

FCC PETERSBURG

Inmate Information Handbook

Introduction

The purpose of this handbook is to provide incoming inmates with general information regarding institution rules, regulations and various programs. Most of the information in this handbook is consistent throughout the Federal Bureau of Prisons, and will help inmates during their initial adjustment at an institution.

The information contained in this handbook will serve as a guide for all inmates assigned to the Federal Correctional Complex, Petersburg, Virginia. This information will help you to understand what is expected of you. This handbook will explain the general operations of this facility. You are encouraged to read this handbook carefully upon your arrival.

There should be open communication and cooperation between inmates and staff. You will find staff to be knowledgeable, firm, and fair as they address any inmate concerns. The staff will perform their duties according to policy.

Admission and Orientation (A&O)

Upon an inmate's arrival at an institution, case management, medical and mental health staff will screen the inmate for suitable placement within the institution. Within the first two weeks at their designated institution, inmates will attend an orientation (A&O) program. During the program, staff from various departments will inform inmates of policies and procedures concerning specific programs and services at the institution.

Unit Teams

Unit Team is a management concept used by the Federal Bureau of Prisons to place staff in direct proximity to inmates assigned to their unit. Each unit team includes a Unit Manager, Case Manager, Counselor, Secretary, and a Unit Officer. A Psychologist, and an Education Advisor is also available. The unit team staff offices are ordinarily located in the inmate living unit so staff and inmates can be accessible to each other. The unit team is available to help with planning, developing, and coordinating individual programs tailored to meet the needs of each inmate. The unit team will also assist the inmate with parole matters, release planning, personal and family problems, and counseling.

A member of the unit team will be at the institution weekdays from 7:30 a.m. to 9:00 p.m., and during the day on weekends and holidays. The unit team work schedule also provides a team member to be available at times when inmates are not at work. The unit team's work schedule is posted on the unit bulletin board.

Each inmate will be initially classified by his Unit Team within 28 days of his arrival at this Institution. After initial classification, Program Review meetings will be scheduled by the Unit Team every 90 to 180 days depending on the amount of time remaining on an inmate's sentence. At initial classification; program goals will be established, educational enrollment, participation and progress will be examined, release plans will be discussed and other pertinent information concerning your sentence, work assignment and security level will be reviewed. If an inmate has problems or matters of interest, he may address these concerns to Unit Staff.

General Functions of Unit Staff

Unit Manager - The Unit Manager is the administrative head of an assigned unit and oversees all of its programs and activities. He/she is a department head at the institution and maintains a working relationship with other departments and personnel. The Unit Manager is also the "chairperson" of the team, and reviews all team decisions. He/she will ordinarily chair the Unit Discipline Committee.

Case Manager - The Case Manager is responsible for all matters pertaining to an inmate's commitment and confinement. He/she prepares classification material, progress reports, release plans, correspondence and other reports relevant to an inmate's case. The Case Manager serves as a liaison between the inmate, management, and the community. He/she is responsible to the Unit Manager. A specialist, the Case Management Coordinator, provides technical assistance to the Case Manager regarding case management issues. The Case Manager is also a member of the

Unit Discipline Committee.

Correctional Counselor - The Correctional Counselor provides counseling and guidance to inmates regarding institution adjustment, and personal issues. He/she visits inmate work details regularly and monitors their progress. The Counselor is the individual an inmate may approach for daily problems. He/she is also responsible to the Unit Manager for the security, safety and sanitation of the unit. The Counselor is a member of the Unit Discipline Committee.

Unit Secretary - The Unit Secretary performs clerical and administrative duties.

Unit Officer - The Unit Officer is responsible for the daily supervision of inmates and enforcing institution rules and regulations. They are also responsible for the daily security, safety, and sanitation of the unit. Officers are in constant contact with inmates and will help inmates with minor problems and emergencies. The relationship between inmates and officers may not interact or interfere with their duties and responsibilities. The Unit Officer is supervised by the Unit Manager concerning unit activities, and by the Captain (the Chief Correctional Supervisor) regarding security.

Psychologist - Each unit team has an assigned Psychologist to provide counseling and other mental health services to the inmate. A Contract Psychiatrist is also available by appointment for individual problem-solving. Inmates are encouraged to consult their Psychologist when necessary.

Education Supervisor- Each unit team has an assigned Education Advisor to assist with the planning of an inmate's education needs and requirements.

Communications

There is a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest to inmates. Unit Managers utilize town hall meetings at his/her discretion to foster improved communications. Each unit maintains open house hours daily in order to address concerns. Unit staff maintain week-end hours likewise. Schedules will be posted in each housing unit.

Program Reviews

The unit team will conduct a program review with each inmate in accordance with Program Statement 5290.14. The team will discuss with the inmate issues regarding program progress, institution adjustment, work transfer requests, custody, and etc.

Town Hall Meetings

Town Hall meetings are held periodically in the units to encourage communication. Discussions regarding changes in policies and procedures will be conducted. You are encouraged to ask pertinent questions. Your questions should pertain to the unit as a whole rather than personal questions or problems.

Team Participation in Parole Hearings

The unit team prepares progress reports and compiles other information in the inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies.

The inmate's Case Manager will ordinarily be present at that inmate's parole hearing. However, the Case Manager's function at the hearing is to assist the parole examiners, not as a staff representative for the inmate.

Daily Inmate Life

NORMAL BUSINESS HOURS: During normal business hours, (7:30 a.m. to 4:00 p.m., Monday thru Friday), all inmates on duty and/or off-duty **must** be dressed in their Institutional clothing. Sweat pants, shorts, and T-shirts are not allowed in the dining hall during the noon meal. Inmates may wear sweat shirts or thermal underwear underneath their khaki shirts. **All shirts** (T-shirts and khaki shirts) **are to be tucked in at all times**. With the permission of the detail foreman, an inmate assigned to an outside work detail may work in a T-shirt (this does not include a sweat shirt); however, this shirt must be tucked in at all times and the inmate must have his khaki shirt with him. This is to ensure that the inmate will be properly dressed if he is on a call-out from his detail or is required to enter another area of the Institution. Altered clothing, such as sweat pants and khaki pants that have been cut into shorts, is not allowed and are considered contraband. No institutional or personal clothing may be altered or marked with any designs other than what is authorized to be placed on the clothing by the laundry room. Inmates on duty status, such as food service workers, must wear the prescribed work uniform regardless of the time or day of the week. "Food Service Whites" may only be worn to and from Food Service and on the job site. Non Institutional clothing may be worn to all morning meals, the evening meal, and to all meals on weekends and holidays. Clothing must always be worn in a tasteful manner in accordance with FCC Petersburg and FBOP policy. Inmates in possession of altered or damaged clothing are subject to disciplinary actions and can be required to reimburse the FBOP for all damages to clothing. Alterations of Institution clothing are only authorized to be performed in the Institution laundry room under the supervision of FBOP staff. Ironed shirt pleats are not authorized.

Sanitation

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

Each inmate is responsible for making his bed in accordance with regulations before work call (including weekends and holidays) when he leaves the area. Each inmate is also responsible for sweeping and mopping his personal living area, to insure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean.

All beds are to be made daily in the prescribed manner. Beds will be made each weekday by 7:30 a.m. On weekends, beds will be made by 10:00 a.m. At no time will a mattress be removed from a bunk and placed on the floor. Inmates are also required to empty their trash and wastebaskets daily. If a cell or room is not maintained at an acceptable level, the inmate will be subjected to disciplinary action.

Unit Orderlies are responsible for the unit sanitation. However, everyone is responsible to clean up after themselves. Inmates may be assigned cleaning tasks in the unit during off duty hours if the need arises.

Showers are available every day, but inmates may not be in the shower during an official count. Food service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit.

Inmate Personal Appearance and Dress Codes: Institutional clothing must be worn at all times, with the following exceptions: (1) after 4:00 p.m. (2) all day on weekends and holidays (3) to, from, on the recreation yard, and during the breakfast meal and during the evening meal. Tennis shoes may be worn during the noon meal. Shirts must be tucked in at **all** times. Hats and non-prescription sunglasses must be taken-off prior to entering a building.

NOTE: These dress codes are in effect both on the compound and in the dining hall.

Personal Property Limits

There are limits on items and personal property that an inmate may retain due to security and sanitation reasons. Excess personal property is a fire hazard and it impairs staff's searches of the living area.

Personal Hygiene Items: You will be issued a hygiene kit upon arrival at FCC Petersburg. The

kit will contain the following items:

- 1) One toothbrush
- 2) One tube of toothpaste
- 3) Writing paper (10 sheets)
- 4) One pencil
- 5) One comb
- 6) Two safety razors
- 7) Two bars of soap
- 8) Envelopes (5)

Toothpaste, toothbrushes, combs, razors and soap are issued by the institution. After the initial issue of the above hygiene items, the inmates will be given the opportunity to replenish these items through the commissary on their scheduled shopping day.

Personal Property Limits: Items which may be retained by an inmate are limited for sanitation, security, and safety reasons. This is done to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of your living area.

Inmates' personal property may be purchased through the Institution commissary. Any other personal property brought into the Institution must be authorized and approved by the Inmate Systems Department at the time of admission. The only exceptions are approved medical devices and release clothing. All personal property, including commissary items, will be stored in your locker.

Inmates at FCC Petersburg are authorized to possess one standard issue of the following Institution clothing.

Storage Space

An inmate's property must be neatly and safely stored in the designated space. Inmates may not accumulate property to the point where it becomes a fire, sanitation, security, or housekeeping hazard. Inmates may purchase personal locks in the institution commissary.

Clothing

Inmates may not possess any type of civilian clothing except athletic apparel. Inmates will store all clothing neatly in their individual lockers. The clothing room will issue individual clothing, work shoes, washcloths, and towels to inmates. All footwear will be stored under the bed.

Tennis Shoes: All inmate tennis shoes must be marked with the inmate's register number inside the tongue or on the inside label. Staff will mark the shoes with a permanent marker. All unmarked shoes will be confiscated.

Special Purchase Item

Special purchase items may be authorized if it can be kept in the personal storage area provided, and it does not violate security.

Legal Materials

Inmates may store their legal materials and supplies in their locker. Inmates may request additional storage space for legal material through their Counselor.

Hobby Craft Materials

Inmates will store all hobby shop raw materials in lockers provided in the hobby shop. Participants must purchase a combination lock from the Commissary to place on their art and hobby craft locker. Sharing of hobby craft materials or a locker with another inmate is prohibited. All projects must be disposed of within thirty days after completion. Art and hobby craft items will be mailed at your expense to immediate family members or approved visitors only. Sales of art or hobby craft items will be prohibited at the Institution. Inmates are not allowed to have completed projects in their rooms.

Commissary Items

The total value of an inmate's accumulated commissary items (excluding special purchase) will be limited to the monthly spending limitation. Special limits on various items may apply.

Food Storage

Exposed food items create a health hazard. Inmates must properly seal their food when not consumed. Empty jars may not be kept or used as drinking containers. Those empty jars are to be thrown away.

Sports and Musical Equipment: Athletic and music equipment is prohibited as personal property to be retained by the inmate. These items will be provided by and maintained in the Recreation Department. You may purchase playing cards through the commissary. All other table games and supplies will be available through the Recreation Department. Ordinarily, inmates may possess only one instrument at a time.

Letters, Books, Photographs, Newspapers, and Magazines

Inmates are limited in the number of magazines stored in the locker or shelf provided in each

room. Inmates may have in their room/cubicle three newspapers (current), five magazines and ten books. Inmates must have written authorization from the Supervisor of Education to receive or possess a correspondence course. Upon completion of the course, the books and materials should be mailed out. If any books are kept, they will be counted as one of the allowable books. Picture frames sold in the commissary may be displayed on locker tops. However, no pictures or items may be tacked, stapled, or taped to any locker, door, window, or wall. Nude pictures may not be present for public view.

Radios and Watches

An inmate may not own or possess more than one (1) approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's name and registration number. Only walkman-type radios are permitted, and headphones are required at all times. While an inmate is in holdover status, he may not purchase, own or possess a radio or watch. Inmates may not give any items of value to another inmate i.e., radio, watch, sneakers and commissary items.

Jewelry

Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones. The declared value of the item must be less than \$100.00.

Living Quarter Rules

Unit meal rotation is based on weekly sanitation ratings of each unit. The unit with the highest sanitation rating is called first to eat, and the unit with the lowest rating is called last.

The Unit Officer will announce breakfast to the inmates when notified by the Lieutenant. Inmates are given reasonable amount of time to leave the unit and go to the dining hall to eat. A fresh fruit is the only food item an inmate may remove from the dining room. However, the fruit must be consumed before it spoils.

It is the inmate's responsibility to be at work on time. Inmates who are unable to maintain their rooms or be at work on time will be subject to disciplinary action. Inmates must wear steel-toed safety shoes to work, including orderly positions in the unit.

Intra-room/cell visitation is allowed in the units. During room visitation, the door must remain open. However, inmates are **not** permitted to visit other housing units. Room or cell doors are to be closed when inmates are not in them.

Unit televisions may be viewed during established off-duty hours. During normal working hours, the television may be viewed at the discretion of the Unit Officer.

Inmates may play cards and approved games during established hours, providing appropriate noise and sanitation levels are maintained.

Wake-up

Wake-up for all inmates in the institution is 6:00 a.m. The Control Center will announce all meal times over the public address system. The Operations Lieutenant will call each unit for breakfast based on the rotating schedule.

Clothing Exchange & Laundry

All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the laundry room. The schedules for exchange are posted on unit bulletin boards.

Commissary

The institution retains inmate funds in a trust fund account. An inmate may have funds withdrawn from their account to purchase items at the institution commissary through a debit system. Inmates may not be in possession of money at FCC Petersburg. If an inmate receives money or a money order in the mail, they are to immediately notify unit staff. Any money sent to the institution will be returned.

The Commissary hours are posted on the unit bulletin board and on the commissary sales sheet. It is the inmate's responsibility to know the amount of money available in his account. Inmates may verify their account balances by reviewing the automated inquiry machine located on the outside wall of Commissary.

Spending Limitations

Each month inmates may spend up to an established limit for regular purchases, and an additional amount for special purpose items. Each account is "validated" bi-monthly. Validation dates are spaced out using a system linked to inmate registration number. This system enables spending activities to be equitable among all inmates in the institution.

Deposits to Accounts

All inmate funds must be mailed by the inmate's family or friends to a processing center in Des

Moines, Iowa. The institution no longer processes funds to inmate accounts. Staff will not forward money orders or checks to the processing center in Des Moines, Iowa for funds sent in error to the institution. The sender needs to ensure a complete and accurate return address on the envelope, in case the processing center has to return the funds. The address to send funds for processing is

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

In order to ensure that your funds are processed without delay to the inmate's Trust Fund account, you must adhere to the following directions:

The inmate's committed name (no nicknames) and register number must be printed on all money orders, U.S. Treasury, state, and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.

DO NOT enclose cash, personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The national Lockbox can not forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Federal Bureau of Prisons' Institution where the inmate is housed.

Commissary Fund Withdrawals

Inmates may send funds from their account to a family member, and others, by completing a withdrawal form. Withdrawal forms are available through the unit team. Unit Managers will review and may approve withdrawal forms for specific payment requests such as postage, release clothing, and payment of a bill. The Unit Manager may also approve withdrawal forms for payment toward assessments, fines, restitution, and other legitimate obligations. These obligations could include bedside visits, funeral trips, and the purchase of legal books.

The Supervisor of Education approves withdrawal requests for education and leisure time items. Only an Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00.

Inmate Telephones

The Inmate Telephone System (ITS) operates under the Bureau of Prisons Trust Fund Debit

Billing System. Telephone calls are debited from the inmate's phone account. Inmates may transfer funds to their telephone account after 4:30 p.m. and on weekends.

Designated phones are turned on, in every unit, during regular duty hours (7:30 a.m. - 4:00 p.m.) for inmates who are on day off status or work other than the day shift. Unassigned idle inmates and medically unassigned inmates may not use the phone during this time. Also, all inmate telephones will be turned on from 10:30 a.m. until 12:30 p.m. during regular business hours. Inmate telephones are turned on at 6:00 a.m. and turned off at 11:00 p.m. on a daily basis.

During A&O, inmates may submit to the unit team a telephone list with up to 30 numbers. The inmate acknowledges that the person or persons on the list are agreeable with receiving the inmate's telephone call. He also acknowledges that calls will be within bureau rules and regulations. The list may include numbers to the court, attorneys, etc. The initial telephone list will be activated within 5 work days. Additions to the list may be made once a month. Inmates are to submit another phone list to unit staff and the changes will be processed within 5 work days. Inmates will receive a Phone Access Code (PAC number) after their telephone numbers have been entered into the system. Without a PAC number, a telephone call cannot be made. Inmates who give their PAC number to other inmates are subject to disciplinary action. Inmates are to notify unit staff immediately if their PAC number is compromised.

Security Procedures

Counts

When a count is announced, each inmate must return to his room or bed area, and remain there quietly until it is announced that the count is clear. Official counts will ordinarily be taken at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. and 10:00 p.m. On weekends and federal holidays, there is an additional count at 10:00 a.m. Staff may conduct counts at other times than mentioned above. The 4:00 p.m. and 10:00 a.m. count are Stand Up counts. All inmates must be standing next to their beds.

An inmate is subject to disciplinary action if he is not in his assigned area during count or leaves an assigned area before the count is cleared. Staff must actually see and count each inmate during an official count, even if the inmate must be awakened.

Inmate Call Out Sheets

A call out sheet is a form used to schedule inmates for specific appointments. Appointments may include hospital, dental, education, team meetings, and other activities. It is the inmate's responsibility to check the callout sheets for daily appointments. An inmate is subject to disciplinary actions if he fails to report to an appointment at the specified date and time. Inmates

should check with their unit team as to where the call outs may be located within the unit.

Controlled Movement

Movement throughout the institution is regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is systematic. Controlled movements will begin generally at five (5) minutes before the hour and will end at five (5) minutes after the hour. The beginning and end of each move will be announced over the loudspeaker. During the ten minute period of controlled movement, inmates may move from one area of the institution to another.

During the evening hours, the first controlled movement will begin at the end of the evening meal. This means that after dinner, inmates may travel to any unrestricted area of the institution during these hourly moves. On Saturday, Sunday, and holidays, the first controlled movement will begin at the end of the morning meal.

Contraband

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the Commissary. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if it is an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

Shakedowns

Any staff member may search an inmate or his room in search of contraband or stolen property. It is not necessary for the inmate to be present when his room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

Drug Surveillance

Each institution maintains a drug surveillance program which includes mandatory and random testing. If a staff member orders an inmate to provide a urine sample for this program, and the inmate refuses, the inmate will be subject to disciplinary action.

Alcohol Detection

Each institution maintains an alcohol surveillance program. Inmates are tested randomly with an alcoholizer test kit. Inmates suspected of alcohol use will also be tested. Inmates will be subject to disciplinary actions if they test positive, or refuse to be tested.

Fire Prevention, Control and Recycling

Fire prevention and safety is everyone's responsibility. Inmates are prohibited from accumulating trash or rags, possessing combustible materials, hanging items from fixtures or electrical receptacles, or demonstrating any other type of hazardous activities. Violation of this regulation is considered extremely serious and will not be tolerated. Inmates are required to report fires to the nearest staff member. Prevention of fires and reports of a fire can save lives and protect property. Fire inspections are conducted regularly by qualified professionals.

The institution fosters and maintains an excellent recycling program through the Safety Department which addresses environmental concerns. The program reduces the amount of waste material disposed of in landfills, and maximizes the use of our natural resources. Inmates from the Safety Office collect and process the recyclable waste materials.

Recyclable items processed at this facility are:

- (A) Ferrous metals
- (B) Non-ferrous metals (Aluminum Cans, Tin Cans, etc.)
- (C) Paper
- (D) Solvents
- (E) Used Motor Oil
- (F) Plastic
- (G) Automotive Batteries (Lead Acid)
- (H) Glass
- (I) Tires
- (J) Cardboard
- (K) CFC's Refrigerant (Chlorflourocarbons)
- (L) Antifreeze
- (M) Grease (Food Service)
- (N) Composting (leaves, grass clippings, etc.)
- (O) Wood

Food Service

All meals, with the exception of the salad bar, are served by inmate workers for the general population. Gloves are worn while serving, except when using the grill, due to the grill temperature being at or around 250 degrees and the plastic gloves would melt and burn the inmate.

Religious Diets

The Bureau provides inmates requesting a religious diet reasonable and equitable opportunity to observe their religious dietary practices within the constraints of budget limitations, the secure and orderly running of the institution, and the Bureau, through a religious diet menu. Inmates wishing to participate in the religious diet program will make this request in writing to the Religious Services Department.

Early Chow

Early Chow is served at 10:00 a.m. and 3:00 p.m. for Food Service workers.

Breakfast: Breakfast is served from 6:00 a.m. to 7:00 a.m.

Lunch: Lunch is served from 10:45 a.m. to 12:15 p.m.

Dinner: Dinner is served after the 4:00 p.m. count clears, and lasts for approximately one hour.

Special Housing Unit

The inmates housed in the Special Housing Unit (SHU) shall be served the same food as the regular bill of fare to the extent that sound nutritional and security practices allow. FCC Petersburg Low utilizes SHU at Petersburg Medium.

Appropriate Dress in Food Service

During the morning and noon meal on regular work days, inmates entering the dining room are required to wear institutional issued clothing consisting of a shirt, trousers with belt and shoes. Shirts will be buttoned, except the collar button, and shirts tails tucked in. Personal tennis shoes, sneakers, etc., are authorized. Shoes will be laced and tied. Shower shoes, flip-flops, or bedroom slippers are not permitted in the dining room without medical authorization. Hats will not be worn in the dining room. Personal sweat shirts may be worn as undergarments only. Inmates who report to the dining room in proper attire are subject to disciplinary action. During coffee hour and brunch on weekends and holidays and during all evening meals, inmates entering the dining room may wear sweat suits. Shorts higher than three inches above the knee are not authorized to be worn in the dining room. Sleeveless shirts are not authorized to be worn in the

dining room at any time (i.e., basketball jerseys, tank tops, etc).

Programs and Services

Job Assignments

All inmates are expected to maintain a regular job assignment. Job assignments are controlled through the performance pay system, which provides monetary payment for work within the institution or at Federal Prison Industries (UNICOR).

Institution maintenance jobs are usually the first assignment an inmate receives. These jobs include work in Food Service, Mechanical Services, or as a Unit Orderly. Job assignments are made by the Unit Counselors. Inmates can request job assignments every 90 days. All job assignments and changes are noted on the daily change sheet posted on every unit bulletin board.

The UNICOR factory at this facility is a Print Plant. Additionally, there is a quality assurance section, a financial management division, and a maintenance/orderly crew.

The grades range from grade 5 through grade 10 (premium). The hourly earnings begin at \$.23 and top out at \$1.15. The premium consideration is \$.20 extra per hour.

Inmates should request an application to work in UNICOR from a UNICOR representative during mainline. UNICOR staff will place the inmate on the UNICOR waiting list based on certain criteria. The criteria is divided into three categories.

1. Previous UNICOR Employment
2. Financial Obligations (FRP)
3. No UNICOR Experience (General)

UNICOR staff are available daily at the dining hall, during the noon meal, for inmates to review their status and placement on the waiting list.

Counseling Activities

There are many alternatives for inmates who have personal problems, and desire to correct them. These options include alcoholics anonymous, self-image groups and other voluntary groups. In addition, institutions have professional resource staff who are trained in various social science fields. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary. The staff of each unit are available

for informal counseling sessions and they conduct formal group counseling programs.

Education Programs

The Education Department is responsible for educational testing, academic training, social educations, vocational training, recreational activities, hobbycrafts, the library, and the law library.

Education opportunities provided federal prisoners include post-secondary education, a wide range of occupational training programs, and leisure-time activities. By policy, with minor exceptions, all federal prisoners who do not have a high school diploma or GED must enroll for 240 consecutive hours in the literacy program. Inmates may ask to be released from these programs after completing the mandatory hours, but may lose GCT if sentenced under VCCLA or PLRA. All promotions in Federal Prisons Industries and institution assignments beyond the entry level grade are contingent on successful completion of a literacy program.

Each inmate unable to verify completion of high school or the obtainment of a GED will be required to take a standardized achievement test (TABE or SABE). The results of this test will be used to determine appropriate placement in the GED program. Enrollment in the GED program is mandatory for individuals without verification of GED completion. Enrollment in all educational and vocational programs are considered at the inmate's initial classification and program reviews.

Vocational Trades

The vocational programs at Petersburg are designed to provide trainees with entry level job skills for each trade taught. All of our VT programs utilize a competency based system of instruction. Successful completion of a program is directly tied to the mastering of certain competencies identified in course curricula. Successful completion of a competency area is related to performance on a given number of tasks and sub-tasks. Such a system enables trainees to progress through the course on a step-by-step basis. Performance and tests are incorporated into each step to assure trainees complete understanding before advancing to the next step. Related training is introduced through individual guidance and the use of programmed texts. Complete courses of instruction are offered (1) brick masonry (2) machine trades, (3) building/related trades. Apprenticeship programs are available in several programs.

All entry level VT programs are certified by the Department of Education, Commonwealth of Virginia. Apprenticeship programs are certified through the Bureau of Apprenticeship Training, Department of Labor.

Recreation and Leisure Time Activities

Recreation is considered an essential part of the overall mission. Our recreation leisure time programs are designed to achieve the following objectives:

1. Build morale
2. Provide for constructive use of leisure time
3. Promote physical fitness and healthy lifestyles
4. Introduce new ideas and behavior patterns
5. Provide a guide to community life through highly structured programs

Petersburg's recreation program includes both structured and leisure time activities. Facilities include a gymnasium, outdoor weightlifting pavilion, blacktop area, auditorium, art room, music rooms, and a large athletic field.

Organized intramural leagues are offered for the following sports: Soccer, Volleyball, Softball, Basketball, and Flag Football. All intramural teams are organized by housing units. Individual tournaments are offered monthly and on all Federal holidays.

Recreation Hours: (All times may be changed to be the needs of the institution/department)

Monday - Friday

- 8:00 a.m. - 10:30 a.m.
- 11:15 a.m. - 3:45 p.m.
- 4:30 p.m. - 8:45 p.m.

Saturday, Sunday and Holidays

- 7:30 a.m. - 9:45 a.m.
- 10:30 a.m. - 3:45 p.m.
- 4:30 a.m. - 8:45 p.m.

Hobby Craft

Hobby craft programs at this institution include activities such as drawing, painting and leather craft kits. All completed projects will be mailed home. The hours of operation are:

Monday - Thursday

- 5:30 p.m - 8:00 p.m.

Saturday and Sunday

- 1:00 p.m. - 3:45 p.m.

Law Library

The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials.

An Inmate Law Library Clerk is available for assistance in legal research. They are not attorneys, nor do they represent inmates in the institution. Legal materials are also available to inmates in detention or segregation status, ordinarily via a delivery system or satellite collection. The library hours are as follows:

Monday - Thursday 8:00 a.m. - 10:30 a.m.
 12:30 p.m. - 3:45 p.m.
 5:00 p.m. - 8:00 p.m.

Friday 8:00 a.m. - 10:30 a.m.
 12:30 p.m. - 3:45 p.m.

Saturday 8:00 a.m. - 9:45 a.m.
 12:00 p.m. - 3:45 p.m.

Closed Sundays

Escorted Trips

Bedside visits and funeral trips may be authorized when an immediate family member is seriously ill or has passed away. Many criteria will be utilized to determine if an inmate is eligible for an escorted trip. All expenses will be paid by the inmate, except for the first eight hours of each day that the employee is on duty.

Furloughs

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U. S. Marshal, other federal, or state agent.

Furloughs at this facility are used for the purpose of transferring an individual to an approved halfway house facility.

Pre-Release Programming

The pre-release program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Quarterly scheduled information sessions with U. S. Probation Officers, halfway house representative and other agencies are presented.

Marriages

If an inmate wished to be married while incarcerated, the Warden may authorize him to do so, under certain conditions.

All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If an inmate request permission to marry, he must:

- Have a letter from the intended spouse which verifies her intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.

Psychology Services

All inmates will be screened by a Psychologist during the institution's admission and orientation program. The screening will include a self-report form followed by an individual interview. If needed, mental health services are offered in the areas of drug and alcohol abuse (see the separate page) as well as other behavioral or emotional problems. Inmates interested in services may submit a request ("copout") form to Psychology Services, or talk to a member of the department in the cafeteria weekdays during lunchtime.

Religious Programs

FCC Petersburg offers a wide range of religious programs and activities for the general inmate population. Staff chaplains, contract employees, and volunteers are available to represent the various inmate faith communities. Information concerning religious issues, programs or activities are discussed during orientation by the chaplains. A weekly schedule of activities is posted in all units and departments throughout the institution.

Inmate Financial Responsibility Program

The Federal Bureau of Prisons works closely with the Administrative Office of the Courts and the Department of Justice. The Bureau administers a systematic payment program for court imposed fines, fees, and costs. All designated inmates are encouraged to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgements in favor of the U.S., other debts owed the federal government, and other court ordered obligations (e.g., child support, alimony, other judgements). Unit staff assist the inmate with financial planning, but the inmate is responsible for making all payments required, either from earnings within the institution, or from outside resources. The inmate must provide documentation of compliance and payment to the unit team. If an inmate refuses to meet his obligations, the inmate cannot work in UNICOR, and can only receive maintenance pay of \$5.25 per month.

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

Central Inmate Monitoring System

The Central Inmate Monitoring System (CIMS) is a method for the Bureau of Prisons to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be so notified by their Case Manager. Inmates in this category who apply for community activities should apply in ample time to allow the institution to obtain necessary clearances from the appropriate areas.

Health Services

FEDERAL BUREAU OF PRISONS HEALTH CARE RIGHTS AND RESPONSIBILITIES

WHILE IN THE CUSTODY OF THE FEDERAL BUREAU OF PRISONS YOU HAVE THE RIGHT TO RECEIVE HEALTH CARE IN A MANNER THAT RECOGNIZES YOUR BASIC HUMAN RIGHTS, AND YOU ALSO ACCEPT THE RESPONSIBILITY TO RESPECT THE BASIC HUMAN RIGHTS OF YOUR HEALTH CARE PROVIDER.

RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health services include medical, sick-call, dental sick-call and all support services. Sick-call at this institution is conducted: Mondays, Tuesdays, Thursdays and Fridays.
2. You have the right to be offered a “Living Will” or to provide the Bureau of Prisons with “Advance Directives” that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons,
3. You have the right to participate in health promotions and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with the respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatment 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 be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a routine physical examination as defined by FBOP policy. Routine examinations for inmates under the age of 50 are once every two years, and for age 50 and over, once every year.
13. You have the right to dental care as defined in FBOP policy to include preventive

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 FBOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of this institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medication, proper diet, and following all health related instructions with which you are provided.
2. You have the responsibility to provide the bureau of prisons with accurate information to complete this agreement.
3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedure.
10. You have the responsibility 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 to have any examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness and Safety in consideration of others.
15. You have the responsibility to be counseled regarding the possible ill effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

HEALTH SERVICES OPERATIONS

STATEMENT:

The Health Services Unit at FCC Peterburg is available for:

- “Sick Call”
- Emergency Aid
- Limited Hospitalization (Observation)
- Routine Medical Care and Consultant Referral
- Follow-up by assigned Medical Staff

MEDICAL AND DENTAL SICK-CALL:

Inmates wanting a “Sick-Call” appointment must be present to the clinics on Monday, Tuesday, Thursday, and Friday. Check your facility for the appropriate times.

A member of the medical staff will request your ID card as proof of identification and verification. An appointment will be given at the time of sign-up.

There will be no routine “Sick-Call” on Wednesday, since this had been reserved for A&O examinations, which includes:

- Physical examination
- Dental Examination

Required Laboratory Tests

Sick calls have a \$2.00 co-pay for each visit. Co-pay is automatically deducted from the inmate's account. There is no co-pay for follow-ups, emergencies or chronic care. Over the counter medications are to be purchased through the Commissary.

PILL LINE OPERATIONS:

Only those medications approved by the FBOP will be dispensed at this facility. No personal medications may be sent into either facility. Regular Pill Lines are as follows:

FCC Medium/Low:

A.M. Pill Line	7:00 - 7:30 a.m.
Noon Pill Line	11:30 - 12:00 noon or Last Call for the Noon Meal
P.M.	7:00 - 7:30 p.m.
Weekends/Holidays A.M. pill line	— 8:00 a.m.

FCC Insulin Lines:

A.M. Insulin Line	6:00 - 6:15 a.m.
P.M. Insulin Line	4:30 p.m. or immediately after the 4:00 p.m. Count

NOTEThe 8:00 p.m. pill line is not for refill/renewal or new prescription pick-up. It is for the administration of pill line medication only*****

Insulin Line - Weekdays: 6:00 a.m. - 6:30 a.m.
4:30 p.m./after count clears

Camp Insulin/Pill Line:
6:15 a.m. - 6:30 a.m.
5:15 p.m. - 5:30 p.m.

Sick call sign up is Monday, Tuesday, Thursday, Friday from 6:30 a.m. - 6:45 a.m.
Sick call hours for the Camp are from 6:15 a.m. - 6:25 a.m.

NO SHOWS AND REFUSALS

- a. Although inmates are not required to take any pill line medication or insulin, they are required to report at the appropriate time to the respective line.
- b. An incident report is written for each missed pill/insulin line and the incident report is

- taken to the Lieutenant's Office for further processing.
- c. If an inmate comes to pill or insulin line but refuses his medication, he will need to sign a refusal form.
 - d. Inmates should bring their medication bottles for refill during one of the pill line times. Inmates SHOULD NOT leave their medication bottles on the pharmacy window ledge.

MEDICAL EMERGENCIES:

Medical emergencies will be determined by the medical staff, but are not limited to "loss of life or limb" situations. Inmates who become ill during the working day, weekends, or after normal sick-call hours, should report to their unit officer or their work supervisor, who will notify medical staff.

Inmates cannot simply appear at the clinic or they will be considered "Out-of-Bounds", which is a disciplinary offense.

DENTAL SICK CALL:

Dental Sick-Call sign-up is available daily, except Wednesdays and weekends, at 6:30 a.m.- 6:40 a.m. at the Medium and Low Clinic and 6:15 a.m.- 6:25 a.m. at the FPC Clinic. Sign up with the Physician's Assistant and request to be placed on Dental Sick-Call. Do not make both Medical Sick-Call and Dental Sick-Call as your chart must be available during the examination.

Urgent or Emergency Dental Care is a high priority at FCC Petersburg. After normal work hours or on weekends, emergency care will normally be evaluated by the Physician's Assistant. After normal Sick-Call sign-up, should an emergency occur, the inmate's supervisor or housing unit officer must call Health Services to explain why treatment wasn't obtained using prescribed procedure during normal Sick-Call hours. An inmate may not simply appear at the clinic, this is considered "Out-of Bounds".

Emergency Dental Care implies evaluation of a problem area, placement of a temporary restoration (fillings), extraction of a hopeless tooth, and/or treatment of infection with adequate antibiotic medication.

Emergency Dental Care does not include cleaning or permanent fillings.

ROUTINE DENTAL CARE

Routine Dental Care is provided as staff, time, and resources are available. Routine Dental Care

includes radiographs, oral health instruction, dental prophylaxis (cleaning), amalgam or composite restorations, and fabrication of dentures.

Access to Routine Dental Care is controlled through a treatment list. Inmates will be taken from the chronological Dental Treatment Waiting List. Inmates will request placement on the Waiting List by submitting a Cop-Out to the Dental Program. The Dental Program will place the inmate on a chronological list, maintain a copy of the Cop-Out and return a copy to the inmate for his records.

Your name will be placed on Call-Out as it comes to the top of the list. It is very important that you carefully check the Daily Change Sheets. If you miss an appointment following your cleaning you will be removed from the Treatment Waiting List. You will be replaced on the list at the bottom only after submitting another Cop-Out.

MISSED APPOINTMENTS:

Due to the number of inmates requesting “Sick-Call”, any inmate who fails to arrive during open movement will be considered “Out-of-Bounds”, have their appointment cancelled and be subject to disciplinary action. In addition, inmates on a “Waiting List” will be removed, and/or placed at the end of the list. Change Sheets (Daily Call-Outs) are to be checked on a daily basis and it is the responsibility of the inmate to check these daily. Your dormitory officer or work supervisor should call the clinic to indicate why you have missed your appointment or failed to arrive during open movement.

SPECIAL NEEDS: EYEGLASSES

Due to safety and sanitation concerns, contact lenses are prohibited by FBOP unless “Ophthalmologic” clearance is indicated in the medical record. All inmates needing eyeglasses must be seen on “Sick-Call” and placed on the “Eye Doctor” (optometry) waiting list. All exceptions to this policy must have the clearance of the CD, HSA, or AHSA.

SPECIAL NEEDS: FOOTWEAR

The FBOP and OSHA has established that all inmates will wear steel-toed shoes at work and on the weight pile. Inmates with special medical needs will be evaluated by the medical staff or placed on “Foot Doctor” (Podiatry) waiting list for evaluation for alternative foot wear. All exceptions to this policy must have the signature of the CD, HSA, or ASHA.

SPECIAL NEEDS: PHYSICAL EXAMINATIONS

All inmates arriving at FCC Petersburg will receive a medical screening during the Intake Screening Procedures at R&D. All newly incarcerated inmates at the FBOP or inmates who do not have a current documented physical examination will be scheduled for an A&O Physical Examination.

A complete physical examination requires:

- Laboratory specimens of blood and urine
- Chest x-ray (if indicated)
- PPD testing for exposure to TB
- Dental examination
- Eye test
- Other testing deeming necessary

The purpose of these examinations is to ensure the health and safety of the general population and to identify and contain the possibility of communicable disease.

INMATES WHO REFUSE TO COMPLY WITH MEDICALLY-INDICATED TESTING OR EXAMINATION WILL BE HOUSED IN SEGREGATED AREAS (CCX) UNTIL IT IS DETERMINED BY THE MEDICAL STAFF THEY ARE FREE FROM ANY HEALTH RISK.

Inmates under the age of fifty years of age may request a physical examination every two (2) years from their last physical examination by submitting an "Inmate Request to Staff Member" to Health Services.

Inmates over the age of fifty are eligible for a physical examination every year by submitting an "Inmate Request to Staff Member" to Health Services. This physical examination may include the above procedures including:

- Electrocardiogram (EKG)
- Tonometry (Glaucoma Testing)
- Rectal Examination
- Sigmoidoscope (Internal rectal exam) if indicated

Inmates being released from federal custody may request a physical examination if he has not had one within one (1) year prior to the expected date of release. This request should be submitted at least sixty (60) days prior to the expected date of release.

SPECIAL NEEDS: DUTY RESTRICTIONS

The FBOP's primary goal is to provide a healthy and safe working condition for inmates and staff. To meet this goal, inmates are required to wear institutionally prescribed clothing, footwear and/or headgear. Inmates with documented medical problems MAY receive a written waiver from the CD, HSA, or AHSA from the institutionally prescribed clothing or footwear. Inmates with multiple medical problems or certain physical limitations may be considered for medical transfer to a facility that can meet their special needs.

EVERY INMATE WILL BE REQUIRED TO ATTEND ESTABLISHED PROGRAMS. INMATES WILL NOT BE MEDICALLY EXCUSED FROM AN ASSIGNED PROGRAM WITHOUT WRITTEN AND DOCUMENTED APPROVAL FROM THE CD, HSA, OR ASHA.

Inmates with Limited-Duty Restrictions, due to an illness or injury, will be issued a Duty Limitation Form. This document will have four (4) copies: 1) maintained in the medical record; 2) maintained by the Unit Officer; 3) maintained by Work Supervisor; 4) maintained by the inmate. Duty limitations must be dated and contain the following:

Type of limitation (s)
Period of time limitation is in effect
Signature of medical staff

Inmates found in violation of limitations will be held responsible and subject to disciplinary actions.

CONSULTANTS AND NON-BUREAU MEDICAL STAFF:

Referral to medical consultants are made through the facility medical staff, generally through "Sick-Call." Consultants provide the Clinical Director (CD) with recommendations only. The final decision to act on any recommendation rests with the CD and the FBOP. Any questions regarding consultant visits should be addressed with the medical staff, CD, HSA, or ASHA.

HIV Information:

HIV testing is for the purpose of evaluating an inmate's exposure to the AIDS Virus. **This testing is required for all inmates prior to furlough, half-way house placement, parole or release.** Inmates may request an HIV test due to concerns about previous lifestyles. Submit an Inmate Request To Staff Member to Medical Records, ASHA or the HSA.

Advanced Directives (Living Will):

During life-threatening situations, an inmate can express whether he wants care to be given which will preserve or extend life. Inmates have the fundamental human right to make a decision relating to their own care, including the decision to have life-sustaining procedures withheld or discontinued. However, the Bureau of Prisons remains committed to the principle to provide resuscitative measures within the correctional setting.

Because the institution does not have in-patient services, any inmates wishing to have a Living Will (notarized Advanced Directive), will be provided with the proper paper work to complete and the information will be forwarded in their medical records and transferred with them on any outside visit to a contract hospital. The local hospital may also request their forms to be completed.

The declaration shall be signed by the inmate in the presence of two witnesses. This directive may be revoked at any time.

Administrative:

If you have any questions about the level or type of medical care received at this facility, you may submit a "Inmate Request To Staff Member" or direct your questions to the CD, HSA, or ASHA.

Contact with the Community and Public

Correspondence

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail for inmates in the Low institution and the Camp may be sealed. Inmates housed in the Medium institution, including the Special Housing Unit, may not seal their outgoing general correspondence. This mail is sealed by the Unit officer when the mail is collected. The outgoing envelope must have the inmate's name, registration number, and the return address in the upper left-hand corner. There is no mail service on weekends and holidays.

Inmates must assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws.

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

First class mail, newspapers, and magazines are ordinarily distributed Monday through Friday, except holidays, by the evening watch officer in each living unit. Unit staff will deliver legal and special mail to inmates as soon as possible after it is received. Inmates are instructed to notify those writing to them to put the inmate's committed name (no nicknames or aliases), registration number, and the living unit on the envelope for prompt delivery of their mail.

All inmate packages received at the institution must have prior authorization or they will be rejected.

Incoming Publications

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate housed at the Low institution or the Camp may receive soft-cover publications (paper-back books etc.) from any source. An inmate housed at the Medium institution, including the Special Housing Unit, may only receive soft-cover publications (paper-back books, magazines, etc.) from an identifiable book store, book club, or distributor.

An inmate either at the Low, Camp or Medium facilities, may receive newspapers and hardcover publications only from the publisher, bookstore or book club. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity.

Publications which meet one of the following criteria may be rejected:

It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.

It depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings, or similar descriptions of Bureau of Prisons institutions.

It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.

It is written in code.

It depicts, describes, or encourages activities which may lead to the use of physical

violence or group disruption.

It encourages or instructs in the commission of criminal activity.

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

Special Mail

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

A “Special Mail” open house will be conducted each day, Monday through Friday, from 11:00 a.m. to 11:30 a.m. A “Special Mail” announcement will be made each day at 11:00 a.m. Inmates needing to mail “Special Mail” should show the unit officer the sealed envelope. The unit officer will release the inmate from the unit so the inmate can report to the records office. The inmate should report to the Records Office and provide staff with their inmate identification card, and the “Special Mail” being mailed. The return address must match that of the inmate, and inmate identification card. Any mail weighing 16 ounces or more must be accompanied by a signed “Authorization to Mail a Package.”

“Special Mail” also includes mail received from the following: President and Vice-President of the United States, attorneys, members of U. S. Congress, Embassies and Consulates, the U. S. Department of Justice (excluding the Bureau of Prisons), other federal law enforcement officers, U. S. Attorneys, State Attorney Generals, Prosecuting Attorneys, Governors, U. S. Courts and State Courts.

A designated staff member opens incoming “special mail” in the presence of the inmate. This is usually done by the Correctional Counselor or Case Manager. These items will be checked for physical contraband and for qualification as “special mail”. The correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and front of the envelope clearly indicates that the correspondence is “special mail, only to be opened in the presence of the inmate”. Without adequate identification as “special mail”, the staff may treat

the mail as general correspondence. In this case, the mail may be opened, read, and inspected. (See PS 5265.08, correspondence, for detailed instructions).

Inmate Correspondence with Representatives of the News Media

An inmate may write through “special mail” procedures to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

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

Correspondence Between Confined Inmates

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

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

The Unit Managers at both federal institutions may approve inmate to inmate correspondence. The Warden must approve all inmate correspondence to inmates in non-federal institutions.

Rejection of Correspondence

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

Matter which is non-mailable under law or postal regulations.

Information of escape plots, of plans to commit illegal activities, or to violate institution rules.

Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

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

Notification of Rejection

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

Mailing of Inmate Property

Inmates wishing to have personal items mailed into the institution will send a copout to the department head responsible for the requested item as follows:

Unit Manager - release clothing

Hospital Administrator - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.

Unit Manager - wedding bands and religious gear. Inmates are permitted to have their wedding bands as long as the band has no stones.

Forwarding of Mail

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

Certified/Registered Mail

Inmates desiring to use certified or registered mail may do so by attending mail room open house

on Tuesday and Thursday of each week between the hours of 11:00 a.m. and 12:00 p.m. You are encouraged not to place your certified or registered mail in the special/legal mail box.

An inmate may not use express mail, private carrier services, or collect on delivery (COD). Stamp collecting is prohibited.

Visiting

Inmates are encouraged to have visits in order to maintain family and community ties. On Thursday, Friday, and Monday, the hours of visiting are from 5:00 p.m. to 9:00 p.m. On Saturday, Sunday and holidays, the hours of operation will be from 8:00 a.m. to 3:00 p.m. The Camp will conduct visitation on Friday, Saturday, Sunday and federal holidays. **Due to the number of inmates at the medium facility, inmates will only be allowed visits one day per weekend. The exact visiting day (Saturday or Sunday) will be determined by the fifth digit of the register number and whether it is an odd number or even number.**

Each inmate will receive 10 points per month. Points are charged as follows: weekday visits are one point each; weekends and holidays are two points each. No more than 6 points can be used on weekends. Unused points are canceled at the end of the month. Any part of a day shall count as a whole day/point.

The number of approved visitors permitted to visit an inmate at one time will be limited to four. Children under two years of age, who do not require a seat will not be counted against the four visitor rule.

Immediate family will include: father, mother, step-parents, brothers, sisters, wife, children, step-children or one having served as parents, such as legal guardian, foster parents or grandparents (validated in the inmates' presentence report). A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state which recognizes such a status. Holdovers and pretrial inmate visits are limited to immediate family only. Their days of visiting are Friday evening from 5:00 p.m. to 9:00 p.m., Saturday and holidays from 8:00 a.m. to 3:00 p.m. A total of 6 other relatives, friends and associates may be placed on the visiting list upon receiving clearance. Attorney visits will be approved and arrangements made in advance by the inmate's unit team.

Inmates receiving extended medical treatment at a local hospital will not normally be permitted to have visitors. However, in extenuating circumstances, visits with those persons on the inmate's visiting list requires the approval of the Associate Warden of Programs.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are

allowed only on arrival and departure.

Inmates and visitors must be properly dressed in order to be admitted to the visiting room.

DRESS CODES FOR INMATES

Inmates may only wear institution issued clothing, shirts with a collar, pants with belt, underwear, socks and shoes. Tee shirts will not be worn as outer garments. Altered clothing will not be permitted and will result in an incident report. Only institution shoes and shoes sold in the Commissary may be worn into the visiting room. The Operations Lieutenant may approve other shoes in special circumstances, such as an inmate possessing a soft shoe permit pending arrival of his special medical shoes.

DRESS CODES FOR VISITORS

All visitors for inmates are expected to use good judgement and taste in their dress attire. The following guidelines will be used to determine proper attire for visitors. The front entrance officer is responsible for determining suitable attire.

- A. Adult visitors (male and female) over the age of sixteen may wear walking shorts (or culottes) no more than 3" above the knee. Visitors under 16 may wear suitable casual clothing.
- B. No see through clothing.
- C. No military style clothing similar to inmate wear.
- D. No tank tops or other wear that exposes the midriff or cleavage area.
- E. Footwear is required. Sandals are acceptable.
- F. Skirts must be within 3" of the knee. No splits up higher.
- G. No spandex type clothing or other tight fitting apparel.

Any questions regarding proper attire will be referred to the Operations Lieutenant or staff Duty Officer.

Inmates may only take a comb, wedding band, prescription eyeglasses, a handkerchief, and a religious medal into the visiting room. Items brought in or purchased by the visitor may not be brought back inside the institution by the inmate. No items may be exchanged without prior

approval by an appropriate staff member.

Identification of Visitors

Identification is required for visitors. These may include a state driver's license or state identification card, or two other forms of identification (credit cards, social security card, etc.) with full names and signatures affixed. Birth certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors will be checked with a metal detector. Visitors' purses, attorneys' briefcases, etc. may also be searched. Other personal articles belonging to visitors must be placed in lockers provided by the institution or may be left in their cars.

Items Authorized

Visitors are permitted to bring money into the visiting room to purchase items from the vending machines. Also, a reasonable number of diapers and other infant care items and sanitary napkins may be brought into the visiting room. No food may be brought into the visiting room.

Items Permitted to be Provided to the Inmate

Inmates are not allowed to receive either coins or money while in the visiting room. Money for commissary accounts must be sent through the mail, to the national lock box. Visitors are not permitted to give the inmate any items other than food items purchased from the visiting room, vending machines. These items must be consumed in the visiting room and cannot be taken out of the visiting room by the inmate.

Special Visits

All special visits will be conducted during regular visiting hours and must be approved by the Unit Manager. This may include visits from individuals not on a visiting list, more visitors than ordinarily allowed during a normal visit, or family emergencies.

Special Rules for Children

As stated above, children two years and older, who require a seat, will be counted as an adult, as it relates to the number of visitors allowed in the visiting room. Children only, are permitted in the children's play area. All other rules apply to children just as they do for adults.

Access to Legal Services

Legal Correspondence

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

Attorney Visits

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

Legal Material

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

Notary Public

Under the provisions of 18 USC 4004, unit team members are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs as “true and correct under penalty of perjury” will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution’s notary public.

Copies of Legal Materials

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copy machine is available in the Education Department’s Law Library area for inmate use. Individuals who have no funds and who can demonstrate a clear

need for particular copies, may submit a written request for a reasonable amount of free duplication.

Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a standard form 95 and mail it to the regional office where the incident occurred. You may obtain a copy of this form by submitting an Inmate Request to Staff member (Cop-Out) to your Counselor or other designated staff member.

Tort claims are not accepted for filing at the institution. It is the inmate's responsibility to mail his claim directly to the Regional Counsel in the regional office having jurisdiction over the institution where the loss or injury occurred. For example, if the loss occurred at FCC Petersburg, then the claim should be mailed to the Mid-Atlantic Regional Office.

A copy of the policy statement on tort claims is maintained in the inmate Law Library. Addressees to all of the regional offices, along with institutions in each region are published in Title 28 Code of Federal Regulations (CFR) Part 543. A copy of the CFR is maintained in the Law Library. You may also obtain addresses to the regional offices from members of your unit team.

Inmate Access to Central and Medical Files

An inmate may request review of **disclosable** portions of his central file (plus presentence report and/or summary) and medical file prior to the individual's parole hearing. An inmate may also request to review and receive copies of disclosable documents from his central file or medical files by submitting a written request to his unit team or the medical records technician. This review will be permitted under procedures established by the Department of Justice.

Inmate Access to Other Documents

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

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

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

A request on behalf of an inmate by an attorney or any other person, for records concerning that inmate must be in writing and submitted to the central office address above. **The request should not be mailed to the institution.** The attorney or other person must include with the request the inmate's written consent or authorization to disclose the requested records.

Freedom of Information/Privacy Act of 1974

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

Problem Resolution

Inmate Request to Staff Member

The Bureau form BP-Admin-70, commonly called a "cop-out", is used to make a written request to a staff member. Any type of request can be made with this form. It can be obtained in the living units from the Correctional Officer on duty. Staff members who receive a "cop-out" will answer the request in a "reasonable" period of time. The answer will be written on the bottom of the request form, or typed on a separate sheet of paper.

Administrative Remedy Process

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

The first step of the administrative remedy procedure is the documentation of the informal resolution attempts written on an Attempt at Informal Resolution form. Inmates may obtain this form from their correctional counselor or other designated unit staff member. On the Attempt at Informal Resolution form, the inmate will briefly state the nature of the problem and list the

efforts made to resolve the problem informally. If you need more than one space provided on the form, you may add one 8 1/2 x 11" continuation page written on one side only. You may only attach one continuation page to your informal resolution form and one continuation page to your administrative remedy.

After the form is completed, and if the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form). The inmate will return the completed BP-9 along with the Attempt at Informal Resolution to his Counselor, who will review the material to insure an attempt at informal resolution was made. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threat's the inmate's immediate health and welfare, the reply must be made as soon as possible, and within three calendar days from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the regional office within twenty (20) calendar days from the date of the Warden's signed BP-9 response. The regional appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form and response attached. The regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the central office of the Bureau of Prisons. The national appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses. The appeal must be received in the central office within 30 calendar days of the date the Regional Director signed the BP-10 response.

The BP-11 form may be obtained from the Correctional Counselor. The national appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, the form should be written in three sections:

1. Statement of facts
2. Grounds for relief
3. Relief requested

Time limits for Filing (in calendar days)

- BP-9: 20 days of incident
- BP-10: 20 days from BP-9 response
- BP-11: 30 days from BP-10 response

	Response	Extensions
BP-9	20 days	20 days
BP-10	30 days	30 days
BP-11	40 days	20 days

Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, the complaint will not be returned to the inmate. Therefore, the inmate should keep a copy of his sensitive complaint. The inmate may then pursue the matter by filing a BP-9 at the institution.

Disciplinary Procedures

Discipline

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violation, the Disciplinary Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's prohibited acts, as well as local regulations.

If a staff member observes or believes he/she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall be ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted

by the Correctional Supervisor.

Initial Hearing

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

Disciplinary Hearing Officer (DHO)

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

The inmate may make statements in his own defense and may produce documentary evidence. The inmate may be present throughout the DHO hearing, except during deliberations. The inmate charges may be excluded during appearance of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause.

Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. UDC appeals are made to the Warden on a BP-9 form after Attempting Informal Resolution.

DHO appeals are made to the Regional Director on a BP-10 form. On appeal, the following items will be considered:

Whether the UDC or DHO substantially complied with the regulations on inmate discipline.

Whether the UDC or DHO based its decisions on substantial evidence.

Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

Special Housing Unit

There are two levels of housing in the Special Housing Unit. These are administrative detention and disciplinary segregation.

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

Disciplinary segregation is used as a sanction for violation of Bureau rules and regulations. Inmates in disciplinary segregation will be denied certain privileges. Personal property will be impounded. Inmates placed in disciplinary segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in disciplinary segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in disciplinary segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the special housing unit daily. Inmates in both administrative detention and disciplinary segregation are provided with regular reviews of their housing status.

Release

Sentence Computation

The Designation and Sentence Computation Center (DSCC) is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation as soon as it is prepared. Any questions about good time, jail time credit, parole eligibility, full term dates,

release dates, or periods of supervision, are resolved by staff upon inmate request for clarification. If an inmate is dissatisfied with the response provided, the inmate should address their issue through the administrative process.

Detainers

Warrants (or certified copies of warrants) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers.

Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up these cases to the degree he can.

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters will depend on individual circumstances.

Federal and state detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainers based on pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged, with the exception of Probation and Parole violation detainers.

For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainers is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney.

Good Conduct Time

This applies to inmates sentenced for an offense committed after November 1, 1987. The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be fifty-four (54) days per year good conduct time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for people sentenced for crimes committed after November 1, 1987.

Extra Good Time

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious

service, or for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold extra good time. The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff.

The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the awards to re-commence. A “disallowance” means that an inmate does not receive an extra good time award for only one calendar month. A “disallowance” must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which extra good time has been disallowed or terminated.

For inmates whose date of offense is after April 26, 1996 and serving a United States Code sentence or a District of Columbia sentence, they are eligible to receive fifty-four (54 days) Good Conduct Time for each year physically served of the sentence. The good time does not vest until the inmate’s release date. In addition, an inmate’s award of Good Conduct Time can be impacted by the inmate’s progress or status of earning a GED through the Education Department. If the inmate goes into an unsatisfactory GED status, as determined by Education staff, the amount of Good Conduct Time is reduced while the inmate is in an unsatisfactory status.

[INMATE RIGHTS AND RESPONSIBILITIES §541.12

RIGHTS/RESPONSIBILITIES

- | | |
|---|---|
| 1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel. | 1. You have the responsibility to treat others, both employees and inmates, in the same manner. |
| 2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. | 2. You have the responsibility to know and abide by them. |
| 3. You have the right to freedom of religious affiliation, and voluntary religious worship. | 3. You have the responsibility to recognize and respect the rights of others in this regard. |
| 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. | 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. 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. | 5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence. |
| 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.) | 6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court. |
| 7. You have the right to legal counsel from an attorney of your | 7. It is your responsibility to use the services of an |

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

PROHIBITED ACTS AND DISCIPLINARY SCALE §541.13

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate (see Table 3 for identification of the prohibited acts within each category). Specific sanctions are authorized for each category (see Table 4 for a discussion of each sanction). Imposition of a sanction requires that the inmate first is found to have committed prohibited act.]

(1) **Greatest Category Offenses.** The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in 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 and execute sanction F and/or G only in addition to execution of one or more additional sanctions A through G.

(2) **High Category Offenses.** The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.

(3) **Moderate Category Offenses.** The Discipline Hearing Officer shall impose at least one sanction A through N, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense 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 thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

(4) **Low Moderate Category Offenses.** The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E

through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offense during the inmates 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 thoroughly document in writing 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 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. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions A through F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate Discipline Committee (IDC).

When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be 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.

d. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.

e. The Unit Discipline Committee or Discipline Hearing Officer may impose increased

sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.]

f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.

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	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended). C. Disciplinary Transfer (recommend).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note -

can be in addition to A through E - cannot be the only sanction executed).]

[TABLE 3 (Cont'd)
GREATEST CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G]
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical	

staff

- 197 Use of the telephone to further criminal activity.

- 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 applicable. Sanctions A-G]

- 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.

[TABLE 3 (Cont'd)
HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
201	Fighting with another person	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
202	(Note to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C. Disciplinary Transfer (recommend).
205	Engaging in sexual acts	D. Disciplinary segregation (up to 30 days).
206	Making sexual proposals or threats to another	E. Make monetary restitution.

207	Wearing a disguise or a mask	F.	Withhold statutory good time]
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure		
209	Adulteration of any food or drink		
210	(Not to be used)		
211	Possessing any officer's or staff clothing		

[TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>	
212	Engaging in, or encouraging a group demonstration	G.	Loss of privileges: commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a work stoppage	H.	Change housing (quarters)
214	(Not to be used)	I.	Remove from program and/or group activity
215	Introduction of alcohol into FFBOP facility	J.	Loss of job
216	Giving or offering an official or staff member a bribe, or anything of value	K.	Impound inmate's personal property
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	L.	Confiscate contraband
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	M.	Restrict to quarters]
219	Stealing (theft; this includes data obtained		

through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)

**[TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)**

CODE	PROHIBITED ACTS	SANCTIONS
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)	Sanctions A-M]
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with	

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

**[TABLE 3 (Cont'd)
MODERATE CATEGORY**

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
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	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	C. Disciplinary Transfer (recommend).
306	Refusing to work, or to accept a program assignment	D. Disciplinary segregation (up to 15 days). E. Make monetary restitution.
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	F. Withhold statutory good time.]
308	Violating a condition of a furlough	
309	Violating a condition of a community program	

- 310 Unexcused absence from work or any assignment
- 311 Failing to perform work as instructed by the supervisor
- 312 Insolence towards a staff member

[TABLE 3 (Cont'd)]
MODERATE CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>	
313	Lying or providing a false statement to a staff member.	G.	Loss of privileges: commissary, movies, recreation, etc.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	H.	Change housing (quarters).
		I.	Remove from program and/or group activity.
		J.	Loss of job.
		K.	Impound inmate's personal property.
315	Participating in an unauthorized meeting or gathering	L.	Confiscate contraband.
316	Being in an unauthorized area	M.	Restrict to quarters.
		N.	Extra duty.]
317	Failure to follow safety or sanitation regulations		
318	Using any equipment or machinery which is not specifically authorized		
319	Using any equipment or machinery contrary to instructions or posted safety standards		
320	Failing to stand count		
321	Interfering with the taking of count		
322	(Not to be used)		
323	(Not to be used)		
324	Gambling		

- 325 Preparing or conducting a gambling pool**
- 326 Possession of gambling paraphernalia**
- 327 Unauthorized contacts with the public**
- 328 Giving money or anything of value to, or
 accepting money or anything of value from:
 another inmate, or any other person without
 staff authorization**

**[TABLE 3 (Cont'd)]
MODERATE CATEGORY (Cont'd)**

CODE	PROHIBITED ACTS	SANCTIONS
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	Sanctions A-N
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt , or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Moderate Severity nature.)</u> 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. <u>(Conduct must be of the Moderate Severity nature).</u> This charge is to be used only when another charge of moderate severity is not applicable.	

**[TABLE 3 (Cont'd)
LOW MODERATE CATEGORY**

CODE	PROHIBITED ACTS	SANCTIONS	
400	Possession of property belonging to another person	B.1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing		
402	Malingering, feigning illness		
403	Not to be used		
404	Using abusive or obscene language		
405	Tattooing or self-mutilation		
406	Not to be Used		
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)	[E.	
		F.	
		G.	
408	Conducting a business	H.	
409	Unauthorized physical contact (e.g., kissing, embracing)	I.	
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)		

[TABLE 3 (Cont'd)]
LOW MODERATE CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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). *	J. Loss of job.
		K. Impound inmate's personal property.
		L. Confiscate contraband.
		M. Restrict to quarters.
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.	N. Extra duty.
		O. Reprimand.
		P. Warning.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.	

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 a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

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

Sanction B.1 may be imposed on the Low Moderate category **only** where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).

Directions

From interstate 95 North: Take Exit 54 toward Temple Avenue. Turn right on Temple Avenue. Follow Temple Avenue for approximately 3.2 miles. Turn left on River Road. Follow River Road for approximately 3.6 miles. FCC Petersburg Low is located on the left side of River Road, just outside the sharp right bend in the road.

From Interstate 95 South: Same as above.

From 295 North: Take Exit 9B (Fort Lee) this will place you on Oaklawn Boulevard. Go through three lights, then exit to the right immediately after Block Buster Video. This will place you on VA 144/Temple Avenue. Go to the first light and turn right on River Road. Follow River Road for approximately 3.6 miles. FCC Petersburg Low is located on the left side of River Road, just outside the sharp right bend in the road.

From 295 South: Same as above

LOCAL TRANSPORTATION

Local Transportation: There are no mass transit buses to the institution. Visitors traveling via Greyhound or Amtrak must take a taxi to the institution. Below is a list of current Cab companies operating in the Petersburg area.

AAA Taxi Cab Company Inc.
(804) 862-8111

Boulevard Cab Co.
(804) 732-3636

Richardson Cab Company
(804) 732-4587

Groome Taxi Service
(Located at Richmond Airport) - (804) 222-6464

