the visiting room, to include the following items:

- 1 - Clear Diaper Bag12"x12"x4"
- 2 - Disposable diapers
- 1 - Container of baby wipes
- 1 - 24 oz. of formula mix, pre-mixed in bottles
- 1 - Jar of baby food, unopened
- 1 - Plastic serving spoon

NOTE: Only the amount of prescription medication needed by the visitor during the visit will be permitted. The medication will be held by the visiting room officer.

Inmates may only wear authorized institution issued clothing in the visiting room. No altered institution clothing will be permitted. Inmates/detainees may only wear approved religious headgear. Religious Services may be contacted for questionable headgear.

Special Visits - All special visits at times other than regular visiting hours must be approved by the Warden or his/her designee. Correctional Services staff will be responsible for the supervision of special visits, with the exception of clergy visits. During times of personal or family emergencies, an inmate will be authorized a visit from his minister of record. Clergy visits will be supervised by Religious Services staff. Upon conclusion of the visit, staff will search the inmate in accordance with established procedures.

Attorney Visits - You are required to give your Counselor the name of your attorney to be added to your visitor's list. This will not interfere with the number of normal visits you are allowed.

Consular Visits - Consular visits are ordinarily arranged by the Executive Assistant, conducted in the Visiting Room or Chapel area and supervised by visiting room or unit staff. This privilege will not be withheld even if the inmate/detainee has visiting privileges suspended, as a result of disciplinary infractions. If you are a citizen of a foreign country and would like to contact your consulate, please see your Unit Counselor for contact information.

Termination of Visits
Should the visiting room reach its seating capacity or become crowded, the Visiting Room staff will inform the Operations Lieutenant as quickly as possible. The Operations Lieutenant and IDO will assess the crowded conditions and, if necessary, initiate the termination process. The following measures will be taken in sequential order:

1. Visits will be terminated on a voluntary basic
2. Visits will be terminated based on the frequency of visitors received by the inmate/detainee;
3. Visits from the local area, within a 100 mile radius, will be terminated;
4. As a last resort, visits will be terminated on a first in, first out basis.

Financial Responsibility Program - All sentenced inmates, with financial obligations, will develop a financial plan to meet those obligations. During your Initial Classification meeting with the unit team, a financial plan will be developed and you will sign a contract indicating your payment plan and amount. It is your responsibility to ensure the money needed for this payment is in your trust fund account on the scheduled payment date.

Your financial plan will be monitored by the unit team to ensure satisfactory progress is being made. Refusal to participate in the financial responsibility program or to comply with the provisions of the agreed upon financial plan shall result in the following:

1. Where applicable, the Parole Commission will be notified of the inmate's failure to participate.
2. The inmate will not receive any furlough (other than emergency or medical furloughs).
3. The inmate will not receive performance pay above the maintenance pay level or bonus pay or vacation pay.
4. The inmate will not be assigned to any work detail outside the secure perimeter of the facility.
5. The inmate will not be placed in UNICOR. Any inmate assigned to UNICOR, who fails to make adequate progress on his financial plan, will be removed from UNICOR and cannot be placed on the waiting list for six months.
6. The inmate shall be subject to a $25.00 spending limit in the commissary, excluding purchases of stamps and phone credits.
7. The inmate will be quartered in the lowest housing unit status (i.e., dormitory, upper bunk, double bunking, etc.).
8. The inmate will not be placed in community based programs (i.e., RRC placement).
9. The inmate will not receive a release gratuity, unless approved by the Warden.
10. The inmate will not receive an incentive for participation in residential drug treatment programs.

ADMINISTRATIVE REMEDY PROGRAM

Administrative Remedies - Governing Program Statement 1330.13 and Institution Supplement 1330.13 are available in the law library. Inmates must attempt informal resolution prior to filing remedy. You must meet with your Unit Counselor to discuss the complaint and attempt an informal resolution. The Counselor will complete the information resolution form BP-8. If the Counselor is not able to resolve the complaint, he/she will then issue an administrative remedy BP-9. This remedy must be returned to the Counselor within 20 days of the date the event occurred. The 20 days include the time spent trying to informally resolve the problem. Once received, the Warden has 20 days in which to respond. There are only two times when informal remedy is not appropriate:

1. Appealing decision of the Unit Discipline Committee (UDC). Once a decision is reached, it cannot be overturned, except by the Warden.
2. Appealing decision of the Disciplinary Hearing Officer (DHO). Must be appealed on a BP-10 to the Regional Director within 20 days of the date. The inmate receives a copy of the DHO report. This report is delivered to the inmate by a staff member and the staff member will date the document to show when it was delivered.

Claims Under the Federal Tort Claims Act - All claims must be filed within two years of the date the incident occurred (Federal statue-not BOP policy). For example, an incident occurred on January 1, 2001. The claim must be submitted by December 31, 2002. Once filed, the agency has six (6) months to investigate the claim and provide the claimant a response (Federal statue-not BOP policy). A Tort Claim can be filed form anywhere in the world. The claim must be submitted to the appropriate Federal agency. Also, the claim must be submitted to the Regional Office, where the loss occurred (Example-loss occurred at Terminal Island-submit to Western Regional Office). Coverage is intended for personal and property claims (Personnel injury or lost, damaged, misplaced or destroyed personal property).

CASE MANAGEMENT COORDINATOR (CMC)

The CMC is responsible for reviewing paperwork generated by unit staff and ensuring it complies with policy (i.e., release paperwork, RRC referrals, etc.). The CMC also reviews local policy to ensure it complies with national policy. The CMC can be contacted via a cop-out or during noon mainline in the dining hall..

Chain of Command - Please follow the chain of command if you have any issues of concern regarding your case or unit issues. First, you should contact your Case Manager or Counselor, then the Unit Manager. If you do not get satisfactory results, you can contact the Associate Warden. After you have spoken to all of the staff and still cannot resolve your issue, you may contact the Warden.

VETERANS/SOCIAL SECURITY BENEFITS

Veterans Benefits - Central File Information/Material may be used to provide the Department of Veterans Affairs with identifying data of Bureau inmates for the purpose of matching the data against DVA records to determine the eligibility of Bureau inmates to receive veterans' benefits. The DVA is required to erase the Bureau data after the match has been made.

Central File Information/Material may be used to provide the Social Security Administration identifying data of Bureau inmates for the purpose of matching the data against SSA records to enable the SSA to determine the eligibility of inmates to receive benefits. The SSA is required to erase the Bureau data after the match has been made.

TREATY TRANSFER

Treaty Transfer Program - The United States has entered into treaties with a number of foreign countries. This provides a non-U.S. citizen, convicted of a crime and sentenced to imprisonment to be transferred to his country of citizenship for sentence completion. This transfer is voluntary and subject to both countries' approval. An inmate, qualified for and desiring return to their country, will be given an opportunity to indicate this to the Case Manager during the program review meeting. An inmate is considered ineligible if they have less than six months to serve, appealing a sentence or serving an immigration offense.

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COMMUNITY ACTIVITIES

Community Activities - The following are the available community activities:

1. RRC Placement - Unit Team will consider and make recommendation when approximately 17-19 months from release. Consideration will be given to length of sentence, offense, institutional adjustment, priors, etc.

2. Escorted Medical and Non-Medical trips - If non-medical, the Warden can approve if the trip meets eligibility requirements and if the inmate has Community or Out custody. The government assumes salary expense for the first 8 hours. All other expenses are assumed by the inmate. You MUST have at least minimal restraints.

SELECTIVE SERVICE

Selective Service System/Bop Registration Program - Please see the CMC if you are interested in registering for Selective Service.

RELEASE PREPARATION PROGRAM

Release Preparation Program - Inmates should enroll in the RPP no later than 30 months prior to their release to the community and schedule classes in a timely fashion in order to complete the requirements. Classes are posted in the Education Department and Housing Units. Submit a cop-out to the Education Department to participate in a class. ICE inmates are exempt. Unit staff will complete recommendations for each participant during program reviews or initial classification, if within 30 months of release.

IMMIGRATION ISSUES

Immigration Issues - Upon completion of your sentence you may be moved to the FDC. ICE open house is in the Correctional Services Complex on Thursdays. You must submit a cop-out to your Unit Manager to be placed on call-out.

EXECUTIVE STAFF OVERVIEW

The Executive Staff at the Federal Correctional Complex are as follows:

J. P. Young, Warden
M. Boyle, Associate Warden
J. Baltazar, Associate Warden
R. Riker, Associate Warden
H. Hall, Superintendent of Industries
Vacant, Executive Assistant/Camp Administrator

Mission - FCI Oakdale is part of the FCC Oakdale Complex. Its current mission is to house federally sentenced inmates with low security. FCI Oakdale also houses inmates with active ICE detainers.

Smoking is prohibited in all areas of the Federal Correctional Complex, Oakdale, Louisiana.

RIGHTS AND RESPONSIBILITIES /RULES AND EXPECTATIONS

All inmates/detainees are required to follow the rules and regulations of this institution. These rules and regulations, as well as your rights and responsibilities, are provided to you in this handbook.

Inmates should take care of their own personal matters. Do not advocate for anyone else. You should be respectful of staff and other inmates/detainees. Always keep your cell clean and dress appropriately at all times ensuring the proper uniform is worn without alterations.

Chain of Command - The Warden and other Executive Staff will be available during mainline, Monday through Friday. Department Heads or a representative from each department will also be available at mainline.

Follow the chain of command when addressing various issues of concern. For example, if you have a unit concern, you should first contact your Counselor. If the Counselor cannot assist you with the issue, then see your Unit Manager, Associate Warden and Warden respectively. It is important to address your concerns by submitting an "Inmate Request to Staff Member" form (Cop-Out). If your concern is not satisfactorily addressed, then see your Counselor to complete an "Informal Resolution" form (BP-8) prior to filing an "Administrative Remedy" form (BP-9).

Discipline - Incident reports will be investigated by Correctional Services and then forwarded to the Unit Discipline Committee (UDC) for further processing. If you violate the rules and regulations of the institution, you can be placed in the Special Housing Unit prior to the processing of the incident report. Remember, it is your responsibility to adhere to all BOP regulations.

DIVERSITY IN THE CRIMINAL JUSTICE SYSTEM

Cultural Diversity - People are different from each other, because they have different backgrounds, which are their personal experiences, beliefs, training, education, religion, and value system. As a result of your incarceration, you have been removed from that part of society "most familiar" and "most comfortable" to you and placed in a multi-cultural environment, that is not so familiar and not so comfortable. Respect starts with self developing healthy levels of respect for diversity. At a minimum, this means developing behaviors that say, I respect you enough not to violate you and I may not share the same religion, culture, experiences or beliefs, but I respect you enough not to violate you or your culture. My goal is to exist here without incident.

Behaviors that Promote and Show Respect for Our Differences - Some examples of behaviors that show respect for our differences are as follows:

1. Refraining from verbally disrespecting another's culture, gender, religion or background,
2. Refraining from physically disrespecting another's culture, gender, religion or background including; graffiti, destroying displays, props, etc.,
3. Refraining from nonverbally disrespecting another's culture, gender, religion or background including; inappropriate hand gestures or body language.

Skills Needed to Coexist in a Correctional Environment - Certain behaviors are needed to promote respect for our differences. For example:

1. Inmates should develop behaviors consistent with honesty, tolerance, respect and responsibility.
2. Inmates should be open minded, tolerant and willing to learn about other cultures.
3. Seek out responsible individuals to assist with avoiding and/or dealing with conflicts arising from cultural differences.

The Bureau of Prisons has **ZERO TOLERANCE** for any form or level of discrimination and/or violence. Consequences for not developing and maintaining healthy behaviors when it comes to diversity in the correctional environment could include receiving incident reports, increases in security level, disciplinary segregation, additional time on your sentence, loss of privileges (visiting, Commissary, and telephone), loss of programming (education, vocational training, religious, drug treatment and other psychology programs) and/or loss of room or housing assignment.

UNICOR

The factory at FCI Oakdale is a cut and sews operation manufacturing shirts, pants and jumpsuits primarily for the Federal Prison system. All revenue generated by the factory is used to pay for raw materials, new equipment, and utilities. In addition, profits are used to pay UNICOR inmates' gratuities, staff salaries, fund vocational training programs, pre-industry programs, experimental vocational programs, and incentive awards.

Inmates desiring employment in UNICOR should submit a Request to Staff Member, "cop-out," addressed to the Factory Manager requesting employment.

Once they have completed A&O. An inmate with prior UNICOR work experience during the inmate's current commitment and with no break in custody will ordinarily be placed within the top ten percent of the waiting list, unless the inmate was transferred for disciplinary reason, was placed in segregation, or voluntarily left his UNICOR work assignment for non-program reasons. The date you submit your "cop-out" requesting employment determines your place on the hiring list.

Hiring will be based on prior UNICOR Experience, Reentry procedures, and the date copout was submitted.

Inmates are paid either hourly or on an incentive plan. Your job assignment and/or education restriction will determine the pay method. Vacation days are earned at the rate of ½ day each month for the first year of employment (6 days per year), and one day per month (12 days per year) after completing a year of working in Industries. Old law inmates earn an additional five days per month of Industrial Good Time (IGT). Overtime is occasionally available and hourly workers earn double time. Piecework workers are paid on the incentive plan.

In addition, there are numerous cash incentives and suggestion award programs available.

The following UNICOR hourly pay schedule is in effect.

Grade 5	.23
Grade 4	.46
Grade 3	.69
Grade 2	.92
Grade 1	1.15

Piecework workers are paid based upon the number of pieces produced each day times the dollar value assigned to work performed.

Inmates hired as hourly workers without prior UNICOR experience start at pay grade 5 and those with prior UNICOR experience normally start at pay grade 4.

Inmates may also become eligible to earn longevity pay, in addition to the pay grade, at the rate of:

18 months	.10
30 months	.15
42 months	.20
60 months	.25
84 months	.30

For inmates with "high" work ethics, knowledge and skills levels may be eligible for premium pay, which is an additional .20 per hour pay.

There are several areas within the factory inmates are assigned to work. They are:
Production
Quality Assurance
Business Office
Warehouse
Maintenance/Machine Repair
Janitorial
Cutting

You may request to work in any of these areas; however UNICOR staff will assign you to a job based upon the factory needs.

FINANCIAL MANAGEMENT

COMMISSARY SERVICES/INMATE ACCOUNTS

Commissary is a privilege and can be restricted as the result of a disciplinary sanction.

Account balances may be obtained over the inmate telephones and TRULINCS system, between the hours of 6:00 a.m. and 11:30 p.m.

RULES FOR COMMISSARY

A. All sales are final, once the inmate signs the receipt and leaves the sales area, the sale is final.
B. If you have questions concerning your sale, you must address them prior to leaving the commissary.
C. There will be No Exchanges or Refunds once you leave the commissary.
D. Defective items, such as radios and watches, must be dealt with through your Unit Counselor. Your Counselor will be able to help you with these types of problems, utilizing the manufacturer's return and replacement policy, but items are forwarded to an outside address at the inmates' expense. Items may not be returned to the institution.
E. No eating, drinking or loitering in the commissary lobby.
F. While at the commissary, you are there to shop and/or attend commissary business only.

Depositing Funds to Your Commissary Account -

A. Cash carried in, will normally be posted to your account upon receipt.

B. Family and friends may send you funds via Money Orders, Government Checks, Business Checks and Foreign Negotiable Instruments (In U.S. Currency Only) via the LockBox system, to the following address.

Federal Bureau of Prisons
Your Committed Name
Your BOP Register Number
P.O. Box 474701
Des Moines, Iowa 50947-001

All checks and/or money orders must have your name and register number printed on it. If your name or number is not present, it will be returned to the sender.

C. Postal Money Orders, State Checks, Local Government Checks and U.S. Treasury Checks will be posted to your account within 24 hours upon receipt by LockBox.

D. All other money orders and checks, including business checks, will be held in suspense for 15 days for bank clearance. Personal checks are no longer accepted.

E. All checks drawn on a foreign bank will be held in suspense for 45 days for bank clearance.

F. Funds may also be sent via Western Union Quick Collect and Money Gram. Money Gram accepts cash, only. These funds will be posted to your account within four hours upon receipt by Western Union or Money Gram. The individual sending the funds may send up to $5,000.00. Information is posted on the housing unit bulletin boards outlining how an inmate's family and friends will be able to send funds via Western Union.

COMMISSARY SERVICES -The commissary is operated as a privilege to the inmate/detainee population. Please keep in mind, your conduct dictates this privilege, and privileges can be taken away.

COMMISSARY SALES OPERATION - The commissary will open on Tuesday, Wednesday, and Thursday of each week. A day sale is held from 11:00 a.m. until 12:00 p.m. An evening sale is held immediately following the 4:00 p.m. count, until 6:00 p.m.

If the shopping schedule changes, a memorandum will be posted on the commissary bulletin board, five days in advance of the change. Also, an announcement will be noted within the TRULINCS announcement screen.

The commissary will be closed the third or last week of each quarter for inventory. A memorandum to that effect will be posted five days in advance. The closing date is also printed on your commissary receipts. An announcement will be noted within the TRULINCS announcement screen.

You are allowed to shop once each week. Your shopping day is determined by the fourth and fifth digit of your BOP register number. When shopping, the biometric fingerprint process will be used to identify each inmate prior to commissary sales. Inmates who are fingerprint exempt must have in possession their commissary card. Inmates will not be allowed to shop without it.

Tuesday	00**00**-000 thru 00**32**-000
Wednesday	00**33**-000 thru 00**65**-000
Thursday	00**66**-000 thru 00**99**-000

You are allowed to spend $320.00 per month at the commissary. Once this amount is reached, you will only be allowed to purchase postage stamps, NRT patches, over the counter medication, kosher/halal shelf-stable entrees for inmates who are FRP Refuse and copy cards. The spending limitation is automatically re-validated once per month for each inmate. Re-validation process is the same as the monthly telephone procedures. The procedures are posted to the commissary bulletin board.

Special Purpose Orders may be initiated by contacting the Chaplain for religious items and the Recreation Supervisor for all other items. Medical items must be approved by Hospital Staff prior to forwarding to the Recreation Supervisor for further processing. These staff members have been designated as the approving officials for Special Purpose Orders in their respective areas. Special Purpose Order sales are conducted each Thursday. Inmates with orders to be picked up will be notified via the institution call-out list.

Photo Tickets are purchased in the Commissary and may be redeemed in the Visiting Room or on the Recreation Yard for one picture. Photo Tickets print at the end of the sales receipt. The inmate's name and register number, as well as the date purchased are printed on each Photo Ticket. Photo Tickets are valid only for 30 days from the date of purchase. Pictures are issued at the Recreation Department.

Inmates sanctioned with a loss of Commissary privileges by either the Unit Disciplinary Committee (UDC) or the Disciplinary Hearing Officer (DHO) will be limited to purchasing Postage, Copy Cards, over the counter medications and Hygiene Items.

Copy Cards are classified as disposable cards which are local use only items. Any balance remaining on a copy card at the time an inmate is released or transferred will not be refunded to the inmate.

Commissary Lists - Blank Commissary Lists are available in your housing unit. Lists are not available in the Commissary. Your list must be completed with your full name, register number, date and all items requested. No other marks will be allowed on your commissary list.

Once you have submitted your list, items will not be added. You will be permitted to make substitutions for like items when an item is out of stock. After submitting your commissary list, remain quiet and listen for your name to be called by the Commissary Officer. Prices are subject to change without notice. The commissary list is updated quarterly.

Clothing Requests/Laundry Procedures - Any inmate responsible for lost, damaged or altered clothing will be responsible for paying for the clothing.

Inmate Clothing Issue - Inmates released to the open population from R&D or SHU will be issued clothing from these areas. Inmates who are released to the open population from the holdover unit are to report to the Laundry on the following day in order to receive their initial issue of clothing. Inmate clothing issue consists of the following items:

ITEM	QTY	EXPLANATION
Shirts Khaki	3 ea	
Pants Khaki	3 ea	
T-Shirt	4 ea	
Boxer Shorts	4 ea	
Socks	4 pr	
Towel	3 ea	
Winter Jacket	1 ea	Winter Months Only
Washcloth	1 ea	
Laundry Bag	1 ea	With Name & Number
Commissary Bag	1 ea	
Shoes/Safety	1 pr	
Belt	1 ea	
Shirts/White	3 ea	Food Service Only
Pants/White	3 ea	Food Service Only
Sheets	2 ea	
Pillow Case	1 ea	
Blanket	1 ea	

Inmate Clothing Exchange - Clothing exchange will be conducted on Thursday and Friday, from 5:45 a.m. until 6:45 a.m. Clothing that is no longer suitable to wear can be exchanged for suitable (not always new) like items between the hours of 6:00 a.m. and 7:30 a.m.

Clothing schedule exchanges are as follows:
Wednesday: Khaki clothes, kitchen whites and boots.
Thursday & Friday: T-shirts, boxers, socks and towels.
Clothing that is no longer suitable to wear, can be exchanged for suitable (Not Always New) like items.

PROCEDURES FOR INMATE LAUNDRY BAGS - All laundry bags issued to inmates will have their name, register number, and room number clearly displayed on the tag. If an inmate is reassigned to a different cell or unit, he must report to the laundry to have his room number and/or laundry bag changed.

Each inmate will be responsible for placing his laundry bag containing institution issued clothing only, into his housing unit laundry carts before 5:30 a.m., on the scheduled day. The unit orderlies will be responsible for delivering the locked laundry carts to the laundry by 5:45 a.m. The unit orderlies will pick up the laundry carts containing the laundered clothing after 3:00 p.m., and return them to the housing unit.

The Laundry Bag schedule is listed below.

Monday	Allen & Rapides Unit
Tuesday	Vernon & Evangeline Unit
Wednesday	N/A
Thursday	Allen & Rapides Unit
Friday	Vernon & Evangeline Unit

To ensure proper cleaning and to prevent loss of clothing your laundry bag should be closed and secured with a knot in the draw string, prior to placing in laundry carts. When laundry bags/and or clothing are missing, the inmate will notify staff as soon as possible. The inmate must fill out an Inmate Request to Staff Member form to the Unit Officer, indicating the items that are missing. Once the Unit Officer confirms that the items are missing, He/She will sign the cop-out indicating the items are missing. The inmate will then forward the cop-out to the Laundry Department Staff. The items will be replaced accordingly.

The following is a list of institution issued items that are allowed to be placed in your laundry bag for laundering. Any other items will be confiscated by laundry staff.

Socks	T-shirts	Underwear
Khaki Pants/Shirts	Towels	Washcloth

INMATE PERSONAL CLOTHING - Inmate personal clothing is defined as items that are not issued by the Laundry, but are authorized. Soiled items may be dropped off at the Laundry on Monday, between the hours of 5:45 a.m. and 6:45 a.m. The laundered items may be picked up on Tuesday, between the hours of 5:45 a.m. and 6:45 a.m. You must present your commissary ID card to laundry staff when delivering and receiving your personal clothing. Your signature will also be necessary when delivering and receiving your personal clothing.

LAUNDERING OF SHEETS, PILLOWCASE AND BLANKETS - On Wednesdays inmates will place two sheets & one pillow case in their laundry bag. After the laundry bag is secured properly it is to be placed in the laundry cart prior to 7:00 a.m. The unit orderlies will be responsible for delivering the locked laundry carts to the laundry after 7:00 a.m. on sheet days.

Blankets shall be washed once a month, on the last Wednesday of the month. Blankets shall be washed in the same manner as sheets. Only, one blanket allowed per laundry bag. After the laundry bag is secured properly it will be placed in the other laundry cart marked blankets, prior to 7:00 a.m. The unit orderlies shall be responsible for delivering the locked laundry carts to the laundry after 7:00 a.m. on scheduled blanket days.

Thursday - Vernon Unit & Evangeline Unit
Friday - Allen Unit & Rapides Unit

HOLIDAY LAUNDRY SCHEDULE -Holiday laundry schedules will be posted in the units and on the laundry bulletin board five working days before the holiday schedule takes effect.

SHOES ISSUED BY THE LAUNDRY - Inmates will be issued safety shoes. Worn shoes may be exchanged on an as needed basis, during the scheduled clothing exchange periods.

TELEPHONE REGULATIONS/PROCEDURES - The telephones for inmate use operate under the Inmate Telephone System II (ITS II). The ITS II is a telephone system which allows inmates to place both collect and debit local, long distance and international calls. Telephones are considered a privilege and can be taken away as a disciplinary sanction. Operation of the ITS - Personal Access Code (PAC): An ITS account is created for each inmate within one (1) working day after his arrival. At the time the ITS account is created, the ITS computer generates a nine (9) digit random PAC number. The PAC number is secured and delivered to the inmate in his housing unit. The PAC is a unique number and may not be given to another inmate. Any inmate who believes his PAC has been compromised (i.e., stolen or lost) should notify his unit staff immediately. Inmates may be charged a $5.00 replacement fee for a compromised PAC number.

Telephone Number Request Form: The blue form is no longer used for submitting telephone numbers. Inmates will be listed under the Trufone – no phone list required setting.

Any telephone call which cannot be immediately deducted from an inmate's ITS account is not authorized (i.e. 1-800, 1-900, 1-976, etc. telephone numbers are not allowed).

Transferring Funds from Your Commissary account to your Telephone account: Funds may be transferred from your commissary account to your telephone account using any telephone on the Inmate Telephone System. Transfers must be done in whole dollar amounts. There is no maximum amount which may be transferred to your ITS account. However, all funds placed on your ITS account will remain there until you are released or transferred from this institution. Funds may be transferred from your commissary account to your telephone account twice a day between the hours of 6:00 a.m. and 11:30 p.m. daily. To transfer funds from your commissary account to your telephone account, you must dial 118 and your PAC number. You will be given a menu of options. Press 3 to transfer credits. You will then be given both your commissary and ITS balances. The system will prompt you to enter in whole dollar amounts the amount you wish to transfer followed by the # sign. You will be asked to confirm the amount you entered by pressing 1. Once you have confirmed the amount, the system will tell you your new Commissary and ITS balances. The funds on your ITS account are available for immediate use.

Billing Information - A complete list of billing information is located in the Education Department. All rates are established at the national level.

*Note - Local calls are numbers in the immediate Oakdale area with a 335 or 215 prefix only.

Use of the ITS System - The ITS system is in operation daily from 6:00 a.m. until 11:30 p.m. Telephone calls are to be placed only from your assigned housing unit. ITS balance inquiries and the cost of each call can be checked by dialing 118 and your PAC number from an ITS telephone or utilizing the TRULINCS system. You commissary account balance may also be checked using the ITS telephones or TRULINCS system. Total amount of calls per month is 300 minutes with the exception of November and December which will be 400 minutes per month. This is a combined total of collect and debit calls. Minutes will be reset according to the 5th digit of your register number: 0-1st day of each month, 1-4th day, 2-7th day, 3-10th day, 4-13th day, 5-16th, 6-19th day, 7-22nd day, 8-25th day, and 9-28th day of each month. Collect telephone rates are established by the telephone company. Collect telephone calls will include a collect call charge, which will be billed at the time the call is accepted plus a per minute charge, which is significantly higher than the debit telephone rates. All local and long distance telephone calls will be announced to the called party. For a direct dial call, the message will state the following: "This call is from a Federal Prison. This is a prepaid call. You will not be charged for this call. This call is from (Inmate's recorded name). Hang up to decline the call or to receive the call, dial 5 now. To block future prepaid calls from this person, dial 7." For a collect call the message will state the following: "This call is from a Federal Prison. This is a VAC collect call. The cost of this call will be ($) for the first minute and ($) for each additional minute. This call is from (Inmate's recorded name). Hang up to decline the call or to accept the call, dial 5 now. To block future collect calls from this person, dial 7." You will not be charged for the time that the prerecorded announcement is playing. Billing will not begin until the call is

accepted for both debit and collect telephone calls. The portion of the message "This call is from a Federal Prison" will play twice randomly during a 15 minute telephone call.

Prior to utilizing the system you must register your name. You must dial 111, enter your PAC number, in a clear and natural voice, and state your first and last name after the tone (beep). The system will ask you to do this procedure twice. Do not hang up if you get a message that your voice did not match. Do not change your voice when prompted to restate your name. Keep your voice natural and unforced. If you successfully registered, your name will be repeated back to you. If you did not successfully register you will have to go thru the registration again. After the third bad attempt you will need to start over by dialing 111 and enter your PAC number. Every call you make you will be verified with the recorded name that you registered with. If the name recordings do not match, your call will not process.

If a called party wishes to block future calls, as described in the call announcement, they must respond to a confirmation prompt after entering 7. If the called party makes the required entries to both prompts and does block future calls, the telephone number will remain blocked until ITS staff receive a written request for reinstatement with a copy of a recent telephone bill from the called party. A number which is blocked collect may still be called debit and likewise a call which is blocked debit may still be called collect. All ITS telephones are subject to monitoring and recording. If you need to place an un-monitored attorney call, contact unit staff for assistance. All telephone calls are limited to fifteen (15) minutes. Three-way telephone calls are not permitted. Inmates found to be placing three-way telephone calls are subject to disciplinary action. A 60 minute time out period is set between completed telephone calls. This prevents the inmate telephones from being monopolized by individual inmates. Your ITS II telephone account will transfer with you to other Bureau of Prison facilities. Upon your arrival at another institution, operating the ITS II telephone system, you will be able to immediately place collect telephone calls using your existing PAC and telephone list. Inmates, who violate established telephone regulations, who have demonstrated an inability or unwillingness to conduct themselves properly with members of the public, who use the telephone to engage in criminal activities, and/or violate other institution regulations, will be subject to disciplinary action and/or the possible restriction of telephone privileges.

Telephone Account Inquiries - Any questions or concerns you have regarding your ITS account may be addressed either through your Counselor, who will contact ITS staff or by submitting an "Inmate Request to Staff Member" form (Cop-Out) to ITS staff.

TRULINCS SYSTEM

TRULINCS is a privilege; therefore, the Warden or an authorized representative may limit or deny the privilege. By participating in the TRULINCS program, inmates and the persons in the community with whom they correspond voluntarily consent to having all incoming and electronic messages monitored and retained by Bureau staff. In order for an inmate to participate in Trulincs electronic messaging program he must click on the acceptance button at each login. The contact will receive a generated message. Messaging may begin after the contact approves communication. In order to approve messaging the contact must register with CorrLinks. They must enter the email address that was received with the message along with identification code: S62T72RX . The identification code will expire in 10 days. For additional information the contacts can visit - www.bop.gov/inmate_programs/trulincs_faq.jsp FAQ page.

TRULINCS Restrictions - Inmates are excluded from electronic messaging when it is determined that their use would threaten the safety, security or orderly running of the institution or the protection of the public and staff. Inmates housed in SHU & SMU will have access to the Education Law Library, print services and access to purchasing TRU-Units.

Use of the TRULINCS system - Hours of operation are: 6:00 a.m. until 11:30 p.m., daily. You will need the following to login; register number without hyphen (-), phone access code (PAC) and personal identification number (Commissary PIN) Inmates assigned to the general population housing units will have access to the following TRULINCS Services: Purchase TRU-Units, public messaging (email), view account transactions, send funds (BP-199s), contact list management, (email list, telephone number list, postal mailing list for labels, print services, electronic law library).
You will be charged 1 unit per minute while in the Public Messaging Service. You may purchase TRU-Units at .05 per unit. Minimum amount of TRU-Units to purchase - 40 units, maximum amount 600 units.

You will create/manage your own contact list. Your contact list will consist of, email addresses, telephone numbers, postal mailing labels, fund transfers (BP-199). You are allowed a maximum of; 100 total contacts, only a total of 30 telephone numbers & 30 email addresses. When an email address is entered, the system will send an email to the contact requesting their approval to communicate. You may check the status of each contact's email address by viewing your contact list - message list. Your telephone numbers will be available for calling approximately 15 minutes after being entered. You must enter a name and postal mailing address for each contact you wish to call.

Account transactions - You can view your current balances and transactions for the past 30 days for the following accounts using TRULINCS at no cost: Commissary, TRUFONE/ITS and TRULINCS.

You may now print you account statements for a fee.

BP - 199 forms - You will now key all information related to sending Commissary funds to an outside person into TRULINCS. You will be required to print the form for free, sign it in the presence of Unit Management staff, and give the form to Unit Management staff. The payee must be on your contact list. You will select the payee from a list of your contacts on the send funds screen. Recurring scheduled payments already established will continue.

Print Services:
Free Print Services: Mailing Labels & BP-199s
Pay Print Services: .15 per page
Emails, Account Transactions, Contact Lists, Electronic Law Library Research

PSYCHOLOGY SERVICES/DRUG ABUSE PROGRAM

PSYCHOLOGY SERVICES departments in all Bureau of Prisons institutions offer basic mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

In addition, Psychology Services staff, along with other programming staff in the institution, collaborates with your Unit Team to develop a comprehensive assessment of your strengths and weaknesses. Based on this assessment, Psychology Services will offer programming recommendations specific to your psychological needs. These recommendations are designed to ensure your successful adjustment to incarceration and prepare you for your eventual release. We encourage you to participate actively in the assessment process. If mental health or drug abuse programming is recommended for you, Psychology Services staff will provide ongoing feedback to you and your unit team regarding your progress toward these programming goals.

If you are new to the Bureau, or if you If you are new to the Bureau, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

The Psychology Services department at this Complex is staffed by:

TREATMENT STAFF

1. DR. BARBARA MOOREHEAD, CHIEF PSYCHOLOGIST
2. DR. SASHA LAMBERT, DRUG ABUSE PROGRAM COORDINATOR
3. DR. DANTE ALEXANDER, STAFF PSYCHOLOGIST
4. BRAD SMITH, DRUG ABUSE TREATMENT SPECIALIST
5. DOMETA GRIFFIN, SPECIAL MANAGEMENT UNIT TREATMENT SPECIALIST

ADMINISTRATIVE STAFF

1. JESSICA MCDANIEL, PSYCHOLOGY TECHNICIAN
2. PATTY HARDISTY, PSYCHOLOGY TECHNICIAN

The department's offices are located next to the special housing unit at the FCI. There are a number of ways to contact Psychology Services at this institution. You may:

1. Submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services.

2. Visit the department during "Open House" hours. Open House is held on Tuesday from 11:00 a.m. to 1:00 p.m. at the FCI Psychology Department located next to the Special Housing Unit.

3. Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.

4. Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other Bureau staff member of your urgent need to speak with Psychology Services.

SUICIDE PREVENTION

Incarceration can be a difficult experience. At times you may feel discouraged, frustrated and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately. In addition, if you suspect another inmate is contemplating suicide, please notify a staff member. Staff does not always see everything inmates see. And, most suicidal individuals display some warning signs of their intentions. PLEASE alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide take warning signs seriously and know how to respond. The warning signs of suicide may include:

a. threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
b. feeling hopeless
c. feeling rage or uncontrolled anger or seeking revenge
d. increased alcohol or drug use
e. withdrawing from friends, family, associates
f. experiencing dramatic mood changes
g. feeling anxious or agitated, being unable to sleep, or sleeping all the time
h. seeing no reason for living or having no sense of purpose

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him/her examples of what you see that worries you. Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching"; it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in this institution's inmate companion program. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past 3 years; (3) may not be in FRP, DRG ED, or GED refusal status; (4) are not experiencing any acute or recent psychological problems. If you would like more information about this program, please speak with a member of the department.

DRUG ABUSE PROGRAMS

Drug abuse programming is available in all Bureau institutions. The Bureau of Prisons offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs.

A. **Drug Abuse Education Course**

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment.

If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor.

The Drug Abuse Education Course is available in every Bureau of Prisons institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. If you would like to enroll in the course, but are not required to participate, you may submit an Inmate Request to a Staff Member (a "Cop-Out") in order to place your name on the waiting list for the course.

B. Nonresidential Drug Abuse Treatment

Nonresidential Drug Abuse Treatment is also available in every Bureau institution. Nonresidential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for:

Inmates with a relatively minor or low-level drug abuse problem,
Inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),
Inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,
Inmates with a drug use history who chose not participate in the RDAP, but want to prepare for staying sober in the community, and
Inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (half-way house).

Program completion awards are only available for those who complete the program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards.

C. Residential Drug Abuse Treatment

The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment.

To apply for the RDAP you must send an Inmate Request to a Staff Member (a "Cop-Out") to obtain an interview for the program. First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 62 Bureau institutions. It is not available here at FCC Oakdale.

If you are interested in volunteering for the RDAP and would like to know if you are eligible for the program, contact the institution's drug abuse program coordinator. You may apply for the program at any time during your incarceration, but your interview, like program admittance, will be based on your proximity to release. Ordinarily inmates are interviewed 42-24 months from release depending on the facility's security level and waiting list for the RDAP.

D. Early Release

The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to 1 year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. § 3621(e)(2)). For more information, talk to an institution drug abuse treatment specialist or drug abuse program coordinator.

E. Community Transition Drug Abuse Treatment

To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The Bureau ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC is structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The Bureau contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

IV. Specialized Mental Health Programs

The Bureau also has several residential mental health programs designed to help inmates with severe emotional, cognitive, and behavioral problems. These programs are indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. They are designed to improve the day to day functioning of inmates with the goal of helping them return to a mainline institution or preventing the need for hospitalization. Psychology Services has additional information about these programs and can make recommendations for participation.

V. The Sex Offender Management Program

The Bureau of Prisons offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures that treatment volunteers feel safe about participating in programming.

The Bureau's sex offender treatment programs are stratified into two program levels:

A. The Residential Sex Offender Treatment Program

The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high risk sexual offenders - ordinarily inmates with multiple sex offenses, or a history of contact sexual offenders. The SOTP-R is offered at the Federal Medical Center (FMC) in Devens, Massachusetts.

B. The Non-residential Sex Offender Treatment Program

The Non-residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR.

When you volunteer for treatment, Bureau staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level.

If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

VI. Institution Specific Programs

The Psychology Department also offers other groups such as anger management, stress management, parenting, and other groups that are determined to meet the needs of the general population. Self help program modules are also available for inmates. The modules consist of:

Anger Management
Stress Management
Parenting
Problem Solving
Healthy Lifestyles
Pre-Release
Gang Intervention
Adjustment and Well-Being
Relationships and Communications

VII. Confidentiality

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states mandate reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

If you tell a staff member, including a Psychology Services staff member that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment, I want to assure you that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

SEXUAL ASSAULT PREVENTION/INTERVENTION

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.

I. What is sexually abusive behavior?

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

- Rape
- Sexual Assault with an Object
- Sexual Fondling
- Sexual Misconduct by staff

Additionally, according to Bureau policy, the following behaviors are acts prohibited by the inmate code of conduct:

- 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
- Code 300/(A): Indecent Exposure
- Code 404/(A): Using Abusive or Obscene Language

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.

It is important to understand that sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts and/or illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will NOT be prosecuted or disciplined for reporting the assault. However, inmates who knowingly file false reports will face disciplinary measures.

II. Protecting Yourself and Others from Sexually Abusive Behavior

There are strategies you can use to protect yourself and others from sexually abusive behavior. These strategies include:

- Carry yourself in a confident manner at all times. Other inmates may target you if they believe you to be fearful.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.

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

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

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

III. What Should You Do if You Are Sexually Assaulted?

If you become a victim of sexually abusive behavior, immediately report the incident to a staff member. Staff 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 many 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. 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.

IV. Understanding the Investigative Process

Once the sexually abusive behavior is reported, the Bureau 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.

V. Supportive Services

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

VI. Consequences for Assailants

Anyone who sexually abuses/assaults others while in the custody of the Bureau 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 also be referred to Psychology Services for an assessment of risk, treatment, and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be affected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

VII. 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, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member you trust.

Bureau staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis. Any discussions with appropriate officials are directly related to the victim's welfare or law enforcement and investigative purposes.

There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff. You can:

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (a "Cop-out") or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit management 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

This address and more detailed information about Sexually Abusive Behavior Prevention and Intervention are contained in your brochure.

SAFETY AND SANITATION
CELL & UNIT SANITATION/INMATE ACCIDENT COMPENSATION

Safety is a priority at FCC Oakdale. Whatever job you are assigned to, your activities are regulated by numerous state and federal laws to ensure they are carried out in a way that does not put your safety or health at risk. It is your responsibility to know the institution's basic health and safety standards. So, please take responsibility for your own safety and not jeopardize the safety of those around you (Reference Uniform Basic Safety Regulations).

Inmates of the Bureau of Prisons shall perform their various duties and assignments in the safest possible manner and encourage fellow workers to do the same. They shall comply with Occupational Safety Health Act (OSHA), Environmental Protection Agency (EPA), National Fire Protection Agency (NFPA), the Bureau of Prisons Occupational Safety and Health Standards (BOP OSHA) and applicable state and local regulations. Inmates shall report all hazards, unsafe conditions, accidents, injuries and illnesses immediately to your supervisor.

Mandatory Inmate Safety Training - All Inmates will be provided a safe work area, proper equipment to perform the task and detailed instruction in the safe manner to do the work.

During your Admission and Orientation Program, you will review the Bureau's Uniform Basic Safety Regulations, Inmate Compensation Procedures, Asbestos Awareness, Lock-out/Tag-out, Hazardous Communication and Personal Protective Equipment. Upon assignment to any job detail, and at least annually thereafter or whenever a new process, equipment, or chemical is introduce into the work area each inmate shall receive job training by his Detail Supervisor concerning safe work methods. This training shall include demonstrations of safety concerns related to the particular work assignment. All workers shall be trained to recognize and/or identify the hazards involved in their work areas to include equipment operating procedures, hazards, materials communications, personal protective equipments requirements (PPE), and general safety and sanitation procedures, and become familiar with the requirement to report any deficiencies to supervisory.

Reporting Hazards - An inmate who believes that either an unsafe or unhealthy condition exists in any workplace, where the person is working, has the right to make a report of the unsafe or unhealthy working condition to the Safety Manager. The Safety Manager or his/her designee shall conduct an immediate inspection, upon receipt of an Inmate's report of an "Imminent Danger" condition. The inspection will be conducted within three working days for other than the most serious types of Safety and Health conditions. An official will review an Inmate's report and conduct an investigation into the reported unsafe and/or unhealthy condition. If the official determines that a hazard does not exist, they will notify the reporting inmate, in writing, within 15 days. Upon completion of the inspection for a Safety Violation, where a written summary was recorded, it shall be made available to the inmate author of the report within 15 days or within 30 days for Health Violations.

Inmate Accident Compensation - The Federal Inmate Compensation procedure provides an opportunity to file for compensation, when a permanent impairment occurs while working. Each inmate who feels that a residual physical impairment exists as a result of an industrial, institutional or other work-related injury may submit an FPI 43 (Inmate Claim for Compensation on Account of Work Injury) no more than 45 days prior to the date of an inmate's release and no less than 15 days prior to this date.

Compensation for work-related injuries resulting in physical impairment shall NOT be paid prior to an inmate's release. Compensation may only be paid for work-related injuries or claims alleging improper medical treatment of a work-related injury. Compensation is not paid for injuries sustained during participation in institutional programs.

Payment of Lost-time Wages - An inmate worker may receive lost-time wages at a rate of 75% of the hourly wage for the number of regular work hours absent from work, due to injury sustained in the performance of the assigned work. Lost-time wages are paid for time lost in excess of THREE consecutively scheduled workdays. The day of your injury is considered to be the first work day lost.

Fire Safety - One major concern within the confines of any Correctional Institution is Fire Prevention. It is everyone's responsibility to become familiar with your area of work, living quarters and to know where the Fire Exits are located. When a fire alarm is activated or Unit Staff calls a Fire Drill, it is your responsibility to exit the building immediately and move to a designated "Safe Area," at least 50 feet from the building. Firefighting equipment is available for use throughout the facility, especially in the living quarters. Inmates ARE authorized for the use of fire extinguishers. This institution's Safety Department has taken measures to ensure that living, work and kitchen areas have the properly "Classed" extinguisher for the fire that you are preparing to fight. When in doubt, get out! FCC Oakdale currently has Fire Extinguishers and a Fire Suppression System for use in emergencies. It is hoped that you are never involved in a Fire Emergency. However, if you are in an area when a fire occurs, you should know what to do. First, yell "FIRE" loudly and clearly, and then notify a staff member immediately. Next, immediately go to the nearest fire exit and evacuate the building.

Remember: Tampering with any fire equipment unless authorized by staff is considered a serious violation.

Hazardous Communication Program - The Hazardous Material Communication Program for the Bureau of Prisons will apply to all departments using hazardous materials. "Hazardous substances" are chemicals or any other substances that are potentially dangerous to safety and health. When not properly handled they may cause injury by contact with the skin, absorption, inhalation and/or swallowing.

Material Safety Data Sheet (MSDS) - All chemicals shall have a Material Safety Data Sheet (MSDS). All staff and inmates are required to be familiar with the MSDS sheets in their work areas. You should use the chemical as the manufacturer has indicated on the container or on the MSDS sheets provided. The MSDS lists information relative to the storage, use and disposal of the material and those requirements will be followed. A duplicate copy of each work area's MSDS folder shall be maintained and updated as needed in the Safety Department, Health Services and Captain's Office. Each Department using a material or chemical identified as a potential hazardous material will obtain and maintain the Material Safety Data Sheet from the manufacturer for that material.

Labels and other Forms of Warning - All chemicals will be labeled, tagged or marked with the appropriate chemical name and appropriate hazard warning. Never use any container in which the chemical is labeled improperly has a torn label or when the label is illegible. Should you pour any chemical out of the original container, you must label the new bottle or new container with a label that will reflect the proper contents.

Hazard Communication/MSDS Training - Exploring the main divisions of the MSDS sheets are MANDATORY for all inmates and shall be included in each inmate's "Initial Orientation Training." Once a foundation is laid, the orientation of further training can be directed toward solving workplace concerns.

Stay Alert: as new chemicals come into the workplace or if any kind of chemical change is made. You must first pull out the chemical's MSDS and review the hazards.

Never engage in a hazardous task, unless you are completely comfortable with the amount of Safety Training you have received.

If, for any reason, you feel that you are not familiar with the Hazard Communication Standards, you should contact your Detail Supervisor or this Institution's Safety Department. This may be done easily by the simple utilization of the "Inmate Request to Staff" form (Cop-Out).

Personal Protection Equipment - Personal Protection Equipment (PPE) is of vital importance and includes all clothing or other work accessories designed to create an effective barrier against any known workplace hazards. PPE such as eye protection, ear protection and foot protection shall be worn at all times in areas or under circumstances having been identified as "Required," because of associated hazards. PPE, such as the proper shoes, eye and face protection, hard hats, gloves, respirators and hearing protection will be provided and shall be worn in the proper manner. The equipment must NOT be altered or removed, even though you may find it to be uncomfortable. You must understand the equipment's purpose and familiarize yourself with its limitations.

EYE PROTECTION - Many operators expose their eyes to a variety of hazards, such as flying objects, splashes of corrosive liquids, molten metals, dust and harmful radiation. Eye injuries not only disable a person, but they often disfigure the face. Safety goggles or face shields are required, not only in the above situations, but also when or where wood-working or any types of cutting tools are used. Occasionally, the need for eye protection is overlooked on many potentially hazardous jobs. These include cutting wire and cable, striking wrenches, using hand drills, chipping concrete, removing nails from scrap lumber, using wrenches and hammers overhead and other jobs where particles or debris may fall or chip away. Make sure you wear proper protective eye wear when performing simple functions, such as these on ALL jobs you may be assigned.

HEARING PROTECTION - Excessive noise, loud enough to prove damaging or destructive to the body's sensitive inner-ear membranes, can and must be reduced whenever possible with the use of ear plugs or another other forms of noise control which will be provided to you. If you have to shout to be heard at a distance of approximately three feet, conditions are too loud for un-protective noise exposure. The noise exposure is too loud, if you experience ringing in your ears or your hearing has become muffled after the exposure to loud noise. Adjustments must be made for this prior to returning to the assignment.

FOOT PROTECTION - Safety-toed shoes and boots are required to be worn by 100 percent of the inmate work population on the job site. The only exceptions are those that are assigned as orderlies in the Housing Units, Education and Hospital. If you have a soft shoe permit, contact your work supervisor for instructions.

MACHINE GUARDING - You are not authorized or permitted to use any machine without the use of the proper guard in place and functional. Machine guard's primary design is to protect YOU. Secondarily, they also protect the equipment or materials you use from damage. Guards are a critical factor in controlling hazards and accident prevention. Before you use any machine, you must understand the principles of machine safety and the proper operating procedures for that particular machine. Before you use the equipment, you should make sure all guards are attached to the machinery and that there are regular schedules for inspecting and maintaining the guard to ensure they function properly. If you are uncertain, as to the proper use of any equipment, do not use it until you have been adequately trained and you feel that you can operate it safely and properly.

Recycling Program - FCC Oakdale is not only obligated, but dedicated to protecting the surrounding community's environment. With respect to that idea, we intend on "leaving a light footprint" by instituting a recycling program that fulfills that obligation. We will strive to operate and fulfill that obligation by following the ideals of:

** REDUCE ** ** REUSE ** ** RECYCLE ** ** RESPOND **

We will REDUCE by making an honest effort, whenever and wherever possible, to reduce the amount of trash discarded.

We will REUSE, within justifiable established parameters for Health and Safety, all containers and products that are deemed re-useable within this institutional setting.

We will RECYCLE re-useable and recyclable materials, while addressing any possible future ideas, such as composting, as they begin to fall within our capabilities.

We will RESPOND to this facility's excess solid waste, introduced into the community's waste-stream, by a reconsideration of current waste-producing activities and stressing our preferences for less waste.

The recycling program is everyone's responsibility. The following items are recycled at this institution:

Cardboard, Paper and Newspapers, Tin Cans, Tires, Metals, Batteries, Oil, Toner Cartridges, Plastics, Aluminum Cans

Sanitation - The policy of this institution is to maintain a high degree of sanitation. The Safety Department inspects some areas of the institution weekly and all of the various departments on a monthly basis. It is everyone's responsibility to keep the living units as clean as possible. Inmates are responsible for unit cleanliness per posted rules in each unit. Sanitation also applies to your job detail. You must help keep the detail area clean at all times. Proper sanitation also eliminates accidents. In a dirty or cluttered work area, falls can occur by objects that are scattered on the floor.

Asbestos Awareness - FCC Oakdale does NOT have any asbestos. The facility was built in 1985 after the use of asbestos in general construction. If you have any questions, consult your Detail Supervisor or the Institution's Safety Department.

FACILITIES/MECHANICAL SERVICES

The Facilities Department is responsible for maintaining the buildings and grounds of this institution to include: all construction, repair, maintenance and improvements of the physical plant and related equipment. The Facilities Department is supervised by the Facility Manager, who is under the general direction of the Associate Warden. The following Facilities Department work details and supervisors report directly to the General Foreman:

Engineering Technician - Office clerks and inmate draftsmen,

Construction 1 - Carpenter Shop operation and general building construction and maintenance,

Construction 2 - Concrete, masonry, tile and general building construction and maintenance,

Construction 3 - Food Service equipment maintenance and general building maintenance,

H.V.A.C. - Repair, maintenance and installation of all heating and air-conditioning equipment,

Plumbing - Repair, maintenance and installation of all plumbing fixtures and related components,

Paint - Painting, glass repair, and installation,

Landscape - Grounds maintenance,

Electric Shop - Repair, maintenance and installation of electrical devices and components.

Inmate Performance Pay - The Inmate Performance Pay scale is as follows:

Grade 1	.40 (per hour)
Grade 2	.29 (per hour)
Grade 3	.17 (per hour)
Grade 4	.12 (per hour)
Maintenance Pay	5.25 (per month)

Detail Supervisors may recommend hourly bonus pay not to exceed 50% of the base pay. Detail Supervisors may recommend "Lump Sum" cash awards for outstanding work.

Inmates, who do not have a GED, are limited to a maximum of grade 4 pay.

Inmates will be placed on pay restriction for refusal to pay their Financial Responsibility Payments or participate in the GED program.

Safety - Safety shoes must be worn at all times while in the Facilities Building or on the job site. Personnel protective equipment will be provided and must be used as required. Training will be provided in the safe use of chemical, tools and equipment operation.

Job Assignments - The Institution's Job Committee meets weekly to review job assignments. Inmates requesting a specific job must submit a cop-out to the Job Committee for consideration. Once you are assigned to a work detail, you are required to remain on that detail for a minimum of 90 calendar days before you are eligible for a job change. Job change requests can be submitted at any time, but your cop-out must be signed by your current detail supervisor and the new detail supervisor you are requesting. The only exception to the 90 calendar minimums is if the Job Committee determines the requested change will benefit a specific need of the institution.

MEDICAL /DENTAL EXAMINATION

GENERAL INFORMATION

Health services are provided on a 24-hour basis through routine clinic and Urgent Care. You will be provided necessary medical, dental and mental health services by professional staff, consistent with acceptable community standards.

You may request any or all of these services at routine triage sick call in the Medical Department, Monday, Tuesday, Thursday and Friday from 6:15 a.m. to 6:30 a.m. or by requesting a staff member to contact the Health Services Department for an Urgent Request. You may also talk with Health Services Staff at noon mainline, Monday thru Friday.

Triage is defined as the classification of patients according to priority of need for examination and/or treatment. Triage allows truly urgent conditions to be addressed adequately on the same day, while also allowing more routine conditions or concerns to be addressed at a scheduled appointment.

Appointments will be scheduled with the appropriate Mid-Level Provider (MLP) within a time frame appropriate for the inmate's condition and medical needs. If no follow-up appointment is warranted, the inmate will be advised of other options (e.g. obtaining over-the-counter medications from the Commissary, submitting an "Inmate Request to Staff Member" form BP-A148, etc.

Inmates must complete the top portion of the triage form located in the Medical Department. Virtually, all clinical services provided to the inmates will be by appointment, scheduled several days to weeks in advance, through a request from the inmate or follow-up appointments determined by the providers.

Failure to report to your scheduled appointment may result in an incident report. Your sick call appointment may not necessarily be on the date that you signed up. You are responsible for notifying your Detail Supervisor or Unit Officer of your scheduled upcoming appointment. There is no sick call on weekends, federal observed holidays or Wednesday.

If you become ill or receive an injury during this time frame, you must have a staff member contact the Health Services Department for you. The medical staff will then triage your medical needs and provide medical treatment, if indicated. Levels of care that are not generally provided and medically acceptable, but not medically mandatory are for your convenience. The Clinical Director, who is the health authority at this institution, will make the determination as to what is medically acceptable, but not medically necessary. Medical services are provided by Bureau of Prisons staff and consultants from the surround communities.

While you are in A&O status, you will be given a medical examination, a dental evaluation, and necessary immunizations shots. If you are returning from a writ, a stay at a BOP Medical Center or transferring from one of our other facilities, your medical files will be reviewed. A complete physical may not be necessary. When properly cleared by appropriate clinical staff, you will be released from A&O.

INMATE COPAYMENT PROGRAM

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

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

Health Care Visits with a Fee:

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

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

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

Health Care Visits with no Fee:

We will not charge a fee for:

- Health care services based on health care staff referrals
- Health Care staff-approved follow-up treatment for a chronic condition
- Preventive health care services
- Emergency services
- Diagnosis or treatment of chronic infectious diseases
- Mental health care or
- Substance abuse treatment

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

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

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

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

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

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

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

OVER-THE-COUNTER MEDICATIONS

FCC Oakdale will stock at least 25 OTC medications as referenced in the Trust Fund/Warehouse/Laundry Manual. During institution triage/sick call, medical staff will refer inmates to the Commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

1. Inmates will have access to Over-the-Counter (OTC) medications in the Commissary.

2. Personal resources will be used by inmates to obtain OTC medications that are indicated for cosmetic, general hygiene issues or symptoms of minor medical ailments. Examples of such complaints are:

   - Occasional Constipation
   - Seasonal Allergies
   - GI Upset
   - Dandruff
   - Athlete's Foot
   - Muscle Aches from Exertion

3. Inmates will purchase OTC medications from the Commissary with their personal funds.

INDIGENT INMATES

1. An inmate without funds is an inmate who has had an average daily trust fund account balance of less than $6.00 for the past 30 days.
2. An inmate without funds may obtain additional OTC medications at sick call, if health services staff determine that you have an immediate medical need, which must be addressed before you may again apply for OTC medications.
3. All indigent inmates must come to the pharmacy on Wednesday between the hours of 8:00 a.m. - 8:30 a.m., to request medication (Form BP-S788).
4. One request per inmate per week will be accepted.
5. Inmates will select no more than two items on the Over-the-Counter Medications Request Form. If you need more than two items, you must attend triage/sick call.
6. When the pharmacy staff receives the form, they will verify the requesting inmate is without funds (indigent) by reviewing the TRUFACS Browser Based Application Report for inmates without funds (indigent inmates).
7. Pharmacy will maintain a record of the OTC items issued to a given inmate for 30 days.

The DNA Analysis Backlog Elimination Act of 2000: On December 19, 2000, Public Law 106-546, "The DNA Analysis Backlog Elimination Act of 2000", was enacted. This law requires the Bureau of Prisons to obtain DNA samples from inmates/detainess convicted of qualifying offenses. The law applies to inmates with a current or past qualifying offense. The collection of DNA samples will be a routine part of the admission process for new inmates with an offense which qualifies for DNA testing. Contact your Unit Manager or Case Manager to determine if this requirement applies to you.

Diagnostic studies for infectious disease are mandatory and should you refuse, you will be maintained in SHU status, unless released by the Clinical Director.

PERIODIC HEALTH EXAMINATIONS

The Medical Director will ensure the availability of age-specific preventive health examinations (e.g., cancer screening) for the inmate population.

Information regarding these examinations will be posted information in the Health Services Department and individual patient education associated with clinical encounters.

URGENT DENTAL CARE

Urgent dental care requests will be evaluated by the Registered Nurse or Emergency Medical Technician, who signs up inmates/detainees during routine sick call from 6:15 a.m. - 6:30 a.m.

ROUTINE DENTAL CARE

Routine requests for dental care will be sent to the Chief Dental Officer via a cop-out. When you are to be evaluated by the Dentist for routine care, you will be placed on the daily call-out sheet.

HEALTH SERVICES DEPARTMENT (HSD)/FDC

You will be given an appointment to return to the Health Services Department prior to the early morning census count at 8:00 a.m. for evaluation by the Dentist, who will determine if you have a dental problem requiring immediate attention. Urgent care services are provided for relief of pain and/or infection. Due to the transient nature of the population, long term dental treatment cannot be scheduled.

CALL-OUTS/CHRONIC CARE

All call-outs for medical and dental appointments will be posted in your unit and you are responsible to check it daily. Failure to report for a call-out will result in a possible incident report. You have a fifteen minute grace period prior to being identified as a call-out failure to report at the HSD. Only the Clinical Director will be authorized to refer you to a medical specialist in the community. This process starts at routine sick call by an evaluation from a Mid-Level Provider. If you have a longstanding medical problem, you will be placed on a specialty/chronic care clinic list and will be scheduled for an appointment via call-out. You are responsible to check the call-out and make your appointments.

MEDICATIONS - PILL LINE

Controlled medications are dispensed at a prescribed location - the "pill line" - during the following times:

Monday – Friday

06:15 a.m. - 06:30 a.m.
11:30 a.m. - 12:00 p.m.
05:00 p.m. - 05:30 p.m.
07:30 p.m. - 07:40 p.m.

Saturday, Sunday, & Holidays

08:00 a.m. - 08:30 a.m.
12:00 p.m. - 12:30 p.m.
05:00 p.m. - 05:30 p.m.
07:30 p.m. - 07:40 p.m.

Medications, that require refills, will be taken to the 6:15 a.m. pill line and picked up at the 11:30 a.m. pill line next day. To pick up any medication, you must have your medical pass and ID card. Refills will not be filled on the weekend. The Pharmacist will fill all prescriptions Monday - Friday.

MEDICAL RESTRICTIONS

Occasionally, it may be necessary to restrict an individual's activity without placing him in a clinical setting. In these cases, individuals are placed on Medical Idle or Convalescent Status or Medically Unassigned Status. Medical Idle is written for up to three (3) days.

You must stay in your assigned cell except for meals, sick call, medical call-outs or religious services. Medically Convalescent is written or authorized by the Clinical Director for up to 30 days. You may be allowed out of the unit, if approved by the Clinical Director. Medical Unassigned is written or authorized by the Clinical Director. This is a "No Work" Status. You MAY NOT PARTICIPATE IN RECREATIONAL ACTIVITIES on either of these statuses, unless specifically authorized by the Clinical Director. Only the Physician may extend the days off beyond three days, for a Medical Idle. Only a Physician may place you on a Medically Unassigned or Convalescence Status.

HEALTH PROMOTION/DISEASE PREVENTION

The HSD, Recreation and Psychology Services offers a health promotion and disease prevention activity in the following areas:

1. Stress Management
2. Nutrition Counseling for Diabetics/Hypertension
3. Dental Hygiene/Personal Hygiene
4. Infectious Disease
5. Low Back Pain
6. Cardiopulmonary Health/Stroke
7. Cancer, Effects of Smoking
8. Substance Abuse
9. Hyperlipidemia
10. Exercise, Weight Loss (Fat Loss), Stretching/Calisthenics

If you desire to be a participant in one or more of these programs, contact the Mid-Level Provider via a cop-out. To request an appointment with the Psychologist, you should submit an inmate request to your Unit Staff who will forward the request to the Psychology Department.

ON-THE-JOB INJURIES

If you are injured while performing an assigned duty, you must immediately report this injury to your Detail Supervisor. The Detail Supervisor will then contact the Health Services Department to have you evaluated. The Mid-Level Provider will complete an injury report and provide a copy to the institution Safety Manager. If injured, while performing an assigned duty and the Mid-Level Provider determines you will be impaired to some degree, you may file a claim with the Safety Manager for processing under the Inmate Accident Compensation Act (DEMKO Claim). A medical evaluation must be included in the claim when submitting the same.

EYEGLASSES

An Optometrist is scheduled to visit the institution on a monthly basis. Those requesting to see the Optometrist must make a sick-call appointment for an initial eye screening and referral. You will be scheduled at the earliest possible date. Once you have been evaluated by the Optometrist, glasses will be ordered from UNICOR. Inmates will be placed on call-out to receive their glasses upon arrival (usually within 6 - 8 weeks). If an inmate wishes to purchase his own glasses, he must obtain a package authorization through his Unit Team and approval from the Health Services Administrator.

CONTACTS

Inmates, reporting to the institution with contact lenses, will be evaluated for the medical necessity of contact lenses. If contact lenses are not medically indicated, the inmate will be required to purchase eyeglasses from his home or have the institution provide him with glasses. Upon the arrival of these glasses, the inmate will be required to send his contact lenses home.

If contact lenses are medically indicated, the Health Service Department will purchase the contact lens and provide the cleaning solutions for their upkeep.

MEDICAL DIETS

There are no medical diets at this institution. Inmates will pick and choose from available entrees on the serving lines.

MENTAL HEALTH AWARENESS AND NOTIFICATION TO STAFF

You should notify staff if you observe other inmates/detainees appearing to be depressed, anxious or displaying abnormal or unusual behavior.

ADVANCE DIRECTIVES (LIVING WILLS)

You may request to place a Living Will in your medical record for use should you become incompetent, comatose, mentally or physically incapable of communication or decision making. Advance Directives may be implemented only at Community Health Care Facilities. The declaration regarding your decision, relating to medical procedures, must be legally valid in the State of Louisiana. An attorney can assist you with executing a valid declaration.

Do Not Resuscitate Orders (DNR): In all cases, decisions a competent inmate expressed supersede any previously executed advance directive to the contrary.

DNR orders will never be invoked while an inmate is housed at a general population institution. Emergency resuscitative measures must always be performed on an inmate who suffers cardiopulmonary arrest at a general population institution.

SEXUALLY TRANSMITTED DISEASES

Questions & Answers as You enter this Correctional Facility

Your health is important to those who work in this facility. Medical staff members are willing to discuss any health concerns you have. An important health issue is Sexually Transmitted Diseases or STDs. STDs are among the most common infectious diseases in the U.S. Anyone who has unsafe (unprotected) sex can get a STD. If you have had unprotected sex (without a condom) with a woman, you may have come into contact with vaginal fluid, genital sores or lesions. This contact may have exposed you to a STD. If you have had unprotected sex with a man, you may have come into contact with semen, genital sores or lesions. This contact may have exposed you to a STD. This information will tell you about common STDs and what their symptoms look like. You may have been infected with a STD in the past. You may have ignored or not noticed the symptoms. Because untreated, STDs can cause serious health problems; you may want to be tested. If you have questions about STDs or think you have any symptoms, sign up for sick call. It is okay to ask questions and talk with medical staff members. This information will be handled confidentially. When you arrive at a Bureau of Prisons (BOP) facility, you are advised in writing of the disciplinary system.

Engaging in sexual acts, as noted in the "High Severity Category," is prohibited and you can be subject to sanctions as defined in the BOP policy on Inmate Discipline and Special Housing Unit.

Stay Safe: Don't have sex with other inmates

Things to know about STDs –

Men and women who have any form of unprotected sex are at risk for STDs. This is true, regardless of age, race, ethnic background or income. It is true whether your partners are of the same sex or the opposite sex.

You can prevent STDs. The best way is to avoid having sex. Sex with other inmates is not allowed and can be dangerous.

Many STDs can be cured with medicine. Other STDs can be treated to avoid more problems. Even after you have been treated for a STD, you can become reinfected. Treatment is not a vaccine. It cannot prevent future infections.

You may be infected with a STD and not have any symptoms. If you have had unsafe sex and not been tested for STDs talk to a health care worker.

If you have HIV, being infected with a STD can make the HIV worse

Talking to the Medical Staff - If you have had unsafe sex and have not been tested for STDs or have any reason to think that you may have a STD, talk with the medical staff. Ask any questions you have about symptoms and testing. Even if you were treated for a STD before coming to a correctional facility. If you have had unprotected sex since then, you may be infected. The medical staff can provide more information and help you decide about being tested. If you have a STD and don't get treatment, you may have worse health problems in the future.

If you have a STD, what treatment is offered? - Getting treated right away will help reduce the long-term problems found with STDs. If you have a STD, your health care provider may treat you with pills, liquid medicine or a shot. If you are given pills, you must take them just like your doctor tells you. Do not share pills with partners or friends. STD's caused by bacteria, such as chlamydia, gonorrhea or syphilis can be treated with antibiotic medicines. STDs caused by viruses, such as HIV and herpes, cannot be cured. You will have these diseases for life. Treatment can help reduce or control these illnesses, but here are no cures.

What are common STDs in the U.S? The following chart provides typical facts and symptoms related with STDs.

STD	Key Facts	Symptoms	Health Problems
Chlamydia **Gonorrhea**	caused by bacteria spread during vaginal, anal, and oral sex	may or may not be any symptoms	***without*** treatment: **Men**-can spread to the epididymis (a tube that carries sperm from the testis) and cause pain, fever, and sterility **Women**-can spread into the womb or fallopian tubes and cause pelvic inflammatory disease (PID) and infertility
Syphilis	caused through contact with lesions or open sores on the outer genital, vagina, anus, or in the rectum	one or more sores lasting 3-6 weeks at the spot where bacteria entered the body; sores will heal but infection remains; maybe a rash on the palms of the hands or bottoms of feet; rashes clear up on their own	***without*** treatment *initial* symptoms-fever, swollen lymph glands, sore throat, patchy hair loss *later* symptoms-damage to brain, nerves, liver bones, joints, eyesight, and death
Human Immunodeficiency (HIV)	caused by a virus spread through unsafe vaginal, anal, and oral sex Antiretroviral drugs can help build your body's resistance to deadly illnesses and cancers; they do not cure HIV	you may be infected with HIV and not have any symptoms for 7-10 years	HIV attacks and weakens your immune system; a weakened immune system can lead to serious illness and possible death
Hepatitis B Virus (HBV)	spread through unsafe sex with an infected person there is a vaccine to prevent HBV	about 30% of persons with HBV have no signs or symptoms. HBV symptoms: fatigue, abdominal pain, jaundice (yellowish skin), and loss of appetite	chronic HBV infections occur in about 6% of adults death from chronic liver disease occurs in about 15-25% of infected persons
Human Papilloma Virus (HPV)	spread through unsafe sexual contact	you may have HPV and not be able to see it; you may notice genital warts (soft, moist, pink or red swellings around the genitals)	infection often goes away on its own, but HPV that does not go away can lead to cancer

Joint Commission on Accreditation of Healthcare Organizations: The Joint Commission has a toll-free hot line to provide patients, families, care givers and others with an opportunity to share concerns regarding quality of care issues at accredited health care organizations. The toll free number is 800-994-6610 and is available 24 hours a day, seven days a week. However, staff members are available to answer calls only on weekdays between 8:30 a.m. and 5:00 p.m. Central Standard Time.

Upon request from any party, the Joint Commission releases the following aggregate information relating to complaints about an accredited organization for the three-year period prior to receipt of the request:

1. The number of standards related written complaints filed against an accredited organization that have met criteria for review.
2. The applicable standards area involved in a specific complaint review.
3. The standards area in which requirements for improvement were issued as a result of complaint evaluation activities.
4. When an unannounced or unscheduled survey is based on information derived from a complaint or public sources, the standard areas related to the complaint

The Joint Commission also provides the following information as appropriate to complainants regarding their complaints:

1. Any determination that the complaint is not related to Joint Commission standards.
2. If the complaint is related to standards, the course of action to be taken regarding the complaint.
3. Whether the Joint Commission has decided to take action regarding an organization's accreditation decision following completion of the complaint investigation.

4. If the Joint Commission has decided to take no action, the complainant is to be so advised.
5. If the Joint Commission has taken action, the complainant is to be advised in conformance with the guidelines for release of complaint information as set forth above.
6. Any change in an organization's accreditation decision following completion of the complaint investigation.

RIGHTS AND RESPONSIBILITIES

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

YOUR HEALTH CARE RIGHTS:

1. You have the right to health care services, based on the local procedures at your institution. Health Care Services include medical sick call, dental sick call and all support services. Sick call at this institution is conducted as posted. If inmate co pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.
3. You have the right to address any concern regarding your health care to any member of the
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
12. You have the right to a preventive health screen once every three years if under the age of 50 and every year if age 50 or over.
13. You have the right to dental care as defined in B.O.P. policy to include preventative services, emergency care and routine care.
14. You have the right to a safe, clean, and healthy environment, including smoke free living areas.
15. You have the right to refuse medical treatment in accordance with B.O.P. policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill effects of refusing medical treatment.
16. You have the right to question or appeal a co-payment charge for medical services rendered to you or to someone you injured.

YOUR RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures. 4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the responsibility to maintain your health and not endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adHISe to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to notify health services regarding any ill effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You are responsible for a $2.00 payment for medical services you request and for services rendered to someone you injured according to BOP policy.

EDUCATION AND RECREATION
VOCATIONAL, LEISURE TIME ACTIVITIES, LIBRARY SERVICES, GED: VCCLEA/PLRA

HOURS OF OPERATION

Monday - Thursday	Friday	Saturday
07:30 a.m. - 10:30 a.m. 12:30 p.m. - 03:30 p.m. 05:00 p.m. - 08:00 p.m.	07:30 a.m. - 03:30 p.m.	07:15 a.m. - 03:45 p.m.

Proper attire is required between 07:30 a.m. - 03:30 p.m. Khaki pants and shirts (tucked), shoes and socks. Hats, shorts, sweats, radios, food and drinks are prohibited.

ACADEMICS

Literacy Program - The program is designed for inmates who lack a high school diploma. To meet their needs, high school equivalency courses are offered. A minimum of 240 classroom hours is required or until a GED is achieved whichever occurs first. Certification is accomplished with the issuance of a GED diploma from the State of Louisiana. The Violent Crime Control and Law Enforcement Act (VCCLEA) mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996 and who lacks a high school credential, participate in and make satisfactory progress toward attaining a General Educational Development (GED) credential to vest earned Good Conduct Time (GCT). The Prison Litigation Reform Act (PLRA) provides that in determining GCT awards, the Bureau shall consider whether an inmate, with a date of offense on or after April 26, 1996, who lacks a high school credential, participates and makes satisfactory progress toward attaining a GED credential, in order to be eligible to earn the maximum amount of GCT. It is mandatory for all inmates in federal institutions to attend the literacy program except for:

1. Pretrial inmates,
2. Inmates committed for the purpose of study and observation under the provisions of 18 U.S.C. 4205© or, effective November 1, 1987, 18 U.S.C. 3552(b),
3. Other inmates who, for good cause, the Warden may excuse from attending the Literacy Program,
4. Those already possessing a verified GED or a High School Diploma (verification of education must be initiated by the inmate).

English as a Second Language (ESL) - The English as a Second Language Program is designed for non-English speaking inmates who have a need to learn English and who have not previously passed the CASAS exam. The class begins with basic English and each student progresses at his own rate. A certificate of completion is awarded upon successfully passing the CASAS exam. Inmates who wish to enroll should submit an "Inmate Request to Staff Member" form (Cop-Out) to the ESL Coordinator.

Parenting Education - The parenting program is designed to teach inmates specific parenting skills which will result in improved communication and interaction with their children. There are 10 individual classes and generally are held quarterly. They are generally 3 - 4 hours in length. Certificates are issued upon completion.

Correspondence Study - These are self-paced programs which are chosen by the student from available outside sources. The length of the courses varies as do the certificated issued upon completion. The student is responsible for all fees and must receive approval for all courses from the Correspondence Coordinator prior to enrollment.

Adult Continuing Education (ACE) - This program is designed to provide continuing education in various areas of interest. Courses offered are posted on a monthly basis. Self-study courses are also offered as a part of the ACE program whereby the student completes courses outside of the classroom and works at his leisure to meet course requirements. The length of each course varies. A High School Diploma or GED is necessary for some programs.

Keyboarding - The program is designed to teach inmates skills in keyboard familiarization, speed and accuracy. The course is approximately one month in duration. The class meets approximately six hours per week. Participants will receive a Certificate of Completion.

OCCUPATION EDUCATION

Industrial Sewing - The program is a work assignment in conjunction with the UNICOR factory. It is designed to teach the basics of sewing machine operation as well as the specifics of clothing construction. The course lasts approximately 6 weeks (based on individual ability). Each participant will receive a Certificate of Completion and priority placement for UNICOR employment. To qualify for this course you must have a High School diploma or equivalent, or be enrolled in the Literacy Program at the GED level.

Occupational Videos - These exploratory videos are designed to help the student realize what a specific occupation entails as far as education, personal attributes and experience. These are self-paced and are shown weekly. The length of each video is approximately one to two hours. Credit will be given on an education transcript.

Horticulture - This customized program is designed to prepare students to work efficiently in the areas of production and management in horticultural enterprises. This competency-based program includes classroom instruction and practical lab experience under the supervision of a qualified instructor. The length of this course is approximately 5 ½ months (600 hours) in duration. Each participant will receive a Certificate from Louisiana Technical College upon completion. To qualify for this course, the length of remaining sentence must allow for time to complete the entire class.

Building Maintenance - The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of Building Engineering Technology or to provide supplemental training for persons previously or currently employed in related occupations. The length of this course is approximately 5 ½ months (600 hours) in duration. Each participant will receive a Certificate from Louisiana Technical College upon completion. To qualify for this course, the length of remaining sentence must allow for time to compete the entire class.

Apprenticeship - This program serves to provide specialized skills by using classroom instruction combined with on the job training. This program is 6000 - 8000 hours or approximately 3 - 4 years in length. Some of the fields are HVAC, Plumbing, Electrician, Carpenter and Landscaping. Each participant will receive a Certificate of completion from the U.S. Department of Labor, Bureau of Apprenticeship and Training. To qualify for this program, the length of remaining sentence must allow for time to complete the entire class. The student's work assignment must be within the area of specialty in which the student is enrolled.

EDUCATION SERVICES

Law and Leisure Library - It is the policy of this institution that inmates have reasonable access to legal material and to counsel for preparation of legal documents. It is also our policy to provide inmates with library services necessary for education, cultural, and leisure activity. A variety of newspapers, reference materials, and periodicals are available. Titles, unavailable in the library, may be obtained through the inter-library loan services. Library services are extended to all inmates. Commissary cards are required to check out all library materials.

Incentive Awards - $25.00 will be awarded to inmates who complete a GED class by passing the Official General Education Development Examination (GED). A Certificate of Achievement will be awarded for completion of Levels 1 and 2 of the Literacy Program. $25.00 will be awarded to inmates who complete ESL class by passing the Comprehensive Adult Student Assessment System Examination (CASAS).

RECREATION FACILITIES

Gymnasium Area - The Gymnasium area comprises the Recreation Supervisor's office and the basketball court area.

Hobby Craft Area - The Hobby Craft area is on the Recreation yard. This area houses the "tool room" for the Hobby Craft activities, an art room and classrooms. This area is also where the Institution Barber Shop is located.

Recreation Yard - The Recreation Yard area is enclosed by a one-third mile concrete track. Located on the Recreation yard are the soccer and football fields, boccie ball, horseshoe pits, four handball/racquetball courts, tennis/basketball court, softball field and two volleyball courts. Housed on the recreation yard are staff offices and an issue room from which inmates may use their commissary card to check out various sports and recreation equipment.

RECREATION ACTIVITIES

Hobby Craft - The Hobby Craft program offers a number of activities designed to allow the inmates to express themselves in a creative manner. There are classes for the beginner and advanced in all of the activities offered in the Hobby Craft program. The activities which are available for inmate participation are leather craft, basket weaving, woodwork, yarn art, stick craft, free-lance painting and drawing.

Court Games - The institution offers a number of games which are played on regulation courts. They consist of: handball, racquetball, tennis, horseshoes, basketball, boccie ball and pickle ball.

Intramural Sports - The Intramural sports program covers a wide range of interests including: basketball, volleyball, soccer, flag football and softball.

Board Games - Inmates have a wide range of games which are available in the housing units and in the Hobby Craft area. They include: Dominoes, chess, card games, checkers, Yahtzee, Backgammon and Scrabble.

Physical Fitness/Health Education (PFHE) - The Recreation Department has created a number of organized fitness activities which are being designed to offer each inmate a choice of being involved in a variety of exercise programs. These programs include: run/walk clubs, fitness clubs and a Wellness Program.

Music Program - There is a number of music related activities and programs which are available for inmate participation. Instruction is available in Guitar and various percussion instruments. A number of inmate bands play a wide variety of music.

Health Promotion/Disease Prevention - Inmates are able to participate in the HPDP program on a volunteer basis. This is a joint effort on both the Medical Services Department and the Recreation Department. Flyers are posted in the housing units announcing upcoming classes.

FOOD SERVICE

The Food Service Department is responsible for providing meals which are nutritionally adequate, properly prepared and attractively served. We also are responsible for providing those inmates assigned to Food Service the opportunity to acquire the skills and abilities that will enable them to obtain gainful employment upon their release.

Scheduled Meal Service - Weekdays (Monday - Friday)

Breakfast	06:00 a.m. - 07:00 a.m.
Lunch	11:00 a.m. - 12:00 p.m.
Dinner	Dinner will commence after the 04:00 p.m. count has cleared and will last for a minimum of one (1) hour.

Weekends and Holidays

Coffee Hour	07:00 a.m. - 08:00 a.m.
Brunch	11:00 a.m. - 12:00 a.m.
Dinner	Same as weekday schedule

NOTE: There will be a "last call" announced toward the end of each meal. Food Service will close ten minutes after last call is announced.

Food Service Dress Code - Shoes, socks, khaki shirts and grey sweatshirts with sleeves are required in the dining room. There is to be no headgear worn in the dining room. Only headgear, authorized by Food Service Administration or Religious Services, is approved for use while in the Food Service Department. Shirts must be buttoned and tucked into the trousers.

Meal Service Policies - Inmates will enter the end of the line and remain in place until served and will not break the serving line for any reason. While in the serving line, inmates will not trade food items. Any trading will not take place in the dining room. When finished eating, all trays, utensils and trash shall be taken to the dish room for disposal. If you are caught taking extra food from the serving line, you will surrender your tray and go back to the end of the line. If you are caught giving food service workers a "hard time," you will be a food service worker.

Food Service Budget - The Food Service Department is budgeted on a per capita basis. This means we receive a fixed sum of money to feed each man for one day. Here at FCI Oakdale, we receive TWO DOLLARS and NINETY CENTS to feed each man three meals a day and to buy all of our non-edibles such as cups, spoons, plates, mops, etc. WHICH MEANS WHAT EVER IS BEING SERVED HERE IS ALSO BEING SERVED NATION WIDE. This is not much money to run a Food Service operation. It is up to each of you, individually, as to what kind of Food Service Program we have. For example, many inmates come through the line and take much more food than they can eat, because they think that it hurts the "establishment." In fact, they are only hurting themselves and other inmates. The more money we spend on food that is being thrown away, the less we have for special items such as ice cream, steaks, etc. It takes all of us working together to generate the extras that we all want to see. Please help yourself, by helping us trim the needless waste that occurs daily.

Food Service Employment - If you are medically cleared to work in Food Service, you will probably be assigned to work in Food Service. If you are assigned to the Food Service Department, you must complete 90 days of work with clear conduct. If you are caught stealing or are issued an incident report, your 90 days start over. There are a variety of jobs available in the Food Service Department. Below is a list of the job opportunities:

Cooks
Vegetable Prep Workers
Bakers
Sanitation workers
Dish-room Workers
Warehouse Workers
Pots & Pans Workers
Line Servers
Recycling
Staff Dining Room
Dining Room Workers

The rate of pay in Food Service varies depending on the skill level of the job and the actual performance level of the individual doing the job. The pay grades are as follows:

Pay Grade 1 - .40 (per hour)
Pay Grade 2 - .29 (per hour)
Pay Grade 3 - .17 (per hour)
Pay Grade 4 - .12 (per hour)

If you are interested in Food Service employment, please bring a completed "Request to Staff Member" form (Cop-Out) to the Assistant Food Service Administrator.

CHAPLAINCY SERVICES

If you need to contact any Chaplaincy Services Staff, you will need to submit an "Inmate Request to Staff Member" form (Cop-Out).

The Chaplaincy Services Department offers a variety of worship services. Please contact Chaplaincy Staff for specific information regarding these services

Philosophy of Religious Services Department - The Chaplaincy Services Department will provide spiritual and religious needs to inmates. We also provide an understanding/tolerance of Religious Faith Groups and provide an understanding of racial and religious diversity. We will also provide an understanding of confidentiality. We are available to inmates and their families in times of emergency. We will let you know how your family is to contact the institution. We may provide emergency phone calls. We will also provide the inmate population with information on religious diet programs, how to acquire religious materials to be maintained in your personal property and marriage procedures. Additionally, the Chaplaincy Services Department will provide the inmate population with an understanding of the procedures to be followed on various holy days, procedures for obtaining greeting cards, religious books, literature, and faith group requests. This department can also provide inmates with information on the Life Connections Program.

CORRECTIONAL SYSTEMS MANAGEMENT
R&D SERVICES/CCCA/VCCLEA/PLRA/MAILROOM SERVICES

Open House is 6:30 a.m. to 7:00 a.m. on Wednesdays and Thursdays. Open House may be canceled if large inmate movements are being processed. Open House is to resolve issues concerning mail, sentence computations, detainers, etc. It is not to receive personal property. Inmates should see staff at mainline or submit an "Inmate Request to Staff" form (Cop-Out) if they are unable to come to Open House.

MAIL ROOM PROCEDURES - Inmates receive mail service Monday through Friday, excluding holidays. Incoming general correspondence is opened and screened prior to delivery. Outgoing correspondence must contain the name of the institution and Federal Correctional Institution, not FCI, must be printed on the mail. Inmates are allowed to seal their mail. Correspondents should indicate committed name, register number and housing unit on all mail including newspaper and magazine subscriptions. U.S. Postal Service, not Federal Express or UPS should be used to receive incoming mail and authorized packages. Unauthorized inmate to inmate correspondence and items which cannot be searched or inspected, without altering or destroying the item, will be rejected. Packages containing special mail, education, legal materials, personal papers, etc. must be marked with words such as "Authorized by Bureau Policy." If missing, the package will be returned at the post office without notification to the inmate. Other packages must be approved by appropriate staff via the "Authorization to Receive Package" form. If missing, the package will be returned at the post office without notification to the inmate. Any authorized package containing unauthorized material will be returned in its entirety to the sender. Hardback books and newspapers can only be received from the publisher, book store or book club. The sender must be clearly identified as a publisher, book store or book club. All funds sent to inmates/detainees must be sent to the National Lockbox location at the following address:

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

The mail room will not accept funds received from outside the institution. Any funds received will be returned to the sender.

SPECIAL/LEGAL MAIL PROCEDURES - Special/Legal Mail must be delivered to the Receiving and Discharge (R&D) Department between 6:15 a.m. and 6:30 a.m., Monday through Friday. You must show your commissary card to R&D staff at the time of delivery. If the envelope for which you are requesting Special Mail handling does not belong to you, you may be subject to disciplinary action. Outgoing Special Mail must be clearly identified as going to an attorney, court, etc. Incoming Special Mail must clearly be identified as coming from an attorney, court, etc. and contain wording which indicates it is to be treated as special mail, i.e., "Special Mail - open only in the presence of the inmate." If the piece of mail is submitted without an accurate return address, it will not be processed.

If the Special Mail weighs 16 ounces or more, a Form BP-329, "Request Authorization to Mail Inmate Package," must be obtained through your Unit Team. The package and form will then be hand delivered to the Mail Room by unit staff. Outgoing special mail must be clearly identified as going to an attorney, court, etc. Incoming special mail must clearly be identified as coming from an attorney, court, etc. and contain wording which indicates it is to be treated as special mail, i.e. "Special mail - open only in the presence of the inmate".

RECEIVING & DISCHARGE (R&D) – Personal property is usually issued within 48 hours of receipt. Inmates are either placed on call-out or paged to R&D to receive their property. Personal property is searched and inventoried in the presence of the inmate. Upon release of an inmate to the community or a Community Correctional Center (CCC), all property shall be carried out by the inmate unless he elects to mail it prior to his release. Upon transfer to another BOP institution, all personal property will be inventoried and shipped in accordance with Program Statement 5580.07, "Inmate Personal Property." Items which are unauthorized for transfer between institutions will either be donated or mailed home at the inmate's expense.

RECORDS OFFICE - Detainer Process: A detainer is notification that an inmate is wanted by other authorities for prosecution, commitment or other proceedings. Inmate Systems Management (ISM) staff initiate an inquiry when the existence of pending charges are revealed by official reports such as the FBI Rap sheet or PSI. Interstate Agreement on Detainers Act (IAD): An inmate may request resolution of pending charges through the provisions of the IAD. Louisiana and Mississippi are not members of the IAD. Probation/parole violation charges are not covered by the IAD. Inmate sentence computations are completed by the Designation and Sentence Computation Center (DSCC) in Grand Prairie, Texas. Unless an inmate is a parole violator, he will receive a sentence computation within 30 days of arrival. The offense date determines the applicable statute with regard to the computation. Any offense occurring before November 1, 1987, is computed as old law, and any offense occurring on or after November 1, 1987, is computed as new law. Inmates who have questions about their sentence computation should attend Open House or complete an Inmate Request to Staff Member form and which may be submitted to the DSCC.

Jail Credit - Questions or concerns will be answered during Open House.

Good Conduct Time is based on time served. An inmate must serve a complete year including jail time or prior custody time before any time is deducted from the full term date of his sentence.

UNIFORM BASIC SAFETY REGULATIONS

BP-S0169.016 **UNIFORM BASIC SAFETY REGULATIONS** CDFRM NOV 07 **U.S. DEPARTMENT OF JUSTICE** **FEDERAL BUREAU OF PRISONS**

Institution _____

Unit _____

effort will be made to provide a safe working environment. As a new commitment you are being provided with a copy of the safety regulations as reflected below, and a copy of the Inmate Accident Compensation Procedures. You are required to sign and date this form at the bottom to indicate you have ıed this information.

Each inmate worker is required to exercise care, cooperation, and common sense in the performance of his work assignment. Horseplay on the job will not be tolerated.

An inmate worker will perform only that work to which he is assigned. Unauthorized use of machines or equipment, or performance of work in an area not specifically assigned, is forbidden and subject to disciplinary action. Machines or equipment in the work area shall not be used to fabricate or repair personal items.

Inmate workers are not authorized to utilize personal radios while on the job detail.

Operating machinery without the use of safety guard(s) as provided is forbidden and subject to disciplinary action.

Do not adjust, oil, clean, repair, or perform any other maintenance to any machinery while it is in motion. Stop the machinery first and use lock-out devises when provided.

To protect against physical injury and/or health hazard, each inmate worker is required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner.

Safety equipment must be worn in accordance with the institution personal protective assessment.

Vehicle drivers must obey all institutional driving rules.

Do not ride on tractors, forklifts, or any other tow vehicle. The operator is the only person authorized in the use of such machinery.

Do not stand up in a moving vehicle or attempt to dismount before the vehicle has come to a complete stop. Sit on seats provided and keep safety chains in place on open back vehicles.

Smoking is prohibited.

Safety hazards are to be reported to your work supervisor immediately. If the work supervisor does not agree that an unsafe condition exists, you are to report the unsafe condition to the institution's Safety Manager for further consideration.

If you are injured while performing your work assignment, no matter how minor it may seem, report the injury report to your work supervisor. Failure to report a work injury within a maximum of 48 hours may result in the forfeiture of lost time wages and/or inmate accident compensation.

If you suffer a work injury, and feel your injury has resulted in some degree of physical impairment, you may file a claim for Inmate Accident Compensation. To do so, you should contact the Safety Manager **45** days prior to your release or transfer to a Community Treatment Center. The Safety Manager will assist you in completing your claim and will arrange a medical evaluation which must be performed with regard to your claimed injury.

ıave read and understand the above information.

_____ _____

nessed by Inmate Signature

_____ _____ _____

ıate Name Reg. No. Date

cc:Signed copy will be forwarded to the Inmate Central File. Refusal to sign for receipt will be noted on the form

.Note: Should the inmate indicate in any way he is unable to read, safety regulations will be read to him, and Inmate Accident Compensation Procedures explained.

ATTACHMENTS

TABLE 1: TIME LIMITS IN DISCIPLINARY PROCESS

Ordinarily, after becoming aware of an inmate's involvement in an incident, staff will have a maximum of 24 hours to give the inmate notice of charges, by delivering an Incident Report.
The initial hearing (UDC) ordinarily is a maximum of five work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)
After staff gives the inmate notice of charges, by delivering the Incident Report, there is a minimum of 24 hours before the Discipline Hearing Officer (DHO) Hearing, unless waived.
NOTE:
These 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 informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same state at which suspended. The requirements then begin running again, at the same point at which they were suspended.

TABLE 2: INMATE RIGHTS AND RESPONSIBILITIES 541.12

RIGHTS

1. You have the right to expect that you will be treated respectfully, impartially, and fairly by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, counseling and employment as far as resources permit, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with bureau rules.

RESPONSIBILITIES

1. You have the responsibility for treating inmates and staff, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing participation in such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

TABLE 3: PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

1. PROHIBITED ACTS AND DISCIPLINARY SCALE 541.13

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed a prohibited act.

1) Greatest Severity Level of Offenses: The Discipline Hearing Officer (DHO) imposes one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated violent (i.e., an inmate who, per the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996), the DHO may impose any available sanctions (A-M) only in addition to sanctions (A-E). All greatest severity level offenses must be referred to the DHO per the Prison Litigation Reform Act.

2) High Severity Level of Offenses: The DHO imposes one or more of sanctions (A-M), and, except as noted in the sanction, may also suspend one or more additional sanctions (A-M). Sanctions B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. All high severity level offenses must be referred to the DHO.

3) Moderate Severity Level Offenses. The DHO imposes at least one sanction A through M, but, except as noted in the sanction, may suspend any sanction(s) imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated "violent" and for a PLRA inmate. Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction F through M, but may suspend any sanctions imposed. The UDC ordinarily refers to the DHO a moderate severity level charge for a VCCLEA inmate rated "violent" or for a PLRA inmate if the inmate was found to have committed two moderate offenses during his/her current anniversary year (the 12-month period for which an inmate may be eligible to earn good conduct time [GCT]). The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO. A prohibited act charge for 331 involving tobacco or nutritional supplements must be referred to the DHO for final disposition

4) Low Severity Level Offenses: The DHO shall impose at least one sanction B.1, or (D-M). The DHO may suspend any sanctions imposed (a B.1 sanction may not be suspended). The UDC shall impose at least one sanction (F-M), but may suspend any sanction imposed. The UDC ordinarily shall refer to the DHO a low severity level offense for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed three low severity level offenses during the inmate's current anniversary year. (i.e. the twelve month period of time for which an inmate may be eligible to earn good conduct time.) The UDC must document the reasons why the charge for such an inmate was not referred to the DHO.

b. Aiding another person to commit any of these offenses, attempting to commit them, or making plans to commit them, is considered equivalent to committing the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape is Escape, Code 102A. Attempting to adulterate food or drink is Code 209A.

c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first be found to have committed any subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A through E (B and B.1. may never be suspended). The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions F through M. The DHO may execute UDC-suspended sanctions. However, the UDC may **not** execute DHO-suspended sanctions A through E.

d. When an inmate receives an incident report while on a DHO-imposed, but suspended sanction, the new incident report is forwarded by the UDC to the DHO, both for a final disposition on the new incident report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new incident report. The DHO may return an incident report to the UDC if a decision not to execute the suspended sanction is made.

e. The UDC or DHO may impose increased sanctions for repeated, frequent offenses.

f. Sanctions by severity of prohibited acts, with eligibility for restoration of forfeited and withheld statutory good time, are presented in Table 2.

g. NOTIFICATION TO: INMATE POPULATION, April 1, 2009
RE: POSSESSION OF ELECTRONIC ITEMS

Be advised that the unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items, such as MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate discipline system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.

(TABLE 3 cont.) PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

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

CODE	PROHIBITED ACTS
100	Killing
101	Assaulting any person (includes sexual assault) or an armed assault on the institutions secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished.
102	Escape from escort; escape from a secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218 or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
105	Rioting
106	Encouraging others to riot
107	Taking hostage(s)
108	Possession, manufacture, 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, body armor, maps, homemade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device.
SANCTIONS	
A	Recommend parole date rescission or retardation
B	Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
B1	Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good time sanction may not be suspended)
C	Disciplinary segregation (up to 12 months)
D	Make monetary restitution
E	Monetary fine
F	Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation)
G	Change housing (quarters)
H	Remove from program and/or group activity
I	Loss of job
J	Impound inmates personal property
K	Confiscate contraband
L	Restrict to quarters
M	Extra duty

CODE	PROHIBITED ACTS
110	Refusing to provide a urine sample; refusing to breathe into a breathalyzer; refusing to take part in other drug abuse testing.
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by medical staff.
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants or related paraphernalia, not prescribed for the individual by medical staff.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by medical staff
197	Use of the telephone for an illegal purpose or to commit or further a Greatest Category Prohibited Act
198	Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest Severity Prohibited Acts.
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable. For possession of "large quantities" of tobacco code 199/113 Conduct Which Disrupts, most like Possession of any Narcotics, Drugs or Related Paraphernalia not prescribed for the individual by medical staff.

SANCTIONS

Sanctions A-M

HIGH CATEGORY

CODE	PROHIBITED ACTS
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
201	Fighting with another person
203	Threatening another with bodily harm or any other offense
204	Extortion, blackmail, protection: demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing
205	Engaging in sexual acts
206	Making sexual proposals or threats to another
207	Wearing a disguise or a mask
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure
209	Adulteration of any food or drink.
211	Possessing any officers or staff clothing.
212	Engaging in, or encouraging a group demonstration
213	Encouraging others to refuse work to work, or to participate in a work stoppage
216	Giving or offering an official or staff member a bribe or anything of value

SANCTIONS

A	Recommend parole date rescission or retardation
B	Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
B1	Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
C	Disciplinary transfer (recommend)
D	Make monetary restitution
E	Monetary Fine
F	Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation)
G	Change housing (quarters)
H	Remove from program and/or group activity
I	Loss of job
J	Impound inmate's personal property
K	Confiscate contraband
L	Restrict to quarters
M	Extra duty

TABLE 3 (cont)
HIGH CATEGORY (con't)

CODE	PROHIBITED ACTS
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of $100.00 or destroying, altering, damaging life safety devices (e.g., fire alarm) regardless of financial value
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications device, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which date is stored.)
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)
221	Being in an unauthorized area with a person of the opposite sex without staff permission
224	Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or accomplished by an inmate)
225	Stalking another person through repeated behavior which harasses, alarms, or annoys the person, or 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. us of the mail to commit or furtHIS a High Category prohibited act, special mail abuse, writing letters in code; direction other to send, sending, or receiving a letter or mail through unauthorized means, sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence.
297	Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or furtHIS a High Category prohibited act.
298	Interfering with a staff member in the performance of duties, most like another High severity prohibited act. This charge is to be used only when another charge of high severity is not accurate. The offending conduct must be charged as "most like" one of the listed High Severity prohibited acts.
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons., most like another High severity prohibited act. This charge is to be used only when another charge of high severity is not accurate. The offending charge must be charged as "most like" one of the listed High Severity prohibited acts.

SANCTIONS

Sanctions A-M

TABLE 3 (cont)

MODERATE CATEGORY

CODE	PROHIBITED ACTS
300	Indecent exposure
302	Misuse of authorized medication
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized
304	Loaning of property or anything of value for profit or increased return
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels
306	Refusing to work, or to accept a program assignment
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g. failure to obey an order which furtHISs a riot would be charged as 105, Rioting; refusing to obey an order which furtHISs a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged would be charged as Code 110)
308	Violating a condition of a furlough
309	Violating a condition of a community program
310	Unexcused absence from work or any program assignment
311	Failing to perform work as instructed by the supervisor

SANCTIONS	
A	Recommend parole date rescission or retardation
B	Forfeit earned statutory good time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
B1	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
C	Disciplinary segregation (up to 3 months)
D	Make monetary restitution
E	Monetary fine
F	Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation)
G	Change housing
H	Remove from program and/or group activity
I	Loss of job
J	Impound inmates personal property
K	Confiscate contraband
L	Restrict to quarters
M	Extra duty

TABLE 3 (cont)

MODERATE CATEGORY (con't.)

CODE	PROHIBITED ACTS
312	Insolence toward a staff member
313	Lying or providing a false statement to a staff member
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper, (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102)
315	Participating in an unauthorized meeting or gatHISing
316	Being in an unauthorized area without staff authorization (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
317	Failure to follow safety or sanitation regulations
318	Using any equipment or machinery which is not specifically authorized without staff authorization
319	Using any equipment or machinery contrary to instructions or posted safety standards
320	Failing to stand count
321	Interfering with taking of count
324	Gambling
325	Preparing or conducting a gambling pool
326	Possession of gambling parapHISnalia
327	Unauthorized Contacts with the Public
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization
329	Destroying, altering, or damaging government property, or the property of another person, having a value of $100 or less
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (tool not likely to be used in an escape 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 nonhazardous contraband includes such items as food or cosmetics).
332	Smoking wHISe prohibited
333	Fraudulent or deceptive completion of a skills test (e.g. cheating on a GED, or other education 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 parapHISnalia indicating gang affiliation.
336	Circulating a petition
397	Use of telephone for abuses other than criminal activity
398	Interfering with a staff member in the performance of duties, most like another moderate severity act. This charge is to be used only when another charge of moderate severity is not applicable
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another moderate severity prohibited act. This charge is to be used only when another charge of moderate severity is not applicable

SANCTIONS

Sanctions A-M

TABLE 3 (con't)

LOW CATEGORY

CODE	PROHIBITED ACTS
402	Malingering, feigning illness
404	Using abusive or obscene language
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)
408	Conducting a business
409	Unauthorized physical contact (e.g., kissing, embracing)
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list)
498	Interfering with a staff member in the performance of duties. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.

SANCTIONS

B1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only whose 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 whose 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)
E	Make monetary restitution
F	Withhold statutory good time
G	Loss of privileges: commissary, movies, recreation, etc.
H	Change housing (quarters)
I	Remove from program and/or group activities
J	Loss of job
K	Impound inmate's personal property
L	Confiscate contraband
M	Restrict to quarters
N	Extra duty
O	Reprimand
P	Warning

TABLE 3 (con't.)
LOW MODERATE CATEGORY (con't.)
Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.
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 on 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. For example, "We find the act of____to be of high severity, most comparable to prohibited act of Engaging in a Group Demonstration."
Sanction B1 may be imposed on the Low Moderate category only wHISe the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate
TABLE 4

SANCTIONS

541.4 Loss of good conduct sentence credit as a mandatory sanction.
(a) You will lose good conduct sentence credit as a mandatory disciplinary sanction if you are in one of the following two groups:
(1) ***VCCLEA-violent inmates***. The date of your U.S. Code offense was on or after September 13, 1994, but before April 26, 1996, and you committed a "crime of violence" as defined by the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA); or
(2) ***PLRA inmates and D.C. Code offenders***. The date of your U.S. Code offense was on or after April 26, 1996, and, therefore, under the Prison Litigation Reform Act (PLRA), or the date of your District of Columbia (DC) Code offense was on or after August 5, 2000.
(b) If you are an inmate in one of the above groups and commit a prohibited act, you will lose good conduct sentence credit as a mandatory disciplinary sanction. The amount of good conduct sentence credit you will lose depends on the severity level of the prohibited act(s) committed, as follows:
(1) ***Greatest Severity Level Offenses***. You will lose at least 41 days, or 75% of available credit if less than 54 days are available for the prorated period, for each act committed.
(2) ***High Severity Level Offenses***. You will lose at least 27 days, or 50% of available credit if less than 54 days are available for the prorated period, for each act committed.
(3) ***Moderate Severity Level Offenses***. You will lose at least 14 days, or 25% of available credit if less than 54 days are available for the prorated period, after committing two or more Moderate severity acts during the current year of your good conduct sentence credit availability.
(4) ***Low Severity Level Offenses***. You will lose at least 7 days, or 12.5% of available credit if less than 54 days are available for the prorated period, after committing three or more Low severity acts during the current year of your good conduct sentence credit availability.

Available Sanctions (upon finding the inmate committed the prohibited act(s):
(A) Recommend Parole Date Rescission or Retardation. The DHO may recommend retardation or rescission of parole grants to the U.S. Parole Commission or respective parole authority.
(B) Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, or Terminate or Disallow Extra Good Time.
Forfeited good conduct time (GCT) is not eligible for restoration. However, *forfeited statutory good time* (SGT) may be restored. Restoration of statutory good time is approved at initial eligibility only when the inmate has shown a period of improved good behavior. When the Warden (or designee) denies restoration of forfeited statutory good time, the unit team notifies the inmate of the reasons for denial. The unit team establishes a new eligibility date, not to exceed six months from the date of denial.
An application for restoration of statutory good time is forwarded from the inmate's unit team, through the DHO and Captain for comments, to the Warden for final decision.

Inmates who committed their crimes on or after November 1, 1987, and are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act, are only eligible to receive 54 days GCT credit (18 U.S.C. 3624(b)). This credit is given at the end of each year served and, once given, is vested. For these inmates, the DHO's authority is final and subject only to review by the Regional Director to ensure conformity with the discipline policy and by inmate appeal through Administrative Remedy procedures.
The statutory good time available for forfeiture is limited to an amount computed by multiplying the months served at the time of the offense for which forfeiture is taken, by the applicable monthly rate specified in 18 U.S.C. 4161 (less previous forfeiture or withholding). The amount of GCT available for forfeiture is limited to total days in "non-vested" status at the time of misconduct (less previous forfeiture).
Forfeiture of GCT may not be suspended.

Disallowance of extra good time is limited to extra good time for the calendar month in which the violation occurs. It may not be withheld or restored.

The sanction of termination or disallowance of extra good time may not be suspended.

Forfeited GCT will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden, and may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 2.)

To ensure an inmate's case is not overlooked when statutory good time has been forfeited, the unit manager will ensure the eligibility requirements are reviewed for restoration per the time frames in the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team for or against restoration is forwarded to the Warden through the DHO and Captain. Except as noted, eligibility for restoration of forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO.

An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to Bureau custody. The Warden refers to the Regional Director any case whose exceptional circumstances support restoration of statutory good time before completion of the eligibility requirements.

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

(B.1) Disallowance of Good Conduct Time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days GCT credit each year (18 U.S.C. 3624(b)). Once awarded, the credit is vested, and may not be disallowed.

Crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is exempt because of a learning disability).

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate's service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored,

except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

A sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance guidelines in making a determination.

A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g., within 24 months for a greatest severity level prohibited act, 18 months for a high severity level prohibited act, and 12 months for a moderate severity level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines is justified in the DHO report.

VCCLEA inmates rated "violent" and PLRA inmates are ordinarily disallowed GCT for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

Greatest Severity Level Offenses. A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.

High Severity Level Offenses. A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.

Moderate Severity Level Offenses. A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.

Low Severity Level Offenses. A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

Except for VCCLEA inmates rated "violent" or PLRA inmates, Sanction B.1 may be imposed on the Low severity level only whose the inmate has committed a Low severity level act more than once within a six-month period.

GCT credit may only be given to an inmate serving a sentence of more than one year, but less than life. In the last year or part of a year of an inmate's sentence, only the GCT available for the time remaining may be disallowed.

(C) Disciplinary Segregation. The DHO may direct that an inmate be placed or retained in disciplinary segregation. Consecutive disciplinary segregation sanctions can be imposed for inmates found to have committed offenses that are part of different acts only. Limits on time in disciplinary segregation are based on the severity scale (see Tables 1 and 2).

Unless otherwise specified by the DHO, disciplinary segregation placements for different or separate prohibited acts are imposed consecutively.

(D) Make Monetary Restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for damages to U.S. Government property that the individual caused or contributed to. The UDC is prohibited from imposing the sanction of make monetary restitution.

Commissary privileges should be suspended by the DHO until restitution is made. See the Program Statement **Trust Fund/Deposit Fund Manual** for instructions regarding impoundment of inmate funds.

(E) Monetary Fine. The DHO may direct that an inmate pay a fine, as follows:

Greatest severity level offense – Up to $500, or 75% of the inmates trust fund balance.

High severity level offense – Up to $300, or 50% of the inmates trust fund balance.

Moderate severity level offense – Up to $100, or 25% of the inmates trust fund balance.

Low severity level offense – Up to $50, or 12.5% of the inmates trust fund balance.

Commissary privileges should be suspended until the fine is paid. See the Trust Fund/Deposit Fund Manual for instructions regarding impoundment of inmate funds.

This sanction cannot be used as a form of monetary restitution. The UDC is prohibited from imposing the sanction of monetary fine.

(F) Loss of Privileges (e.g., visiting, telephone, e-mail, commissary, movies, recreation). The DHO or UDC may direct that an inmate forego specific privileges for a specified time.

The DHO or UDC may impose non-contact visiting or immediate family-only visitation in addition to loss of visiting.

Loss of recreation privileges (exercise periods) may not be imposed on inmates in a Special Housing Unit (SHU), but may be used for general population inmates.

The DHO or UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the SHU. Staff must ensure the inmate has a mattress from lights off to lights on.

(G) Change Housing (Quarters). The DHO or UDC may direct that an inmate be moved to other housing.

(H) Remove from Program or Group Activity. The DHO or UDC may direct that an inmate not participate in any program or group activity for a specified time.

(I) Loss of Job. The DHO or UDC may direct that an inmate be removed from his/HIS present job or assigned to another job.

(J) Impound Inmate's Personal Property. The DHO or UDC may direct that an inmate's personal property be stored in the institution for a specified time.

(K) Confiscate Contraband.

(L) Restrict Quarters. The DHO or UDC may direct that an inmate be confined to quarters or its immediate area for a specified time.

(M) Extra Duty. The DHO or UDC may direct that an inmate perform tasks other than those performed during his/HIS regular job.

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY (TABLE 5)

Category	Prior Offense (Same Code) Within Time Period	Frequency of Repeated Offense	Sanction Permitted
Low Moderate (400 series)	6 months	2nd 3rd or More	Low Moderate Sanctions, plus 1 Disciplinary Segregation, up to 7 days 2 Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). Any sanctions available in Moderate (300) series and Low Moderate (400) series.
Moderate (300 series)	12 months	2nd 3rd or more	Moderate Sanctions (A, C, E-N) 1 Disciplinary Segregation, up to 21 days 2 Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended) Any sanctions available in Moderate (300) and High (200) series.
High (200 Series)	18 months	2nd 3rd	High sanction (A, C, E-M) plus 1 Disciplinary segregation, up to 45 days. 2 Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any sanction available in High or more (200) and Greatest (100) series.

(See Table 5, SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY. Forfeited good conduct time will not be restored ("GT" in Table 6 represents both good conduct and statutory good time.) NOTE: In Table 6 headings, "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.

SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR RESTORATION OF FORFEITED AND WITHHELD STATUTORY GOOD TIME (TABLE 6)

Severity of Act	Sanctions	Max. Amt. Forfeited (SGT (1)	Max. Amt. W/hld SGT	Eligibility Restoration Forf. SGT	Eligibility Restoration w/hld/SGT	Max. D/S (1)
Greatest	A-F	100%	GT credit for single month during which violation occurs. Applies to all categories.	24 months	18 months	60 days
High	A-M	50% or 60 days, whichever is less		18 months	12 months	30 days
Moderate	A-N	25% or 30 days, whichever is less		12 months	6 months	15 days
Low/Mod	E-P	N/A		N/A (1st offense) 6 months (2nd or 3rd offense in same category within 6 months)	3 months	N/A (1st offense) 7 days (2nd offense) 15 days (3rd offense)

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

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

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

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct which Disrupts (Code 199, 299, 399, or 499) the DHO or UDC, in its findings, should indicate 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. For example, "We find the act of _____ of high severity, most comparable to prohibited act Engaging in Group Demonstration."

NOTE: Change Notice 8, 5270, Inmate Discipline and Special Housing Units, dated 9/29/1997, became effective 11/3/1997.

Code 109 is abolished and replaced by Codes 111, 112 and 113. Code 109 will be used for all positive urine specimens and other drug related acts that occurred prior to 11/3/1997. The date the U/A was taken establishes whether Code 109 or 112 is used. Code 220 has been modified somewhat, but still is to be used for practicing martial arts or other forms of physical encounter and boxing (unless using a punching bag).

The DHO will also be required to impose certain good time sanctions also for VCCLEA violent computations. The DHO may make the final disposition on a prohibited act in the Greatest or High categories when the High category act has been committed by a PLRA or VCCLEA violent.

UNIT RULES AND REGULATIONS

Updated: May, 2012

All unit regulations are intended to insure the orderly running of the unit. Each inmate is expected to do HIS part in complying with the rules and guidelines as outlined below:

Every inmate assigned to a Unit is required to know and abide by the rules and regulations set forth by the Unit Manager. Inmates are expected to maintain their room sanitation. Sanitation is strictly enforced, both throughout the institution and in this unit. Any violations of the following rules and regulations will be met with the appropriate disciplinary action.

SANITATION

a.) All beds will be made by 7:30 a.m., Monday through Friday. Each bed is to be made with a blanket, white sheet and white pillowcase. The bed is to be made smoothly and tightly and the sheet is to be turned down from the head of the bed to provide a six (6) inch cuff.

b.) Rooms are to be cleaned daily, including walls, corners, floors, window sills and locker tops. Trash is to be removed from all trash receptacles daily by 7:30 a.m. and placed in unit trash cans. Failure to do so will result in disciplinary action for all inmates in the room.

c.) Clutter of any kind is to be avoided. Shoes are to be lined up neatly under the bed. Inmates are to have only one pair of work shoes. No items of clothing should be stored under the bed, mattress, or pillow. No items should be placed in the windows at any time. No items are to be placed on locker tops. No items are to be hung from the beds, or hung on the walls. Hooks are provided in each cell for hanging laundry bags and coats. Two laundry bags per inmate are allowed to be hung from wall hooks, containing clothing only.

d.) Paper bags, plastic bags and cardboard boxes are not to be used for storage or trash cans. There should be no pictures taped or glued to the walls, desks, lockers, beds, or chairs. Additionally, only cell numbers are to be written on chairs, any other alterations, to include graffiti or cutting of the legs will result in disciplinary action. When placed in a living assignment, any damage to the room and/or furniture should be reported to the unit team.

e.) All clothing and personal property items are to be stored in your designated locker. Shoes are the only items authorized to be on the floor. Shoes should be in order under the bed with the toe of the shoes pointing toward the wall at both ends of the bottom bed. Any clothes lying in the room will be confiscated, placed in the laundry cart, and not returned.

f.) Only authorized mirrors are allowed on the walls in cells.

g.) Sanitation supplies may be obtained through the Unit Officer or one of the Counselors. Spray bottles must be properly labeled. All chemicals from the Safety Department must be kept in storage, not in inmate rooms or lockers. Unit orderlies must be wearing khaki pants with t-shirts and steel toe shoes while working from 7:30 a.m. - 4:00 p.m.

1.Personal Conduct: Inmates are restricted from hand holding, embracing, kissing, the placement of arms around shoulders or waist or other forms of physical contact. Occasionally, a brief embrace of friendship may be appropriate.

2. Rooms: Rooms will be ready for inspection each morning at 7:40 a.m., Monday through Friday. This includes the floors being swept and mopped. Exceptions to this rule are those inmates who are on a medical convalescence.

SMOKING - Smoking is prohibited at FCI Oakdale. Any inmate caught smoking will subject to disciplinary action.

COMMON AREAS - Where as unit orderlies are responsible for overall sanitation and appearance, each inmate is expected to clean up behind themselves. All mops and mop buckets must be stored in utility closets when not in use. Rinse the mops, empty the buckets and leave the closets neat and clean.

COUNT - Institutional counts are conducted every weekday and 12:01 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m., and 9:00 p.m. On weekends and holidays an additional 10:00 a.m. count will be conducted. You are expected to stand in front of your designated bed for the 4:00 p.m. and 9:00 p.m. count and the 10:00 a.m. count on weekends and holidays.

INSPECTIONS - Beds and assigned living areas are to be ready for inspection at 7:30 a.m., Monday through Friday. Staff will conduct room inspections on a daily basis. The Institution Duty Officer will inspect the unit on a weekly basis. Meal rotations will be based on the scores received by the Duty Officer.

LIGHTS - All corridor lights will be turned on at 5:30 a.m. on weekdays. Lights will be turned off at 9:30 p.m. on week nights.

QUARTERS - Once assigned a room, moves will only be made for an institution need or inmate medical issue. In some instances, persons with a bottom bunk requirement must be moved to a lower bunk. Also inmates who are placed in "FRP Refuse" status will be moved to an upper bunk if they do not medically require a lower bunk. If placed back in "Part" status, they will not be moved back to a lower bunk.

MOVING - Once you have been assigned to a particular room, you will be expected to move to that room. All room movement will normally take place after the 4:00 p.m. count. When moved to another room, no furniture is to be moved. This includes lockers, mattresses, pillows, and chairs.

LEGAL MAIL - Legal, certified and express mail will be distributed on a daily basis. Staff will provide a receipt for any money orders received in the unit.

OUT OF BOUNDS - There will be no visiting between inmates in another unit. Being in another unit is **strictly** prohibited.

STAFF ACCESS - Open house for the unit will be held between 3:00 p.m. and 3:45 p.m. during the week. Copies of staff schedules will be posted on bulletin boards.

EDUCATION - The Education Department regularly publishes a list of various important programs schedules. These program schedules will be posted on the unit bulletin boards.

SEARCHES - Your person, work area and assigned living areas are subject to search at any time by all staff. Possession of anything not authorized can result in disciplinary action. You are responsible for everything on your person or in your assigned living area.

DRESS CODE - You are required to dress in your khaki pants and shirt while you are working. Those assigned to food service will wear the issued white uniform when at work. During inclement weather, you are allowed to wear a sweatshirt over your khaki shirt. When you leave the unit during the work day, you are required to have your shirt, including the sweatshirt if worn, tucked into your pants. You are also required to be dressed in your khaki pants and shirts while in the visiting room. **Inmates are not allowed to sag their pants, they must be pulled up around your waist.** Sweatpants and shirts are not to be worn to callouts and or in program areas during the work day. You are allowed to wear sweatpants and shirts if you are going to the recreation area during the work day, and are allowed to wear this attire in all areas after 4:00 pm count. In essence, proper attire must be worn at all times. AT NO TIME WILL UNDERGARMENTS BE WORN AS AN OUTER GARMENT WHILE IN THE UNIT WITH THE EXCEPTION OF IN YOUR ROOM. BATHROBES MAY BE WORN DIRECTLY FROM YOUR ROOM TO THE UNIT SHOWERS AND VICE VERSA, ONLY.

TELEPHONES - Telephones for inmate use are available from 5:45 a.m. until 11:30 p.m. daily. Telephones may not be used during any COUNT. All telephone calls are subject to random monitoring by the institution. Inmates found abusing the phone by making three way calls, allowing another inmate use of their pin number, allowing an inmate to speak on the phone during a placed call, calling a radio station, etc., will receive disciplinary action for phone abuse.

SHOWERS - Shower times are posted near each restroom and are to be observed. In order to assist in water conservation efforts, inmates should take shorter showers and turn off water while shampooing hair.

NOISE - Each individual is to conduct himself in a manner that creates an atmosphere of order and respect for the rights of others. Loud talking, running, horseplay, etc., will not be tolerated. Quiet hours will be observed following the 9:00 p.m. count.

CONTRABAND - Contraband is anything not authorized for retention by this institution, anything that is not issued or anything not sold by the Commissary. Inmates are responsible for any contraband in their assigned room. Where an assigned room has two occupants or more, all inmates are equally responsible for any contraband in their assigned room. Your living area and person will be searched periodically.

UNIT HOURS OF OPERATION

12:01 a.m. - Official count
1:00 a.m. - All TV rooms are secured
3:00 a.m. - Official count
4:00 a.m. - Food Service AM workers are escorted to Food Service
5:00 a.m. - Official Count
5:30 a.m. - Lights On
5:45 a.m. - Breakfast (Monday -Friday)
7:00 a.m. - Breakfast (Weekends & Holidays)
7:10 a.m. - UNICOR Work Call
7:30 a.m. - General Work Call
7:40 a.m. - Trash Call
8:00 a.m. - Visiting begins on Weekends & Holidays
10:00 a.m. - Official Stand Up Count (Weekend & Holidays)
11:00 a.m. - Mainline meal rotation (Monday thru Friday)
12:30 p.m. - Work Call / Trash Call
3:00 p.m. - Open House
3:30 p.m. - Work Re-Call
4:00 p.m. - Official Stand Up Count
4:30 p.m. – (Approximate) - Evening Meal Rotation
8:30 p.m. - Recreation Yard Closed - One way movement to units
9:00 p.m. - Official Stand Up Count / Quiet time observed
9:30 p.m. - Lights out on week nights - necessary inmate movement only
11:00 p.m. - Return to assigned cells