

**Inmate Information  
Handbook  
FCI Ray Brook,  
New York**

**I. INTRODUCTION:**

- A. The purpose of this handbook is to provide incoming inmates with general information regarding FCI Ray Brook, its programs and the rules and regulations they will encounter during confinement. It is not a specific guide to the detailed policies at FCI Ray Brook. That information will be made available during the institution's Admission and Orientation program. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering and assist them in their initial adjustment to institution life.

**II INTAKE, CLASSIFICATION AND THE UNIT TEAMS:**

- A. **ORIENTATION:** Upon commitment and for the first week of an inmate's stay at FCI Ray Brook, the inmate will be initially assigned to the Admission and the Orientation (A&O) Program. Inmates are immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities.

While in A&O, inmates learn about the programs, services, policies and procedures regarding the facility. Also, they will hear lectures from staff regarding their programs and departments. Inmates are given a case management and medical screening at the time of arrival and will also be screened by the Mental Health staff. At the end of the A&O program they will be assigned to a job.

- I. **CLASSIFICATION TEAMS (UNIT TEAMS):** FCI Ray Brook is organized into management systems. A unit is a self-contained living area that includes both a housing section and office space for unit staff. The unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The unit staff's offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes one (1) Unit Manager, two (2) Case Managers, two (2) Correctional counselors and one (1) Unit secretary. The inmates housed in Ausable Unit and Saranac Unit are assigned to a specific Unit Team whose offices are located in their respective Units.

Inmates are assigned to a specific Unit Team. 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.

A member of the unit staff will be at the institution weekdays from 7:30 a.m. to 9:00 p.m. and during the weekends and holidays. The Unit Team members usually schedule their work hours in such a manner that one of them will be available at times when inmates are not working.

**B. GENERAL FUNCTIONS OF UNIT STAFF:**

2. **Unit Manager:** The Unit Manager is the administrative head of the housing unit and oversees all unit programs and activities. He/She is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the Team, reviews all team decisions and chairs the Unit Discipline Committee.
3. **Case Manager:** The Case Manager is responsible for all casework service and prepares classification material, progress reports, release plans, correspondences, and other materials relating to the inmates commitment. He/She is responsible to the Unit Manager on a daily basis and the Case Manager Coordinator (a specialist department head who provides technical assistance to unit staff in case management affairs with reference to the specialized training and duties). The Case Manager serves as a liaison between the inmate, the administration and the community. The Case Manager is a frequent member of the Unit Discipline Committee.
4. **Correctional Counselor:** The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institution adjustments, personal difficulties and plans for the future. He/She plays a leading role in all segments of unit programs and is a voting member of the Unit Team. The Correctional Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. As a senior staff member, the counselor provides leadership and guidance to other staff in the unit. The Correctional Counselor is a frequent member of the Unit Discipline Committee.
5. **Unit Secretary:** The Unit Secretary performs clerical and administrative duties and may sit as a member of the Unit Team.
6. **Unit Officer:** The Unit Officers have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibility in the unit. Unit Officers are in regular contact with inmates in the units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during his/her unit assignment. The Unit Officers may also sit as a member of the Unit Classification Team.
- C. **COMMUNICATION:** There is a unit staff member available each day of the week and most evenings until 9:00p.m. The unit bulletin boards contain written communication of interest to inmates. The Unit Manager may utilize Town Hall meetings at his/her discretion to foster improved communication.
- D. **PROGRAM REVIEWS:** Program reviews will be held every 90 to 180 days. These are held by the Unit Team to review programs, work assignments, transfers, custody, institution adjustments, etc. Inmates can request a special unscheduled review and/or a review of their central file by submitting a Cop Out (BP-S148.055) to their Unit Manager.

### III DAILY INMATE LIFE:

- A. **SANITATION:** It is the inmates responsibility to check his living area immediately after being assigned there and to report all damages to the Unit Officer, Case Manager or Counselor. An inmate may be held financially liable for any damages to his personal living area.

Each inmate is responsible for making his bed in accordance with regulations before work call. Each inmate is also responsible for sweeping and mopping his personal living area to ensure it is clean and sanitary. Lockers must be neatly arranged inside and out and all shelves must be neat and clean.

Toothpaste, toothbrushes, combs, shaving cream, razors and soap are issued by the institution and are available in the housing units. Inmates may purchase name brand items through the commissary.

- B. **PERSONAL PROPERTY LIMITS:** Items which may be retained by an inmate are limited for sanitation and security reasons and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of living areas. The following is not all inclusive, but is a guide to the kinds of items an inmate may be authorized:

1. **Storage Space:** Storage space in the units consist of individual lockers. Locks may be purchased in the institution Commissary. Limited space may also be available under the bed for approved items. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designed. Under no circumstances will any material be accumulated to the point where it becomes a fire, sanitation, security, or housekeeping hazard.

2. **Clothing:** No civilian clothing is allowed, except for grey sweat suits sold in the institution commissary. Individual washcloths and towels are issued to inmates. Representative authorized foot wear might include: one (1) pair of steel-toed boots or sneakers and two (2) pairs of athlete shoes. All footwear will be placed under the bed neatly.

3. **Special Purchased Items:** Special purchased items will be authorized only to the point where they can be contained in the storage area provided for personal property.

4. **Legal Materials:** Inmates are allowed to maintain legal material and supplies for a current case in their locker.

5. **Hobbycraft Materials:** Inmates may obtain materials through the institutions's art program, the commissary sales unit, or special purchase commissary orders. All special purchase orders will be approved by the Supervisor of Recreation, after careful consideration of any and all security concerns. The special purpose order spending limit per person may not exceed \$300 per quarter through commissary, special purchase orders, or a combination of the two.

6. **Commissary Items:** The total value of an inmate's accumulated Commissary items (excluding special purchases) will be limited to the monthly spending limitation of \$290.00.

In addition, an inmate will be authorized to have three(3) books of stamps in his possession.

7. **Food Storage:** Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away.

8. **Letters, Books, Photographs, Newspapers and Magazines:** An inmate will be limited in the number of magazines which can be stored in the locker provided in each room. Nothing is to be tacked, stapled or taped to any surface except bulletin boards. No nude or obscene/offensive pictures are to be displayed on bulletin boards.

9. **Sports and Musical Equipment:** Sports and Musical Equipment will be limited to those items authorized and provided by the Recreation Department, to the extent that such equipment is needed.

10. **Radios and Watches:** An inmate may not own or possess more than one (1) approved radio and watch at any one time. Proof of ownership, through appropriate property receipts will be required. Only radios approved by the R&D staff or sold in commissary will be authorized. Radios and watches will be inscribed with the inmate's registration number. Only walkman type radios with headphones or ear-buds are permitted. Inmates may not give any items of value to another inmate ( i.e., radio, watch, sneakers, commissary items, etc.).

11. **Jewelry:** Inmates may have a plain wedding band with no stones and, with prior approval, a religious medal with no stones.

- C. **QUARTERS RULES:** In order to minimize maintenance costs, permit uniform inspection and search procedures, and maintain orderly congregate living, FCI Ray Brook imposes reasonable regulations on inmate conduct and furnishings in housing units. To that end, Unit Officers inspect rooms daily. Room restrictions include items such as:

Pictures cannot be posted on walls and can only be placed on the bulletin board provided for this purpose. Nude or obscene/offensive pictures cannot be posted in public view. All beds are to be made in military style. If a room is not acceptable, corrective action, including incident reports can be expected. Room doors are closed when inmates are not in them. Each inmate is responsible for the cleaning and sanitation of his room.

Orderlies work 40 hours per week and are responsible for unit sanitation and must wear approved work attire (khakis). However, everyone is responsible to clean up after them selves. Trash and wastebaskets are to be emptied prior to 7:20 a.m. each day. Beds will be made each weekday by 7:20 a.m. At no time will a mattress be removed from a bunk and placed on the floor.

Showers are available every day but inmates may not be in the shower during an official or emergency counts. Food Service workers and others with irregular work shifts may shower during the day.

Removal of food from the dining room is not permitted.

Composite-toed safety shoes must be worn to work, including orderly positions in the unit. This does not include personal tennis shoes. Boots or sneakers are to be worn in the dining room area. Shower shoes may not be worn outside of the housing units.

Unit televisions, which can only be heard through commissary-purchased radios, may be viewed during established off duty-hours.

**D. WAKE-UP:** General wake-up for all inmates is 6:00 a.m. The unit is called to breakfast by the Correctional Supervisor. The Unit Officer will announce breakfast when notified and the Control Center will announce meal times. Inmates are given a reasonable amount of time to leave the unit for work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

**E. CLOTHING EXCHANGE AND LAUNDRY OPERATIONS:** The following list of procedures to be followed by Laundry Operations at FCI Ray Brook.

**1. Hours of Operation:** 5:45 a.m. to 2:15 p.m. Monday thru Friday.

Only inmates waiting to conduct business will be authorized to be in the front lobby of the laundry. Unauthorized inmates are subject to disciplinary action.

**2. New Arrivals:** All inmates arriving at FCI Ray Brook will be required to fill out a 5x8 card in the Receiving and Discharging (R&D) Unit upon their arrival. Each inmate will receive the following clothing at his time of arrival in R&D:

<u>ITEMS</u>	<u>EACH</u>	<u>ITEMS</u>	<u>EACH</u>	<u>ITEMS</u>	<u>EACH</u>
Towels	2	Jumpsuit	1	Sheets	2
Washclothes	2	T-Shirt	1	Pillowcase	1
Blanket	1	Underwear	1	Jacket	1 dependant on weather
Socks	1 pair				

**3. Inmate Issue:** Upon arriving at the Institution Laundry, each inmate will be assigned a bin number which he will keep until such time as he is released from FCI Ray Brook. Inmates will turn in their jumpsuit and bus shoes and be given the following issue:

<u>ITEMS</u>	<u>EACH</u>
Khaki Shirts	3
Khaki Pants	3
T-Shirts	4 (including new arrival issue)
Underwear	4 (including new arrival issue)
Socks	4 pair (including new arrival issue)
Towels	2 (received on arrival)
Washcloth	2 (received on arrival)
Blankets	2 authorized limited
Jacket	1 (dependant on weather)
Sheets	2 (received on arrival)
Pillowcase	1 (received on arrival)
Belt	1
Stocking Cap	1
Gloves	1 pair
Thermal Underwear	1 set
Boots, Safety Toe	1 pair
Laundry Bag	2 each
Scarf	1 each

Each inmate will be issued the above clothing and will sign the issue form indicating what items were received and what sizes issued.

On the next scheduled week day new arrivals will be notified to report to the Laundry for their initial issue. At this time, they are required to bring with them their jumpsuit, bus shoes and jacket (if issued)..

**4. Laundry Day:** Laundry Day is determined by the housing Unit in which the inmate lives. Drop off times and pick up times will be from 6:00 a.m. to 7:00 a.m. Monday thru Friday and be picked up after the noon meal according to designated schedule. The following items will be placed in a marked laundry bag issued to you and tied securely for washing in the laundry: Socks, t-shirts, underwear, thermals, khaki shirts and khaki pants. **PERSONAL CLOTHING WILL NOT BE WASHED IN THE INSTITUTION LAUNDRY.**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DROP-OFF:	AUSABLE SARANAC	MOHAWK	DELAWARE	NIAGARA GENESEE	
PICK-UP:		AUSABLE SARANAC	MOHAWK	DELAWARE	NIAGARA GENESEE

On your drop-off day you can exchange your sheets, pillowcase, towels and washclothes (one for one exchange only) from 6:00 a.m. to 7:00 a.m. The last items are not be placed in the laundry bag unless you wish to keep the linen and towels you have.

**5. Clothing Exchange:** An Inmate Clothing Exchange Request Form will be made available from the Laundry for your use. This form will be turned into the Laundry Plant Manager one day prior to exchanging clothing. Any form not filled out properly (all sizes indicated) will not be processed. The following day between 6:00 a.m. to 7:00 a.m. on your PICK UP DAY only, you will bring the clothing you have requested to exchange (no additions will be authorized). This request will be kept on file for two weeks. If after two weeks you do not report for clothing exchange it will be disposed of. The condition of the clothing to be exchanged will be checked by the Laundry Personnel.

Authorized clothing exchange period are as follows	
Undergarment:	Every 9 Months
Khaki Pants, Khaki Shirts, Thermal Wear:	Every 12 Months
Jacket:	Every 24 Months
Boots:	Every 12 Months

6. **Lost and/or Stolen Property:** Inmates are financially responsible for lost or stolen institution clothing or shoes. If there is no evidence of inmate negligence causing the loss, the Unit Correctional Counselor may request, via memorandum, the Laundry-issued replacements without charge. The final determination to charge for lost or stolen institution clothing or shoes rests with the Laundry Plant Manager.

7. **Departures or Transfer:** Inmates departing on a transfer or release will return all institutional clothing, with the exception of one outfit, to the laundry one (1) day prior to their release. Upon final processing at R&D, the inmate will turn in his final outfit and be issued appropriate release clothing. Inmates will be held responsible for missing clothing or bedding. A Request For Withdrawal of Inmates's Personal Funds (BP-199) will be filled out for any missing items.

- F. 1. **TRUST FUND:** When you arrive at FCI Ray Brook, an inmate account is established in your name. If you are transferring from another Institution, your Trust Fund Account will follow you automatically. This account will reflect all of your deposits and withdrawals. Deposits include your earnings from a UNICOR or institutional work assignment and money sent to you from outside sources. All funds sent to you from outside sources must be sent to the Lock Box in Des Moines, Iowa. The Lock Box will only accept Western Union money transfers, Money Orders, US Government checks, foreign negotiable instruments payable in US Dollars only, and business checks. Personal checks are not accepted at the Lock Box. A 15 day hold will be placed on deposits with the exception of US Postal Money Orders, US Treasury checks, or checks from privately contracted facilities. Foreign negotiable instruments are subject to a 60 day hold.

**Lock Box Federal Bureau of Prisons  
Valid Committed Inmate Name  
Inmate Eight Digit Register Number  
P.O. Box 474701  
Des Moines, IA 50947**

Withdrawals from your account are made with a form BP-199 which must be authorized by your Unit Manager. Withdrawals of \$250.00 or more require approval by the Associate Warden of Programs. It is your responsibility to complete the forms correctly. Checks are issued by US Treasury in Austin, Texas. Checks should be received by payee in 2 to 3 weeks from receipt of BP-199(45) in the Office of Financial Management. Should the payee not receive the check after 60 days, the payee must submit a letter to the Office of Financial Management stating that they did not receive the check. The Office of Financial Management will request that US Treasury issue a tracer. The check will be cancelled and the money placed back on the inmate's account (approximately 4 to 6 weeks). If the check has been cashed, Treasury will provide a copy of the cancelled check.

**Note: You are to shop on your day. The ONLY exceptions will be for first time shoppers.**

2. **Monthly spending limitation:**

- \*\* January through November -\$290
- \*\* December - \$340

3. **Validation dates:** Validations are based on the formula of the 5<sup>th</sup> digit of the register number X 3 plus 1. This equals your validation day.

4. **Mark up:** All commissary items are marked up by multiplying the cost of the item by 1.3 and carrying to the next highest five cent denominator (example: ice cream purchase cost is 70 cents X 1.3 = 91 cents). We would then round to the next highest nickel for a selling price of 95 cents. All profits support the operation of the commissary and are distributed by Central Office.

5. **Stamps:** You may purchase up to and have in your possession the dollar amount of 60 first class postage stamps at any time. Excess stamps can be authorized by your unit counselor when needed to mail out packages requiring additional postage.

6. **Order procedure:** All orders will be filled from the commissary list only. All items are on this list with the exception of new items, which appear on the daily list and are posted in the commissary lobby. Upon completion of the sale, you will sign a receipt and one copy of the receipt will be given to you. Once your shopping list is submitted you cannot add to the list. It is your responsibility to keep your receipt for proof of purchase.

7. **Only one inmate at a time is allowed at the sales window.**

8. **Hobby craft/Special purpose orders:** All orders are requested through the recreation department. Prior to the order being placed, your account will be frozen for the amount of the order including mark-up. If you do not have sufficient funds in your account, the order will be cancelled and returned to recreation. If you still wish to purchase the item, you must reorder.

**Exceptions:** Religious and educational items must be requested through those respective departments.

9. **Any questions concerning your account will be handled by the Automatic Inquiry Machine (AIM) located in the Commissary lobby. If a problem exists with your account, you may submit a BP-148 (Request to staff) form to the Business Office.**

10. **All Trust Fund sales are final with no exceptions. No item can be exchanged once the sale is made.**

11. **All inmates must be in possession of their Inmate Account card for all transactions associated with the Trust Fund Sales Unit. Any changes of appearance or destruction of the card will necessitate that the inmate be charged a \$5 replacement fee.**

12. **Local Use Only Items:** A list of items approved for local use only is posted in the Commissary lobby. These are items which are sold in our local commissary which may not be transferred between institutions. If at the time of transfer an inmate has these items in his possession, the inmate will bear the cost of mailing these items home.

#### G. **Inmate Telephone System:**

##### 1. **Calls:**

a. **Direct Dial/Debit Calling:** Direct dial calls are permitted if the inmate has adequate funds in his TRUFONE account to place a call. Direct dial rates for local long distance and international telephone calls are set at a standard per minute flat rate for each type of service. All rates are established at the national level.

b. **Collect Calling:** Every inmate, is allowed to make collect calls. SHU inmates may place collect calls; however, as their access to the telephone is limited depending on their detention status. Collect calling rates will be charged in accordance with the TRUFONE contract requirements.

c. **Call limits:** All telephone calls (direct or collect) are limited to a maximum of (15) minutes per call. A warning tone is programmed to sound at the end of (14) minutes. After completing any telephone call, regardless of duration of the call, each inmate is subject to a 30 minute waiting period before he may place another call. The waiting period cannot be waived. The Warden reserves the authority to modify or extend the waiting period without advance notice.

2. **Telephone Number Request Form:** Upon arrival at FCI Ray Brook, inmates will be provided with a copy of the TRUFONE Inmate Guide (BP-503) and a copy of the Telephone Number Request Form (BP-S505.052, Attachment B of PS 5264.07). The completed form should be submitted to the Correctional Counselor for review and processing, to include verification of the area code of the requested number is consistent with numbers assigned to the intended recipient's mailing address.

3. **Phone Access Code:** A Phone Access Code (PAC) is established for each inmate upon his arrival at FCI Ray Brook. The PAC number is provided to the inmate through the ITS office. If an inmate reports his PAC has been compromised, staff will immediately notify the Trust Fund Supervisor. There is a \$5 fee for issuing a replacement PAC, if the PAC is lost, stolen or otherwise compromised as determined by the Trust Fund Supervisor.

4. **Deposits to TRUFONE Accounts:** Each inmate will be responsible for transferring his funds from his commissary account to his TRUFONE account. All transfer of funds will be accomplished by using any of the inmate telephones located in the inmate's housing unit. Only two transfer of funds will be allowed per day. Transfers will not be allowed Monday through Friday, 6:00 a.m. to 4:30 p.m. Inmates shall transfer funds only in whole dollar amounts. An inmate may not purchase phone credits if disciplinary sanctions specifically restrict his telephone privilege. However, inmates with commissary privilege restriction may purchase TRUFONE phone credits. Once funds are transferred to an inmates TRUFONE account, funds may not be transferred back to his Trust Fund account.

5. **Changes to Calling List:** Changes to an established telephone list are permitted on regular work days once per month. The initial telephone list and all changes to existing telephone numbers shall ordinarily be processed within five (5) working days after receipt by the ITS Technician. For good cause, further delay may be necessary to ensure institutional good order, security or protection of the public. The ITS Technician must notify the inmate, in person and in writing, when a requested telephone number cannot be processed within the initial five (5) working day period.

6. **Releases:** Inmates should try to expend all telephone credits before release or transfer. An inmate being released will have his telephone funds transferred to his inmate Trust Fund account on the working day preceding his release. Direct dial debit calls cannot be placed after this transaction. Payment of funds remaining in the inmate's commissary account are paid to the inmate in accordance with Federal Bureau of Prisons policy.

Transferred inmates TRUFONE accounts are not closed. The new designated institution will transfer in the TRUFONE account. When this is completed the TRUFONE account is ready to use with the same PAC and phone numbers.

7. **Phone Room Open House:** There is NO open house hours for the Inmate Telephone Office. However, if you have any questions or concerns pertaining to your phone account you may submit a BP-148 (Inmate Request to Staff Member) and your questions will be answered.

8. **Telephone Calling:** The inmate telephones will normally be activated between 6:00 a.m. and 11:30p.m. each day. Only one telephone per housing unit will be available for inmate use between the hours of 7:30 a.m. until 10:30 a.m. and from 12:30 p.m. until 3:30p.m., Monday through Friday. All phones will be turned off at 3:30 p.m. and turned back on at 4:30 p.m. An inmate may not place calls to telephone numbers for which all the actual expenses for the call cannot be directly and immediately deducted from the inmate's account, except for collect telephone calling. This prohibition includes three-way calling, third party billing and electronic transfer of an TRUFONE call, regardless of whether the call was placed either debit or collect. Inmates may not receive or retrieve voice mail messages, subscribe to a voice mail or other recorded messenger service.

9. **Legal Calls:** Unmonitored collect legal calls or any other type of legal call can be arranged through your Unit Staff.

#### H. **Vending Operations:**

1. Copiers are available for inmate use with a prepaid copy card purchased from Commissary.

2. Location and type of machines: Education: Prepaid card operated copiers.

3. Refund Policy: Individuals utilize machines at their own risk. No refunds will be offered.

4. Copier Card: Only two (2) copier cards can be purchased at any one sales transaction. An inmate can only retain three (3) copier cards in his possession at any time. All copier cards will be non-refundable and non-transferrable.

#### **I. Inmate Photography Program:**

1. Photo Vouchers: Ten (10) photo vouchers can be purchased each week. An inmate may not have more than ten (10) vouchers in his possession at any time. All vouchers will be sold at \$1.
2. Use: One photograph will be taken per photo voucher. Inmates are not allowed to give photo voucher(s) to any other inmate. All photo vouchers must be signed prior to use. Inmates must be visible in each photo.

#### **IV. SECURITY PROCEDURES:**

- A. COUNTS:** It is necessary for the staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their cells until count is announced clear. Inmates are expected to be standing in their cells during the 4:00 p.m. count and during the 10:00 a.m. count on weekends and holidays. The cells doors will be locked during all counts.

When a count is announced, each inmate must return to his room and remain there quietly until the count is announced as clear. Official counts will be taken daily at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m.(stand up), and 9:30 p.m. On weekends and Holidays a 10:00a.m. (stand up) count will be taken. Other counts may occur when deemed necessary by staff.

- B. CENSUS COUNTS:** Two census counts will be conducted every business day to ensure all inmates are in assigned area. The census counts will be at 8:00 a.m. and 1:00 p.m..
- C. LOCKDOWN:** Lockdown (the locking of all cell doors) in the housing units is at 9:30 p.m. for the 9:30p.m. count.
- D. CALL-OUTS:** Call-outs are a scheduling system for appointments (including hospital, dental, educational, team meeting and other activities)and are posted on a daily basis each day on the unit bulletin boards after 4:00 p.m. It is the inmate's responsibility to review the daily call-out sheets to check for scheduled call-outs. Attendance at all call-out appointments is mandatory. Failure to report to a call-out appointment will result in an incident report being written. If an inmate is in need of routine medical attention, he is to report to the Health Services Unit between the hours of 6:15 a.m. and 6:30 a.m., to sign up for a Sick-Call appointment for the following day. Illness of emergency natures are exceptions and are handled accordingly.

- E. INMATE MOVEMENT SCHEDULE:** It is the policy of this institution to provide orderly inmate movement schedules. All inmate activities will be arranged to commence thirty (30) minutes after the hour during work days. The first open movement for work call will be announced at 7:20 a.m. and is ten (10) minutes in duration. Each movement after the initial work call will be divided into two (2) five (5) minute moves. The first five (5) minute move will be for inmates from lower compound to the upper compound, the second five minute move will be for inmates going from the upper compound to the lower compound. These movements will be announced every hour on the half hour until 10:30 a.m. At 10:40 a.m., the compound will be cleared for the noon meal. Areas will be called in order of rotation. The two (2) five (5) minute movements will then be announced every hour on the half hour with the last movement being at 3:20 p.m. for the official 4:00 p.m. count. After each movement, the compound will be clear except for movement approved by the Compound officer.

The first movement in the evening will begin at the close of the dining room and will be ten (10) minutes in duration. The two (2) five (5) minute moves will begin every hour on the half-hour until the 8:15 p.m. inmate recall. The last movement will end at 8:40 p.m. in order to clear the compound for the official 10:15 p.m. count.

On Saturdays, Sundays, and holidays, the first movement will occur after the close of coffee hour and is ten (10) minutes in duration. The two (2) five (5) minute movements will then be announced on the hour. The 9:30 a.m. inmate recall move will be called to clear the compound for the official 10:00 a.m. count. Units will then be released for brunch on rotation basis and the last movement will be announced at 3:15 p.m. to clear the compound for the official 4:00 p.m. count. Evening movements will be announced in the same manner as during the week.

All doors throughout the institution will be secured except during the ten (10) minute inmate movement and the two (2) five (5) minute inmate movements. Inmate movement from the commissary will be the only authorized means of entering the unit during the closed movement. On weekends and holidays, movements to and from the Visiting Room will be authorized at the Compound Officers discretion.

**Reminder: Running on the compound is strictly prohibited.**

- F. CONTRABAND:** Contraband is defined as ANY item not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff are alert to the subject of contraband and make an effort to locate and report contraband in the institution. Any item in an inmate's personal possession must be authorized and a record of the receipt of the item must be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if it is an approved item or issued item, is consider contraband. Altering or damaging Government property is a violation of institutional rules and the cost of damage will be levied against the violator.
- G. SHAKEDOWNS:** Any staff member may stop an inmate for the purpose of pat searches at any time to detect and deter the possession of contraband. Cell searches may be conducted by any staff member. Inmates may not be present during the search of any cell. Generally, the property and living area will be left in the same general condition as found. Inmates are responsible for all contraband found inside their cell.
- H. DRUG SURVEILLANCE:** FCI Ray Brook operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, the inmate will be subject to an incident report.
- I. ALCOHOL DETECTION:** An alcohol detection program is in effect at FCI Ray Brook. Random testing of the inmate population is conducted on a routine basis, as well as testing of those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

- J. FIRE PREVENTION AND CONTROL:** Fire prevention and safety is everyone's responsibility. Inmates are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible materials, items hanging from fixtures or electrical receptacles, and other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals. Fire escape plans are posted in the center hallway of each unit. There are four (4) fire exits in addition to three (3) regular exits. Fire drills will be held on a quarterly basis during which inmates must exit the units quickly once notified a fire drill is in progress.

**V. PROGRAMS AND SERVICES:**

- A. JOB ASSIGNMENT:** All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through the Performance Pay System, which provides monetary payment for labor. Federal Prison Industries has a separate pay scale. Unit Staff approve job assignment changes and ensure the job changes are posted on the Daily Change Sheet. Once an inmate is assigned to a job, he must remain there for 90 days until he can be assigned to another job assignment.

Institutional maintenance jobs are usually the first assignment an inmate receives. These might include work in Food Service, a maintenance shop, or in the unit as an orderly. However, there are a limited number of inmate jobs in the factories operated by the Federal Prison Industries, also known as UNICOR. There is a waiting list for factory employment. Ray Brook's Unicolor is a textile factory.

UNICOR employs and trains inmates through the operation of earnings from factories producing high-quality products and services for the Federal Government. Some examples of products and services UNICOR produces are gloves, canteen covers, and ammunition pouches. UNICOR earnings fund other inmate programs. To apply for UNICOR employment, complete an application and return it to your Counselor.

- B. FOOD SERVICE:** FCI Ray Brook operates a two (2) serving line dining hall which includes a soup and salad bar and beverage bar. Religious diet meals are available to approved inmates. Inmates must apply to the Chaplain for inclusion in the Religious Diet Program.

**SCHEDULE OF MEALS AND MENU**

MONDAY-FRIDAY	
Breakfast	6:00a.m. - 7:00a.m.
Lunch	10:40a.m. - 11:40p.m.
Dinner	4:30p.m. - 5:30p.m.

SATURDAY, SUNDAY & HOLIDAYS	
Breakfast	7:00a.m. - 8:00a.m.
Brunch	11:00a.m. - 12:30p.m.
Dinner	4:30p.m. - 5:30p.m.

Also shown are the calories, fat, and sodium content to help each individual maintain a healthy diet. Menus are distributed to and posted in all units and work areas.

Inmates housed in the Special Housing Unit also receive a balanced nutritional diet. Inmates in the Special Housing Units receive the same diet as inmates in the general population with the exception of soup. Meal times are 6:00 a.m. to 7:00 a.m. for breakfast, 11:00 a.m. to 12:00 p.m. for lunch, and 4:30 p.m. to 5:30 p.m. for dinner. A coffee hour is held on the weekends from 7:00 a.m. to 8:00 a.m. and a brunch beginning at 11:00 a.m.

Open House with the Food Service Administrator is Monday thru Friday during the noon meal.

**RULES AND REGULATIONS OF THE DINING AREA:**

**Rules and Regulations of the Dining Area:** Inmates must be dressed in khaki, jackets must be unzipped and open when entering the dining hall and all hats must be removed. Sleeveless shirts (tank tops), shower shoes, sandals and hats are not to be worn in the dining room at any time. Shirt tails must be tucked inside pants. During coffee hour, brunch, or the serving of breakfast or evening meals, inmates may wear sweatpants or shorts in the dining room.

No personal items such as reading materials, bags, shakers, etc. are to be brought into the dining room. Only the following items purchased at the Commissary will be permitted to be taken into the dining area: Hot sauce, honey, and chocolate syrup.

Upon entering the dining room, you are to proceed to the serving lines where your ID card will be scanned to receive a meal. You will find trays, utensils, and plastic cups. When going through the serving line, you are allowed to take only one of each type of utensil due to the large number of inmates served.

Trays must be used to carry any food. Once through the line you will find soup, salad and beverage bars.

All food items from the main serving lines will be served by Food Service workers.

A standard ration of each food item served from the line will be issued to you. If you want more of an unrationed item, you are to ask for it at that time. The rationed items are meat, eggs, and/or casserole items and dessert. You may return to the soup, salad and beverage bar as often as you'd like. Please do not take more than you can eat in order to eliminate waste. You must have a clean plate each time you visit the salad bar.

Some of the rules and regulations of the dining room are as follows:

- No food service utensils or food will be removed from the dining room.
- Once you have gone through the main serving line, you are not authorized to return.

C. **EDUCATION PROGRAMS:** The Education Department offers a wide variety of academic and vocational programs, ranging from adult literacy to post-secondary studies through correspondence. All programs are voluntary with the exception of the GED (General Education Development) and ESL (English-as-a-Second Language). An inmate who does not have a verified high school diploma will be required to attend 240 institutional hours of class. For an inmate who cannot speak English proficiently, mandatory attendance in ESL will be required until such time the individual scores a 225 on the CASA Certification Test. A representative from the Education Department will interview each incoming inmate shortly after arrival at the institution. The Education Department maintains information about all available programs.

D. **FCI RAY BROOK'S COMMUNITY VOLUNTEER PROGRAMS**

**EDUCATION**

KIDS AT RISK PROGRAM  
LITERACY VOLUNTEERS OF AMERICA  
PARENTING PROGRAM

**PRE-RELEASE**

AIDS PEER EDUCATION  
COMMUNITY VOLUNTEERISM  
SCORE (Business Administration)

**RECREATION**

TEAM COMPETITION:  
BASEBALL, SOCCER, VOLLEYBALL, BASKETBALL  
INTRODUCTION TO KNITTING

**RELIGIOUS STUDIES**

JEHOVAH'S WITNESS STUDIES  
SEVENTH DAY ADVENTIST STUDIES  
CHRISTIAN MINISTRIES

**FCI RAY BROOK'S INMATE VOLUNTEER CORPS**

\*\*\* WINNER OF THE POINTS OF LIGHT FOUNDATION AWARD\*\*\*  
INMATE VOLUNTEERISM PROGRAM FOR COMMUNITY PROJECTS

FOR MORE INFORMATION PLEASE CONTACT:  
THE VOLUNTEER SERVICES COORDINATOR

A Leisure Library is available in the Education Department. Inmates may check out books, and read at their leisure, magazines, reference materials and a number of newspapers. For additional library needs, an inter-library loan service is offered. The institution Law Library is located adjacent to the Leisure Library in the Education Department. Education's hours of operation are as follows:

Monday-Thursday	Friday	Saturday
7:30 a.m. to 11:30 a.m. 12:30 p.m. to 3:30 p.m. 4:30 p.m. to 8:30 p.m.	7:30 a.m. to 11:30 p.m. 12:30 p.m. to 3:30 p.m.	7:15 a.m. to 3:15 p.m.

If you are interested in any of the available educational opportunities offered by the Education Department, please stop by and speak with any of the staff. In addition, an Inmate Request to Staff Member (Cop-Out) may be submitted to the Educational Department to be included on any of the class waiting lists.

E. **RECREATION, LEISURE AND SOCIAL PROGRAMS:** Leisure activities and recreation programs are also supervised by the Education Department. Programs include indoor activities and range from individual arts and crafts programs to intramural team sports, such as softball, basketball, and volleyball. Physical fitness programs are also important activities for inmates and contribute to mental health, good interpersonal relations and stress reduction. In addition, inmates learn to use their free time constructively.

INSTITUTION RECREATION AREA HOURS	
Weekdays	Week-ends
6:00a.m. to 7:30a.m.	7:00a.m. to 10:00a.m.
8:30a.m. to 10:30a.m.	11:00a.m. to 3:30p.m.
11:00a.m. to 3:30p.m.	4:30p.m. to 8:15p.m.
4:30p.m. to 8:15p.m.	

"Outside Recreation" is open only during daylight hours.

**F. PSYCHOLOGY SERVICES:** FCI Ray Brook has two psychologists who are available to provide counseling and other mental health services. All inmates will meet with a psychologist for an intake screening interview during their first 14 days at the institution. If an inmate is in need of psychiatric medication, the psychologist will arrange an appointment with the contract psychiatrist, who is a medical doctor. Inmates interested in services or further information can submit a "cop-out" to Psychology Services.

**G. DRUG PROGRAMS:** FCI Ray Brook has a variety of programs designed to assist inmates in overcoming problems with substance abuse. For questions about specific programs, or to sign up, contact either the Drug Abuse Program Coordinator or the Drug Treatment Specialist.

Basic Drug Education

- A group covering topics such as the effects of different types of substances, symptoms of substance abuse/dependence, denial, etc.
- Participation is mandatory for some inmates. You will be informed by your Case Manager if you are required to take this program.
- Voluntary participants are welcome as space allows.
- See the Drug Treatment Specialist(or send a copout).

Non Residential Drug Program

For inmates with substance abuse problems who are eligible for or not interested in the residential program.  
See Drug Treatment Specialist (or send a copout).

Referrals to Residential (500-hour) Drug Programs:

- Ray Brook does not have a Residential Drug Abuse Program (RDAP), but we can refer interested inmates who meet all the eligibility requirements.
- See Drug Abuse Program Coordinator (or send copout).

Institutional Transitional Services (Aftercare):

- For individuals who have already attended a Residential Drug Program and need to complete their 12 months of aftercare.
- See Drug Abuse Program Coordinator (or send copout).

Alcoholics Anonymous/Narcotics Recovery:

- Voluntary 12-step groups for inmates to provide mutual support in maintaining their recovery.  
See Drug Abuse Specialist (or send copout).

Additional Programs:

- There may be additional programs offered from time to time.
- Topics and instructions about signing up will be posted in the Housing Units as needed.
- Contact anyone in the Psychology Department (or send copout).

**Answers to some common questions about drug programs:**

**Q.** Who is required to participate in Drug Education?

**A.** Inmates are required to participate if their sentencing judge recommended drug treatment during incarceration OR if they are back on a violation that involved drugs/alcohol use or if a substance abuse problem contributed to the commission of their instant offense or if their Case Manager believes the inmate has a significant substance abuse problem.

**Q.** What if I'm required to participate but I don't want to take the class?

**A.** Inmates who are required to take Drug Education and fail to complete this requirement are restricted to grade 4 pay.

**Q.** Can I be required to participate in any other programs besides Drug Education?

**A.** No. All other programs are voluntary.

**Q.** What are the eligibility requirements for the 500-hour Program (RDAP)?

**A.** Inmates applying for the residential program must have a documented substance abuse problem. In addition, you must be within 36 months of your projected release date and you must be able to participate in all phases of the program, including during halfway house placement.

**Q.** Do I get to choose where I go to RDAP?

**A.** No. The Designation and Sentence Computation Center(DSCC) will designate you to a facility with the program that is appropriate to your security level. In this region, programs are located at Fairton (medium), Ft. Dix (low) and the Federal Prison Camp at Mckean.

**Q.** What about the year off?

**A.** Some inmates are eligible for a 3621(e) sentence reduction of up to one year for completing all phases of RDAP. You will be told whether you appear to be eligible for the sentence reduction prior to your transfer to the program. However, there are many restrictions. It is not a good idea to take the program just for the year off.

**Q.** Do I get a year off for completing Drug Education?

**A.** No.

**H. SUICIDE PREVENTION:** It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or received bad news. Sometimes, inmates consider committing suicide due to all the losses they have suffered and pressure they are under. Staff are trained to monitor inmates for signs of suicidality and refer all concerns to the Psychology Department.

However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression, **PLEASE** alert a staff member right away. Depression is manifested as sadness, tearfulness, lack of enjoyment in usual activities, withdrawal (staying away from others, refusing phone calls and/or visits), feelings of worthlessness, self-reproach, or hopelessness (giving away possessions, stating that "there is nothing to live for"). *Your input can save a life.*

- I. ESCORTED TRIPS:** Bedside visits and funeral trips are authorized for inmates in lower custody categories on a case by case basis when an immediate family member is seriously ill, in critical condition or has passed away. Depending on the inmate's custody classification one (1) or two (2) Correctional Officers will escort the inmate. All expenses will be borne by the inmate, except for the first eight (8) hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved even when all policy-required conditions have been met, based on a determination that the perceived danger to the staff during the proposed visit is too great, or security concerns about the individual inmate outweigh the need to visit the community.
- J. CENTRAL INMATE MONITORING:** The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose a special management consideration. Designations as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager. Inmates in this category who apply for community activities should apply in ample time to allow the institution to obtain the necessary clearances from the appropriate areas.
- K. MARRIAGES:** If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses. The Chaplains are available to provide counseling for the inmate and fiancée seeking marriage while incarcerated. If an inmate requests permission to marry, he must:
- Have a letter from the intended spouse which verifies intention to marry.
  - Demonstrate legal eligibility to marry.
  - Be mentally competent.

**L. SELF-IMPROVEMENT PROGRAMS:**

- RELEASE PREPARATION PROGRAM:** The Release preparation program is designed to assist inmates in preparing them for release. Inmates will be given assistance in developing plans for their personal lives and future employment. These programs offer classes and information seminars concerning the personal, social and legal responsibilities of civilian life. Routinely, scheduled informational sessions with the U.S. Probation Officers, Community Corrections and other agencies and employers, along with resume classes and Mock Job Fairs are available.
- Psychology Services:** All inmates will be screened by Psychology Services staff during the institution's Admission and Orientation Program. Screening may include an individual interview. Psychologists are available for individual and/or group psychotherapy. Inmates interested in psychology services can submit an "Inmate Request to a Staff member" ("Cop-Out") to Psychology Services. Mental health services are offered in the areas of drug and alcohol abuse, as well as for other behavioral or emotional problems.
- Religious Programs:** FCI Ray Brook offers a wide range of religious programs to inmates. Staff Chaplains are available, as well as contract and volunteer representatives of other faiths. Special religious diets, holiday observances and their worship activities, and religious meals are coordinated through the Chaplain's office. Information about these programs is available in the orientation program and from the Chaplains.

**M. INMATE FINANCIAL RESPONSIBILITY PROGRAM:**

Working closely with the administrative offices of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees and costs. These may include: Special Assessments imposed under 18 U.S.C. 3012, court-ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government and other court-ordered obligations (e.g., child support, alimony, other judgments). With the assistance from the Unit Team, inmates will set up a payment plan that suitably addresses the court-ordered obligations. Institution staff assist in planning but the inmate is responsible for making all payments required, either from earnings within the institution or from outside sources. The inmate must provide documentation of compliance and payments. If an inmate refuses to meet his obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. The status of an inmate's financial plan will be included in progress reports and will be considered by staff when determining security/custody levels, job assignments, eligibility for community activities and institutional program changes.

Inmates employed in UNICOR will be expected to contribute fifty (50%) percent of their pay, and those employed outside of UNICOR, a minimum of \$25.00 per quarter or more, depending on outside resources.

**N. MEDICAL SERVICES:**

- Location:** The Health Services Unit at FCI Ray Brook is located in D-Building, the entrance is located near Saranac Unit.
- Medical and Dental Sick Call:** Inmates wishing to make a medical or dental sick call must appear at the Health Services Unit between when your unit is released for the morning meal on Monday, Tuesday, Thursday and Friday and will be charged a two (2) dollar Co-Pay. Inmates **must** present their commissary I.D. card in order to obtain an appointment. A sick call form must be completed and submitted to Health Services staff conducting sick call. Your provider assigned to your housing unit will issue a call out appointment at a later date. All urgent care medical issues will be seen the same day depending on the nature of the problem. The work supervisor will release the inmate on the move to the Health Services Unit at the time of appointment. Upon arrival for the appointment, the inmate will hand his ID card at the window. If the inmate is more than fifteen minutes late for the appointment, it will be canceled. Sick call appointments are for the dentist and physician's assistant. In order to see the physician, a referral must be made by the physician assistant, or a "request to Staff Member" (Cop-out) may be sent to the Health Services Unit, requesting an appointment with a physician.

Inmates must be dressed in institutional khakis clothing any time they are in the Health Services Unit during normal working hours. Sweatshirts, sweat pants, and shorts are not allowed.

There is no sick call on Wednesday, Saturday, Sunday or holidays. Inmates who become ill after the regular sick call appointment sign-up period must have their work supervisor or unit officer call the Health Services Unit for an appointment.

Inmates in Special Housing Unit are unable to sign up for this procedure. Therefore, a medical staff member makes rounds every morning for any sick call programs.

3. Medical Emergencies: Emergencies or serious injuries receive priority treatment. Inmates who become ill at times other than sick call sign up should request their detail supervisor or unit officer to contact the hospital for an appointment. Medical coverage on evenings, weekends and holidays is provided for NON-ROUTINE medical problems. No Co-Pay will be charged for Medical Emergencies unless the injury was a direct result of a fight or other violence act.
4. Medication/Pharmacy: Medications are issued at the Pharmacy window located immediately inside the entrance to the Health Services Unit.

Inmates must present their commissary I.D. card in order to pick up any medication, whether on pill line or medication that can be taken to the unit.

<b>PILL LINE TIMES</b>	
<b>Monday-Friday</b>	7:30 a.m.
	3:00 p.m. medication pick up
	7:30 p.m.
	Evening Insulin line: 4:30 p.m. (After the 4:00 p.m. count)

Weekends and holidays are the same hours except for the morning pill line which is at 8:00 a.m. - 8:15 a.m.

By policy, the Pharmacist is the only person who may refill medications. Refills for medications may be dropped off at the morning, noon, and evening pill lines to be refilled, and may be picked up at another pill line. Refills will not be handed in at the 3:30 pill line on Friday, nor over a weekend, until the Pharmacist is back on duty at the next working day of the following week.

Inmates in the Special Housing Unit will receive their medication on a daily basis. They must notify the physician's assistant when sick call rounds are made in the morning, of any medications they are routinely on. The same policy applies to inmates in the Special Housing Unit pertaining to refills of medication.

5. Dental Care: Inmates needing routine dental care should request an examination by submitting an "Inmate Request to a Staff Member" (Cop-Out) to the dentist. Routine dental treatment includes all necessary radiographs, oral hygiene instructions, prophylaxis, amalgam and composite restorations, extractions, Pre-prosthetic surgery, temporary and stainless steel crowns, non-acute endodontic and periodontic treatment and fabrication of full and removable partial dentures. For care of urgent dental problems inmates should report to the Health Services Unit at regular sick call sign up and make an appointment. For dental emergencies after regular sick call, a Supervisor or Unit Officer must contact the Health Services Dental Department for an emergency appointment.
6. Eyeglasses: Inmates needing eyeglasses or new prescriptions should report to a routine sick call appointment. If indicated after examination, a referral to our consultant Optometrist will be made. A pair of government-made eyeglasses will be ordered after the Optometrist's exam and issued to you after their arrival at this facility. Tinted lenses and contact lenses are not authorized. Inmates who want to purchase glasses from the community must send an "Inmate Request to Staff Member" to the Health Services Administrator with all the appropriate information needed. Photographs will be an accepted request. FCI Ray Brook will not be responsible for adjustment, repair or accuracy of the prescription for non-government purchased eyeglasses. When the eyeglasses are received via mail, they will be forwarded to the Health Services Unit. The inmate will then be placed on call-out and be required to sign a statement to the effect that he has received the eyeglasses.
7. Physical Examinations: All inmates arriving at this facility receive an initial medical history screening during the intake processing procedure in R&D. In addition, inmates who are new to the Federal Prison System or who do not have a current documented examination or mandatory tests from another federal facility will be scheduled for a complete physical examination or tests that are incomplete. The complete examination requires laboratory specimens of blood and urine, physical examination and dental screening. A tetanus toxoid injection will also be offered.

The tuberculin skin test is a mandatory program and will be completed within forty-eight (48) hours of arrival into the BOP system. The skin test (PPD) will be offered annually thereafter. A tuberculin skin test will be done unless it is documented there is a history of tuberculosis or a positive skin test in the past. The results of this test must be recorded in the medical record. Failure to comply with policy will result in an incident report, and inmates may be placed in the Special Housing Unit. As you are in a confined environment, these measures are necessary to ensure the general health and safety of the inmate population and to contain the possibility of communicable diseases. For any inmate with a history of a positive tuberculin skin tests, it is necessary to have a chest x-ray yearly.

Inmates under 50 years of age are eligible for a complete physical examination every two (2) years. Inmates who have reached the age of fifty (50) are eligible for annual physical, to include an electrocardiogram test, a rectal exam and tonometry. The inmate may request a physical examination, and submit an Inmate Request to Staff Member to the Health Services Unit.

Those individuals participating in the Pre-Release Program are eligible, upon request, to receive a physical examination sixty (60) days prior to release, if he has not had one within one year prior to the expected day of release. This must be requested by Cop-Out, addressed to the Health Services Unit, in order to have one scheduled.

8. **Special Procedures and Tests:** If an inmate has been placed on call-out for a fasting laboratory test it will indicate LAB/FAST. This means that the inmate should not eat or drink anything after midnight, including breakfast, until the procedure has been performed. A breakfast will be scheduled after the test has been completed. A routine sick call should be made to obtain the results of any test, whether laboratory or x-ray.
9. **Activity or Duty Restrictions:** Restrictions applying to the level of activity or work are authorized by the Clinical Director reviewing the physical examination and reports of all laboratory, x-rays, and test results. Restrictions may also be given by the physician's assistant at the time of injury, or medical problem that is acute, and not chronic in nature.

An idle from work indicates temporary disability not to exceed three (3) days duration including weekends and holidays; restricted to cell except for meals, barbering, religious services, sick call, visits and call outs. No recreation activity is allowed.

A convalescent status is a recovery period for an operation, injury or serious illness. This is not less than four (4) days and not to exceed thirty (30) days, subject to renewal. The inmate is excused from work and may not participate in any recreational activity outside the unit.

10. **Co-payment Program for Health Care:**  
Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294.18 U.S.C. § 4048), The Federal Bureau of Prisons and FCI Ray Brook provide notice of the Inmate Co-payment Program for Health Care, Effective October 3, 2005.
  - A. **Application:** The Inmate Co-payment Program applies to any one in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center(MRC). All Inmates in out-patient status at the MRCs and inmates assigned to General Population at these facilities are subject to co-pays fees.
  - B.
    1. **Health Care Visit with a Fee:** You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that your requested, except for services described in section C., below.

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

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

- C. **Health Care Visits with no Fee**  
**We will not charge a fee for:**
  1. Health care services based on health care staff referrals;
  2. Health care staff-approved follow-up treatment for a chronic condition;
  3. Preventive health care services;
  4. Emergency services;
  5. Prenatal care;
  6. Diagnosis or treatment of chronic infectious diseases;
  7. Mental health care; or substance abuse treatment.

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

1. Blood pressure monitoring;
2. Glucose monitoring;
3. Insulin injection;
4. Chronic care clinics;
5. TB testing;
6. Vaccinations;
7. Wound care; or
8. Patient education.

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

- D. **Indigence:** An indigent inmates is an inmate who has not had a trust fund account balance of \$ 6.00 for the past 30 days.  
**If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account.**  
**If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.**
  - E. **Complaints:** You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program.
11. **Health Care Rights & 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.

Your Rights and Responsibilities are as follows:

A. **Right:** You have the right to health care services, based with the procedures of this facility. Health services include medical sick call, dental sick call and all support services. Normal *Sick-call* at this facility is held on Monday, Tuesday, Thursday, and Friday between 6:00a.m. and 6:30a.m.. Emergency health care services are available twenty-four hours each day, and are accessed by contacting the correctional worker responsible for you.

**Responsibility:** You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, to include proper use of medications, proper diet, and following the instructions of your health care provider.

B. **Right:** You have the right to be offered the chance to obtain a "Living Will" (at your own expense), or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted as the inpatient of a hospital.

**Responsibility:** You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

C. **Right:** You have the right to participate in health promotion /disease prevention programs, including those providing education about infectious disease.

**Responsibility:** You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

D. **Right:** You have the right to know the name and professional status of you health care providers.

**Responsibility:** You have the responsibility to respect your provider as professionals and follow their instructions to maintain and improve your health.

E. **Right:** You have the right to be treated with respect, consideration, and dignity.

**Responsibility:** You have the responsibility to treat staff in the same manner.

F. **Right:** You have the right to be provided with information regarding your diagnosis, treatment and prognosis.

**Responsibility:** You have the responsibility to keep this information confidential.

G. **Right:** You have the right to be examined in privacy.

**Responsibility:** You have the responsibility to comply with security procedures.

H. **Right:** You have the right to obtain copies of certain releasable portions of your health record.

**Responsibility:** you have the responsibility of being familiar with the current policy to obtain these records.

I. **Right:** You have the right to address any concern regarding your health care to any member of the institution staff including physicians, the Health Services Administrator, the members of your Unit Team, and the Warden.

**Responsibility:** You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, open houses, or the accepted inmate Grievance Procedure.

J. **Right:** You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

**Responsibility:** You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

K. **Right:** 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.

**Responsibility:** You have the responsibility to eat healthy and not abuse or waste food or drink.

L. **Right:** You have the right to request a routine physical examination, as defined by Bureau of Prisons Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year.)

**Responsibility:** You have the responsibility to notify medical staff that you wish to have an examination.

M. **Right:** You have the right to dental care as defined in Bureau of Prison's Policy to include preventative services, emergency care and routine care.

**Responsibility:** You have the responsibility to maintain your oral hygiene and health.

N. **Right:** You have the right to a safe, clean and healthy environment, including smoke-free living areas.

**Responsibility:** You have the right to maintain cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

O. **Right:** You have the right to refuse medical treatment in accordance with Bureau of Prison's Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

**Responsibility:** You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

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

## VI. CONTACT WITH THE COMMUNITY AND PUBLIC:

- A. CORRESPONDENCE: Inmates are permitted to correspond with the public, family members and others without prior approval or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail with the exception of legal mail, must be left unsealed in accordance with FCI Ray Brooks security designation. The outgoing envelope must have the inmate's name, register number and return address in the upper left hand corner. All outgoing inmate correspondence must be turned in to the unit mail boxes by 10:15 p.m. for delivery to the Mail Room on the following day. Mail will not be accepted by Unit Officers after the 10:15 p.m. time limit. Inmates may not correspond with volunteers or contractors.

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

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

- B. ADDRESSING MAIL: Inmates are responsible to ensure they fill out their complete return address on their outgoing personal envelopes, and the pre-printed envelopes provided for inmate use, to reflect the information as follows:

Name: \_\_\_\_\_, Register Number: \_\_\_\_\_  
Federal Correctional Institution Ray Brook  
P.O. Box 900 (SHU Use Only) [If applicable]  
P.O. Box 9000 [Saranac Annex - if applicable]  
P.O. Box 9001 [Ausable Annex - if applicable]  
P.O. Box 9002 [Mohawk A - if applicable]  
P.O. Box 9003 [Mohawk B - if applicable]  
P.O. Box 9004 [Delaware A - if applicable]  
P.O. Box 9005 [Delaware B - if applicable]  
P.O. Box 9006 [Niagara A - if applicable]  
P.O. Box 9007 [Niagara B - if applicable]  
P.O. Box 9008 [Genesee A - if applicable]  
P.O. Box 9009 [Genesee B - if applicable]  
Ray Brook, New York 12977

In the event an inmate has failed to do so, Mail Room staff shall return the correspondence to the Unit Manager for further return to the inmate for proper/complete return address.

Inmates may advise their correspondents the name of the institution is not required when addressing mail to them.

- C. INCOMING CORRESPONDENCE: First class mail is distributed Monday through Friday (except holidays) by the evening watch officer in each housing unit. Newspapers and magazines may also be delivered at this time. Legal and Special Mail will be delivered by the Unit Team within 24 hours of receipt. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

INCOMING PUBLICATIONS: Inmates may subscribe to and receive publications without prior approval. The term "publication" means a book, single issue or a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers and catalogs. All incoming publications must come from a publisher, bookstore or a book club. Accumulation of publications will be limited to ten (10) magazines (not to be more than three months old) and to the amount that can be neatly stored in the locker and/or shelf provided in each room for sanitation and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

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

1. It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
2. It depicts, encourages or describes methods of escape from correctional facilities or contains blueprints, drawings of Bureau of Prison's institutions.
3. It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
4. It is written in code.
5. It depicts, describes or encourages activities which may lead to the use of physical violence or group disruption.
6. It encourages or instructs in the commission of criminal activity.
7. It is sexually explicit material that by it's nature or content poses a threat to the security, good order or discipline of the institution.

- D. **SPECIAL MAIL:** Special Mail is a category of correspondence which may be sent out of the institution, unopened and unread by staff, which include correspondence to: the President and Vice-President of the United States, U.S. Department of Justice (including the Bureau of Prisons), U.S. Attorney's Office, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy or Air Force, U.S. Courts, U.S. Probation Officers, members of the U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State, Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law Enforcement Officers, Attorneys and representatives of the news media. "Special Mail" that is being sent out of the institution may be sealed by the inmate and will be delivered to unit staff in Food Service during the noon meal. In the event an inmate attempts to send special mail to unauthorized recipients, disciplinary measures may be taken for temporary suspension of the special mail privileges.

A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by the Correctional Counselor or Case Manager. These items will be checked for physical contraband and for qualification as Special Mail. The correspondence will not be read or copied if the sender is accurately identified on the envelope and the front of the envelope clearly indicates the correspondence is "Special Mail - Open Only in the Presence of the Inmate". Qualified senders of special mail include President, Vice President, U.S. Attorneys, Federal Law Enforcement Offices, State Attorneys, Governors and U.S. and State Courts. With the exception of correspondence received from a U.S. District Court Judge, or a U.S. Congressperson, Special Mail received without adequate identification will be handled as General Correspondence. In this case, the mail will be opened, read, and inspected.

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

1. Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by inmate).
2. The Unit Manager may approve correspondence between individuals confined at federal facilities; however, the Superintendent/Warden at non-federal facilities must approve correspondence privileges with another inmate by submitting a "Cop-Out" to the Unit Team. Inmates who have authorization to correspond from a previous federal facility are required to make the Unit Manager aware of this authorization upon arriving at FCI Ray Brook. Providing both inmates are housed at federal facilities, and after the authorization to correspond contained in the inmate's central file has been verified, the Unit Manager may approve a continuance of correspondence. Upon approval, the Unit Manager will forward a copy of the authorization to the Mail Room.

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

1. Matter which is non-mailable under law or postal regulations.
2. Information of escape plots or plans to commit illegal activities or to violate institution rules.
3. Direction of an inmate's business (prohibited act 408).
4. Inmate may not direct a business while confined.

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

- G. **MAILING OF INMATE PROPERTY:** Inmates wishing to have personal items mailed into the institution will send an inmate request to the Department Head responsible for the requested items as follows:

1. **Unit Manager** - release clothing
2. **Hospital Administrative Officer** - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices and hearing aides.
3. **Chaplain** - wedding bands (Married inmates may be permitted to have their wedding bands as long as it is a plain band, containing no stones).
4. **Associate Warden (Programs or Operations)** - questionable item or items not covered in other categories will be submitted to the appropriate Associate Warden for decision. The Department Head will inform the inmate of the decision. If the request is approved, the Department Head will complete an appropriate authorization form. The Mail Room Officer will not approve any item or package for delivery unless this approval form is on file.

- H. **CHANGE OF ADDRESS/FORWARDING OF MAIL:** Mail Room Staff will provide inmates with change of address cards required by the U.S. Post Office. These cards are given to inmates who are being released or transferred to notify correspondents of a change in address. This form will be maintained there for a period of thirty (30) days for purposes of forwarding all general mail (opposed to Special Mail, which will be forwarded after thirty (30) days). Any general mail received after thirty (30) days will be returned to sender.

- I. **CERTIFIED/REGISTERED MAIL:** Inmates desiring to use certified, registered or insured mail may do so. An inmate may not be provided services such as Express Mail, private carrier services, COD or stamp collecting while confined.

- J. **TELEPHONES:** Telephone use is a privilege and must not interfere with institution schedules, programs, work assignments or counts. There are four (4) telephones in each unit for inmate use. No third party or credit card calls can be made on these lines. Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. All inmates telephones are subject to monitoring and recording. Inmates must contact their Case Manager or Counselor to arrange an unmonitored attorney call. Inmates in Disciplinary segregation may receive one (1) phone call every thirty (30) days and inmates on Administrative detention may receive one phone call every fifteen (15) days.

- K. **VISITING:** Inmates are encouraged to have visits in order to maintain family and community ties. Visiting is limited to an hourly point basis to ensure equitable access to visiting facilities. New inmates are asked to submit a visiting list to their Counselor for approval. Immediate family (wife, parents, brothers, sisters) will ordinarily be placed on the approved visiting list. Children under 16 are not required to be on the approved list.

VISITING HOURS ARE AS FOLLOWS			
Sunday	8:30 a.m.-3:00 p.m.	Thursday	NO VISITING
Monday	NO VISITING	Friday	2:30 p.m. - 8:30 p.m.
Tuesday	NO VISITING	Saturday	8:30 a.m. - 3:00 p.m.
Wednesday	NO VISITING	Holidays	8:30 a.m. - 3:00 p.m.

L. DIRECTIONS TO FCI RAY BROOK

FCI Ray Brook is located off of Route 86, on Old Ray Brook Road, in Ray Brook, New York. It is centrally located northeast of Saranac Lake and southwest of Lake Placid, New York.

Directions from North/South of Ray Brook: Take I-87 to Exit 30 Toward RT-73/Keene Valley . Keene 0.2 miles  
Turn Left onto US-9 . 2.2 miles  
Turn Slight Left onto NY-73 N. 25.9 miles  
Turn Slight Left onto Old Military Rd/CR-35. 3.6 miles  
Turn Left onto NY-86.  
Follow NY-86 to New York State Troopers Barracks (Troop B) which is located on NY- 86, directly across from the left hand turn onto Old Ray Brook Rd.

Direction from West of Ray Brook: Take I-90 E/ New York State Thruway E Toward I-290/ Albany(Portion Tolls). 138.6miles  
Merge onto I-81 N via Exit 36 toward Exit Syracuse Airport/ Watertown. 65.2 miles  
Take the Aresnal St./ Rt.-3 Exit -Exit 45- toward Sackets Harbor/Downtown. 0.1 miles  
Turn Right onto NY-3 N.3.4 miles  
Turn Left on to Eastern Blvd/ NY-3. Continue to follow NY-3. 11.5 miles  
Turn Left onto NY-3A/ CR-36. 5.1 miles  
Turn Left onto NY-3. 76.3 miles  
Turn Left onto NY- 3/ Mill St. 0.1 miles  
Turn Left onto Park St/NY-3/NY-30 Continue to follow NY-3. 20.5 miles  
Stay Straight to go onto River St./NY-3/NY-85. Continue to follow River St. 0.4 miles  
Turn Right onto Lake Flower Ave./ NY-86 continue to follow NY-86 to the Princess Pine Floral Shop. Take immediate Right onto Old Ray Brook Rd.

Direction from East of Ray Brook: Take NY-73 N. 25.9 miles  
Turn Slight Left onto Old Military Rd/CR-35. 3.6 miles  
Turn Left onto NY-86.  
Follow NY-86 to New York State Troopers Barracks (Troop B) which is located on NY- 86, directly across from the left hand turn onto Old Ray Brook Rd.

FCI Ray Brook is serviced by:

Adirondack Trailways Bus : 1-800-858-8555

Local Taxi's:

Rick's Taxi: 18 Spruce Street, Lake Placid, NY 12977 (518) 523-4741

Gene's Taxi: 117 Main Street, Lake Placid, NY 12977 (800) 564-2149

Carrow's Taxi: 59 McKinley Street, Lake Placid, NY 12977 (518) 523-9091

Wooden signs indicating FCI Ray Brook are located at both entrances of Old Ray Brook Road. Local transportation is limited to taxi service.

- Inmate Identification requirements: Institution Inmate Identification Card
- Visitor Identification requirements: Any state issued driver's licence or state issued Identification card with photograph.
- Inmate Visiting Dress Code: Khaki Shirt/Khaki Pants. Shirts tucked in. Sneakers or black shoes.
- Approved Dress for Visitors: No suggestive clothing or khaki colored clothing.
- Money is allowed for use in the vending machines. Inmates are not allowed to receive money for their Commissary account while in the visiting Room.
- No items may be exchanged in the Visiting Room.
- Diaper bags are allowed as long as they are made of clear plastic for viewing purposes.
- One blanket, two diapers and two bottles are allowed for infants.
- Some activities are available for children (board games, cards). Behavior should be monitored.
- Adults must monitor children's behavior.
- Special visits for family emergencies need to be requested through an inmate's Unit Team prior to a visit.

M. CONSULAR REPRESENTATIVES

Inmates interested in contacting their foreign country's consular representative should forward an Inmate Request to Staff (BP-S148.055) to their Unit staff. The consular representative's telephone number can be placed on the inmate's approved telephone list. Additionally, if an inmate is a citizen of a foreign country, the consular representative of that country will be permitted to visit the inmate on matters of legitimate business.

## **VII ACCESS TO LEGAL SERVICE:**

- A. **LEGAL CORRESPONDENCE:** As previously mentioned in Section VI, D., Special Mail; Legal Correspondence from Attorneys will be treated as "Special Mail": if it is properly marked. The envelope must be marked with the following: specific Attorney's name; an indication that he/she is an Attorney at Law; and the front of the envelope is marked to indicate "Special Mail - Open Only in the Presence of the Inmate". It is the responsibility of the inmate to advise their attorney about this policy.
- B. **ATTORNEY VISITS:** Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring but no audio monitoring.
- C. **LEGAL MATERIAL:** During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal materials may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the Special Mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.
- D. **ATTORNEY PHONE CALLS:** To make an unmonitored phone call between an attorney and an inmate, the inmate must make a request to unit staff and meet all criteria outlined in the Institution supplement.
- E. **LAW LIBRARY:** The Law Library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes and other legal materials. The Law Library is open from 7:30 a.m. to 8:30 p.m. Monday through Thursday, Friday 7:30 a.m. to 6:30 p.m., and Saturday from 7:30 a.m. to 3:30 p.m.. An inmate Law library Clerk is available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status, ordinarily via a delivery system or satellite collection.
- F. **NOTARY PUBLIC:** Under the provisions of 18 U.S.C. 4004, Case Managers are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in Federal courts and other Federal agencies, unless specifically directed to do otherwise. Some states will not accept a Government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff or arrangements with the institution's Notary Public.
- G. **COPIES OF LEGAL MATERIALS:** In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copy-card operated machine is available in the Education department for inmate use.
- H. **FEDERAL TORT CLAIMS:** If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claim Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from the PARALEGAL by submitting a BP-148, Inmate Request to Staff Member (Cop-Out).
- I. **FREEDOM OF INFORMATION/PRIVACY ACT OF 1974:** The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal request for access to records about another persons and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 U.S.C. 552.
- J. **INMATE ACCESS TO CENTRAL FILE:** An inmate may request review of disclosable portions of his Central File (plus Pre-Sentence Report and/or Summary). Review of the Central File can be accomplished by contacting your Case Manger.
- K. **INMATE ACCESS TO OTHER DOCUMENTS:** An inmate can request access to the "Non-Disclosable Documents" in his Central file and Medical Files or other documents concerning himself that are not in his Central File or Medical File by submitting a "Freedom of Information Act Request" to the director of the Bureau of Prisons, attention: FCI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his registration number and date of birth for identification purposes.
- A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.
- L. **COMMUTATION OF SENTENCE:** Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms that are available from the assigned Unit Team. The rules governing these petitions are available in the Law Library. A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, a waiting period of seven years is usually required.

## **VIII PROBLEM RESOLUTION:**

- A. **INMATE REQUEST TO STAFF MEMBER:** The Bureau form BP-148, "Inmate Request to Staff Member", 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" may be obtained in the units from the Correctional Officer on duty.
- B. **ADMINISTRATIVE REMEDY PROCESS:** The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, inmates can resolve a problem informally by discussing the issue with staff members or by submitting written Inmate Request to Staff Member, a.k.a "cop-outs" to line staff and Department Heads. However, when informal resolution is not successful, a formal Request for Administrative Remedy may be filed in pursuit of specific relief.
- The first step of the Administrative Remedy process is to attempt informal resolution. An attempt at informal resolution may be documented by use of an answered "cop-out" or the Informal Resolution Form (Attachment A, RBK-1330.13C). Discuss the issue with their Correctional Counselor. The Correctional Counselor will summarize the inmate's concern on the Informal Resolution Sheet. The Counselor will then issue the Informal Resolution Sheet to the Inmate and direct him to the appropriate Department Head or other administrative staff member with oversight responsibility for the are at issue. It is the inmate's responsibility to meet and discuss the issue with the responsible staff member. The staff member should document the attempt at informal resolution on the Informal Resolution sheet. If the staff member is unable to assist the inmate, he or she will refer the inmate to a more appropriate individual. In no case shall

an inmate be required to see more than two staff members before pursuing the formal Administrative Remedy procedures. Upon evidence the inmate has attempted informal resolution, or upon evidence no informal resolution is necessary, the counselor will issue a Request for Administrative Remedy form upon request.

The filing deadline for Request for Administrative Remedy is 20 calendar days from the date the issue arose. Informal Resolution must be completed within those 20 calendar days. Informal Resolution need not be attempted on UDC appeals or when inmate is appealing a specific Executive Staff action, e.g., rejection of publication, removal of telephone number, etc. Evidence of attempted informal resolution, or a copy of the incident report or memorandum from an Executive Staff member, must be submitted with the request for Administrative Remedy to a Correctional Counselor.

Requests sent directly to the Warden or other staff members will be rejected. The request for Administrative Remedy must be submitted within 20 calendar days of event giving rise to the request.

Correctional Counselors are responsible for giving inmates the Sentry generated receipt issued and extension notices for all accepted Request for Administrative Remedy.

Request for Administrative Remedy should clearly state the relief sought in response to the request. Inmates are limited to one 8 1/2 x 11" single side continuation page. Exhibits may be attached to a Request for Administrative Remedy; however, only the issue presented on the Request for Administrative Remedy and continuation page will be addressed by the Warden.

The Warden has 20 calendar days to provide a written response to a properly filed Request for Administrative Remedy. If necessary, the Warden may take a 20 calendar day extension to complete the investigation of an inmate's Request for Administrative Remedy.

If the Inmate is dissatisfied with the Warden's response he may appeal to the Regional Director within 20 calendar days of the Warden's response. If the inmate is dissatisfied with the Regional Director's response, he may appeal to the National Appeals Administrator, Washington, D. C., within 30 calendar days of the Regional Director's Response. The filing deadlines include mailing time.

Inmates are responsible for submitting the proper number of copies of continuation pages and exhibits at each level.

- C. SENSITIVE COMPLAINTS: If an Inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director does not agree that the complaint is sensitive, it will be returned. The inmate may then pursue the matter by filing a BP-9 at the institution.

## **IX. DISCIPLINARY PROCEDURES**

- A. DISCIPLINE: It is the policy of the Bureau of Prison to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations and provides a list of the Bureau's Prohibited Acts. ( See pages 37 through 47 of this hand book).
- B. INMATE DISCIPLINE INFORMATION: If a staff member observes or believes he/she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four hours (24) of the time staff becomes aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor. If an informal resolution is accomplished, the incident report will be removed from the inmate's Central File. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violations in the greatest severity category must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing.
- C. INITIAL HEARING: Inmates must ordinarily be given an initial hearing within three (3) working days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends and holidays). The inmate is entitled to be present at the initial hearing. The inmate may take statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next working day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be notified of the reason for delay for any extension. The UDC will either make final disposition of the incident report or refer it to the Discipline Hearing Officer (DHO) for final disposition.
- D. DISCIPLINARY HEARING OFFICER (DHO): The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC.

An inmate will be provided advanced written notice of the charges not less than twenty-four (24) hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him if requested. An inmate may take statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and a request they testify at the hearing. Inmates may not question a witness at the hearing. The DHO will question any witness for the inmate. An inmate may submit a list of potential witnesses whose testimony is deemed relevant.

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

- E. APPEALS OF DISCIPLINARY ACTIONS: Appeals of disciplinary actions may be taken through the Administrative Remedy procedures. Final UDC decisions are initially appealed to the Warden on a BP-9, Request for Administrative Remedy. Final DHO decisions are initially appealed to the Regional Director through a BP-10, Administrative Remedy Appeal. If you are not satisfied with the initial appeal response you may appeal to the next level in accordance with the Administrative Remedy Procedures established in policy. On appeal, the reviewing authority shall consider whether the UDC/DHO:
1. Substantially complied with the regulations on inmate discipline
  2. Based its decision on some facts; and
  3. Applied appropriate sanctions according to the severity level of the prohibited act, and other relevant circumstance.

F. SPECIAL HOUSING UNIT STATUS: There are two statuses of Special Housing; Administrative Detention and Disciplinary Segregation.

1. ADMINISTRATIVE DETENTION: Administrative Detention separates an inmate from general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending transfer, for protection or is finishing confinement in Administrative Detention.
2. DISCIPLINARY SEGREGATION: Disciplinary Segregation is used as sanction for violation of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue and shaving utensils (as necessary).

Inmates may possess legal and religious materials in Disciplinary Segregation. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing.

X. RELEASES:

A. SENTENCE COMPUTATION: DSCC is responsible for the computation of inmate sentences. Computations will be prepared within thirty (30) days of an inmates arrival. Any questions about the computation sheet will be addressed by the Records Office Staff. Submit a "Cop-Out" to the Records Office explaining your problem and request an appointment. You will be placed on the call-out.

B. GOOD TIME - U.S. CODE/D.C. CODE: The type of Good Time credits which are applicable to a U.S. Code or D.C. Code sentence is dependant upon the date the OFFENSE is committed or concludes for which the sentence was imposed.

U.S. Code Sentences : For Offense committed prior to November 1, 1987, inmates earn Statutory Good Time based upon the length of the sentence, and may also earn Extra Good Time to reduce the release date.

For offenses committed on or after November 1, 1987, inmates are ordinarily eligible to earn Good Conduct Time of up to 54 days per year for a minimum sentence of 1 year and 1 day, for each full year (i.e. 365 days) spent in service of the sentence. The amount of good Conduct Time days which an inmate is eligible to earn for partial year of sentence is reduced, based upon the number of days in the partial year.

For offenses committed on or after September 13, 1994, Good Conduct Time may be affected by the status of an inmate's General Equivalency Diploma (GED) requirement.

D.C. Code Sentences: For offenses committed prior to April 11, 1987, inmates earn Statutory Good Time & Education Credits to reduce the minimum - maximum release date, and are also eligible to earn Extra Good Time to reduce the maximum release date.

For offenses committed on or after April 11, 1987, but prior to June 22, 1994, inmates earn Institution Good Time and Education credits to reduce the minimum- maximum release date, and also eligible to earn extra Good Time to reduce the maximum release date.

For offense committed on or after June 22, 1994, but prior to August 5, 2000, inmates may only earn Education Credits to reduce the minimum-maximum release date.

For offenses committed on or after August 5, 2000, inmates are ordinarily eligible to earn Good Conduct Time of up to 54 days per year for a minimum sentence of 1 year and 1 day, for each full year (i.e. 365 days) spent in service of sentence. The amount of Good Conduct Time days which an inmate is eligible to earn for partial year of a sentence is reduced, based upon the number of days in the partial year.

C. DETAINERS: Warrants based on pending charges, over -lapping, consecutive or unsatisfied sentences in federal, state or military jurisdictions will be accepted as detainers. Detainers can have an effect on institutional programs; therefore, it is important that the inmate initiate efforts to clear up these cases. A pending charge or warrant not lodged as a detainer, can also preclude halfway house placement.

Detainers which have been lodged against an inmate for pending charges may be processed under the "Interstate Agreement on Detainers Act", provided the agency who lodged the detainer is a "member" state including the U.S. Government. When Lodging a Detainer Request from a state/federal agency, Records Office staff will call upon the respective inmate to advise him of his "speedy trial" rights under this process, if appropriate. Initiation efforts by the inmate are voluntary at any time once the detainer has been lodged by the Records Office. Inmates are to submit a "Cop-Out" to the Records Office when they wish to initiate their request.

D. PAROLE: Parole is release from incarceration under conditions established by the U.S. Parole Commission . Inmates requiring a hearing before Parole examiners should advise their Unit Team.

E. RESIDENTIAL RE-ENTRY CENTER TRANSFERS: Inmates who are nearing release may be transferred to a Residential Re-entry Center (half way house) facility.

1. Residential community-based programs provided by Residential Re-entry Center and local detention facilities.
2. Programs that provide intensive non-residential supervision to offenders in the community.
3. Programs that board juvenile and adult offenders in Contract Correctional facilities.

F. COMMUNITY-BASED RESIDENTIAL PROGRAMS: The community-based residential programs available include both typical Residential Re-entry Center and local detention facilities. Each provides a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement.

Most community-based residential programs are provided in Residential Re-entry Center (RRC). These facilities contract the Bureau of Prisons to provide residential correctional programs near the offender's home. Each RRC provides two components within one facility – a pre- release component and a community corrections component. The pre- release component assists offenders in making the transition from an institutional setting to the community, or as a resource while under supervision. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC where recreation, visiting and other activities are provided in-house.

XI. CONCLUSION:

Hopefully this information will assist you in your first days at FCI Ray Brook. This booklet is not designed to be all inclusive but as a brief overview of what can be expected of you while at Ray Brook. If you have further questions or require more information, Program Statements and other reference materials are available in the Law Library. You should feel free to ask any staff member for assistance. Particularly your unit staff. You can expect staff to be responsive to your legitimate problems and concerns.

**XII. INMATES RIGHTS AND RESPONSIBILITIES:**

INMATE RIGHTS		INMATE RESPONSIBILITIES	
1	You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1	You have the responsibility to treat others, both employees and inmates, in the same manner.
2	You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.	2	You have the responsibility to know and abide by them.
3	You have 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 right to healthcare, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4	It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5	You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institutional regulations.	5	It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6	You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	6	You have the responsibility to present honestly and fairly your petition, 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 services of an attorney honestly and fairly.
8	You have the right to participate in the use of law library reference material to assist you in resolving legal problems. You also have the right to receive help when available through 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.
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 your interest, needs and abilities.	9	It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to use of this material.
10	You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs and abilities.	10	You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11	You have the 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.	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.

The above Inmate Rights and Responsibilities is reproduced from the Federal Bureau of Prisons' Program Statement Number 5270.07 Inmate Discipline and Special Housing Unit

**XIII. PROHIBITED ACTS AND DISCIPLINARY SCALE §541.13**

The following information is reproduced from the Federal Bureau of Prisons' Program Statement number 5270.07, Inmate Discipline and Special Housing Units, Chapter 4 and includes Change Notices Number 1 through 7.

- A. There are Four Categories of Prohibited Acts - Greatest, High, Moderate, and Low Moderate (see Table 3 for identification for the prohibited acts within each category). Specific sanctions are authorized for each category (see table 4 for a discussion of each sanction). Imposition of a sanction requires that the inmate first be found to have committed a prohibited act.
1. Table 3 and 4 begins on page 37 of this book.
  2. Greatest category offenses: The Discipline Hearing Officer shall impose and execute one or more of sanctions A through E. The DHO may also suspend one or more additional sanctions A through G. The DHO may impose and execute sanctions F and/or G only in addition to execution of one or more of sanctions A through E
  3. High category offenses: The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and may also suspend one or more additional sanctions A through M. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M.
  4. Moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction A through N, but may suspend any sanction or sanctions imposed. The Unit Discipline Committee shall impose at least one sanction G through N, but may suspend any sanctions imposed.
  5. Low moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer May suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). The Unit Discipline Committee shall impose at least on sanction G through P, but may suspend any sanction or sanctions imposed.
- B. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases the letter "A" is combined with offense code. For example, planning an escape would be considered as escape & coded 102A like wise, attempting the adulteration of any food or drink would be coded 209A.
- C. Suspension of any sanctions cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions A through F. The Disciplinary Hearing Officer (DHO) or Unit Discipline Committee (UDC may execute, suspend, or revoke and execute suspension of sanctions G through P. Revocations and executions of suspensions may be made only at the level (DHO or UDC) which originally were earlier imposed by the Inmate Discipline Committee 5270.7 imposed the sanction. The DHO now has the authority for suspensions which were earlier imposed by the Inmate Disciplinary Committee (IDC).

When an Inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

- D. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.
- E. The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.
- F. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.
- G. The UDC shall refer all Greatest Severity Prohibited Acts to DHO with recommendations as to an appropriate disposition.

Table 6 (Chapter 4, Page 19 of P.S. 5270.07) contains a chart showing the maximum amount of statutory good time that may be forfeited or withheld and the period of time that must pass before an inmate is eligible for restoration. The chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation. The time frame established in each of these areas is determined by the severity of the prohibited act.

<b><u>TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE</u></b> <b><u>GREATEST CATEGORY</u></b>
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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). 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).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence	C. Disciplinary Transfer (recommend).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	D. Disciplinary segregation (up to 60 days).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	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	G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).
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 other; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	

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

CODE	PROHIBITED ACTS	SANCTIONS
197	Use of the telephone to further criminal activity.	A. Recommend parole date rescission or retardation.
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.	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). 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).
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 is not applicable.	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).

TABLE 3 (Cont'd)

HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
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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.
201	Fighting with another person	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)
202	(Note to be used)		
203	Threatening another with bodily harm or any other offense	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).
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C.	Disciplinary Transfer (recommend).
205	Engaging in sexual acts	D.	Disciplinary segregation (up to 30 days).
206	Making sexual proposals or threats to another	E.	Make monetary restitution.
207	Wearing a disguise or a mask	F.	Withhold statutory good time
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	G.	Loss of privileges: commissary, movies, recreation, etc.
209	Adulteration of any food or drink	H.	Change housing (quarters)
210	(Not to be used)	I.	Remove from program and/or group activity
211	Possessing any officer's or staff clothing	J.	Loss of job
212	Engaging in, or encouraging a group demonstration	K.	Impound inmate's personal property
213	Encouraging others to refuse to work, or to participate in a work stoppage	L.	Confiscate contraband
214	(Not to be used)	M.	Restrict to quarters
215	Introduction of alcohol into BOP facility	N.	Extra Duty
216	Giving or offering an official or staff member a bribe, or anything of value		

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

CODE	PROHIBITED ACTS	SANCTIONS
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<p>217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes</p>	<p>A. Recommend parole date rescission or retardation.</p>
<p>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</p>	<p>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)</p>
<p>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.)</p>	<p>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).</p>
<p>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)</p>	<p>C. Disciplinary Transfer (recommend).</p> <p>D. Disciplinary segregation (up to 30 days).</p>
<p>221 Being in an unauthorized area with a person of the opposite sex without staff permission</p>	<p>E. Make monetary restitution.</p> <p>F. Withhold statutory good time</p>
<p>222 Making, possessing, or using intoxicants</p>	<p>G. Loss of privileges: commissary, movies, recreation, etc.</p>
<p>223 Refusing to breathe into a breathalyser or take part in other testing for use of alcohol</p>	<p>H. Change housing (quarters)</p>
<p>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)</p>	<p>I. Remove from program and/or group activity</p> <p>J. Loss of job</p>
<p>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).</p>	<p>K. Impound inmate's personal property</p> <p>L. Confiscate contraband</p> <p>M. Restrict to quarters</p> <p>N. Extra Duty</p>

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

CODE PROHIBITED ACTS	SANCTIONS
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<p>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.</p>	<p>A. Recommend parole date rescission or retardation.</p>
<p>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.</p>	<p>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)</p> <p>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).</p> <p>C. Disciplinary Transfer (recommend).</p> <p>D. Disciplinary segregation (up to 30 days).</p> <p>E. Make monetary restitution.</p> <p>F. Withhold statutory good time</p> <p>G. Loss of privileges: commissary, movies, recreation, etc.</p> <p>H. Change housing (quarters)</p> <p>I. Remove from program and/or group activity</p> <p>J. Loss of job</p> <p>K. Impound inmate's personal property</p> <p>L. Confiscate contraband</p> <p>M. Restrict to quarters</p> <p>N. Extra Duty</p>

TABLE 3 (Cont'd)  
MODERATE CATEGORY

CODE PROHIBITED ACTS	SANCTIONS

300	Indecent Exposure	A.	Recommend parole date rescission or retardation.
301	(Not to be used)		
302	Misuse of authorized medication	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).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized		
304	Loaning of property or anything of value for profit or increased return		
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	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).
306	Refusing to work, or to accept a program assignment	C.	Disciplinary Transfer (recommend).
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)	D.	Disciplinary segregation (up to 15 days).
308	Violating a condition of a furlough	E.	Make monetary restitution.
309	Violating a condition of a community program	F.	Withhold statutory good time.]
310	Unexcused absence from work or any assignment	G.	Loss of privileges: commissary, movies, recreation, etc.
311	Failing to perform work as instructed by the supervisor	H.	Change housing (quarters).
312	Insolence towards a staff member	I.	Remove from program and/or group activity.
313	Lying or providing a false statement to a staff member.	J.	Loss of job.
		K.	Impound inmate's personal property.
		L.	Confiscate contraband.
		M.	Restrict to quarters
		N.	Extra Duty

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

CODE	PROHIBITED ACTS	SANCTIONS
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<p>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)</p>	<p>A. Recommend parole date rescission or retardation.</p> <p>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).</p>
<p>315 Participating in an unauthorized meeting or gathering</p>	<p>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).</p>
<p>316 Being in an unauthorized area</p>	<p>C. Disciplinary Transfer (recommend).</p>
<p>317 Failure to follow safety or sanitation regulations</p>	<p>D. Disciplinary segregation (up to 15 days).</p>
<p>318 Using any equipment or machinery which is not specifically authorized</p>	<p>E. Make monetary restitution.</p>
<p>319 Using any equipment or machinery contrary to instructions or posted safety standards</p>	<p>F. Withhold statutory good time.]</p>
<p>320 Failing to stand count</p>	<p>G. Loss of privileges: commissary, movies, recreation, etc.</p>
<p>321 Interfering with the taking of count</p>	<p>H. Change housing (quarters).</p>
<p>322 (Not to be used)</p>	<p>I. Remove from program and/or group activity.</p>
<p>323 (Not to be used)</p>	<p>J. Loss of job.</p>
<p>324 Gambling</p>	<p>K. Impound inmate's personal property.</p>
<p>325 Preparing or conducting a gambling pool</p>	<p>L. Confiscate contraband.</p>
<p>326 Possession of gambling paraphernalia</p>	<p>M. Restrict to quarters</p>
<p>327 Unauthorized contacts with the public</p>	<p>N. Extra Duty</p>
<p>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</p>	
<p>329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less</p>	
<p>330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards</p>	

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

CODE	PROHIBITED ACTS	SANCTIONS
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)	<p>A. Recommend parole date rescission or retardation.</p> <p>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).</p>
332	Smoking where prohibited	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).
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).	<p>C. Disciplinary Transfer (recommend).</p> <p>D. Disciplinary segregation (up to 15 days).</p>
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.	<p>E. Make monetary restitution.</p> <p>F. Withhold statutory good time.]</p> <p>G. Loss of privileges: commissary, movies, recreation, etc.</p>
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.	<p>H. Change housing (quarters).</p> <p>I. Remove from program and/or group activity.</p> <p>J. Loss of job.</p> <p>K. Impound inmate's personal property.</p> <p>L. Confiscate contraband.</p> <p>M. Restrict to quarters</p> <p>N. Extra Duty</p>

TABLE 3 (Cont'd)  
LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	<p>A. Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)</p> <p>B. Make monetary restitution.</p> <p>C. Withhold statutory good time.</p> <p>D. Loss of privileges: commissary, movies, recreation, etc.</p> <p>E. Change housing (quarters).</p> <p>F. Remove from program and/or group activity.</p> <p>G. Loss of job.</p> <p>H. Impound inmate's personal property.</p> <p>I. Confiscate contraband.</p> <p>J. Restrict to quarters</p> <p>K. Extra Duty</p> <p>L. Reprimand</p> <p>M. Warning</p>
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	Not to be Used	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	
*		

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

CODE PROHIBITED ACTS	SANCTIONS
<p>498 Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u> This charge is to be used only when another charge of low moderate severity is not applicable.</p>	<p>A. Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)</p>
<p>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.</p>	<p>B. Make monetary restitution.</p> <p>C. Withhold statutory good time.</p> <p>D. Loss of privileges: commissary, movies, recreation, etc.</p> <p>E. Change housing (quarters).</p> <p>F. Remove from program and/or group activity.</p> <p>G. Loss of job.</p> <p>H. Impound inmate's personal property.</p> <p>I. Confiscate contraband.</p> <p>J. Restrict to quarters</p> <p>K. Extra Duty</p> <p>L. Reprimand</p> <p>M. Warning</p>

**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 themselves.