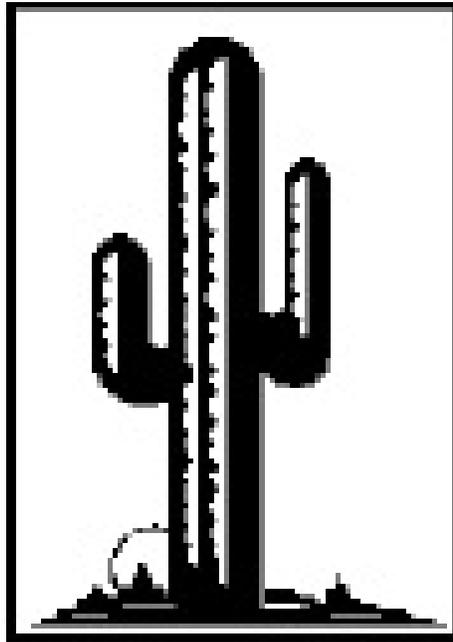


INMATE HANDBOOK



FEDERAL CORRECTIONAL INSTITUTION

PHOENIX, ARIZONA

Revised October 2008

INTRODUCTION

The information contained in this handbook is current as of the date of publication. This booklet is designed to inform new arrivals to FCI Phoenix of information particular to this institution. Bureau of Prisons Program Statements and FCI Phoenix Institution Supplements can be found in the institution Law Library and all inmates are responsible for being aware of the contents of those.

MISSION

It is the mission of FCI Phoenix to securely, safely and humanely house offenders and to offer a variety of educational and vocational opportunities.

DIVISIONS

Under the Warden, FCI Phoenix is divided into three principle divisions.

Programs: Under the supervision of the Associate Warden of Programs
Unit Management Correctional Services
Religious Services Case Management Coordinator
Drug Abuse Program Psychology Services
Inmate Systems

Operations: Under the supervision of the Associate Warden of Operations
Health Services Safety Business Office
Employee Services Mechanical Services Trust Fund
Computer Services Food Service

Industries and Education: Under the supervision of the Associate Warden of Industries and Education
UNICOR Recreation
Education

The **Attorney Advisor** report directly to the Warden.

This institution is under the supervision of the Western Regional Office of the Bureau of Prisons, located in Stockton, California. The staff of the Western Regional Office, under the direction of the Regional Director, provides management and technical assistance to our personnel.

The staff of the Central Office control and coordinate all activities of the Federal Prison System and are under the guidance of the Director. Major functions of the Central Office include planning, policy development, management of manpower and other resources, monitoring the quality of programs and services, and coordination of activities of the regional offices and field facilities. The Central Office also has primary responsibility for public information activities, legal and legislative affairs and relations with Congress and various other government agencies, as well as private organizations.

A list of key United States Government Offices is noted below:

United States Attorney General
U.S. Department of Justice
10th and Constitution Avenue, N.W.
Washington, DC 20530

Director
Federal Bureau of Prisons
320 First Street, N.W.
Washington, DC 20534

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

United States Pardon Attorney
1 North Park Building
550 Friendship Blvd
Bethesda, MD 20014

Chief, Office of Inspections
Federal Bureau of Prisons
320 First Street, N.W.
Washington, DC 20534

Federal Bureau of Investigation
201 E. Indianola Ave., Suite 400
Phoenix, AZ 85012-2080

United States District Courthouse
401 W. Washington St.
Phoenix, AZ 85003

For names and addresses of the Senate and House, consult the Congressional Staff Directory in the Law Library.

DIRECTIONS AND ACCOMMODATIONS

This section is designed as a guide to assist those individuals visiting FCI Phoenix. The institution does not endorse or recommend any accommodation listed below as they are given for reference only.

It is the inmate's responsibility to share any of the following information that might be significant to a visitor to the institution and area.

FCI Phoenix is located approximately 30 miles north of downtown Phoenix on I-17 and at exit 225 (Pioneer Road).

Those individuals traveling east on I-10 (such as from Los Angeles) will need to take I-10 until it intersects with I-17 north.

Those traveling on I-10 west (such as from Tucson) will take I-10 until it intersects with I-17 north.

Those traveling south on I-17 (such as from Flagstaff) will proceed south to exit 225.

Note: In some areas I-17 is often referred to as Black Canyon Highway

Motel/hotel accommodations closest to FCI Phoenix are:

Red Roof Inn
1-17 and Bell Road
Tele (602)866-1049

Motel 6
1-17 and Bell Road
Tele (602)993-2353

Extended Stay America
I-17 and Deer Valley Road
Tele (602)879-6609

Premier Inns at Metro Center
10402 N. Black Canyon Highway
Tele (602) 943-2371

Homegate Phoenix Metro Center
11211 N. Black Canyon Highway
Tele (602)870-2999

Ramada Plaza Metro Center
I-17 and Cactus Road
Tele (602)866-7000

La Quinta Inn
1-17 and Greenway Road
Tele (602)993-0800

Travelodge Metro Center
8617 N. Black Canyon Highway
Tele (602)995-9500

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CHAPTER I
INMATE ACCOUNTABILITY

The Federal Correctional Institution in Phoenix, Arizona is a Medium Security Level Institution as defined in Program Statement 5100.03. In order to assist you in your stay at FCI Phoenix, the following description of operations is provided.

COUNT PROCEDURES: One of the first realities of institutional life are counts. It is necessary for the staff to count inmates on a regular basis. During a count inmates are expected to stay in their assigned areas until the count is announced as clear. It is very important that you learn the time schedule of our counts.

12:00 Midnight
3:00 a.m.
4:30 a.m.
10:00 a.m. (Weekends and Holidays - Stand Up count)
4:00 p.m. (Stand Up count)
10:00 p.m.

Staff will take disciplinary action if inmates are not in their assigned areas during a count and/or not standing next to their bunks during the Stand Up counts.

AUTHORIZED MOVEMENT: Unless otherwise authorized, inmates are to move only during controlled movements throughout the day and evening. The controlled move is five minutes "IN" and five minutes "OUT".

Monday through Friday, the Unit Officer will post a "Change Sheet" which reflects inmate detail and quarters changes and a "Call Out Sheet" when an inmate is to report to such areas as R&D, Chapel, Education, Health Services, etc. Inmates are responsible for reading these sheets and for being where they are supposed to be.

Inmates are responsible for being where they are supposed to be whether it be the detail assignment, call out, etc. Inmates found "out of bounds" are subject to disciplinary action.

INMATE COMMISSARY/ID CARDS: All inmate commissary/ID cards must be in possession of the inmate at all times when the inmate is out of their housing unit. The loss of the commissary/ID card must be reported to staff immediately. The Inmate Systems Department is responsible for replacing lost commissary/ID cards.

INMATE TWO HOUR WATCH PROGRAM: Inmates assigned to the Two Hour Watch Procedures will be responsible for reporting to a staff member in the area you are in at the times listed below. As a Two Hour Watch inmate, you are responsible for the Two Hour Watch card and this card will be on your person when moving from one area to another. When you arrive to a specific location you will give the card to the staff or supervisor of that area or detail. When going to eat in the Dining Facility surrender your card to the lieutenant or officer standing at the front entrance door. When done eating you will retrieve your card from the staff member.

REPORTING TIMES TO STAFF:

First Reporting Time - 7:30 a.m.
9:30 a.m.
11:30 a.m.
1:30 p.m.
3:30 p.m.
5:30 p.m.
7:30 p.m.
9:30 p.m.

When entering your assigned unit you will surrender the card to the unit officer, who will maintain possession of the card until you depart the unit.

NOTE: Failure to report to staff at the specified times listed above will result in disciplinary actions. Altering or loss of a Two Hour Watch card will result in disciplinary action.

CHAPTER II
VISITING REGULATIONS

Inmates are encouraged to have visits in order to maintain family and community ties. New inmates are asked to submit a visiting list during the first week of Admission & Orientation (A&O) to their unit Counselor for approval. A Visitor Information/Authorization for Release form must be sent to all prospective visitors, including immediate family members. Inmates are responsible for mailing this form to the proposed visitors. Prospective visitors may be approved after a Visitor Information/Authorization for Release form is returned to the Counselor and certain checks are made once it is returned by the proposed visitor. Request for approval of these additional visitors will be made to the Counselor no less than three weeks in advance of the intended visit. **Inmates must have known the proposed visitor(s) prior to incarceration.**

Approved visitation lists completed by other institutions (for transferees) will be accepted, provided supporting documentation is available and the visitors are still appropriate upon arrival to this facility.

Inmates are responsible for notifying visitors when they have been approved and of the rules and regulations as they pertain to visiting.

VISITING REGULATIONS: Visiting hours are from 8:00 a.m. until 3:00 p.m. on Saturdays, Sundays, Mondays, and Holidays.

Each inmate is given ten visiting points at the beginning of the month. The total visitors received on Sundays and Saturdays will result in a deduction of two points as long as the inmate has not left the visiting room that day between visits. Total visits received on Mondays result in a deduction of one point. The Warden will establish if point deductions are applicable for holidays as they occur. Points are not carried over from month to month.

Children aged 15 and under need not be on an approved visiting list but must be accompanied by a visitor eighteen or above. Visitors 16 and 17, although required to be on an approved visiting list and must have a picture ID, and must also be escorted by a visitor 18 or older.

Excessive displays of affection with your visitor will not be permitted. A kiss and embrace are allowed on arrival and departure only. You may hold hands with your visitor during the visit.

Inmates must be properly dressed (entirely in institutional issued clothing and boots) and have their commissary card in order to be admitted into the visiting room. Clothing must be neat and clean. Approved items allowed to be taken into the visiting room include: wedding band, approved religious headgear, approved religious medallion, and prescription eyeglasses (no eyeglass case). Vending machines will be patronized by visitors only.

A maximum of 12 visitors will be authorized on an inmate's approved visiting list. A maximum of five visitors may visit the inmate at one time. When conditions exist, such as overcrowding, the number of visitors may further be limited to allow each visitor adequate space and time to conduct their visit.

Visitors must be properly dressed. Shorts, short dresses or skirts, halter tops, secondary clothing i.e(jackets, blazers ,zip-up or button-up garments) and other clothing of a suggestive or revealing nature will not be permitted in the visiting room. Dresses and skirts must reach the middle of the knee cap as

the visitor stands. Sleeves are required on all shirts blouses or tops and no hooded over-garments. Jeans are allowed as long as they are in good repair. Footwear (no sandals, flip flops, etc.) must be worn by all visitors.

Certain life important medications (i.e., nitroglycerin tablets, asthmatic inhalers, etc,) are allowed into the institution as long as they can be thoroughly searched. Insulin and syringes are not allowed in.

Visitors with infants are allowed to bring in 2 clear plastic baby bottles and baby food in plastic and unopened baby food containers (no glass containers of any kind will be allowed).

Visitors are permitted to bring only coins to purchase items from vending machines equivalent to \$25.00. The money is to be in a clear bag. Inmates are not allowed to approach the vending machines.

Inmates will not accept money from visitors. Only food purchased by the visitor, from the vending machines, can be accepted by an inmate. Additionally, visitors are not allowed to give any other items to inmates.

A reasonable amount of infant care items and sanitary napkins may enter as long as they can be thoroughly searched.

No electronic items are allowed to enter the institution.

All visitors are subject to search including the use of a drug detection device. Visitors bringing contraband into the institution will be prosecuted.

IDENTIFICATION OF VISITORS: All inmate visitors 16 years of age and older must display photo identification before they are allowed access to visit. There is no exception to this rule. They are also required to complete the proper documentation in the presence of the officer before being processed through the metal detection device and randomly subjected to the ION TRACKER. Proper identification must be a US government issued or any US state issued identification (example state driver's license, state ID card, picture high school card, or US passport). If non US passport, it must be accompanied by a US Visa issued by INS or US Customs. Birth certificates are not considered proper identification, social security and credit cards are not valid identification. Persons without proper identification will not be permitted to visit.

PAT SEARCHES OF VISITORS: All inmate visitors are subject to random pat search. Visitors are selected based on a random number which is determined before visiting begins. Selection for this search does not imply visitors are suspected of any violation of prohibited or criminal activity. This is only a random search, selected based on a number, randomly chosen before visiting begins. A pat search will be conducted of person. This search will be conducted by a trained staff member of the same sex. Where possible, this pat search will be conducted out of the view of other visitors and inmates. Visitors have the option of declining a search. Visitors who decline the search, will not be permitted to visit on that date.

VEHICLE SEARCHES OF VISITORS: All visitors are subject to random search of vehicles. Searches are selected based on a random number which is determined before visiting begins. Selection for this search does not imply visitors are suspected of any violation of prohibited or criminal activity. The random search is to meet our legal obligation in all Bureau of Prisons facilities to

ensure the safety, security, and orderly operation of Bureau of Prisons facilities, and to protect the public. Visitors vehicles will be searched by a trained staff member. Visitors have the option of declining a search. Visitors who decline the search, will not be permitted to visit on that date.

ATTORNEY VISITS: Attorneys should make advance arrangements (normally no less than seven days) for visits through your unit team before each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times on a case by case basis. Attorney visits will be subject to visual monitoring, but not audio monitoring. During attorney visits, a reasonable amount of legal materials may be transferred during attorney visits, but is subject to inspection for contraband.

PASTORAL VISITS: Inmates requesting visits from their home church or spiritual advisor must submit request to the Chaplain at least 3 weeks in advance. Background investigations and endorsement by their religious community will be required of all visitors. A minister of record may be declared and placed on the inmates visiting list. Points may not be counted against an inmates visiting points.

SMOKING: Smoking will not be permitted in the visiting room.

SPECIAL HOUSING UNIT: Inmates in the Special Housing Unit are allowed visitation on Mondays and Holidays.

SPECIAL VISITS: Special visits (including family emergencies) may be authorized for an inmate's family or relative not on the pre-approved visiting list on a one-time-only basis by the Unit Manager or institution Duty Officer. A Special Visit Authorization Form must be completed and distributed prior to any special visit taking place. Inmates in protective custody will be approved for Special Visits on non-visiting days for individuals on approved visiting list only. The coordination of this visit will be conducted by the Unit Team.

CHAPTER III
TRUST FUND OPERATIONS

COMMISSARY ITEMS AND FUNDS: When you arrive at FCI Phoenix, a Trust Fund Account is established in your name in the Office of Financial Management which reflects all of your deposits and withdrawals. Deposits will include money sent to the Lockbox and money processed through Western Union Quick Collect from outside source and your UNICOR or Performance Pay from your work assignment. Withdrawals may include your purchases at the Commissary, funds to send home or for subscriptions, savings, etc.

The Commissary offers a variety of candies, beverages, toiletries, athletic attire, etc. The Commissary's purpose is to provide inmates with merchandise not provided by the Bureau or of a different quality. The use of the inmate store is a privilege, not a right.

The Commissary is located adjacent to the Laundry.

Upon commitment, every inmate must obtain and have in his possession, at all times, an Inmate Commissary Card before purchasing in the commissary. The pictured ID card provides positive visual identification and is designed for the protection of the inmate's account. Therefore, every inmate must have an ID card at the time of sale. There are no exceptions. It is the responsibility of the inmate to maintain his ID card and replace it, if necessary through the Inmate Systems Department.

INTRA INSTITUTIONAL FUNDS TRANSFERS: For inmates transferring from one federal facility to FCI Phoenix, their funds will be electronically transferred by the sending facility. If, after 14 days following an inmate's arrival at this facility their money has not been transferred or received, they should notify their Unit Counselor.

SPENDING LIMITATIONS: You are permitted to spend a maximum of \$290.00 each month for regular purchases. All items including SPOs (Special Purchase Orders) purchased from the Commissary will reduce monthly spending limit. Items exempted from the \$290.00 spending limit are Stamps, money being transferred to the ITS (Inmate Telephone System), approved OTC medications are also exempted from the spending limit, and tobacco patches (prior approval from the Medical Department is required). Validation dates are spaced out using a system linked to your registration number in order to spread spending activity evenly throughout each month. To determine your validation date, multiply the fifth digit of your register number by three then add one. (Example: The validation date for Reg. No. 12345-678 would be 16; Formula $5 \times 3 = 15 + 1 = 16$.)

COMMISSARY ORDERS: Commissary price list/order blanks are available in the housing units and must be turned in to the Unit Officer prior to the 10:00 p.m. count the night before you shop. You will receive a numbered ticket identifying your shopping order. You must present this ticket when you shop. You must be present when your number is called or you forfeit your shopping for that week. Prices are subject to change and all sales are final. You may add or substitute only for new or out of stock items with a like item. New price lists will be printed monthly.

Each inmate may shop at the Commissary once each week in accordance with the posted schedule. You may purchase phone credits, tennis shoes, and medications between 2:00 p.m. - 2:30 p.m. Monday, Tuesday, and Thursday. On Fridays the Commissary is open for Over the Counter Medications only from 11:00 a.m. - 12:00

p.m. No smoking is allowed in the Commissary and only one inmate is allowed at each window at a time.

SALES RECEIPTS: It is your responsibility to know the amount of money in your account. You may check both the balance in your account and the balance left of the \$290.00 monthly spending limit by reading your sales receipt. If you have any questions concerning your commissary balance on your account, you may check account activities by using the AIM (Automated Inmate Machine) located on the west side of the Commissary.

COMMISSARY IDENTIFICATION CARD: You should have received a Commissary Card at the time you were processed through Receiving and Discharge (R&D). If not, you will need to make an appointment with R&D to obtain one. This card will be used to identify you at the commissary sales area. This is the only means by which commissary staff can be sure they are accessing the correct inmate's account.

This card is your responsibility and if lost you will not be allowed to purchase commissary until you obtain a new card. If you happen to lose your card, the procedures to obtain a new one are as follows:

- (1) Send a Request to Staff Member (cop-out) form to Receiving and Discharge (R&D) requesting to be placed on a call-out to obtain a new card.

If your appearance changes to the point that your appearance does not match your Inmate Account Card, for example, if you grow a beard or shave one off, you will need to obtain a new card at no charge. The importance of this is that if the commissary staff cannot recognize you from your card they may refuse your purchase.

STAMPS: Each inmate is permitted to purchase up to three books of first-class stamps each week. The following denominations are sold: \$1.00, .42, 17, and .01.

You are not permitted to have more than the equivalent of three full books (60 first-class stamps) of stamps in your possession at any one time. Any amount in excess of this limit will be considered as contraband, and the excess will be confiscated.

Stamps will be purchased during regular sales. Special Purchase Orders will also be available on your regular day.

SPECIAL PURCHASE ITEMS: Special purchase items such as ceramics materials, leather goods, paint supplies, and crochet materials must be approved by Recreation and purchased through the Commissary.

CHAPTER IV
UNIT MANAGEMENT

There are four functional units at FCI Phoenix. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The Unit Staff offices are located in the units so staff and inmates can be accessible to each other. Unit staff include the Unit Manager, two Case Managers, two Correctional Counselors and one Unit Secretary.

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

Yuma Unit is designated as the Admission and Orientation (A&O) unit. All inmates are housed in Yuma Unit pending initial classification. Once inmates have completed the Institution Admission and Orientation Program (A&O) and have had their Initial Classification meeting ("Team") with Unit Team, they may be considered for placement in another unit on the compound by the institution Case Management Coordinator. Inmates with less than 1 year to serve will remain in Yuma Unit.

Mojave A is designated for inmates approved to participate in the Residential Drug Treatment Program (RDAP).

Navajo Unit is designated for inmates working in UNICOR.

UNIT MANAGERS: The Unit Manager has the overall responsibility for the internal security, safety, sanitation, discipline, counseling program, leisure time activities, and educational programming of the inmates in the Unit.

The Unit Manager supervises all members of the Unit Staff (two Case Managers, two Correctional Counselors, Unit Secretary and Correctional Officers assigned to the Unit). The Unit Manager reviews all staff work in the Unit to ensure that meaningful team work is occurring and inmate program plans are being carried out.

The Unit Manager serves as Duty Officer and Unit Disciplinary Committee Chairman.

The Unit Manager receives general supervision from the Associate Warden (Programs).

CASE MANAGER: The duties of the Case Manager involve all phases of inmate institutional life such as: initial classification; progress reports; release planning; and recommending educational, recreational and counseling programs. The Case Manager provides necessary services to each inmate to help him adjust to the institution environment and prepare for eventual release. The Case Manager is available to provide counseling to the inmate concerning community, institution and personal problems.

CORRECTIONAL COUNSELOR: The Correctional Counselor works primarily with each inmate assigned to their respective Unit Team. They actively participate in the development of programs suited to the individual needs of inmates. The Correctional Counselor: obtains and gives information; expedites and improves services; suggests plans and directions; and assists in resolving difficult problems. The Correctional Counselor will be the primary staff member with whom you deal on matters of administrative procedures.

EDUCATION REPRESENTATIVE: The representative from the Education Department has the responsibility of providing information to help the Unit Staff better determine the individual educational needs of the inmate. They will help coordinate the educational programs in accordance with work assignments and unit programs.

UNIT SECRETARY: The Unit Secretary is responsible for all clerical functions and administrative duties necessary for unit operations.

UNIT OFFICER: The Unit Officer is responsible for security, sanitation and maintaining order in the Unit. The Unit Officer is required to make routine shakedowns to locate contraband.

UNIT TEAMS: The Unit Team is responsible for developing programs suited to the individual needs of each inmate. The Team consists of the Unit Manager, Case Manager and the Correctional Counselor. Each inmate is required to attend Team Meetings when they discuss his case.

The purpose of Team is to facilitate inmate-staff contact and communication and to ensure that all staff have an input in the development of the programs for each inmate.

PROGRAM REVIEWS: Program Reviews will be held every 180 days until one year of release, then every 90 days. These are held by the Classification Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc.

Custody will be set at IN custody for new commitments. Custody will normally be reviewed for the first time approximately six months after arrival at Phoenix.

An inmate may be identified for Central Inmate Monitoring System (CIMS) status at any time. This is a Case Management function of the Bureau of Prisons and is not optional. The Unit Team will normally make this determination within the first six months and will normally do this at the initial classification (Provided that all of your records are available).

Administrative Reviews (special reviews) may be held between the normal 90 day reviews for job changes, transfer requests, etc. These reviews may be initiated by the Unit Team or requested by the inmate with a Cop-Out.

PROGRESS REPORTS: Progress Reports are prepared every 36 months or as needed prior to release, halfway house placement, transfer, and Parole Hearings.

You will be given a copy of your Progress Report after it is prepared and will be asked to sign it. Your signature does not mean you agree with the contents, only that you have received a copy.

TOWN HALL MEETINGS: Town Hall Meetings are held in each unit on a monthly

basis. These meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers that are present. These questions should pertain to the unit as a whole rather than personal questions or problems. Personal problems will be resolved by Unit Staff members during the regular working hours which are posted in each unit. An "open-door" policy is usually in effect at these times.

TRANSFER REQUESTS: Requests for transfer should be made to the Unit Team. Transfers may be granted for such reasons as nearer release purposes after an inmate has remained at FCI Phoenix for 18 months with clear conduct. If the Team determines at your program review that you have a valid reason for transfer, a recommendation will be made to the Regional Office for a final decision.

COUNSELING: Group and individual counseling is provided by Unit staff for drug, alcohol, and behavioral problems. Group and individual counseling will be conducted by a Staff Psychologist or Correctional Counselor.

TEAM PARTICIPATION IN PAROLE HEARINGS: Your Unit Team prepares Progress Reports and compiles other information in your Central file for presentation to the Parole Board.

Your Case Manager will normally be present at your Parole Hearing. The Case Manager's function at the hearing is only to answer questions of the parole examiners, not as a Staff Representative.

NOTARY PUBLIC: Under the provisions of Title 18, United States Code, Section 4004, certain Unit Staff are authorized to notarize documents. However, due to a recent change in the law, notarization is not required if you include a statement to the effect that the papers which you are signing are "true and correct under penalty of perjury" 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 for you to contact your Unit Staff to arrange an appointment with the institution's Arizona Notary Public.

RELEASE GRATUITIES: Release gratuities are monies given to an inmate upon release. Unit Team will make a recommendation to the Case Management Coordinator who will either approve or deny the request based on individual needs. A gratuity will be provided to those who qualify.

ESCORTED TRIPS: Bedside visits and funeral trips may be authorized when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two Correctional Officers will escort the inmate. All expenses will be borne by the inmate, inmate's family or an appropriate source, except for the first eight hours of pay for escorting employee(s) each day.

CENTRAL INMATE MONITORING SYSTEM (CIMS): Refers to the procedures by which the Bureau of Prisons monitors and controls transfers and participation in community activities, of inmates who pose specific management consideration. The designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are so designated will be notified by their Case Manager.

FINANCIAL RESPONSIBILITY: Inmates are obligated to conform to the requirement to pay court assessments, fines, and committed fines and court ordered restitution. Inmates who refuse to honor these may be subject to certain programming and activity restrictions and performance pay will be limited to maintenance pay of \$5.25 per month.

CHAPTER V
ADMINISTRATIVE RESOLUTIONS OF PROBLEMS

INMATE REQUEST TO STAFF MEMBER: This form, 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. Cop-outs are available in the housing units and from staff. Staff who receive a cop-out will answer the request in a reasonable period of time.

BP-8, BP-9, BP-10 AND BP-11: Ordinarily, most issues can and should be resolved with the individual staff member responsible for the program area in which you have a concern. If attempt to resolve an issue is unsuccessful you may obtain a BP-8 from your Counselor. If the attempt with this form is still unsuccessful you may file a BP-9 to the Warden for his intervention. The BP-9 must be given to your unit team for delivery to the Warden and it must have a copy of the BP-8 attempt attached. The BP-9 is to be filed within 20 days from the date of the incident the BP-9 addresses.

If you are unsatisfied with the Warden's response on the BP-9 you may mail a BP-10 to the Regional Director within 20 days of the Warden's BP-9 response and it must have a copy of the BP-9 attached.

If still unsatisfied you may mail a BP-11 to the Central Office within thirty days of the BP-10 response and it must have a copy of the BP-10 attached.

All of the applicable forms may be obtained from your Unit Counselor.

SENSITIVE COMPLAINTS: If an inmate believes his complaint is of a sensitive nature and he would be adversely affected if the complaint became known at 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.

CHAPTER VI
MAIL AND TELEPHONES

OUTGOING CORRESPONDENCE: Outgoing mail, except Special Mail, may not be sealed by inmates, and may be inspected and read by staff. All outgoing correspondence must include a return address including your full name, register number and the institution address; Federal Correctional Institution, 37910 N. 45th Avenue, Phoenix, Arizona 85086.

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

General correspondence mail boxes are located in the housing units. Outgoing Special Mail must be delivered to a staff member. Inmate Systems staff member at mainline (Monday-Friday) and the Institution Duty Officer on weekends/holidays. Inmates in Special Housing and the Annex will give the mail to the on-duty Officer.

INCOMING CORRESPONDENCE: Mail is distributed Monday through Friday (except holidays) by the Evening Watch Officer. Newspapers and magazines will also be delivered at this time. All unclaimed mail will be returned to the sender. Staff have the authority to open and/or read your incoming general mail as necessary. This is done on a random basis to maintain security.

The mailroom will not accept funds enclosed with general correspondence. All funds must be mailed to the National Lockbox as stated on page 11 of this handbook.

If you do not want your general correspondence opened and read, the Institution will return it to the Postal Service. You must choose whether you want your general correspondence opened, read and delivered or returned by completing the "Acknowledgment of Inmate" during intake processing. Whatever your choice, your Special mail will be delivered to you and opened in your presence and inspected for contraband.

Special Mail (mail from the President and Vice President of the United States, attorneys, members of the United States Congress, Embassies and Consulates, the United States Department of Justice, excluding Bureau of Prisons, but including United States Attorneys, other federal law enforcement officers, State Attorney Generals, prosecuting attorneys, governors, United States Courts and State Courts) and Legal Mail will be delivered to you by a member of your Unit Team.

Special Mail and Legal Mail may be opened only in your presence to be checked for contraband. This procedure occurs only if the sender adequately identifies himself on the envelope and the envelope is marked "Special Mail -Open Only in the Presence of the Inmate." Other mail may be opened and read by the staff.

CONTACT WITH THE NEWS MEDIA: An inmate may not receive compensation or anything of value for interviews with the news media. Requests for personal interviews may be made by either the inmate or a representative of the news media. These requests must be made within a reasonable time before the personal interview. The Warden will normally approve, or disapprove, an interview request within 24 to 48 hours of the time a request is made.

CORRESPONDENCE BETWEEN CONFINED INMATES: Correspondence with an inmate confined in another penal or correctional institution is limited to immediate family members and co-defendants with a current and active case, excluding civil lawsuits. Contact a member of your Unit Team if you have questions regarding this matter.

REJECTION OF CORRESPONDENCE: The Warden may reject correspondence sent by and to an inmate if it contains any of the following:

- (1) Matter which is non-mailable under law or postal regulations;
- (2) Matter which depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption;
- (3) Information of escape plots, or plans to commit illegal activities, or to violate Bureau rules or institution guidelines;
- (4) Direction of an inmate's business (Prohibited Act 408). An inmate may not direct a business while confined;
- (5) Threats, extortion, obscenity or gratuitous profanity;
- (6) Code;
- (7) Sexually explicit material;
- (8) Contraband.

The Warden shall give written notice to the sender concerning the reasons for rejection, as authorized in Program Statement 5265.11.

CHANGE OF ADDRESS AND FORWARDING OF MAIL FOR INMATES: Prior to your release or transfer, you may request a United States Postal Service Change of Address Packet from the Mail Room. Mail will be forwarded for thirty days.

CERTIFIED MAIL/REGISTERED MAIL: You may contact your Unit Team to obtain the necessary forms.

TELEPHONES: There are telephones located in each housing unit for inmate use. Inmates are responsible for paying for all telephone calls through a commissary account deduction for each call. Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. All inmate telephones are subject to monitoring and recording. Three-way calls, pagers, and voicemail/answering machines are not permitted. Call forwarding and the use of telephones to conduct a business are forbidden. Using another inmate's telephone PIN number and/or giving your telephone PIN number to another inmate is prohibited and subject to disciplinary action.

Each inmate may submit a list of telephone numbers to the Unit Counselor once per month, who will forward it to the Inmate Telephone System department. Inmates may transfer funds to their telephone account using their Phone Access Code (PAC), any time during regular telephone hours. Only two transfer transactions are permitted per day.

Inmates may have no more than 30 numbers on their phone list at a time. Phone numbers may be added and deleted one time per month.

While policy specifically allows inmates to make one call every three months, in this institution there is no specific limit on the number of phone calls that you may make. However, you are limited to 300 minutes per calendar month. Calls are limited in length to 15 minutes, the caller will receive a one minute warning prior to termination of the call. Upon completion of each telephone call, there will be a 45 minute wait before the inmate will be able to place another telephone call. It is expected that each inmate will handle their calls

in such a manner that will allow the equal use of the phones by all inmates. Chairs will not be used while using the phone.

Inmates may order paperback books from bookstores and publishers without prior staff approval. However, packages containing the books must be marked with words "Authorized by Bureau Policy". These markings are necessary to alert mailroom staff that the enclosed materials do not require prior approval.

CHAPTER VII
GROOMING AND SANITATION

CLOTHING: The authorized uniform for inmates are khaki trousers, belt, long or short sleeved khaki shirts, socks, and issued safety shoes.

The uniform will be worn outside the housing units Monday thru Friday 7:30 a.m. to 4:00 p.m., except when on the recreation yard.

While certain clothing may be issued to Food Service workers, it may not be worn to any non-duty activity (i.e., any athletic activity).

With the exception of approved religious headgear or on-duty food service workers, caps or hats are not to be worn in the Dining Room or the Visiting Room. House shoes and shower thongs may be worn in and around the living units only.

Any items issued or purchased that are altered become contraband and will be confiscated. For example, khaki trousers, issued by the institution, cannot have the legs cut off. Clothing in excess of authorized limits will be considered as contraband and the excess confiscated. Severe or repeated violations of this rule could lead to disciplinary action.

PERSONAL GROOMING: Each inmate is expected to maintain good grooming habits. There is no limitation on hair style and length of hair. Beards and mustaches are permitted. Hair will be clean and neatly groomed at all times. If it is likely that long hair will result in work injury, hair nets or caps will be worn. Hair nets and beard covers will be required for persons working around food. Sweat bands are permitted only on the recreation field.

SANITATION: It is the inmate's responsibility to check their room immediately after being assigned and to report all damage to the Correctional Officer, Case Manager or Counselor. Inmates may be held financially liable for any damage to their living area.

Rooms will be cleaned and beds made prior to leaving for work call. If you are on a day off or work an evening detail, you must make your bed and lay on top of the made bed. All rooms will be cleaned and beds made by 7:15 a.m. every day, regardless of your working status. Rooms that are not cleaned will be secured, and the inmate will be called to clean the room. Failure to comply may result in disciplinary action.

The locker must be neatly arranged inside and out. All shelving will be neat and clean. Inmates are expected to store their possessions in their lockers. Items must be neatly stored on top of desk, on the floor at the back of the desk or locker, and under the bed. One set of clothing may hang on the hooks on the wall.

There will be no brooms, cleaning supplies, cardboard boxes, wastebasket liners etc. in the individual rooms. Inmates are not authorized to cover their cell windows at anytime.

There will be no shelves or any unauthorized articles installed in rooms or lockers. No items are to be placed on the light fixture (including wrapping light bulbs with paper) above the sink and mirror.

Wastebaskets must be cleaned each morning and each evening. Paper bags should not be used wastebaskets, or wastebasket liners.

Under no circumstances are you allowed to have or store any desert animals or plants, ie snakes, spiders, mice.

SMOKING IS NOT AUTHORIZED ANYWHERE IN THE INMATE LIVING AREAS.

HOUSING UNIT RULES AND REGULATIONS: Every housing Unit posts on the inmate Bulletin Boards additional rules, regulations, and other pertinent information for inmates to review. Inmates are responsible for checking there areas for posted information.

HAIRCUTTING: Inmates are not authorized to cut hair. Inmates are to have their haircut by the institution Barber Shop.

CHAPTER VII
CLOTHING

CLOTHING/ATHLETIC ITEMS: The following items will be issued to each inmate upon arrival.

3	Shirts (Khaki)	2	Wash cloths
3	Trousers (Khaki)	1	pair steel toe safety shoes
4	T-Shirts	4	Undershorts
4	Pair socks	2	Sheets
1	Pillow Case and Pillow	1	Blanket (2 during winter)
2	Towels	1	Winter coat (issued seasonally)
1	Cap (issued by certain details)		

* Inmates housed in the Yuma Annex will be issued a green jumpsuit, undershorts, t-shirts, socks, slip-on shoes, and orange shorts for recreation.

All work details require inmates to wear steel-toed shoes issued by the institution.

Laundry services are available. Washers, dryers, ironing boards and irons are available in the housing units.

CLOTHING EXCHANGE:

Mon - Fri 5:30 a.m. - 6:30 a.m. Clothing Drop off (laundering/alterations)
5:30 a.m. - 6:30 a.m. The next working day

Blankets may be exchanged the last Wednesday of each month.

Sheets may be exchanged the last Thursday of each month.

DO NOT USE INSTITUTIONAL BEDDING OR LINEN
FOR JANITORIAL WORK. MISUSE OR DESTRUCTION
OF GOVERNMENT ISSUED CLOTHING ITEMS
IS PROHIBITED AND MAY RESULT IN DISCIPLINARY ACTION

CHAPTER IX
LIMITS OF INMATE PROPERTY AND CONTRABAND

LIMITS OF INMATE PERSONAL PROPERTY: Refer to Program Statement 5580.06 and Institutional Supplement.

SPECIAL PURCHASE ITEMS: Special purchase items, such as hobby craft and sports equipment, will be very limited and authorized only to the point where they can be contained in the storage area provided for personal property.

LEGAL MATERIALS: Inmates will be allowed to maintain legal materials and supplies, not to exceed three cubic feet, in the locker or under the bed.

HOBBY CRAFT MATERIALS: All Hobby Craft items will be retained in the Arts and Crafts area of the Education Department. You must dispose of completed hobby craft work within 30 days of completion. Inmates will mail hobby craft items at their expense. Lockers will be assigned for storage of hobby craft items and staff will assume no responsibility for items lost or damaged while in these lockers.

COMMISSARY ITEMS: The total value of accumulated Commissary items (excluding special purchases) will be limited to the monthly spending limitation. An inmate may not have in his locker more than four cartons of cigarettes at any one time and not more than two packages on his person. Shaving and grooming items will be placed in the individual locker. Food items that are left open create a health hazard. These items will be properly sealed at all times. Empty jars will not be used as drinking containers and are to be thrown away.

Large radios are not allowed in the institution. The Walkman radio is the only type of radio permitted. Inmates who are transferred or committed to FCI Phoenix with large radios in their possession will have their radios mailed out of the institution.

Radios and watches will be inscribed with your name and registration number. No radios are permitted at any work assignments.

CONTRABAND: Unless an item or article inside the institution is issued by staff, purchased in the commissary, approved for receipt by a Department Head, or approved by institution regulation, will be considered contraband.

Inmates are responsible for the safekeeping of their personal property in quarters. The Bureau of Prisons will not assume liability for lost or stolen inmate property, when property is not in the custody of staff.

HARD CONTRABAND: Any items or article of contraband that poses a threat to the security of an institution is generally never approved for possession or admission to the institution. The following items are examples of hard contraband, but the list is not all inclusive:

1. Guns, firearms, or weapons of any type (all single and double edged razor blades, to include altered shaving razors, will be considered weapons);
2. Ammunition or explosives;
3. Knives or tools not provided in accordance with Program Statement 5500.09, Correctional Services Manual;
4. Hazardous or poisonous chemicals or gases;
5. Narcotics or other controlled substances not dispensed or approved by the institution Medical Department;

6. Drugs;
7. Intoxicants, including, but not limited to, liquor or alcoholic beverages;
8. Postage stamps in excess of authorized limit;

NUISANCE CONTRABAND: Any items in excess of authorized quantities and/or no longer authorized for retention are considered nuisance contraband. The following items are examples of hard contraband, but the list is not all inclusive:

1. Excess newspapers, letters, magazines;
2. Food;
3. Clothing.

Glass containers will not be authorized in the institution. If brought from another federal institution, inmates may either destroy the item or mail it out of the institution at their expense.

PROCEDURES FOR HANDLING CONTRABAND: Any item or article in the institution which has been identified as contraband will be seized when found within the physical possession of an inmate, in an inmate's living quarters, or in common areas of the institution. Items or property seized as contraband will be disposed of in accordance with the following procedures.

- (1) Government Property: Items of Government property seized will be returned to the issuing authority within the institution.
- (2) Personal Property: Items of personal property seized will be turned over to the Chief Correctional Supervisor for inventory and storage, pending identification of the true owner. When disciplinary action is appropriate, disposition of the property will be delayed until the action is complete.
- (3) Hard Contraband: Items of hard contraband seized will be turned over to the Chief Correctional Supervisor and retained until such time as necessary for disciplinary action and/or prosecution.
- (4) Stamps, or Negotiable Instruments: Any stamps or negotiable instruments found in an inmate's possession shall be delivered to the Cashier until appropriate disposition is made.
- (5) Nuisance Contraband: Any item seized that is classified as nuisance contraband shall be sent home at the inmate's expense or destroyed.

All property that is confiscated from an inmate, regardless of the type of property, the inmate will receive a copy of the seized contraband receipt.

CHAPTER X
FOOD SERVICE

SCHEDULE OF MEALS:

Monday through Friday:

Annex Breakfast	5:00 a.m. - 5:30 a.m.
Breakfast	5:30 a.m. - 6:30 a.m.
Annex Lunch	9:40 a.m. - 10:10 a.m.
Lunch	10:30 a.m. - 11:30 a.m.
Annex Dinner	2:35 p.m. - 3:05 p.m.
Dinner	4:45 p.m. - 6:00 p.m.

Saturday and Sunday

Annex Coffee Hour	6:00 a.m. - 6:30 a.m.
Coffee Hour	7:00 a.m. - 8:00 a.m.
Annex Brunch	9:15 a.m. - 9:45 a.m.
Brunch	11:00 a.m. - 12:30 p.m.
Annex Dinner	3:15 p.m. - 3:45 p.m.
Dinner	4:45 p.m. - 6:00 p.m.

* All times are approximate.

MEAL TIME PROCEDURES: Units are called to meals one pod at a time.

Because of the large number of inmates to be served, you are allowed only one trip through the main serving line. The beverage station is open, as well as the soup and salad bar.

When you have completed your meal, you are required to carry your tray and utensils to the dish room window.

RULES AND REGULATIONS OF THE DINING HALL:

- (1) Smoking is not permitted in the dining hall;
- (2) The number of rationed items in a serving will be marked in the margin of the menu posted in the dining hall;
- (3) Items on the menu marked with a star (*) denote pork or pork seasoning;
- (4) No food items may be taken from the dining hall except for one packaged dessert item.
- (5) While you are on the serving line, you cannot trade food items with another inmate;
- (6) You must dress properly in the dining hall. Institution issued clothing is the only clothing allowed in the dining hall during morning and noon meals during weekdays. Leisure wear will be permitted during evening meals and on weekends and holidays. You cannot wear shower shoes or house shoes in the dining hall. You cannot wear hats into the dining hall. However, you are allowed to wear religious headgear with prior written approval from the Chaplain in the dining hall.
- (7) Radio and ear phones are allowed in but worn only around the neck.
- (8) You are not permitted to bring a personal mug/cup and condiments (hot sauces, spices, etc.).

You must request the Certified Religious Foods diet through the Chaplain. The Chaplain will discuss your request with you and will explain the diet's procedures and policies.

CHAPTER X
MEDICAL SERVICES

Sick Call Appointments: Any inmate in general population who wishes routine medical, dental or mental health care must come to the Health Services Unit between the hours of 6:00 a.m. - 6:30 a.m., Monday, Tuesday, Thursday or Friday to obtain an appointment. Wednesday is reserved for A&O physical. Yuma ANNEX inmates will sign with the Unit officer from 6:30 a.m.-7:00 a.m., Monday, Tuesday, Thursday and Friday. Yuma ANNEX inmates will remain in the unit until the health care provider (Physician Assistant/Nurse) reviews the sick call list. Appointment times will be prioritized according to the seriousness of the problem. No routine appointments will be given after this hour.

Acute illnesses and injuries will be attended as they occur.

Emergency Medical Treatment: All emergencies or injuries will be attended to as they occur. Outside emergency medical care is available for those cases beyond the scope of the institution Health Services Unit. Inmates who become ill after the sick call appointment sign up period should request the Detail Supervisor or Unit Officer to call the health care provider (Physician Assistant/Nurse) at Health Services for an appointment.

Evening, Weekend and Holiday Schedule: Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only. Medical staff are on duty from 6:00 a.m.- 11:00 p.m., on weekdays, and from 6:30 a.m.-10:15 p.m. on Saturdays, Sundays, and Holidays. Any medical problems during off hours, the inmate will notify the operations lieutenant who will notify medical staff on call.

Medications - Pill Line: Pill line (controlled/restricted medications) will be dispensed at the following times:

6:00 a.m. - 6:30 a.m. (Breakfast movement time)
11:45 a.m. - 12:15 p.m. (Noon meal movement time)
Insulin Line - after the 4:00 p.m. count is cleared
8:15 p.m. - 8:30 p.m.

Over-the-counter (OTC) items (aspirin, Tylenol, cold pills, antacids, lozenges, etc.) may be obtained from the commissary four days a week. All inmates are allowed to purchase OTC medications on: Monday, Tuesday, and Thursday, between 2: p.m. to 2:30 p.m., on Fridays, between 10:45 a.m., and 12:00 p.m., or until the mail line is secured. Once a week, inmates can also purchase OTC medications on their shopping days after the 4:00 p.m. count.

Dental Examinations: Dental examinations and treatment will be provided as outlined for sick call appointments in addition to call-outs. For a dental emergency after regular sick call, your Work Detail Supervisor or medical staff will respond accordingly.

Physical: All inmates received at FCI Phoenix will be given a medical screening during the time they are processed into the institution through R&D. Full physical for new commitments will be administered during your first two (2) weeks at FCI Phoenix. Repeat physical examination may be requested (via COP OUT) every 2 years for inmates younger than 50 years, and once a year for inmates older than 50 years. Release physicals will be offered and should be requested via COP OUT (Inmate Request To Staff Member) at least two months prior to the release date.

INMATE SMOKING CESSATION PROGRAM: The purpose of the Inmate Smoking Cessation Program is to help inmates stop smoking. In order to advance to the goal of becoming a clean air environment and protect the health and safety of inmates, the Bureau of Prisons does restrict areas and circumstances where smoking is permitted within the institution.

Medical and public health authorities have demonstrated the hazards of tobacco smoke. Of particular concern are the risks posed to nonsmokers by passive inhalation of environmental tobacco smoke. (ETS) The Surgeon General has concluded that scientific research indicates that secondhand tobacco smoke is a cause of lung disease in otherwise healthy nonsmokers.

Inmates wishing to sign up for the Smoking Cessation Program may do so during sick call. Nicotine Replacement Therapy (NRT) patches will be sold in the commissary only to inmates who possess a NRT Approval form issued from Health Services. This authorization allows an inmate to purchase a 14 day supply of NRT patches at a time, over a six to ten week period, after counseling and a review of the inmates medical history. Inmates may initiate or continue patch therapy while housed in SHU unless medical or correctional information suggests the inmate will not use the patches appropriately while house in SHU.

Recommendations will be made for expanded support services such as self help workbooks, reading materials, and/or audio visual aids which promote smoking cessation. These materials will be made available from Psychology Services and/or the institution Smoking Cessation Coordinator, and through Unit based group counseling sessions.

Eye Exams:

Request eye examinations through the sick call process. If eye glasses are deemed needed, a prescription is obtained and the BOP sends the prescription to UNICOR at Butner. Those wanting to have their family fill the prescription may obtain a package request through their unit team, fill out properly and with a value less than \$100.00, and medical services will attach a copy of the prescription to the request. All eye glasses sent to the inmate without the properly filled request form will be returned to the family.

Living Wills/Advanced Directives:

If you should wish to make advance directive and/or a living will, make an appointment with the Legal Department so the form can be filled out. A copy of this document will be placed in the inmate's medical records and sent with the inmate when admitted to the contract hospital. Living wills and advanced directive cannot be honored in our institutions, but

the outside hospitals and medical centers will follow their guidelines on executing your living wills and advanced directives according to their by-laws. You may cancel your living wills and advanced directives at any time.

INMATE COPAYMENT PROGRAM

The inmate copayment program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States. A fee of \$2.00 for health care services, charged to the inmate Commissary Account, per health care visit that the inmate requested.

SPECIAL PROCEDURES AND TESTS: Should you have any questions regarding a laboratory or x-ray procedure, contact the individual who ordered the test or schedule a routine sick call appointment to discuss the results.

HIV: There is an increased personal risk factor of being exposed to the Human Immunodeficiency Virus by behavior which includes: I.V. drug use, tattooing, and homosexual behavior. You are discouraged from engaging in such activities. All inmates who have engaged in any of these high risk behaviors are encouraged to have an HIV test performed. This can be requested during your physical examination or on routine sick call.

ACTIVITY OR DUTY RESTRICTIONS: Restrictions applying to your level of activity or work are authorized by the medical staff at the time of your appointment. This same method is used in acquiring or maintaining orthotics, such as braces, crutches, canes, prosthesis, etc. Any questions regarding duty status assignments/restrictions or the use of orthotics should be directed to the authorizing medical staff member or via ***a sick call appointment***. The fitting of regular institution shoes is addressed by Laundry. Due to security concerns, certain limitations will apply for those inmates housed at SHU or Yuma ANNEX.

CONSULTANTS AND NON-BUREAU STAFF: Referrals to specialty consultants are reviewed by the Utilization Review Committee. Specialty consultants provide the Clinical Director with recommendations. The final decision to act upon their recommendations rests with the Clinical Director.

MEDICAL RECORDS REVIEW OR COPIES: Any inmate wishing to review or have copies made of his medical record should submit a cop out to the Medical Records Office. You will be advised of any other action that you must take or the time frame in which this will occur. If the amount of copies exceeds the allowable limit, the inmate will be charged for the requested copies (in accordance to Program Statement 6090.01 Health Information Management).

OTHER ISSUES: If you are not ill, but have questions concerning routine health care, you may direct your questions to the Health Services Staff during mainline or request the information via cop-out.

Other information:

Commissary items: There are a number of over-the-counter medications on the commissary list that you can purchase 4 days a week at 3:30 p.m. All

you have to do is tell them you are buying over-the-counter medications and the items should be sold to you. These items are antacids, Tylenol, aspirin, vitamins, hydrocortisone creams, etc.

The International Association for the Study of Pain defines pain as an unpleasant sensory and emotional experience associated with actual or potential tissue damage, or described in terms of such damage.

The purpose of this policy is to provide guidelines for the education, assessment, management, and reassessment of pain. FCI Phoenix supports the patients' right to have pain assessed and managed appropriately.

**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 providers.

RIGHTS:

1. You have the right to health care services, based on the local procedures at your institution. Health services include sick call, dental sick call and all support services. Sick call at this institution is conducted on Monday, Tuesday, Thursday, and Friday.
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 promotion 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 respect, consideration, and dignity.
6. You have the right to be provided with information regarding your diagnosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releaseable 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 treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a physical examination, as defined by Bureau policy. If you are under the age of 50, once every two years; over the age of 50, once a year.
13. You have the right to dental care as defined in Bureau 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 Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
16. You have the right to complaint about pain, and have it assess by the health care providers.
17. You have the right as an offender to health care and will not be denied to lack of funds.

RESPONSIBILITIES:

1. You have the responsibility to comply with the health care policies of your 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 medications, proper diet, and following all health related instructions with which you were 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 activity 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 Procedures.
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 medications.
11. You have the responsibility to eat healthily and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the responsibility to be truthful about your complaint for pain.
17. You have the responsibility for co-pay if you are not indigent when seeking medical/dental care.

CHAPTER XII
RELIGIOUS PROGRAMS

RELIGIOUS OPPORTUNITIES AND LIMITATIONS When considered necessary for the security or good order of the institution, the Warden may limit attendance at or discontinue a religious activity. Opportunities for religious activities are open to the entire inmate population, without regard to race, color, nationality, or ordinarily, creed. The Warden after consulting with the institution chaplain, may limit participation in a particular religious activity or practice to the members of that religious group. Ordinarily, when the nature of the activity or practice (e.g., religious fasts, wearing of headwear, work proscription, ceremonial meals) indicates a need for such a limitation, only those inmates whose files reflect the pertinent religious preference will be included.

To ensure the safety, security and good order of the institution any religious group that encourages domestic and/or foreign terrorism, or any type of violence will not be authorized to meet.

Worship services are made available for all religious groups weekly. Each inmate is authorized to attend his or her primary religious worship service each week. Work schedules may be adjusted to accommodate this practice. Inmate religious programs require constant staff supervision.

The following religious practices and activities are never authorized:
animal sacrifice; casting of curses; nudity; self-mutilation; use or display of weapons; exclusion by race; self-defense training; profanity; ingestion of illegal substances; proselytizing; encryption; disparagement of other religions;
paramilitary exercises; sexual acts;

Sermons, original oratory, teachings, and admonitions must be delivered in English. When necessary, Wardens may identify alternatives practices and implement the least restrictive alternative consistent with the security and orderly running of Bureau institutions.

RELIGIOUS PREFERENCES The Bureau of Prisons does not require an inmate to profess a religious belief. An inmate may designate any or no religious preference. To maintain the security and orderly running of the institution, and to prevent abuse or disrespect by inmates, the chaplain will monitor patterns of changes in declarations of religious preference. Inmate's religious rights are based on that individuals self determination.

Religious Categories

Adventist	Amer Ind	Atheist
Bahai	Buddhist	Catholic
Ch Christ	Hindu	Jehovah
Jewish	Krishna	Moorish
Mormon	Muslim	Nation
Orthodox(ie Russian)	Other	Science
Penticost	Protestant(general Christian)	
Rasta	Santeria	Sikh
Unknown(New Admits Only)		
No prefer (no religious rights)		

CHAPLAINS are responsible for managing religious activities within the institution. Institution chaplains are available upon request to provide pastoral care and counseling to inmates through group programs and individual services. Pastoral care and counseling from representatives in the community are available in accordance with PS 5360.09. All chaplains are qualified pastoral care providers who have verified credentials and current endorsements on file. Chaplains plan, direct, and supervise all aspects of the religious program and have physical access to all areas of the institution to minister to inmates and staff. All institution

chaplains are employed to: lead worship services, provide professional spiritual leadership and pastoral care; accommodate the legitimate religious needs of inmates; and supervise institution religious activities.

APPROVED ESSENTIAL DAILY PRAYER ITEMS AND PERSONAL RELIGIOUS PROPERTY FOR FCI/FPC PHOENIX, ARIZONA.

Those items set off with an asterisk (*) are items which are worn or used only in the chapel/outdoor worship areas during scheduled services. Inmates of all faiths are authorized one (1) medallion, copies of their sacred books and inspirational literature. The number of religious books, periodicals and magazines will comply with local institution unit policy. In order to facilitate the security concerns of the institution by maintaining uniformity of inmate wear inmates will be limited to the color and styles of headwear listed below. Full implementation will be inforced 6 months after issuance of this supplement.

Note: Special personal religious items not listed will require an authorization memorandum from the Supervisory Chaplain for FCI/FPC Phoenix only and placed in the inmates central file. An inmate may receive a copy through his or her unit team.

ESSENTIAL DAILY PRAYER ITEMS: (Will remain with inmate during transportation)

Orthodox Jews Only

Yarmulke (black or white)
Prayer Shawl
Teffilin
Prayer books

PERSONAL RELIGIOUS PROPERTY:

<u>Jewish</u>	<u>Nation of Islam</u>	<u>Rastafarian</u>
1 kittel	3 kufis	3 crowns
1 prayer shawl (talit)	1 prayer rug	(red, yellow, green, black)
1 tefellin (phylacteries)	6 prayer oils	Holy Bible
3 yarmulkes	Holy Qur'an	
1 talit katan	3 scarfs black or white	
yarzheit candle*	(women only)	
3 scarfs black or white		<u>Wicca</u>
(women only)		1 set of tarot cards
		1 Tabbard*
<u>Native American</u>	<u>Moorish Science Temple</u>	<u>Orthodox Muslim</u>
3 headbands multicolored	MSTA Koran	3 Kufis crochet black or white
1 small medicine pouch	1 fez* or turban	1 prayer rug
1 beaded necklace	8oz prayer oils	1 Holy Qur'an
1 sea shell*	1 prayer rug	8oz prayer oils
tobacco ties	3 kufis crochet	1 prayer beads
1 ribbon shirt*	black or white	Miswak
1 sacred pipe*	1 wallet picture of	1 kurta shirt*
kninickinick*	Noble Drew Ali	3 hijab black or white
eagle/hawk/owl feathers	3 scarfs black or white	women only
sacred herbs	women only	
<u>Santeria</u>	<u>Sikh</u>	<u>Asatru</u>
20 sea shells	turban white	hlath* (brown one or more
7 Holy cards		runes)
<u>Orthodox Christian</u>	<u>LDS</u>	
3 scarfs black or white	5 temple garments	
(women only)		

Sacred herbs include: small quantities of cedar, sage and sweet grass.

CHAPTER XIII
SAFETY AND CLAIMS

SAFETY: FCI Phoenix will make every effort to provide you with a safe environment while you are working at your assigned detail. Each individual worker will also be provided with the appropriate safety equipment while he is working. For your own good health and welfare, you must follow certain rules and regulations while you are working, and they are the following:

- (1) It is your responsibility as an inmate worker to use the safety equipment issued to you. This safety equipment will protect you against physical injury and/or health hazards. Make sure that you are properly wearing all required personal protection equipment before you begin a work operation. Personal protection equipment include goggles, safety shoes, aprons, arm guards, hard hats, respirators and hearing protection.
- (2) You should report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe, or improperly guarded.
- (3) You will only perform work that is assigned to you. You are strictly forbidden to operate machines or equipment, or to perform any work operation that has not been specifically assigned to you.
- (4) You are forbidden to operate equipment without using the safety guard(s) provided. You are forbidden to remove the safety guard(s). If you do so, the normal result will be a disciplinary report.
- (5) Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while the machine is in motion. You must stop the machine first. Lock-out devices must be used when performing maintenance.
- (6) You cannot stand up in moving vehicles, you should sit on the seats provided and wear seat belts at all times. You must not attempt to dismount from a moving vehicle until the vehicle has stopped completely.
- (7) It is your responsibility as an inmate worker to exercise care, cooperation and common sense in conducting your assigned work. Horseplay on the job will not be tolerated.

SMOKING/NON-SMOKING AREAS: Smoking is restricted at FCI Phoenix, and defined as carrying or inhaling a lighted cigar, cigarette, pipe, or other lighted tobacco products. All areas of the institution are **NO SMOKING AREAS** unless stipulated otherwise in accordance with institution supplement 1640.04a.

A. Exceptions are the Chapel and Native American Sweat Lodge when part of a religious or scared smoking ritual.

B. Smoking Cessation Programs for inmates desiring to stop smoking are available through Health Services and Psychology Services. Medical screening of inmates will be conducted by Health Services prior to beginning, and during the program. Inmates must sign up for the Smoking Cessation program during sick call. Refer to Chapter XI, **INMATE NO SMOKING/SMOKING CESSATION PROGRAM.**

C. Inmates violating the smoking rules will be subject to disciplinary action.

NOTE: IN ORDER TO COMPLY WITH THE FEDERAL BUREAU OF PRISONS SMOKE-FREE INSTITUTION POLICY, FCI PHOENIX WILL BE IMPLEMENTING THE FOLLOWING PLANS: THE LAST DAY FOR INMATES TO PURCHASE TOBACCO AND TOBACCO RELATED PRODUCTS FROM THE COMMISSARY WILL BE ON FRIDAY, FEBRUARY 3, 2006. INMATES MUST CONSUME OR USE ALL TOBACCO AND TOBACCO RELATED PRODUCTS BY SUNDAY APRIL 2, 2006. EFFECTIVE MONDAY, APRIL 3, 2006, ALL TOBACCO AND TOBACCO RELATED PRODUCTS POSSESSED BY INMATES WILL BE TREATED AS CONTRABAND AND WILL BE CONFISCATED. NICOTINE PATCHES WILL BE AVAILABLE FOR PURCHASE IN THE COMMISSARY FOR ALL INMATES WITH PRIOR APPROVAL FROM THE HEALTH SERVICES DEPARTMENT. INMATES WITH QUESTIONS REGARDING THE SMOKE-FREE INSTITUTION POLICY, CAN CONTACT MR. CHESTNUT, TRUST FUND SUPERVISOR.

FEDERAL TORT CLAIM: If the negligence of institution staff results in personal injury or property loss or damage to you, this can be the basis of a claim under the Federal Tort Claim Act. To file such a claim, you must complete a Standard Form 95. You can obtain this form from the Legal Services Department. You must file all claims for damage under the Federal Tort Claims Act within two (2) years of the incident.

ON-THE-JOB INJURIES: If you are injured while performing your assigned duty, you must immediately report this injury to your Work Supervisor. Your Work Supervisor will then report the injury to the Institution Safety Manager. You may be disqualified from eligibility for lost time wages or compensation if you fail to report a work injury to your Supervisor within 20 four hours of the injury.

FIRE SAFETY: The staff will take every step necessary to ensure your safety in the event of a fire emergency. Also, in each housing unit you will find a sign showing the primary and secondary routes you will take if you must exit quickly because of a fire emergency. You must become familiar with these routes for your own protection.

CHAPTER XIV
DISCIPLINE

DISCIPLINE: It is the intent of this institution to provide a safe and orderly environment for all inmates. Violators of the rules and regulations of the institution are subject to being disciplined. Staff shall control inmate behavior in a completely impartial and consistent manner.

ESCAPES: Escapes can result in a fine up to \$5,000.00 or up to five years imprisonment.

For more detailed information, refer to national Program Statements and Institution Supplements regarding discipline, urine surveillance and alcohol testing.

SUMMARY OF DISCIPLINARY SYSTEM

TABLE 1

<u>PROCEDURES</u>	<u>DISPOSITIONS</u>
1. Incident involving possible commission of prohibited act.	Except for prohibited acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges.
2. Staff prepares Incident Report and forwards it to Lieutenant	Except for prohibited acts in the greatest or high severity categories, the Lieutenant may resolve informally, or drop the charges.
3. Appointment of investigator who conducts investigation and forwards material to Unit Discipline Committee.	
4. Initial hearing before Unit Discipline Committee	Unit Discipline Committee may drop or resolve informally any Moderate or Low Moderate charge, impose allowable sanctions or refer to the Discipline Hearing Officer.
5. Hearing before Discipline Hearing Officer	The Discipline Hearing Officer may impose allowable sanctions, or drop the charges.
6. Appeals through Administrative Remedy Procedure	The appropriate reviewing official (the Warden, Regional Director, or General Counsel) may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

NOTE: DHO Appeals will be filed directly to the Regional Office.

TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2

1. Staff become aware of inmate's involvement in incident.

The Incident Report is ordinarily written within 24 hours.

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

Ordinarily given within 24 hours from the time staff become aware of the incident.

3. Initial Hearing (UDC)

Ordinarily within 3 working days from the time staff become aware of the incident excluding weekends, holidays and the day staff become aware of the inmate's involvement in the incident.

4. Discipline Hearing Officer (DHO)

Minimum of 24 hours, unless waived by inmate.

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

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may re-institute disciplinary proceedings at the same stage at which suspended. The time requirements then begin running again, at the same point at which they were suspended.

INMATE RIGHTS AND RESPONSIBILITIES

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
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, to 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 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 choice by interviews and correspondence.	7. It is your responsibility to use the service of an attorney honestly and fairly.
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.	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.

<p>9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p>	<p>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.</p>
<p>10. You have the right to participate in education, vocational training and employment as far as resources are available and in keeping with your interest, needs and abilities.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY
TABLE 3

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).
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)	C. Disciplinary Transfer (recommend).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	D. Disciplinary segregation (up to 60 days). E. Make monetary restitution.
105	Rioting	F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
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)	G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]

GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	Sanctions A-G]
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. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	
199	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 Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity	

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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	
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	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).
205	Engaging in sexual acts	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	C. Disciplinary Transfer (recommend).
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	D. Disciplinary segregation (up to 30 days). E. Make monetary restitution. F. Withhold statutory good time]
209	Adulteration of any food or drink	
211	Possessing any officer's or staff clothing	

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)
215	Introduction of alcohol into BOP facility	I. Remove from program and/or group activity
216	Giving or offering an official or staff member a bribe, or anything of value	J. Loss of job
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	K. Impound inmate's personal property 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.)	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	

HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
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)	Sanctions A-M]
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. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable.	

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
302	Misuse of authorized medication	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	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).
304	Loaning of property or anything of value for profit or increased return	
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	
306	Refusing to work, or to accept a program assignment	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).
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)	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 15 days). E. Make monetary restitution.
308	Violating a condition of a furlough	F. Withhold statutory good time.
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	

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.
317	Failure to follow safety or sanitation regulations	N. Extra duty.]
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	
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	

MODERATE CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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.	

LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit
401	Possessing unauthorized amount of otherwise authorized clothing	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.)
402	Malingering, feigning illness	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity.
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.

LOW MODERATE CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Mode-rate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity if not applicable.	M. Restrict to quarters. 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.

SANCTIONS
TABLE 4

1. **SANCTIONS OF THE DISCIPLINE HEARING OFFICER:** (upon finding the inmate committed the prohibited act).
 - A. **RECOMMEND PAROLE DATE RESCISSION OR REDARDATION:** The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-finding hearings upon request of, or for, the use of the Commission.
 - B. **FORFEIT EARNED STATUTORY GOOD TIME, NON-VESTED GOOD CONDUCT TIME, AND/OR TERMINATE OR DISALLOW EXTRA GOOD TIME:** The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 USC 4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden. Limitations on this sanction and eligibility for restoration are based on the severity scale (See Table 6).

See page 19 of this Chapter for limitations on this sanction and for eligibility for restoration. Good time (Statutory and good conduct time) percentages may be combined where separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, where an inmate is charged, and found to have committed both a 200 and 300 Code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 Code violation, 25% for the 300 Code violation). Statutory good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See the Sentence Computation Manual (Old Law, Pre-CCCA-1984) for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his delegated representative for final decision.

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

- B.1. **DISALLOWANCE OF GOOD CONDUCT TIME:** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S.C. 3624(b)). Once awarded, the credit is vested and may not be disallowed. However, for crimes committed on or after September 13, 1994, and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or an equivalent degree, or has been exempted from participation because of a learning disability. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall be vested on the date the inmate is released from custody. Once

disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guidelines range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 12 months for the same high severity prohibited act and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.

VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

- A. **GREATEST CATEGORY OFFENSES:** A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good time conduct) for each act committed;
- B. **HIGH CATEGORY OFFENSES:** A minimum 27 days (or if less than 54 days available for the prorated period, a minimum of 50% of available good conduct time) for each act committed.
- C. **MODERATE CATEGORY OFFENSES:** A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.
- D. **LOW MODERATE CATEGORY OFFENSES:** A minimum of 6 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

However, the DHO may, after careful consideration of mitigating factors (seriousness of the offense, the inmate's past disciplinary record, the lack of available good conduct time, etc.) choose to impose a lesser sanction, or even disallow no GCT for moderate and low moderate prohibited acts by VCCLEA inmates rated as violent or by PLRA inmates. The DHO must thoroughly detail the rationale for choosing to disallow less than 13 days or 6 days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or 6 days respectively will occur with repetitive offenses consistent with the guidelines in this B.1.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy procedures. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures.

Except for VCCLEA inmates rated as violent or PLRA inmates, 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.

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year on an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The Appendix to this Chapter 4 discusses procedures for the disallowance of good conduct time.

- C. **RECOMMEND DISCIPLINARY TRANSFER:** The DHO may recommend that an inmate be transferred to another institution for disciplinary reasons.

Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC or DHO hearing. Transfers for disciplinary reasons prior to a hearing before the UDC or DHO may be used only in emergency situations and only with approval of the Regional Director. When an inmate is transferred under these circumstances, the sending institution shall forward copies of incident reports and other relevant materials with completed investigation to the receiving institution's Disciplinary Hearing Officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC and DHO hearings contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony.

Transfers from one region to another require the approval of both the sending and receiving Regional Directors.

The receiving institution does not need to hold a new UDC hearing if such a hearing was held by the sending institution prior to the inmate's transfer.

- D. **DISCIPLINARY SEGREGATION:** The DHO may direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in disciplinary segregation are based on the severity scale. (See Table 6).

Separate sanctions may be imposed for separate acts or offenses. Acts are different or separate if they have different elements to the offenses. For example, if an inmate is involved in a fight with another inmate, and in the course of subduing that incident the inmate also strikes a staff member, the inmate can be charged with fighting (Code 201) and also assaulting a staff member, (Code 101). He can be separately charged and punished, on the basis of one Incident Report, or in two separate Incident Reports, for each offense. He could not be punished for both assault on and fighting with the inmate, since the elements of both offenses (the time, place, persons involved, actions performed) are essentially the same for both offenses. If, on the way to administrative detention, he starts another disturbance, and strikes another officer, the inmate could be charged with that as another assault offense. Similarly, an inmate serving a period of time in disciplinary segregation may commit a prohibited act there, and receive additional consecutive time in segregation for that new offense.

See Table 6 for the specific limits on sanctions. Each different or separate offense should be written on a separate Incident Report. Unless otherwise specified by the DHO, disciplinary segregation placement for different or separate prohibited acts are to be imposed consecutively.

An inmate who has been recommended for a Control Unit placement may be transferred prior to completing the required segregation period. The remainder of any segregation period shall be served at the receiving institution.

Except as noted above, an inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. The remainder of any segregation period shall be served at the receiving institution.

Except as noted above, an inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. Where this is not practical, the Regional Office must approve the transfer. The inmate shall complete the remainder of any segregation period at the receiving institution.

- E. **MAKE MONETARY RESTITUTION:** The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to.

An inmate's Commissary privileges may be suspended or limited until restitution is made. See Accounting Management Manual for instructions regarding impoundment of inmate funds.

- F. **WITHHOLDING STATUTORY GOOD TIME:** The DHO may direct that an inmate's good time be withheld. Withholding of good time should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs.

Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing, that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an on-going offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures (Part 542).

Only the Warden may restore withheld statutory good time. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale. (See Table 6).

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his delegated representative for final decision.

Part 542 refers to Program Statement on Administrative Remedy Procedures for Inmates. See page 53 of this Chapter for information on restoration eligibility.

This sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act (CCCA). This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the CCCA are only

eligible to receive 54 days good conduct time credit (18 U.S.C. 3624(b)). This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the Administrative Remedy procedures.

2. **SANCTIONS OF THE DISCIPLINE HEARING OFFICER/UNIT DISCIPLINE COMMITTEE:**
(upon finding the inmate committed the prohibited act)

G. **LOSS OF PRIVILEGES (COMMISSARY, MOVIES, RECREATION, ETC.):** The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege. However, the DHO or UDC may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction (e.g., loss of visiting privileges) is viewed as having a significant impact on the inmate's future behavior.

Loss of recreation privileges cannot be imposed on inmates in Special Housing, but may be used as a sanction for general population inmates.

H. **CHANGE HOUSING (QUARTERS):** The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.

I. **REMOVE FROM PROGRAM AND/OR GROUP ACTIVITY:** The DHO or UDC may direct that an inmate forego participating in any program or group activity for a specified period of time.

J. **LOSS OF JOB:** The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.

K. **IMPOUND INMATE'S PERSONAL PROPERTY:** The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.

L. **CONFISCATE CONTRABAND:** The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately.

For procedures see Program Statement 5580.06, Inmate Personal Property.

M. **RESTRICT QUARTERS:** The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.

N. **EXTRA DUTY:** The DHO or UDC may direct that an inmate perform tasks other than those performed during regularly assigned institutional job.

O. **REPRIMAND:** The DHO or UDC may reprimand an inmate either verbally or in writing.

P. **WARNING:** The DHO or UDC may verbally warn an inmate regarding committing prohibited acts(s).

Note: Although not considered sanctions, the UDC or DHO may recommend classification or program changes. For example, the DHO may recommend an inmate's participation in, or removal from, a particular program. When this occurs, a final decision will ordinarily be made in accordance with the established procedures for deciding that issue. In the example cited above, a referral would be made to the inmate's unit team for a decision on the recommendation.

TABLE 5
SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN THE SAME CATEGORY

When the Discipline Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart).

CATEGORY	PRIOR OFFENSE (SAME CODE) WITHIN TIME PERIOD	FREQUENCY OF REPEATED OFFENSE	SANCTION PERMITTED
Low Moderate (400 Series)	6 Months	2 nd Offense 3 rd Offense	Low Moderate Sanction, Plus 1. Disciplinary Segregation, up to 7 days; 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). Any sanctions available in Moderate (300) and Low Moderate (400 series).
Moderate (300 Series)	12 Months	2 nd Offense 3 rd Offense	Moderate Sanctions (A, C, E-N), plus: 1. Disciplinary Segregation, up to 21 days; 2. Forfeit earned SGT up to 37 ½ or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any Sanctions available in Moderate (300) or High (200) Series.
High (100 Series)	18 Months	2 nd Offense 3 rd Offense	High Sanctions (A, C, E-M), plus: 1. Disciplinary Segregation, up to 45 days; 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow ET (an EGT sanction may not be suspended). Any sanction available in High (200) and Greatest (100) series.

RESTORATION OF STATUTORY GOOD TIME:

Restoration of Statutory Good Time (SGT) is limited to old law cases. For those inmates who have questions regarding the restoration of forfeited and withheld SGT they should refer to Chapter 4, Table 5 of the Inmate Discipline Program Statement in the Law Library.

NOTE: The foregoing regarding inmate discipline are excerpts from the national policy on inmate discipline and inmates should refer to that policy for any further information.

CHAPTER XV
RELEASE PREPARATION PROGRAM

The Release Preparation Program is an ongoing program in which inmates can participate in courses and classes which will prepare them for release. Many courses and classes will have representatives of the community coming in to assist you in different areas and make you aware of what will be expected of you under supervision. Others will give you skills that will assist you in the reintegration into society.

Most inmates will begin these courses and classes when they are within 30 months of release. The Case Manager will make recommendations for course preparation at your scheduled program reviews. The list of available courses and class schedules are posted on the unit bulletin boards. It is your responsibility to ensure that you participate in all of the recommended programs. While the program is voluntary, failure to participate in the courses and/or classes recommended by your unit team may result in a shorter RRC placement. Your Case Manager will monitor your participation in the program.

Your unit team will also meet with you to discuss any individual concerns you have and to explain the release process.

Inmates desiring to have personal clothing sent in for release should do so by obtaining necessary paperwork from their Unit Counselor approximately 45 days, and no less than 30 days, prior to their release date. Otherwise, inmates will be given institutionally purchased release clothing.

CHAPTER XVI
RESIDENTIAL RELEASE CENTERS

The Bureau has contracts with more than 400 Residential Release Centers (RRC) nationwide. These places provide many pre-release services for inmates serving the last portion of their sentence. The centers also offer assistance to probationers, parolees, and mandatory releases as provided under Public Law 91-492.

The purpose of a Residential Release Center is to enable the inmate to reside in a facility near his home or release destination and to give him an opportunity to experience a transition period between incarceration and release.

At Phoenix, the length of time in a center shall be determined by the needs of the inmate, and the degree to which the inmate has participated in the pre-release program. Stays in a RRC will range between 30 - 180 days.

Community needs are:

- (1) No prospective employment or history;
- (2) Limited funds;
- (3) Difficulty with family relations;
- (4) anxieties about returning to the community;
- (5) Need to establish residence.

The centers use a team approach in meeting the needs of the inmate. RRC staff and the Federal Probation Officer are normally members of the team. State and private employment personnel or rehabilitation agency representatives are usually available. The team makes every effort to have contacts in the community, such as legal aid, welfare, and counseling agencies to meet the inmate's immediate needs. Team members also work with each inmate assisting and offering counseling and referrals to community organizations for such problems as alcoholism, drug usage, family or marital problems, and lack of educational skills.

The RRC program wants residents to become self-sufficient in the community, so emphasis is placed on the inmate securing employment, finding a place to live, and financial planning and management. Inmates are encouraged to spend time with their families in the community and most residents are free to leave the center in the evenings and on weekends.

An inmate is released from the center, generally, to parole or probation supervision in the community. Since the Probation Officer has been part of the pre-release team and has approved the inmate's housing and employment plans, a smooth transition into the community can be accomplished.

If an inmate has no identifiable needs and if it is believed that his participation in a RRC program would depreciate from the seriousness of his offense, he will not be referred to the RRC.

CHAPTER XVII
EDUCATION DEPARTMENT

The Education department is responsible for all educational programs, both mandatory and elective. It is also responsible for maintaining the Law and Leisure library and for conducting all academic testing.

The educational and vocational programs described within this handbook are designed to provide inmates with an opportunity for self improvement, skill training, educational advancement and related goals.

IMPORTANT NOTICE: For those individuals enrolled in GED/Spanish GED, and ESL programs, attendance is mandatory. Unless you have a verified medical excuse in writing or are on a call-out, you must be in class during your assigned period.

VCCLEA AND PLRA REQUIREMENTS: Effective November 3, 1997, all inmates whose offenses took place on or after September 13, 1994, but before April 26, 1996 (VCCLEA), and those inmates whose offense dates occurred after April 2, 1996 (PLRA), who lack a high school diploma must participate in, and make satisfactory progress towards obtaining a GED credential in order to be eligible to earn and vest the maximum amount of good time.

PRE-GENERAL EDUCATION DEVELOPMENT (PRE-GED): The Pre-GED program provides instruction in the basic skills of mathematics, reading, and language. Students learn through a combination of instructor-guidance, self study, tutoring, lectures, and use of a variety of audio visual programs. All students will be enrolled for 240 instructional hours.

GENERAL EDUCATIONAL DEVELOPMENT/SPANISH (GED): The GED class teaches more advanced skills in mathematics, reading, writing, grammar and includes instruction in science and social studies. All students will be enrolled for 240 instructional hours.

ADULT BASIC LEARNING EXAMINATION (ABLE): All newly committed inmates are required to complete ABLE testing within 30 days of their commitment. The ABLE test is given to everyone to determine their academic grade level. An inmate returning or transferring to this institution who has NOT taken the ABLE test, or who does not have verifiable test scores, will be required to take the ABLE test. For the non-English speaking inmate, other standardized testing is available (The SABE).

An inmate will be required to take the ABLE test unless he has verified GED or high school diploma at the time of arrival at the institution.

ENGLISH-AS-A-SECOND-LANGUAGE (ESL): The ESL program is designed to help teach the non-English speaking inmates how to speak, read and write English. Students learn by utilizing verbal drills, guided self-study, and tutoring. Once an inmate has completed the program by passing the CASAS certification exam, the inmate may enroll in the GED program.

SPANISH PRE-GED: The Education Department has designed and implemented a GED program tailored to fit the needs of Spanish speaking inmates. Spanish speaking inmates may satisfy the educational achievement requirements by taking the SABE or Spanish GED test. All students need to be enrolled for a minimum of 240 instructional hours.

POST-SECONDARY EDUCATION: The Education Department currently provides an "on site" college computer class, in conjunction with Central Texas College, which is accredited by the southern Association of Colleges.

INCENTIVES: In order to reward individual academic achievement, the education department has established an Incentive Awards Program. Inmates who successfully complete the GED and ESL programs, and who pass the GED and CASAS Certification exams respectively, are awarded a financial incentive award (usually \$25.00).

Other incentive awards are utilized to provide ongoing rewards for students who make excellent progress. Those awards, which include small monetary incentives as well as dictionaries and other educational aides, are offered for "Student of the Month" and ESL A, B and C level completions.

CORRESPONDENCE COURSES: If you are interested in taking correspondence courses, you must go through the College Coordinator who will assist you with information on approved courses and location of alternative schools. All classes must be approved by the College coordinator and all books and material must be received through the Education department. College costs, including books and tuition, are the responsibility of the student. Tuition and books may be paid for with the Inmate Request for Funds Form (form 24).

VOCATIONAL TRAINING AND COLLEGE ELIGIBILITY: To be eligible for any VT or college courses, an inmate must have a high school diploma or GED.

The purpose of the Vocational Training Programs is to prepare inmates for entry level employment in various vocational fields upon release. They include the following programs:

Heating, Ventilation and Air Conditioning (HVAC)
Facility Maintenance Class
Computer Technology

LAW LIBRARY: The Law library is located in the Education Department with a satellite unit in the Special Housing Unit. Case law books from the federal districts, circuits, and state supreme courts are available for reference during the library hours of operation. Bureau of Prisons Program Statements and institutional supplements regarding FCI Phoenix are available for inmate reference. Law library books, typewriters, and writing materials area available for inmate use. Typewriters are available on a first come-first served basis. You must have a ribbon which you can purchase at the commissary. If you are indigent, you can borrow a ribbon from the Education department for up to two hours in exchange for your commissary card.

LEISURE LIBRARY: The institution maintains a leisure library with a great variety of books including reference and general interest.

A maximum of three requests may be submitted by an inmate at one time. The inmate will be held responsible for the books issued to him and will be required to pay for their replacement in the case of loss or damage. Failure to do so will result in the loss of library privileges.

LAW LIBRARY AND LEISURE LIBRARY HOURS:

Monday - Thursday:	8:30 a.m. - 11:00 a.m. or lunch mainline 12 noon - 3:15 p.m. or recall 5:00 p.m. - 8:00 p.m.
Friday:	8:30 a.m. - 11:00 a.m. or lunch mainline 12 noon - 3:15 p.m. or recall
Saturday & Sunday:	7:30 a.m. - 3:15 p.m. or recall
Holidays:	closed

CHAPTER XVIII
RECREATION

The Recreation staff plans and implements a wide variety of leisure time activities for the inmate population. The sports programs, as well as hobby craft classes, are geared toward motivation and involvement by everyone who shows a genuine interest. Recreation is one of the most acceptable outlets for both emotional and physical stress. Everyone is encouraged to participate in the structured as well as unstructured activities.

The following information about the program is presented to inform you of all the different facilities and activities that are available to you. For detailed information, please refer to the monthly activities schedule or to posted fliers and memos.

SAFETY PRECAUTIONS: Safety is a key factor in the success of any athletic event. The application of common sportsmanship will eliminate 90% of all athletic accidents. Some helpful hints to make "playing the game" safer include:

1. Know the rules and objectives of the sport.
2. Wear appropriate clothing, shoes, and protective equipment at all times.
3. Warm-up (stretch) properly before doing any strenuous exercise.
4. Any unnecessary roughness will result in suspension and/or disciplinary action. This applies to ALL SPORTS.
5. Use extreme caution around the weight pile. Always use a spotter and use collars when possible. STEEL TOE SHOES ARE RECOMMENDED WHILE WORKING OUT.

RECREATION RULES:

1. No smoking, food or drinks allowed in the music rooms.
2. Do not attempt to communicate (yelling, waving, hand/body signals, note tossing) with anyone outside the institution fence.
3. Respect "OUT OF BOUNDS" signs on the Recreation Yard.

SPORTS: A comprehensive program of sports activities including varsity and intramural teams are available for inmate participation. Where possible, consideration is given for differences in age and athletic ability.

SPORTS LEAGUES: Currently, there are leagues for basketball, soccer and softball which incorporate varsity, intramural and over-35 teams to provide for the greatest number of inmate participants as possible.

SPORTS TOURNAMENTS: Tournaments are held on a regular basis in addition to the normal end-of-season tournaments for league play-offs and championships. This provides fun competition for a wide variety of recreational fitness levels, with prizes going to first and second place finishers.

Normally, all major holidays will have tournament activities planned. Schedules outlining these activities are posted in each housing unit.

INMATE WELLNESS: Wellness consists of any activities that are beneficial to an individual's health, whether physical or emotional. Therefore, the Recreation Department has a well rounded program that is designed to assist inmates who wish to participate. Additionally, there is a wellness resource library for inmates to check out material during regular Recreation department hours.

WEIGHTLIFTING: Participation in weightlifting is one of the most popular activities at the institution. The weightlifting area is located in Outdoor Recreation.

WALKING/RUNNING: There is a quarter mile track located on the main recreation yard. This area is the only one that can be used for distance running.

CARDIOVASCULAR: There are many ways to stimulate increased heart rate. The recreation department offers stationary bicycles. These machines are located in indoor recreation.

HOURS OF OPERATION: The main recreation yard is open at approximately 5:45 a.m. The closing of the main recreation yard will also be announced over the loudspeaker. The weightlifting area is open during all open compound times. It closes at 8:15 p.m. for clean-up.

INDOOR RECREATION: The Recreation Department offers a variety of table games. Games and cards may be checked out, as well as ping-pong and billiards equipment.

HOBBY CRAFTS: Supplies and material for hobbycraft projects may be ordered by Special Purchase Orders (SPO). SPO's are submitted once a month and are due to the hobby shop on the 5th of each month. Catalogs and order forms are available in the indoor recreation office. There is a \$300.00 spending limit per quarter.

Hours of operation for the Indoor Recreation/hobby craft areas are:

Monday thru Friday: 12:30 p.m. - 8:15 p.m.
Saturday, Sunday and Holidays: 7:30 a.m. - 8:15 p.m.

All hobby craft items must be mailed out immediately after completion.

MUSIC ROOM AND EQUIPMENT: The recreation department provides musical equipment to inmates involved in or wishing to participate in existing musical bands. Equipment on hand includes drums, congas, acoustic guitars, amplifiers, microphones and speakers.

RECREATION HOLIDAYS AND SPECIAL ACTIVITIES:

Thanksgiving, Christmas, New Years	November 25 - January 1
Martin Luther King Jr.	January (3 rd week)
Black History Month	February
President's Day	February (3 rd week)
Memorial Day	May (4 th week)
Independence Day	July 4
Labor Day	September (1 st Monday)
Hispanic Heritage Month	September
Columbus Day	October (2 nd week)
Veteran's Day	November (2 nd week)

For each major holiday an activity is published and passed out to the inmate population. This schedule consists of a variety of tournaments in both table games and individual and team sports. Generally, additional videos are shown to the normal weekend movie schedule.

CHAPTER XIX
PSYCHOLOGY SERVICES

INTAKE SCREENING: Your first contact with a Psychologist will come during the Admission and Orientation Program. You will be asked to complete a Psychology Service Questionnaire (PSIQ) and participate in a brief interview. The information from the interview, PSIQ, and PSI will be used to complete a short intake screening report that will be included in your Central File and used in planning your program at FCI Phoenix.

UNIT TEAM MEETINGS: A Psychologist will attend classification team meetings and 90 day reviews as needed.

INDIVIDUAL PSYCHOTHERAPY: Psychologists will be available for individual psychotherapy on an as needed basis. Inmates may request an appointment by submitting a Cop-Out to the Psychology Department. An appointment will be scheduled on the call-out sheet.

GROUP PSYCHOTHERAPY AND PERSONAL DEVELOPMENT GROUPS: Psychologists will be conducting various groups and workshops for the inmates in the facility. When offered, the group will be posted on the bulletin boards in the units, Education, and the Psychology Department.

CRISIS INTERVENTION: The Psychologists are available for discussion of any personal problems. If you have a serious problem of an emergency nature that limits your ability to cope with day-to-day activities, a Psychologist will see you as soon as possible, usually the same day. Please ask your detail supervisor or unit staff member to notify the Psychology Department as soon as possible. Non-emergencies will be scheduled on the call-out sheet on a timely basis.

DRUG ABUSE PROGRAM/SUBSTANCE ABUSE PROGRAMMING: Inmates with histories of drug and/or alcohol abuse during the past five years should discuss their interest in and need for drug abuse/substance abuse programming with their Unit Team and Psychologist during the intake screening. Individualized programs will be designed to meet each inmate's needs and may consist of one or more of the following: group therapy or counseling, personal development groups, individual therapy or counseling, correctional counseling, crisis intervention, pre-release counseling, and voluntary groups.

CHAPTER XIX
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 prior written consent of, the individual to whom the record pertains, except in specific instances.

FREEDOM OF INFORMATION ACT REQUEST: The Privacy Act of 1974 provides only for an individual's access to his own records. All formal requests by people for access to record about another person or agency record other than those pertaining to themselves (including Program Statements and Operation Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

INMATE ACCESS TO CENTRAL FILES: An inmate may at any time request to review all disclosable portions of his central file by submitting a request to his Unit Team. Staff will acknowledge the request and schedule the inmate, as promptly as possible, for a review of his file.

Inmates requesting to review his central file to prepare for parole hearings will be permitted to do so after the inmate has been placed on the docket for a parole hearing.

Staff will tell the inmate if there are documents withheld from disclosure and if the inmate expresses an interest in these documents placed in the Privacy File, the inmate shall be told of his right to make a formal request for the document under paragraph 8 of the Program Statement 1351.05.

An inmate may request personal copies of central file documents. Institution staff will arrange for copies of disclosable materials and summaries.

For safety and security reasons, inmates are prohibited from obtaining or possessing photocopies of their Federal Presentence Investigation Reports (PSI), Statements of Reasons (SOR) from Judgments in Criminal Cases, or other equivalent non-U.S. Code sentencing documents (e.g., D.C., state, foreign, military, etc.). Inmates violating this provision are subject to disciplinary action.

Inmates needing a copy of their PSIs or SORs for filing as an attachment in a court case may obtain, complete, and submit to the court an Inmate Request For Certification or Judicial Notice of Pre-sentence Report and/or Statement of Reasons form (BP-S757.013). The form, which includes instructions for completion, is available in the Law Library.

INMATE ACCESS TO MEDICAL RECORDS: An inmate may review the following records from his medical file (including dental records) by submitting a request to the Health Services Administrator:

1. Report of medical history (Form 89/93)
2. Laboratory reports containing only scientific testing results
3. Doctor's orders (Form 508)
4. Medication sheets (Form BP-Med-22)

An inmate can get personal copies of these documents through the Health Services Department.

INMATE ACCESS TO OTHER DOCUMENTS: An inmate can 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 or medical file by submitting a "Freedom of Information Act Request" to:

Director, Bureau of Prisons
320 First Street, N.W.
Washington, DC 20534

You must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your institution number and date of birth for identification procedures.

CHAPTER XX
WORK ASSIGNMENT

After you complete the Admission & Orientation Program, you will be assigned to a work detail. Inmates are encouraged to find their own job, going through the department responsible for that detail. Otherwise, the A&O Counselor will assign you a job. All inmates must be on their job for 180 days before a consideration will be made for a job change (with the exception of UNICOR or an apprenticeship program placement). All subsequent job change requests must be sent via cop out to the institution job change committee which meets on Wednesday mornings. If approved for a job change, your name will appear on the call out.

PERFORMANCE PAY: If you are assigned to a paid work assignment (not including UNICOR or Commissary), you may be awarded Performance Pay if your Work Supervisor recommends you for it.

Presently, pay rates are as follows:

Grade	4	-	\$.12
	3	-	\$.17
	2	-	\$.29
	1	-	\$.40

\$5.25 maintenance pay

These rates are subject to change according to Federal Bureau of Prisons Policy. You may receive performance pay for a maximum of seven hours per work day, and a maximum of 35 hours per week. You will be paid only for those hours during which your job performance is satisfactory or excellent. Each work detail has a specific number of positions allotted which are utilized to receive performance pay.

Job payments (performance pay) are deposited in your Commissary account no later than the 10th day of the month after you earn your job payment.

For more detailed information, see Program Statement 5251.2, entitled Performance Pay. Those inmates in Financial Responsibility Program refusal status can earn no more than maintenance pay.

CHAPTER XXI
UNICOR

UNICOR (Federal Prison Industries) is the largest program at FCI Phoenix. The factory functions in the Electronics Division of the corporation and manufactures electronic connectors and electronic cable harnesses. Inmates working in UNICOR are paid one of four pay grades which are set by Corporate Headquarters in Washington, D.C. Additionally, there is a lower pay rate for inmates participating in pre-industrial training. Advancement depends upon time in grade, ability and availability of positions. Advancement above 4th grade is limited to those individuals who obtain an 8.0 on the Stanford Achievement Test administered by the Education Department. There are additional benefits which may be earned such as extra good time, premium pay for longevity, and vacations.

Inmates seeking employment in UNICOR must apply on the prescribed form available from their unit team.