

FCI SEAGOVILLE

Admissions & Orientation Information Handbook



E. Mejia, Warden

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Introduction

The purpose of this Admission and Orientation Handbook is to provide general information concerning the programs, rules and regulations, and operations of the Federal Correctional Institution, Seagoville, Texas. This handbook is not intended to be a complete resource for detailed policies, programs, and operations, but is to serve as a reference guide. Additional information is available through Bureau of Prisons Program Statements, Institution Supplements, and local memoranda from institution staff. If there are any questions, concerns, or clarifications, it is the responsibility of each inmate to seek assistance.

Your designation to the Federal Correctional Institution at Seagoville is based, in part, on your anticipated ability to function appropriately at this facility. Your strict compliance with the rules and regulations is an essential part of exhibiting the responsible behavior required at this institution, preparatory to community or lower security level facility placement.

Staff are willing to assist you throughout your stay. You should feel free to ask any staff member for assistance on institutional matters, especially your Unit Team with whom you will probably have the most contact. In return, we expect you to take the responsibility to fulfill your obligations and properly conduct yourself within this institution.

In conclusion, only through mutual respect, communication, and cooperation can we ensure the institution operates for the positive benefit of all inmates.

E. Mejia, Warden

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EXECUTIVE STAFF

WARDEN

The Warden is the final authority on all matters within the institution. Decisions are based upon policies established by the Federal Bureau of Prisons. While the Warden is responsible for the total operation, certain duties and responsibilities have been delegated to subordinates. She is vitally interested in the overall welfare of the individuals at Seagoville, both staff and inmates. When you see the Warden at various places around the institution, you may speak with her. All other staff resources for resolution of a problem should be exhausted before addressing your problem to the Warden.

ASSOCIATE WARDEN

The Associate Warden (AW) is responsible for departments in the institution relating to program activities, such as Psychology Services, Unit Management, Religious Services, Case Management Coordinator, Correctional Systems, Correctional Services, Food Services, Health Services, and Financial Management. You may see the AW at various places around the institution. You may speak with the AW or submit a written request through the Unit mail.

SUPERVISOR OF INDUSTRIES (INDUSTRIES AND EDUCATION)

The Superintendent of Industries and Education is responsible for all Federal Prison Industries (FPI) operations, including the Textile Factory, FPI Business Office, and FPI Warehouse. The SOI&e is responsible for a Quality Control Program and the production of goods sold to other United States Government agencies. Additional areas of responsibility include Education and Recreation.

JAIL/CAMP ADMINISTRATOR/EXECUTIVE ASSISTANT

The Jail/Camp Administrator is responsible for the overall operations of the Federal Detention Center and Satellite Camp. Additional areas of responsibility include the Computer Services Department, Employee Services, and the Volunteer Coordinator. You may speak with the Jail Administrator or submit a written request through the institution mail.

The Executive Assistant works on special projects for the Warden, schedules the Institution and Administrative Duty Officers and institution tours, coordinates the review and implementation of all institution supplements, and monitors the Operational and Program Review schedule. When you see the Executive Assistant at various places around the institution, you may speak with him.

CORRECTIONAL SERVICES STAFF

CAPTAIN

The Captain is responsible for the overall security of the institution and supervises the Correctional Services Department. The Captain frequently tours the institution and you may speak with the Captain or submit a written request with your question or concerns through the Unit mail.

ADMISSION AND ORIENTATION

ADMISSION

When you first arrive, you will be processed by the Receiving and Discharge (R&D) Technician on duty, a medical staff member, and a Counselor or Case Manager. This interviewing process involves reviewing your social and medical history, filling out identification forms, completing personal property inventories, and the issuance of institution bedding and supplies.

ORIENTATION

All inmates designated to FCI Seagoville are required to attend Admission and Orientation lectures. The purpose of the orientation process is to enable you to familiarize yourself with the programs and operations of the institution. All inmates assigned to the Admission and Orientation Program (A&O) are given a schedule by R&D which indicates the time and place of A&O lectures. A&O inmates should report to the Auditorium at the time shown on the A&O schedule. A&O is completed in one week. An A&O schedule for each inmate is initialed and dated by the lecturing staff member for each session. Excluded from the A&O Program are inmates in holdover status, inmates who have been away from the institution less than 180 days on writ, and pretrial inmates.

CLOTHING ISSUE

The morning after your arrival, you will be given your clothing issue. If available, the clothing issue will be given according to the issue schedule amounts listed below. At times when there is a shortage of availability, the issue will be revised to a lesser issue.

Clothing:	5 shirts	5 sets of underwear	1 pair of shoes
	5 pairs of trousers	1 belt	5 pairs of socks
Linen:	2 sheets	1 pillow case	3 towels
	1 blanket (2 nd blanket optional during Winter months only)		

All institution clothing will be properly tagged with the inmate's name and register number. Any inmate in possession of institution clothing not properly tagged with their name and register number will be subject to disciplinary action.

INMATE ATTIRE

Monday through Friday, 7:30 a.m. to 4:00 p.m., inmates must wear only clean, wrinkle-free institutional issued clothing. Shirts must be buttoned and tucked inside trousers at all times. Institution belts must be worn. Shirt or jacket collars must be left out (cannot be rolled under). Shoes must be laced and tied, and pant legs must be worn over the outside of the shoe. Religious headgear may be worn in all areas of the institution. Other headgear may not be worn indoors, i.e., the housing unit, Education Department, or Dining Hall. Inmates off-duty or on vacation may wear personal clothing to, from, and in recreation areas, and in the housing unit. However, if an inmate wears institution issued clothing (khaki) off-duty, while on vacation, or in the unit, general uniform dress code rules will apply. No institution issued clothing will be worn in the recreation areas. Shorts or tank tops will not be worn in the Dining Hall. Excessively tight or loose fitting clothes (sagging/bagging) will not be worn in any area of the institution. Personal or institutional clothing will not be altered in any manner, i.e., clothing, writing, sewing, cutting, etc. In addition, clothing items shall be worn only for intended purposes, i.e., clothing will not be used for headgear. Shower caps may only be worn in the shower or individual rooms. Hairnets are not sold in the Commissary and are not to be worn outside of the Food Service area.

QUARTERS ASSIGNMENT

All new commitments will be assigned to a Unit Team and given quarter's assignments upon their arrival unless crowding necessitates other options. You may be assigned to a day room (dormitory area) and then to a room, based on bed space availability. All living quarters have storage space. You are responsible for the security of your property. All personal belongings, including legal materials, must be secured in your locker. Your laundry bag, with dirty laundry inside, may be placed on the hook outside of your locker. Combination locks are available from the Commissary for your locker.

WORK ASSIGNMENT

Medically cleared inmates may be assigned to A&O general clean-up duties based on institution needs. Upon completion of the A&O, the Inmate Work Assignment Committee will assign you to a work detail based on institution need.

Inmate's Name	Register No.	Institution FCI SEAGOVILLE, TEXAS	
Program Content		AUTHORIZED STAFF	DATE
1.	UNICOR Interview		
2.	Correctional Services		
3.	Medical Services (including AIDS film & Lecture)		
4.	Chaplaincy Services		
5.	Inmate Systems/ Records Office/ R&D/ Mail Room		
6.	Commissary Services/ Inmate Accounts		
7.	Clothing Requests/ Laundry Procedures		
8.	Food Service		
9.	Psychology Services/Drug Abuse Program		
10.	Sexual Abuse/Assault Prevention and Intervention		
11.	Diversity in the Criminal Justice System		
12.	Safety and Sanitation		
13.	Inmate Accident Compensation		
14.	Facilities / Mechanical Services		
15.	Educational Services		
16.	Veterans / Social Security Benefits		
17.	Treaty Transfer of Offenders to Foreign Countries		
18.	Selective Service System / BOP Registration Program		
19.	Inmate Financial Responsibility Program		
20.	Community-Based Activities		
21.	Release Preparation Program		
22.	Administrative Remedy Program		
23.	Unit Management		
24.	Visiting		
25.	Telephone Regulations / Procedures		
26.	Warden/Executive Staff		
Comments:			
I have attended all classes of the A & O Program as listed above. Signature of Inmate		Date	Unit

(This form may be replicated via WP) Replaces BP-S518.052 dated Sept 99 Central File - Section 3

UNIT MANAGEMENT

This institution is organized into three Units to manage the inmate population. Each Unit Manager leads a group of staff who make decisions concerning work programs and inmate supervision. You will be assigned to a specific Classification Team (Unit Team) and you will have a formal meeting within two to four weeks of your arrival at FCI Seagoville, to be classified by your Unit Team.

General Functions of the Unit Team - Each Unit has Unit Teams which include the following staff members:

1. **Unit Manager** - is responsible for the overall operation and supervision of the Unit and oversees all Unit programs and activities.
2. **Case Manager** - is responsible for matters pertaining to inmate management such as classification, releases, transfers, referrals, parole matters, etc.
3. **Correctional Counselor** - is primarily concerned with your day-to-day problems. When you need assistance on personal matters, you should initially contact your assigned Correctional Counselor.
4. **Unit Secretary** - performs clerical and administrative duties for Unit staff. The Unit Secretary may sit in as a member of the Unit Team.
5. **Unit Officer** - The Correctional Officer is responsible for the supervision of inmates within the Unit. Many times they will be the only staff member on duty and are available to answer questions relative to your adjustment in the housing unit.
6. **Education Representative** - is responsible for answering questions about your educational or vocational training needs.
7. **Psychologist** - is qualified to determine if serious emotional/psychological problems may be affecting an individual. The Psychologist further suggests and/or participates in treatment.

There is a Unit Team member available each day of the week and most evenings until 9:00 PM. The Unit bulletin board contains written communication of interest to inmates. Unit Managers will use Town Hall Meetings to foster improved communications.

PROGRAM REVIEWS

A Program Review is a meeting with each inmate on an individual basis and certain members of the Unit Team usually consisting of the Unit Manager, Case Manager, and a Correctional Counselor. This meeting is to review program participation, work assignments, transfers, custody, institutional adjustment, etc. Program Reviews will be held every 90 to 180 days, depending upon the length of time remaining on your sentence.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include Special Assessments imposed under 18 USC 3013, Court Ordered Restitution, fines and court costs, judgments in favor of the United States, other debts owed the Federal Government, and other court-ordered obligations (i.e., child support, alimony, other judgments).

Correctional Counselors assist in developing a financial payment plan. The inmate is responsible for completing all required payments from earnings within the institution and from outside resources. Inmates should ensure payments are available in their Inmate Commissary Accounts on the first calendar day of the month it is due. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, the inmate cannot work for UNICOR or receive performance pay above the maintenance pay level. In addition, other privileges may be withheld.

The status of any financial plan will be included in all Progress Reports and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at Parole Hearings.

QUARTERS RULES

After receiving a permanent building assignment, you should study that building's rules. The following are standard rules of this institution.

1. Floors will be swept and mopped daily, paying close attention to the areas beneath the beds, behind and under the radiators, and under the lockers.
2. Walls will be cleaned daily, assuring that any spills are cleaned off the walls. Pay close attention to the corners in order to prevent formation of cobwebs.
3. All beds are to be made daily, in a tight military style, with the blanket being the top cover. Extra blankets will be neatly folded at the foot of the bed. Each inmate will place his institution issued folding chair on top of the bed. The laundry bag will be permitted to hang from the bedpost, if the inmate's assigned locker does not have an outside hook.

Inmates assigned to work details during the 12:00 midnight to 8:00 AM shift, or otherwise during the night hours, will be permitted to be in bed during the day. Their beds will be made military style by 7:30 a.m., and they will be permitted to sleep on top of their made bed. Otherwise all beds will be made by 7:30 AM on weekdays. On weekends and holidays, the bed will be made military style immediately after the inmate is awake and up for the day. Only one mattress is allowed per bed. Pillows will not be removed from the rooms without the prior approval of the Unit Officer. When linen is being exchanged, the mattress may be left lying flat on the bed.

Beds must be positioned so the Unit Officer may readily count the inmate in bed. Room door windows will not be blocked by paint, curtains, or other materials. The only covering permitted for outside windows will be what is provided by the institution, when available.

4. Authorized shoes must be neatly arranged underneath the bed with the toes pointed outward.
5. Boxes will not be kept in rooms. Personal property is limited to that which can be stored in your locker.
6. Windows will be cleaned daily. You are responsible for cleaning any windows in room doors, as well as the outside of the windows for those living on the ground level.
7. Room furniture will be cleaned daily assuring that stains, spills, and dust are wiped off.
8. Baseboard areas will be cleaned daily assuring that dust does not accumulate. All pipe spaces found in the rooms will also be kept clean.
9. Dirty clothing will be properly stored in a clothing bag between laundry exchanges and will be stored hanging on the locker hook or bedpost (if no hook is available), out of sight. A Laundry Room is located on the unit for inmate use daily from 6:30 a.m. - 11:00 p.m.
10. Trash cans will be emptied and cleaned daily prior to your departing the room.
11. Pictures, etc., will not be attached to the walls in any manner. Individual mirrors, stickers, calendars, or pictures are not authorized to be attached to the outside of the locker. Pictures and calendars may be attached only to cork bulletin boards provided by the institution for this purpose. Sexually suggestive pictures and individual mirrors will not be displayed in any area other than inside wall lockers.
12. Wooden items and cardboard material will not be kept inside of the rooms. They are considered fire hazards.
13. Clothing racks and bed frames will be cleaned daily to ensure that dust does not accumulate.

14. Door vents will be cleaned daily to prevent a buildup of dust/dirt.
15. Lockers and tables will be maintained in a neat and orderly fashion at all times. Excessive clutter will not be tolerated. Close attention will be given to property limitations, as the excess will be considered contraband and handled accordingly (see Institution Supplement 5580.06, Personal Property of Inmates). Inmates housed in non-air conditioned housing units will be permitted to purchase two fans; inmates housed in air conditioned units will be permitted to purchase one fan. Inmates will be held accountable/responsible for any contraband discovered in their assigned area.
16. Wall mirrors in the rooms are not permitted. Should you desire to have a personal mirror, you may purchase one from the Commissary. When not in use, it must be stored in your locker.
17. In addition to your personal living quarters, you are expected to do your part in maintaining the highest possible sanitation level for the overall institution. You are to refrain from littering and may be required to work on a crew assembled to pick up litter on the compound.
18. At 9:15 p.m. daily, all inmates will stop all loud noise, loud talking, card and domino playing.
19. At 11:00 p.m. daily, all inmates must return to their assigned room. Additionally, all inmates must comply with lights out by 11:00 p.m., Sunday - Thursday, and 1:30 a.m. on Friday, Saturday, and the nights prior to Federal Holidays.
20. All televisions must be turned off by 12:00 Midnight, Sunday - Thursday, excluding federal holidays. On Fridays, Saturdays and federal holidays, the televisions will be turned off at 2:00 a.m.

Room diagrams have been posted on Unit bulletin boards for your information. The rooms will be maintained as specified, with no exceptions. Beds, lockers, and tables will not be rearranged in the room according to your desires. Should you have better ideas in the arrangement of the furniture, the Unit Team welcomes your comments.

Assure that any brass (door knobs and hinges) remain shined. The orderlies will touch up the Unit during the day, but it is your responsibility to keep the brass clean and shining in your assigned room.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

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

RESPONSIBILITIES

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

WORK ASSIGNMENTS

All inmates will have a work assignment and are required to work. Work assignments to one of the following departments are completed by the Inmate Work Assignment Committee based upon quotas established by institutional need. Inmates receive monthly pay based on the number of hours of satisfactory work performed.

If an inmate is sanctioned for a 100 or 200 series incident report, he will be restricted to \$5.25 monthly maintenance pay for 12 months, beginning with the recorded date of the sanction.

All safety rules and regulations must be observed at all times. Inmates on medical idle status must remain in the housing unit. Radios, reading materials, hobby craft projects, and legal materials are not allowed on work assignments.

A few of the larger departments are:

Facilities/Mechanical Services: Responsible for maintenance, utilities, and new construction. Valuable training and experience can be gained from assignment to the Powerhouse, Plumbing, Paint, Welding, Machine, Electrical, Air Conditioning, Steam Fitting, or Landscape Details.

Food Service: Responsible for preparing and serving meals to the inmate population. Special request for religious ceremonial meals and diets must be authorized through the institutional Chaplain.

Financial Management/Business Office: Supervises the financial management of the institution. Responsibilities include technical support of budget preparation and operation, automated accounting systems, purchasing activities and property management, receiving, and warehouse activities. The Commissary operations are a function of Financial Management including the Commissary Sales Unit. The Clothing and Laundry Room are a function of this department.

FPI (Federal Prison Industries): The largest single employer of inmates is the Federal Prison Industries (FPI). There are many incentives to hold a position in one of the FPI operations.

1. **Textile Factory:** This factory manufactures military camouflage jackets and trousers in several different sizes. Positions offered include sewing (a variety of different type of sewing machines), cutting, packing, and machine maintenance.
2. **Business Office:** The FPI Business Office consists of accounting, procurement, and a warehouse area. Some jobs in the accounting and procurement section require special skills such as typing and/or bookkeeping.
3. **Quality Control:** In-process and final product inspectors are employed in the factory. Products manufactured by FPI must meet quality standards established by the customer.

Inmates working in FPI are initially paid at the rate of \$.23 per hour and have the ability of earning up to \$1.15 per hour. In addition to the pay, benefits include vacation pay, longevity credit, and holiday pay.

To apply for an FPI assignment, see UNICOR management staff that may place you on the FPI Waiting List. Once you are placed on the Waiting List, you will be interviewed for a position as your name moves to the top of the list. Prior to reporting for your pre-employment interview in UNICOR, each inmate must complete a portfolio which includes a resume, application, transcript, and cover letter. The Education Department will assist you in completing the portfolio process. Once you have completed the portfolio process you will be required to bring these documents with you to the UNICOR interview. If you refuse FPI employment during your interview, you will be removed from the Waiting List and placed on the Refusal List for a period of one year.

UNICOR inmates who release from custody are eligible for the Federal Bonding Program, a program whereby UNICOR will purchase
A bond for an employer who hires a former UNICOR employee.

OTHER UNIT MANAGEMENT INFORMATION

CASE MANAGEMENT COORDINATOR

The Case Management Coordinator is the coordinator of case management functions and the principal liaison with the U.S. Parole Commission and other agencies relating to inmate matters. The Case Management Coordinator holds Open House for inmates daily from 11:00 AM to 12:00 noon at the Mainline in the Dining Room.

CENTRAL INMATE MONITORING SYSTEM

The Central Inmate Monitoring System (CIMS) is a method for the Bureau of Prisons to monitor and control the transfer, temporary release, and participation in community activities of inmates who require special management. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager.

NOTARY PUBLIC

Notary Public services are available in each Unit. For information on the availability of these services, please contact a member of your Unit Team.

INMATE ACCESS TO FOREIGN CONSULATE

Should you desire to contact your foreign consulate, please contact your assigned Unit Counselor via an Inmate Request to Staff Member, or during open house hours that are posted on the Unit, and they will provide you with the telephone number and address.

INMATE APPEALS PROCESS FOR IMMIGRATION HEARINGS

Inmates housed at non- hearing sites should request appeals forms from the following address:
Board of Immigration Appeals
PO Box 8530
Falls Church VA 22041

INMATE SAVINGS ACCOUNTS

All inmates are encouraged to save funds for their release from federal custody. Should you desire to open a savings account, contact your Unit Counselor, who will assist you with opening a savings account at a local community bank. You must possess a valid driver's license and meet all guidelines established by the local bank to open a savings account. All monies deposited into a community bank savings account will only be accessible to you upon release from federal custody. You or your beneficiary (in case of death) must personally appear at the bank to withdraw your funds.

INMATE ACCESS TO CENTRAL FILES

You may request to review disclosable portions of your Central File (plus Presentence Report and/or Summary). Complete an Inmate Request to Staff Member form for Unit Staff to permit you to review your Central File.

You can request access to the non-disclosable documents in your Central File and Medical file, or other documents concerning yourself that are not in your Central File or Medical file, by submitting a Freedom of Information Act Request to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of the record needed and approximate dates covered by the record. You must also provide your register 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 the 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.

TOWN HALL MEETINGS

Town Hall Meetings are held periodically in each Unit as needed to make announcements and discuss policy and procedure changes of the Unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the Unit as a whole, rather than personal questions or problems. Personal problems will be resolved by Unit staff members during the regular working hours which are posted in each Unit. An open door policy is usually in effect at these times.

Each inmate will be issued 300 telephone minutes per month, unless they are on telephone restriction. Inmate telephone minutes are validated once monthly on the same date that your spending limits are validated. The revalidation day is based on the following formula: (5th digit of registration number X 3) + 1). The Warden may approve additional minutes due to unforeseen emergencies only. Telephone usage is limited to 15 minutes per call. At the end of the telephone call, the inmate will not be permitted to use the telephone again for an additional 30 minutes. All unit telephones are operational from 6:00 AM-7:30 AM, 10:30 AM-12:30 PM, 3:30 PM- 11:30 PM, except during official count, Monday- Friday. During normal working hours only one telephone per unit is operational from 6:00 AM- 11:30 PM, Monday- Friday, except during official count. You may not use the telephone for a personal call while on a work detail. On weekends and Federal Holidays, all unit telephones are operational from 6:00 AM- 11:30 PM, except during official count.

Emergency calls may be approved by your Unit Manager or, if after hours by the Operations Lieutenant. In case of an emergency, you may be permitted to use an institution telephone. Check with your Correctional Counselor regarding usage. All calls placed from the Unit are subject to monitoring. For calls to your attorney, make arrangements with the Unit Team. Pre-arranged attorney calls are not monitored.

Third party telephone calls are not permitted. No call forwarding, conference calling, or three-way calls are allowed and disciplinary action will be taken.

It is your responsibility to keep your telephone PAC number confidential. Should your PAC number become compromised it will no longer work and you must pay \$5.00 in order for a new one to be issued.

USE OF ELECTRONIC DEVICES

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

MARRIAGES

The Warden may authorize inmate marriages in the Visiting Room. Complete requirements and guidelines may be obtained from your Unit Team. The marriage must be requested in writing through the Unit Manager.

GOOD CONDUCT TIME

Good Conduct Time applies only to inmates sentenced for an offense committed after November 1, 1987.

The Comprehensive Crime Control Act became law on November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available is 54 days per year good conduct time. This is awarded on an annual basis (initially after completion of a full year of incarceration), and may be awarded in part or in whole, contingent upon the inmate's behavior during the year.

Once awarded, it is vested and may not be forfeited. There is no Statutory Good Time or Extra Good Time for people sentenced for crimes committed after November 1, 1987.

THE FOLLOWING GOOD TIME DISCUSSIONS APPLY ONLY TO INMATES SENTENCED FOR AN OFFENSE COMMITTED PRIOR TO NOVEMBER 1, 1987, NOT TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

GOOD TIME

Good Time awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence - it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date.

The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. Even when it is, the extent of the benefit to the offender may not be equivalent to the good time earned.

STATUTORY GOOD TIME (Old Law)

Less than 18 USC 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, depending on the length of his sentence, if the offender has faithfully observed the rules of the institution and has not been disciplined. At the beginning of a prisoner's sentence, the full amount of Statutory Good Time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

EXTRA GOOD TIME (Old Law)

The Bureau of Prisons awards Extra Good Time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in FPI or a Camp. An inmate may earn only one type of Extra Good Time award at a time (meritorious, FPI or Camp) except that a lump sum award may be given in addition to another Extra Good Time award.

The Warden may approve a lump sum award of up to 30 days of Extra Good Time for an exceptional act of service that is not part of a regularly assigned duty. Extra Good Time is awarded at the rate of three days per month during the first twelve months in earning status and at the rate of five days per month thereafter. Once Extra Good Time is awarded, it becomes vested. However, it can be disallowed or terminated under certain circumstances. If terminated, a new recommendation for Extra Good Time must be initiated and approved by the Warden to recommence earning Extra Good Time.

FOOD SERVICE DEPARTMENT

Meals are served cafeteria style in the Inmate Dining Room during the following hours:

WEEKDAYS:

- BREAKFAST 6:30 AM until 7:15 AM
- LUNCH 11:00 AM until 10 minutes after the last call.
- DINNER following the clearing of the 4:00 PM count until 10 minutes after the last call.

WEEKENDS:

- COFFEE HOUR 7:00 AM until 8:00 AM
- BRUNCH Following the clearing of the 10:00 AM count until 10 minutes after the last call.
- DINNER Following the clearing of the 4:00 PM count until 10 minutes after the last call.

Note: Certain holiday meal schedules may be adjusted to facilitate the serving of special meals (Cookouts, BBQs, etc.). Sufficient notice will be given in such instances.

MEAL ROTATION:

- BREAKFAST Open compound (First Come, First Served).
- LUNCH UNICOR, Facilities, Outside Work Details, Financial Mgt., Hospital, Education, Recreation, Law and Leisure Libraries, and Housing Units in order based upon the results of the previous week's Sanitation Inspection scores.
- DINNER Based upon the results of the previous weeks Sanitation Inspection scores.

DINING ROOM DIRECTIVES

INMATE ATTIRE

During normal serving hours, **Monday** through **Friday**, 7:30 AM until 4:00 PM, all inmates entering the Dining Room will be clothed in "...institution issued articles which have not been modified..." only.

1. Shirts must be buttoned and tucked inside the trousers.
2. Altered clothing, such as shorts, sleeveless shirts, etc., will **NOT** be allowed.
3. Shower shoes are not allowed.
4. No colored t-shirts or t-shirts with logos.

During breakfast, evening meals, weekends, and holidays, FCI Seagoville's, and other BOP Commissaries' clothing items, are permitted. Sleeveless shirts, exceptionally short shorts (more than 6" above the knee), and midriff shirts are not authorized.

Note: Upon entering the Dining Room, all head gear (unless approved religious head covering) will be removed and not worn until exiting the Dining Room.

FOOD ITEMS

Condiments, such as hot sauce, salt, sugar substitute, etc., may be brought into the Dining Room. Regular food items, such as potato chips, tuna, sardines, instant soups, etc., are **NOT** authorized to enter the Dining Room.

All Food Service items must be consumed in the Dining Room.

GENERAL CONDUCT

All inmates are expected to behave courteously while in the Dining Room. Commissary items, books, personal cups, radios, etc., **CANNOT** be brought into the Dining Room at any time.

Each inmate is expected to exit the Dining Room upon completion of his meal. He must carry his tray to the dish window and leave behind a clean table.

Correctional Systems Department

The Correctional Systems Department (CSD) Department consists of Receiving and Discharge (R&D), the Records Office and the Mail Room.

RECEIVING AND DISCHARGE

R&D does not have an Open House due to the unpredictable nature of its operations. If you have transferred from another federal institution, your property will usually arrive within two or three weeks. Within 48 hours after it arrives, the R&D Technician will place your name on the call-out to receive all authorized property. Incoming authorized packages that are received through the mail will be issued through R&D upon arrival. Release clothing will be issued the day of your release.

INMATE PERSONAL PROPERTY LIST AUTHORIZED FOR RETENTION AND TRANSFER BETWEEN INSTITUTIONS NATIONAL LIMIT (MALES)

C=Commissary Item W=White

CLOTHING

Shoes, Athletic (W) (\$100 maximum value/no pumps/no pockets) © (1 pair)

Shoes, Shower © (1 pair)

PERSONALLY OWNED ITEMS

Address Book, © (1)

Batteries, © (2) (Not in use)

Books, (hard) (5)

Bowl, (plastic/4 oz. or less) © (1)

Comb/Pick, (plastic) © (1)

Combination Lock, © (1)

Contact Lens (1 pair)

Contact Lens Solution, (1)

(clear/prescription)

Cup, (plastic mug) © (1)

Dentures, (1 set)

Envelopes, © (1 box) (5 large)

Eyeglasses, (no stones) (1)

Headphones, © (1)

Letters, (25)

Pencils, © (2)

Photos, (single-faced) (25)

Playing Cards, © (2)

Radio/MP3 Player (Sansa) w/Earplugs, (Walkman-type) © (1)

Stamps (20 first class stamps)

Watch, © (1) (\$100.00 maximum value, no stones, electronically unsophisticated, i.e., inability to send signals) © (1)

Watchband, © (1)

Writing Tablet, © (2)

HYGIENE ITEMS

Denture adhesive, © (1)

Denture Cleaner/Powder, © (1)

Deodorant, © (1)

Nail Clippers, (no file) © (1)

Soap Bar, © (2)

Soap Dish, © (1)

Toothbrush, © (1)

Toothbrush Holder, © (1)

Toothpaste, © (2)

RECREATIONAL ITEMS (SHIPPED AT INMATE'S EXPENSE)

Racquetballs, (3 pk.) © (2)

APPROVED RELIGIOUS ITEMS

Religious medal, (less than \$100.00 value) (1)

OTHER ITEMS

Chocolate, (instant) © (1 bag)

Coffee, (instant) © (1)

Coffee Creamer, © (1)

Tea, © (1 box)

Non-perishable Commissary items sealed in unopened, original containers may also be transported or shipped.

**GOVERNMENT ISSUED ITEMS
MAY NOT BE TRANSFERRED FROM INSTITUTION TO INSTITUTION**

Bath towel, (1)	Blanket, (2)
Jacket, (1)	Shirt/Pants, (Orange) (2)
Pillowcase, (1)	Sheets, (2)
Shoes, Canvas (1 pair)	Socks, White (2 pair)
Underwear, (2 Shirts, 2 Boxers)	Washcloth, (1)

**ITEMS FOR POSSESSION AT THE DISCRETION OF THE LOCAL WARDEN
MAY NOT BE TRANSFERRED BETWEEN INSTITUTIONS
MAY BE MAILED HOME (INMATES TO BEAR THE COST OF MAILING OR DONATE)**

PERSONALLY OWNED ITEMS

Books (10)
Magazines
Newspapers
Plastic Eating Utensils, © (1)

HYGIENE ITEMS

Conditioner/Hair, © (1)
Fragrance Oil, © (2)
Hair oil/gel non-flammable, non-alcohol) (1)
Lotion, Skin (moisturizing) © (1)
Mouthwash, (non-alcohol) © (1)
Powder, (Body/Foot) © (1)
Shampoo, © (1)

If you believe your property has been lost or damaged by Bureau of Prisons staff, you may file a claim under 31 U.S.C. 3723 by completing Form BP-A0943, Small Claims for Property Damage or Loss, within one year after the claim accrues. This form is available in the inmate law library or from a member of your unit team. The amount of money you may recover is limited and the Bureau of Prisons' decision whether or not to grant your claim is not appealable to the courts (Ali v. Fed. Bureau of Prisons, 128 S. Ct. 831 (2008)).

RECORDS OFFICE

The Records Office is located in the Jail Unit.

Sentence Computation

The Records Office computes your federal sentence and establishes various release dates. The Records Office monitors Extra Good Time, Statutory Good Time, and any approved Lump Sum Extra Good Time awards, detainers, and the Interstate Agreement on Detainers. You should receive a copy of your federal sentence computation within 30 days. Review your sentence computation and check for any errors. If you have questions about how the sentence was computed or about possible Jail Time Credit, parole eligibility, full term dates, periods of supervision, etc., contact the Records Office in writing, attend the Open House held every Wednesday from 11:30 AM to 12:30 PM, in the Building 8 Mail Room, or see the CMC at mainline.

Sentences imposed under **VCCLEA** provisions apply to offenses which were committed on or after September 13, 1994, but prior to April 26, 1996. The **VCCLEA** amendments to 18 USC § 3624 (b) create distinctions between violent and nonviolent offenders and inmates who have a high school diploma or equivalency, or are making satisfactory progress towards the same. Credit toward an inmate's service of sentence **shall not be vested unless he has earned or is making satisfactory progress toward a high school diploma or an equivalent degree.**

Sentences imposed under **PLRA** provisions effect offenses committed on or after April 26, 1996. The 18 USC § 3624 (b) was amended to hold **all inmates** to an "exemplary compliance" standard for violations of institutional rules and regulations. The PLRA specifies that Good Conduct Time shall vest on the date the inmate is released from custody. This means that all earned Good Conduct Time is available for forfeiture throughout service of your sentence.

A **PLRA** inmate in a **GED UNSAT** status earns 42 days of GCT per year with the last partial year prorated based on the 42 days. An award of 42 days for a full year will remain at 42 days regardless of any change in GED status. If the inmate's status changes to a **non- GED UNSAT** status, then the inmate may earn the entire 54 days of GCT per year and in future years.

Please note all alien inmates with an order for deportation from the Bureau of Immigration and Customs Enforcement (ICE) that were sentenced under PLRA sentencing guidelines will earn 54 days GCT regardless of their participation in GED classes.

Fines and Costs

In addition to jail time, the court may impose a committed or non-committed fine and/or costs. A committed fine means that the inmate will stay in prison until the fine is paid, completes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment of a non-committed fine or cost is not required for release from prison or transfer to a contract Community Corrections Center.

Detainers

Warrants or certified copies of warrants, based on pending charges, over-lapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up these cases.

Federal and state detainers may be quickly processed under the procedures of the Interstate Agreement on Detainers. This agreement applies to all detainers based on pending charges which have been lodged against an inmate by a member state, including the U.S.

Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court of jurisdiction and district attorney. In some states, the detainer notice may start the time running for a Speedy Trial Act agreement.

MAIL ROOM

The Mail Room is located in Building Eight (8), across from the Barbershop. The side entrance is for your use when you have business to conduct with the Mail Room. The Mail Room Open House is from 11:30 AM-12:30 PM, Tuesday through Thursday. Open House is for weighing items to insure proper postage, certifying, and obtaining return receipts. If you have questions about your mail, you can go to the Open House or send a written inquiry.

Incoming Mail

Mail is delivered to inmates Monday through Friday after the 4:00 PM count at the Unit Officer's Station. On Saturdays, Sundays, and Holidays there is no mail delivery.

Your mail is screened for contraband according to Bureau of Prisons policy. Incoming mail is opened and stapled.

Incoming Legal and Special Mail is not opened in the Mail Room if clearly marked as such in accordance with the Bureau of Prisons Program Statement on Correspondence. This mail is opened in your presence. It is suggested you provide an instruction sheet for special mail privileges to the attorney(s) representing you at the earliest opportunity. Special Mail Notice forms may be obtained from the Mail Room.

Inmates are asked to advise those writing to them to put the inmate's name, register number, and unit on the envelope to aid the prompt delivery of mail. Correspondence should be addressed accordingly: Inmate Name; Register Number; Unit, FCI Seagoville; PO Box 9000, Seagoville, TX 75159-9000.

Polaroid pictures will be rejected because they cannot be searched without harming the picture. The back of the Polaroid should be cut at the bottom or removed.

You may receive hardcover publications and newspapers only from the publisher, a bookstore, or a book club. Magazines printed on newspaper type paper are included. Soft-cover materials (magazines, paperback books) can be received from any source. All incoming publications are subject to review according to the guidelines in Bureau of Prisons Program Statement 5266.06, Publications, and Incoming.

Incoming Inmate Property

Personal items cannot be mailed into the institution except in the following situations.

Health Services Administrator: Orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids must be pre-approved by the Health Service Administrator before they can be mailed into the institution.

Inmate Systems Manager: Release clothes must arrive at the institution 30 days prior to release or transfer to a Community Corrections Center. Inmates with detainers are not eligible to receive release clothes. Release clothing may be mailed in to you with an approved Authorization to Receive Package or Property form, BP-331, four weeks prior to your release. The form may be obtained during the Mail Room Open House on Thursday, 11:30 AM- 12:30 PM, no earlier than six weeks prior to your release date.

The Correctional Systems Officer will not approve any item or package for delivery unless the appropriate authorization form has been approved by the Department Head and is on file.

Outgoing Mail

Outgoing mail is picked up daily and may be sealed at this institution. You must place your full name, register number, and the institution's return address on all outgoing mail. If this information is not on your letter, it will be returned to you.

Inmate Name & Quarters Assignment
Register Number
Federal Correctional Institution
P.O. Box 9000
Seagoville, Texas 75159-9000

An outgoing letter box is located in your housing unit for regular mail. All outgoing regular mail should be dropped in the mail box for proper handling.

Any mail that you wish to be treated as Special Mail must be clearly marked as such to avoid possible opening and screening as general mail. Mail is treated in accordance with United States Postal Service Regulations, the Bureau of Prisons Program Statement on Correspondence and the Mail Management Manual which are on file in the Law Library. All special/legal mail may be sealed by the inmate, but must have a return address placed on the outgoing special/legal mail which includes your committed name, register number, name of the institution, quarters, P.O. Box, city, state, and zip code. You must personally deliver outgoing Special/Legal Mail to the institution mail room Tuesday - Friday, 11:30 AM- 12:30 PM, excluding federal holidays, and present your prisoner identification card for the mail room staff to verify your identity. You will not be allowed to mail any outgoing special/legal mail without proper identification.

Mail room staff will x-ray all outgoing special/legal mail daily during normal business hours, prior to delivery to the United States Post office. The special/legal mail under suspicion may be opened outside the presence of the inmate. Mail room staff will advise the inmate of the disposition of the mail as soon as the investigation is complete if no harmful materials are confirmed, and the special/legal mail will be returned to the inmate for re-sending. If harmful material is confirmed, an investigation for inmate disciplinary and/or criminal sanctions should be initiated by the SIS Department and/or FBI.

All postage requirements are your responsibility. **You are permitted to possess 60 first class stamps only. If you need to mail a package that requires additional postage, contact your Unit Counselor, who will authorize your purchase for additional stamps in the Commissary, and ensure that you affix the additional stamps to your package for mailing purposes.** Postage stamps will be purchased through the Commissary and cannot be received through the mail.

Outgoing regular mail should be sealed. Outgoing mail may be inspected prior to delivery.

Change of Address/Forwarding of Mail

The Records Office 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 of address. General mail will be forwarded for 30 days. General mail received after 30 days will be returned to the sender. Special Mail will continue to be forwarded after 30 days.

Certified/Registered Mail

Inmates desiring to use certified, registered, or insured mail may do so, in accordance with established handling procedures. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

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:

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

The Superintendent/Warden at both institutions must approve the correspondence. If both inmates are at federal facilities,

the Unit Managers at both institutions can approve the correspondence.

Correspondence between co-defendants shall only be about on-going legal matters.

Inmate Correspondence with Representatives of the News Media

An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title.

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

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

Rejection of Correspondence

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

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

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

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

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

Notification of Incoming Mail Rejection

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

FINANCIAL MANAGEMENT

INMATE ACCOUNTS AND SERVICES

Funds Received through the Mail

The Federal Bureau of Prisons has centralized the processing of all incoming inmate funds. All funds being sent to inmates at FCI Seagoville must be mailed to the National Lockbox location at the following address:

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

You should notify all persons who send you funds that they must send all funds to the National Lockbox mailing address and adhere to the following instructions:

- Do not enclose personal checks, letters, pictures or any other items in the envelope. The national Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to FCI Seagoville, P. O. Box 9000, Seagoville, Texas 75159.
- Your committed name (no nicknames) and register number must be printed on all money orders; U.S. treasury, state and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.
- The sender's name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in event that they cannot be posted to the inmate's account.
- The approved types of negotiable instruments are postal money orders, federal, state, and local government checks. All non-postal money orders and non-governmental checks processed through the National Lockbox will be placed on a 15-day hold.
- The negotiable instruments will be rejected by the national Lockbox in the following circumstances: negotiable instrument is missing the inmate name and/or register number; the register number does not contain 8 digits; a valid date and signature of sender is missing; stale date (older than 6 months); third party negotiable instrument; joint payee instruments; insurance, trust, and other similar types; personal checks; and items other than negotiable instruments. In the event a Lockbox transaction has not been posted to an inmate's account, the inmate's family or friend should initiate a check tracer to locate the negotiable instrument in question.

Inmate Electronic Funds Transfer- Quick Collect

Your family and friends may send inmates funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 AM and 9:00 PM EST (seven days per week, including holidays). Funds received after 9:00 PM EST will be posted by 9:00 AM EST the following morning. Funds sent to an inmate through Western Union Quick Collect may be sent via one of the following ways:

- 1) At an agent location with cash. Your family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent they may call 1-800-325-6000 or go to www.westernunion.com.
- 2) By phone using a credit/debit card: Your family or friends may simply call 1-800-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: Your family or friends may go to www.westernunion.com.
 - 1) Select Bill Payment
 - 2) Select Quick Collect

For each Western Union Quick Collect transaction, the following information must be provided:

- 1) Your register number
- 2) Your committed name
- 3) City Code: FBOP
- 4) State Code: DC

Please note that your committed name and register number must be entered correctly, if the sender fails to provide the correct information, the transaction cannot be completed. The City Code will always be FBOP and the State Code will always be: DC.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate account, funds may not be returned.

Western Union will charge the public a \$9.95 fee for U.S. cash transfers up to \$5,000 processed at Western Union agent locations. Transfers via the telephone or internet have higher fees. Money transfers from foreign countries also have higher fees.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender.

Commissary (Trust Fund) Fund Withdrawals

Requests for Withdrawal of Inmate Personal Funds are processed every week. Unit Managers approve withdrawals from the Trust Fund account to send funds to dependents and other family members, for payment of telephone bills, postage costs, and local newspaper subscriptions. The Unit Manager also approves withdrawals for the payment of fines, restitution of losses, legitimate debts, and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips and the purchase of legal books. Only the Associate Warden (Programs) can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00.

All withdrawals, addressed to foreign countries or that require enclosures, must be submitted with a typed, self-addressed, and stamped envelope. All names of the cities, territories, states, and countries must be spelled out completely in accordance with U.S. Postal Service requirements.

Performance Pay Earnings

Federal Prison Industries payroll and Inmate Performance Pay is posted to your account by the 10th day of each month.

TRUST FUND SALES UNIT (COMMISSARY)

The Trust Fund Sales Unit is located in Building 4. Commissary usage is a privilege, not a right, and may be restricted for disciplinary reasons. A wide variety of items are available for purchase. It is mandatory that you fill out an order list with your name, register number, unit, and items for purchase prior to shopping. The Inmate Account Card is required for identification in order to shop. Prices are subject to change without notice. Items may be stored in your locker in your room, but are limited to reasonable amounts. Inmates may not purchase more than 20 first class stamps at any time or have more than 20 first class postage stamps in their possession. If you need to mail out a package requiring additional postage, you must consult with your Unit Counselor, who will be able to assist you. Additional postage must be approved by the Associate Warden or designee and affixed immediately to the outgoing package. Your Unit Counselor will accompany you to the Commissary should you need to purchase postage above 60 first class stamps. All sales are final. There are no refunds or exchanges after leaving the window.

Inmates may spend a monthly fixed amount for general merchandise. This amount is increased during the Christmas holiday season. Special Purpose Orders for sports equipment, hobby craft items, etc., are limited each month and are also adjusted yearly. Any item with a unit cost of \$100.00 or more will not be approved for purchase.

SPENDING LIMITS

The spending limit is \$290.00 per month. This limit is reset once per month based on the fifth digit of the inmate registration number. The revalidation day is calculated based on the following formula: ((5th digit of registration number X 3) + 1). The spending limit excludes postage stamps and Inmate Telephone System credits.

Commissary shopping hours are based on the fourth and fifth digits of your inmate registration number. For example, if your register number is 12345-678, your shopping day would be Tuesday.

	MON	TUE	WED	THUR	FRI
Fourth and fifth digits of registration number	Reg. No. 01-25	Reg. No. 26-50	Reg. No. 51-75	Reg. No. 76-00, SHU	*Holiday

Commissary hours of operation are Monday- Thursday 11:00 AM- 12:30 PM and after 4:00 PM count clears until 8:00 PM. The Commissary will be open on Friday from 11:00 AM- 12:30 PM and after 4:00 PM count clears until 8:00 PM for inmates whose regular shopping day falls on a Federal holiday.

Any inmate inquiries concerning items 1-3 below should be submitted to the attention of the Business Office on an Inmate Request to Staff Member, BP-148.

1. Tracers on lost or stolen Request for Withdrawal of Inmate Personal Funds.
2. Special Purpose Orders over six weeks past the submission date.
3. Excess money frozen for Special Purpose Orders.

Other inmate concerns as listed below regarding account funds should be addressed to your Unit Counselor:

1. Trust Fund Account Balance
2. Inmate Performance Pay and FPI Pay
3. Financial Responsibility Program payments
4. Check on amounts frozen for Special Purpose Orders
5. Inquiries about funds to be transferred from another institution
6. Inmate Account Cards for which there will be a \$5.00 charge due to change in appearance, loss, or damage.

Warranty repair work on any item will not be permitted to be mailed back inside of the institution.

Copier Machines

The Law Library copier operates using a disposable photocopy card. Copy cards may be purchased through the Commissary during normal sales hours and designated shopping days. Photocopy cards have 50 meter clicks per card. Once the copy card is sold to an inmate at the Commissary, the photocopy card becomes the inmate's personal property. The use of the copy machine and copier card is at the risk of the use. There will be no refunds or exchanges. Meter clicks remaining on an inmate's copy card will not be refunded prior to release or transfer.

CLOTHING ROOM AND LAUNDRY

The Clothing Room is located in Building Eight (8) adjacent to the Lower Compound. It is open to the general population from 6:00 AM to 7:30 AM, Monday through Friday, for exchange and issue of clothing and linens, and for Food Service and Health Services Unit workers from 8:00-8:30 AM. The Clothing Room is closed on Federal holidays. Inmates have the opportunity to exchange soiled linen, including towels and wash cloths, on a one-for-one basis at the Clothing Room during these operational hours.

Generally, you will receive your initial issue of institution clothing (used and/or new) during your week of Admission and Orientation. The quantity of clothing and linen items in the possession of an inmate at any given time shall not exceed the initial issue stated in Institution Supplement 4441.2, Clothing Room Operations. Clothing and linen items are further limited according to stock availability.

Damaged clothing should be taken to the Clothing Room during the inmate's regular exchange period. The Clothing Room Officer will determine if the item can be repaired or if it should be exchanged and will take the appropriate action. Inmates must not destroy damaged clothing, but should return it to the Clothing Room so the card file can be adjusted. Lost clothing is replaced with used clothing.

The Clothing Room will launder inmate clothing on a daily basis. Inmates will be given the opportunity to bring all clothing items to the Clothing Room to be laundered and picked up the following business day. Inmates will be issued a laundry bag imprinted with their register number and clothing items will be placed inside. Sheets, blankets, pillows, and pillow cases shall not be placed in bags with clothing items. Clothing items will be laundered and dried in the bag. Clothing Room staff will not iron or fold clothing after it is laundered. Washing machines are available in the housing unit. You may purchase your own toiletries and soap in the Commissary.

TRULINCS

Use of the TRULINCS is a privilege. The Warden or an authorized representative may limit or deny the privilege of a particular inmate.

Individual inmates may be excluded from program participation as part of classification procedures. This determination should have taken place during intake screening. If you do not have access to inmate messaging see your Unit Team.

By participating in the TRULINCS program, inmates, and the persons in the community with whom they correspond, voluntarily consent to having all incoming and outgoing electronic messages, including transactional data, message contents, and other activities, monitored and retained by Bureau staff. This authority includes rejecting individual messages sent to or from inmates using TRULINCS.

An inmate's participation in TRULINCS is conditioned on their electronic acknowledgment, and **voluntary consent** to the Warden's authority, as indicated above. As a reminder to inmates, a warning banner appears each time an inmate participant accesses the system, indicating his consent to monitoring.

Community persons' consent to Bureau staff monitoring of all TRULINCS messages and activity is obtained when a community person accepts the initial system-generated message notifying him/her the inmate wants to add him/her to their contact list and with each subsequent message from inmate participants.

There is a \$.05 per unit charge for Public Messaging. One unit equals one minute. Units may be purchased starting with 40 units and manually selected in larger amounts if desired. Copies of Public Messages and or Electronic Law Library information may be printed via the printers located in the Law Library for a cost of three units (\$.15) per page (one side).

Indigent inmates ARE NOT afforded free usage of any paid service. Inmates are considered indigent if their account balance is \$8.00 or less AND the inmate must not have exceeded \$40.00 of their Commissary spending limit.

HEALTH SERVICES

It is the policy of the Bureau of Prisons to provide health care and medical treatment during incarceration necessary to maintain the health status of the individual. The opportunity to seek medical attention is an undeniable inmate right. The decision regarding appointment time and treatment lies solely with the Health Services Staff.

- A. **Hours of Operation:** The Health Services Unit shall be staffed by medical personnel seven days a week. There are established procedures for emergency care at other times.
- B. **Sick Call Procedures:** Routine medical Sick Call shall be offered Monday, Tuesday, Thursday, and Friday on an appointment basis. Inmates desiring treatment are responsible for making their appointments at the reception desk in the Health Services Unit, on the second floor of Building 9. These appointments may be obtained between 6:00-6:30 AM **ONLY**. A clinical staff member shall screen all appointment requests and schedule an appointment time based upon the needs of the patient. If it is determined that an inmate is too ill to report to work, he will remain at the clinic until treatment is completed. The Health Services Staff shall notify the Detail Supervisor of the inmate's location and maintain accountability of the inmate. A qualified health care practitioner will provide Sick Call at least four work days per week.

(1) Inmates will be scheduled for a future Sick Call appointment based upon the needs of the patient.

- C. **Dental Care/Dental Emergency Care:** Requests for routine dental care (i.e., prophylactic cleaning, routine dental care, etc.) shall be through written request on an Inmate Request to Staff Member (Cop-out). When the request is received, the inmate will be placed on the waiting list for treatment. Treatment will be provided on a first come, first serve basis. The waiting list entry date will determine priority. During normal working hours, emergency dental care will be provided during sick call sign up from 6:00 - 6:30 AM, Monday, Tuesday, Thursday, and Friday. The inmate will receive a dental appointment to be evaluated by one of the dentists between the hours of 8:00 - 9:00 AM. If an emergency occurs after sick call appointment hours, the inmate's detail foreman or Unit Officer must contact the dental clinic to set up an appointment. Emergency dental care includes those procedures directed toward the immediate relief of pain, treatment of traumatic injuries, acute infections, and the repair of prosthetic appliances. After normal working hours, 7:30 AM - 4:00 PM, weekends, and holidays, the Physician Assistant on duty will provide emergency dental care. When the emergency situation is beyond the scope of the PA's expertise, the on-call dentist will be consulted to determine the emergency treatment needed, will return to the institution, and/or refer to the appropriate dental facility for care.
- D. **Administrative Detention and Disciplinary Segregation:** Sick call rounds are held by the medical staff on a daily basis, during the day shift. All medications with restricted issue will be delivered to each individual at the time specified by the prescriber.
- E. **Emergency Care:** Inmates becoming ill or receiving an injury requiring immediate medical or dental care should be sent to the outpatient clinic by the Unit Officer or Detail Supervisor, who will alert the medical staff of the emergency. In cases of serious emergencies (i.e., heart attack, serious bleeding, etc.) the Operations Lieutenant is authorized to transport the inmate to the local contract hospital. If ambulance transfer is required, the Seagoville Fire Department/Central Ambulance Service will be used. The Health Services Administrator or Assistant Health Services Administrator shall be notified as soon as possible of any emergency admission to an outside hospital.

*** All care is delivered through the use of Primary Care Provider Team's. This means that each inmate is assigned a team consisting of doctors, mid-level practitioners ("PA's"), nurses, and medical records staff. Patients are assigned to teams by their 4th and 5th register number. The team members and patient caseload are as follows:**

Team I

Clinical Director - FCI-Reg No 00-99; FPC- Reg No 00-99

Mid-Level Practitioner I - FPC - Reg No 00-99

Staff Nurse II - FPC- Reg No 00-99; FCI - Reg No 00-99

Health Information Technician (FCI/Camp) FCI- Reg No 00-49; FPC - Reg No 00-99

Team II

Staff Physician - FCI Reg No 50-99

Health Information Technician (FCI/FDC) - FCI-Reg No 50-99

Alternate staff members may provide care during the absence of a team member.

F. **Medical Duty Status:** A newly committed inmate will not be given a permanent job assignment until completion of a physical examination and determination of any medical restrictions by the Chief of Health Programs. Each Friday, a member of the medical staff will enter the duty status on the SENTRY Inmate Profile for all inmates who have completed physical examinations that week. Job assignments of inmates shall be made within the guidelines of any restrictions approved by the Chief of Health Programs. Duty restrictions shall be given in specific limitations (i.e., "Not to work at heights or around machinery", "No lifting over lbs.", "No Food Service", etc.). Temporary duty restrictions are assigned for specific time periods and are part of the treatment plan for ill or injured inmates who are unable to do regularly assigned duties. The permanent and temporary duty restrictions are:

- (1) **Medically Unassigned:** This category is seldom used and may only be assigned by the Physician. Inmates in this category have serious medical conditions which may be further complicated by work status of even the least strenuous nature. Inmates who are given this restriction should be considered for transfer to a facility with 24-hour medical coverage or suitable to handle their special needs.
- (2) **Regular Duty With:** Inmates in this category may have serious or limiting conditions. Restrictions must be specific to each inmate's limitations, i.e., Regular Duty with weight restrictions of 10 lbs., Regular Duty with standing restrictions of not more than one hour.
- (3) **Idle 1, Idle 2, and Idle 3:** Utilized for inmates who have medical conditions which require total removal from work assignments for periods of up to three (3) days. While on Idle status, inmates are restricted to their **ROOM**, except for meals, medical treatment, religious services, and visits.
- (4) **Convalescence:** This category is utilized for inmates who are recovering from an illness or injury who are not physically ready to assume full duty and require some activity as part of their treatment plan. While on Convalescence the inmate has all the usual privileges of the institution except for any restrictions imposed by the Health Services Staff (i.e., No athletic activity, etc.). Convalescence will not be ordered for less than four (4) days. Temporary duty restrictions shall be entered into SENTRY and the inmate given a written Medical Duty Status with copies. One copy will be presented to the Detail Supervisor and one copy to the Unit Officer. A copy will also be sent to Medical Records and the temporary duty status will appear on the Daily Change Sheet.

G. **Contact Lenses:** There are many problems associated with the wearing of contact lenses, i.e., eye injury, infection for poorly-handled contact lenses. Therefore, contact lenses will not be authorized for use at this institution. The only exception to this will be medically-indicated cases, i.e., lens implants. Any inmate at this institution will be given an eye examination for glasses and will be issued glasses. There will be no stocking of contact lens solution in the Commissary, nor writing any special purpose orders to purchase solution.

H. **Utilization Review Committee (URC):** The Health Services Department has established the Utilization Review Committee (URC) to determine the final disposition of the following requests:

- All referrals for outside medical care.
- Medically Unassigned
- Special Housing Assignments
- Lower Bunks
- Short Line over 30 days
- Extended Convalescence over 30 days
- Other such requests as deemed appropriate by the URC.

In order for a request to go to the URC, an inmate request must be referred to the URC by a member of the Health Services Staff. No temporary request will be honored. All requests will be justified for the medical need and not for convenience. No request will be accepted for review without a medical examination and documentation by the referring Health Services Staff. No request will be approved without full approval of the URC Committee and all inmates will be notified of approval or denial in writing.

I. **Open House:** There will be Open House for the following areas of the Health Services:

- Medical Records, Health Services Administrator, Supplies: 6:30 to 8:00 am Wednesdays.

Open House for Medical Records will be to review medical files or request copies only. At no time will either Open House be used to seek medical attention. If an inmate desires medical treatment, see section B, Sick Call Procedures. Any inmate that needs to see the Health Services Administrator individually must submit an Inmate Request to Staff Member Form. He will be given an appointment and placed on the call-out. The Health Services Administrator is also available Monday thru Friday at the noon mainline.

J. **Over-the-Counter Medications (OTCS):** There are several OTCS sold in the Commissary that may be purchased. This is a partial list as items could be added at any time.

- Aspirin
- Tylenol
- Sudafed
- CTM
- Many more items
- Pepto-Bismol
- Antacid (Mylanta)
- Hemorrhoid Ointment
- Antifungal Ointment/cream/powder

Requested OTC medications can be picked up by inmates on Wednesdays at the FCI during the 1430 pharmacy prescription pick up line. Camp, jail, and SHU inmates will have approved OTC medications delivered by health services staff during the evening pill line.

K. **Pill Lines:** Pill lines are designed to ensure medications are dispensed to the inmate as recommended by both the practitioner and the manufacturer of the drug, not the convenience of the inmate. If inmates are placed on pill line for their medication, it will be given at the prescribed time only. If a dose is missed, it cannot be made up. The following are the pill line times:

AM Insulin: 0600
AM Pill-line: 0700
PM Insulin: 1700
PM Pill-line: 1800

Prescription medication to be issued by the pharmacist are to be dispensed at the following times:
1130-1230 and 1445-1545 Monday through Friday excluding holidays.

Each inmate will be given a pill line card which will have the appropriate times to report. All inmates reporting to the pill line will also be required to show their commissary card prior to receiving any medications from the pharmacy.

L. **Eyeglasses:** Any inmate in need of eyeglasses must submit an Inmate Request to Staff Member form to the Health Services Department requesting an eye examination for glasses. After the eye examination, the institution will purchase your eyeglasses. We do not accept eyeglasses from outside vendors.

M. **Chronic Care Clinic:** Chronic Care Clinics are for the treatment and follow-up of chronic diseases, i.e., hypertension (high blood pressure), diabetes, asthma. It is important that each inmate watch the call-out for when and where he will be seen.

N. **Call-outs:** Call-outs are the method to get the inmate population to specific areas of the institution for specific reasons, i.e. medical appointments. It is the inmate's responsibility to watch the call-out daily and obtain an institution pass from a Unit Officer or Detail Supervisor to attend a scheduled appointment. The inmate must report to his assigned call-out no sooner than fifteen (15) minutes prior, and no later than ten (10) minutes past his scheduled appointment. If the inmate arrives ten (10) minutes late for his scheduled appointment time, he will be canceled and may or may not be rescheduled, depending on the reason for the appointment.

O. **Consultants/Specialists:** The need for an inmate to be seen by a specialist or consultant will be determined by the Health Services Staff only. The diagnosis of the consultants or specialists is only a recommendation and the Health Services Staff reserve the right to agree or disagree with their recommendation.

P. **Infectious Disease:** Inmates with HIV, Hepatitis B and/or C are not restricted from working Food Service based on this status alone. The care provider will determine the inmate's suitability for Food Service. Inmates with skin sores with or without drainage or if Acute Hepatitis A is suspected or diagnosed working in food service will be restricted until medically cleared.

There will be no exceptions to this policy. Lab work will be required to diagnose these diseases. All inmates will be tested for Tuberculosis. Any inmate that tests negative will be tested every year thereafter. Inmates with a positive TB test and no prior treatment will be placed on medication according to the guidelines of the Center for Disease Center.

No inmate will be transferred to another facility or Community Corrections Center without a current PPD test or chest x-ray.

Q. **A&O Physical Examinations:** All new commitments will be given **MANDATORY** physical examinations within 14 days after their arrival. This physical will include the following:

sampling and progressive sanctions fail or the inmate is approaching his release date, the legislation provides for the sample to be collected involuntarily by use of force.

- Complete Blood Count (CBC)
- Skin test for Tuberculosis (PPD) will be initiated within two (2) days after your arrival
- HIV test if indicated
- Hearing Screening Test
- Vision Screening
- Physical Examination
- Dental Screening
- Blood tests as indicated

Failure to comply with the physical examination will result in an incident report for Refusing Programs. The inmate will be placed in Special Housing Unit under medical isolation until the Clinical Director has determined that the individual is free of all infectious diseases.

- R. **Periodic Health Examinations.** The Clinical Director will ensure that the availability of age-specific preventative health examinations (e.g., cancer screening) for the inmate population.
- S. **Release examinations.** Inmates being released from custody may request a medical evaluation if he or she has not had one within one year prior to the expected date of release. The examination should be conducted within two months prior to release.
- T. **Food Service Physical:** This physical is performed during the A&O physical. Another physical is only necessary when you are removed from Food Service because of a medical condition.
- U. **Patient Satisfaction Survey:** Patient Satisfaction Surveys are conducted every 3 months. The survey form is passed out to the inmate population through sick call and call-outs. This survey is used to gather feedback concerning the quality of care you receive and the responsiveness of the department.
- V. **Patient Education:** Located in the Health Services Department, there are numerous pamphlets available to you concerning health care issues. Patient education videos are also played in the Health Services waiting room.
- W. **Inmate Living Wills; Advanced Directives; Do Not Resuscitate:** Please refer to the Institution Supplement SEA 6000.05, Inmate Living Wills; Advanced Directives; Do Not Resuscitate. **Advanced Directives are available by request through Health Services.**
- X. **Special Shoes or Orthopedic shoes:** All shoes issued by this institution meet the requirement for "soft soled shoes" The definition of "Special shoes" is a "non-steel toed" shoes only.
- Y. **Co-Pay:** Patients will be charged \$2.00 co-pay if you (a) receive health care services in connection with a health care visit that you requested and (b) are found responsible through the Disciplinary Hearing Process to have injured an inmate, who, as a result of the injury, require a health care visit. You will not be charged for health care visits that are initiated by the Health Services Department and for emergency visits.

Indigent inmates will not be charged a co-pay to receive health care services. Inmates are considered indigent if their account balance is \$8.00 or less AND have not exceeded \$40.00 of their Commissary spending limit.

According to "The DNA Analysis Backlog Elimination Act of 2000" (Public Law 106-546), the USA PATRIOT Act (Public Law 107-56), and the Justice For All Act of 2004 (Public Law 108-405), all inmates convicted of any felony federal offense, qualifying misdemeanor federal offenses, qualifying D.C. Code offenses, and qualifying military offenses must submit a DNA blood sample prior to release from federal custody. Each inmate will be advised by their assigned Unit Team, at their scheduled team meetings whether DNA sampling is required. Health Services staff are responsible for collecting the DNA sample.

Consequences for refusing to provide a sample include incident reports, progressive administrative sanctions, and possible criminal prosecution. (see Title 42 U.S.C. 14135a). If an inmate continues to refuse to submit to DNA sampling and progressive sanctions fail or the inmate is approaching his release date, the legislation provides for the sample to be collected involuntarily by use of force.

Health Care Rights and Responsibilities

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

1. **Right** - You have the right to health care services, in accordance with the procedures of this facility. Health services include medical sick call, dental sick call and all support services. Normal Sick-call is held on Monday, Tuesday, Thursday, and Friday between 6:00 - 6:30 AM. Emergency health care services are available 24 hours each day.

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, including proper use of medications, proper diet, and following the instructions of your health care provider.

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

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

3. **Right** - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

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

4. **Right** - You have the right to know the name and professional status of your health care providers.

Responsibility - You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

5. **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.

6. **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.

7. **Right** - You have the right to be examined in privacy.

Responsibility - You have the responsibility to comply with security procedures.

8. **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.

9. **Right** - You have the right to address any concern regarding your health care to any member of the institution Staff including the 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 House, or the accepted *Inmate Grievance Procedures*.

10. **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 with your medication or other prescribed item.

11. **Right** - You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

Responsibility - You have the responsibility to eat healthy and not abuse or waste food or drink.²⁹

PSYCHOLOGY SERVICES

The Psychology Department is located in Building 9. Psychological services are available to the inmate population in both Spanish and English. Individual consultation, counseling, and crisis intervention is readily available for all inmates. Routine requests for psychological services should be made on an Inmate Request to Staff Member form, available in each housing unit and in the Psychology Department. In case of a crisis or emergency, a request to speak with a Psychologist should be made to any accessible Staff member.

DAP

Psychology Services offers four drug treatment programs. These are: 1) drug education, 2) non-residential drug abuse counseling, 3) the 500-hour Residential Drug Abuse Program (RDAP), and 4) follow-up counseling for RDAP graduates. The Drug Education Program is a classroom-type instructional program and is required for many inmates as defined in Program Statement 5330.10, Drug Abuse Programs Manual, Inmate. Within the first month of arrival, inmates who are required to participate in the Drug Education Program will be placed on call-out and asked to sign an agreement to participate. There are sanctions for refusing to participate. Inmates who are not required to do so, but are interested in participating in the Drug Education Program, may enroll by submitting an Inmate Request to Staff Member form to the Drug Abuse Program Coordinator(s).

The non-residential drug counseling program is available to all inmates by request. This program is for inmates who have short sentences, need a less intensive program, or have already completed the residential program. Non-residential drug counseling groups are begun throughout the year. The groups typically meet once a week for 6 to 10 weeks. Course topics include motivational issues around job seeking, values exploration, smoking cessation, anger management, and stress management. Flyers are placed on the residential units notifying inmates when a course is going to start. Enrollment in non-residential drug counseling is accomplished by submitting an Inmate Request to Staff Member form to the Drug Abuse Program Coordinator(s).

The Residential Drug Abuse Program (RDAP) is a voluntary program for inmates with a history of drug and/or alcohol abuse. All participants reside in the same housing unit and attend daily group treatment activities. Inmates who complete RDAP may be eligible for early release by a period not to exceed 12 months. An inmate will not be eligible for early release if he is an INS detainee, a pretrial inmate, a contractual boarder (i.e., a D.C., State, or military inmate), an "old law" inmate, if the inmate's current offense is determined to be an excluding offense, or if he has a prior federal and/or state conviction for homicide, forcible rape, robbery, aggravated assault, or a sexual offense committed against a child. To complete RDAP, participants must successfully complete all three phases of the program. These are: 1) the 9-month residential treatment program, 2) the RDAP follow-up program, and 3) the transitional services requirements while in RRC placement. The criteria for participation and the early release qualifications are outlined in Program Statement 5330.10, Drug Abuse Programs Manual, Inmate. Inmates interested in RDAP should submit an Inmate Request to Staff Member form to the Drug Abuse Program Coordinator(s).

The fourth program, follow-up counseling for RDAP graduates, is conducted on a monthly basis. RDAP graduates meet for one session per month with their assigned Drug Treatment Specialist. This program is available only to those inmates who have successfully completed the 9-month residential treatment component.

SOMP

FCI Seagoville is a Sex Offender Management Program site for low security male inmates. The Walsh Act was passed by Congress in 2006, and this law requires all inmates with a history of sexual offenses be reviewed and evaluated prior to release. This includes inmates currently serving a sentence for a sexual offense as well as inmates who are serving a sentence for another type of offense, but have a prior history of conviction for a sexual offense. The pre-release evaluation is mandated. Most inmates will be evaluated and found to be at low risk of sexually reoffending after release from incarceration. Those who are at high risk of committing new sexual offenses will be subject to civil commitment after their current sentence expires. The SOMP will also offer treatment in the form of classes and groups. If you are designated to the SOMP your unit team and psychology staff will encourage you to participate in these programs, but your participation will be voluntary. Finally, sexual misconduct of any type will not be tolerated. Any inmate who chooses to act out sexually will be subject to disciplinary proceedings and when necessary special correctional management plans will be implemented to prevent sexual misconduct in the institution.

SEXUAL ASSAULT PREVENTION/INTERVENTION

What are Sexually Abusive Behaviors?

Inmate on Inmate Sexual Abuse/Assault: As defined by the Federal Bureau of Prisons (BOP), sexual assault is one or more inmates engaging in or attempting to engage in a sexual act with another inmate or the use of threats, intimidation, inappropriate touching, or other actions and communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.

Staff on Inmate Sexual Abuse/Assault: Engaging in or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

Your Right To Be Safe From Sexually Abusive Behaviors: While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances and acts.

About Your Safety: If you feel that your right to be left alone sexually is being violated, staff is available to help you deal with this problem. You should feel free to discuss your concerns about sexual assault with any Staff member. If you are in an emergency situation, approach any Staff member. Any inmate being threatened with sexual abuse or sexual assault will be taken seriously and should report all threats. It is part of our job to ensure your safety. You do not have to name other inmates to receive assistance, but specific information may make it easier for Staff to help you.

If you are sexually assaulted, you should immediately ask for medical treatment. Even though you may want to clean up after the assault, it is important to see medical Staff before you shower, wash, drink, eat, change clothing, or use the bathroom. Medical Staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault.

It is important to get help to deal with the assault. There are highly trained Staff available for your assistance. Sexual assault victims will be given sensitive, supportive, and non-judgmental consideration. Due to the sensitive nature of these types of incidents, only Staff with a "need to know" will be informed of the situation. All precautions will be taken to protect the confidentiality of the victim.

Avoiding Sexually Abusive Behaviors: Here are some suggestions to protect yourself against sexual abusive behaviors:

1. Do not accept gifts or favors from other inmates. Most gifts or favors from other inmates come with strings attached.
2. Be alert. Do not use contraband substances such as drugs or alcohol. They can weaken your ability to stay alert and use good judgments.
3. Be direct and firm if other inmates ask you to do something you do not want to do. Do not give mixed messages to other inmates regarding your wish for sexual activity.
4. Avoid out of the way or poorly lit areas of the institution.
5. Choose your associates wisely. Look for people who are involved in "safe," positive institutional activities like education programs, psychology groups, or religious services. Get involved in these activities yourself.
6. Trust your instincts. If you sense that a situation may be dangerous, it probably is.

Counseling Services Related to Sexually Abusive Behaviors: Most people need help to recover from the emotional effects of sexual abusive behavior. If you are the victim of sexually abusive behavior, whether it is recent or in the past, psychologists Staff are available to counsel you. If you feel that you need help to keep from sexually assaulting someone else, psychology services are available to help you gain control over these impulses.

Before You Attack Another Inmate, Remember... Sexual assault is a serious crime. All reported assaults will be investigated. You will be subject to disciplinary action which may include loss of good time, time in disciplinary segregation, and/or additional criminal charges and time in prison.

INMATE SUICIDE PREVENTION PROGRAM

It is not uncommon for people to experience feelings of 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 receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicidal, and are trained to 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 (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that "there is nothing to live for"), PLEASE alert a staff member right away. Your input can save a life.

RELIGIOUS ACTIVITIES - CHAPLAIN SERVICES

Through the years inmates have found religious faith and activities to be a significant influence on their lives, especially during incarceration when time, forethought, and reflection are readily available. The Religious Services Department consists of Chaplains and a Religious Assistant. In addition, there are several part-time Chaplains and over 150 citizen volunteers representing many religious faith groups.

The Chapel is located at the east end of Building Three (3). Just as participation in the Chapel program is always on a voluntary basis, everyone is always welcome! Chapel schedules are distributed at the Admission and Orientation session and are posted on the compound-side bulletin board, as well as the inside bulletin board of the Chapel and presents approximately 140 organized religious programs per month representing most major faith groups.

All inmates are encouraged to investigate Chapel opportunities for faith and personal growth as well as a productive way of doing time. The Chapel is normally open seven days a week and operates with an Open Door Policy. No appointments are necessary.

SOME OF THE FOLLOWING ISSUES ARE OF INTEREST TO MANY INMATES

- Call-out:** Should you desire to participate in Islamic Jumah Prayer, you must submit an Inmate Request to Staff Member form to the Chaplains. If you are Native American and desire to participate in Native American Sweat Lodge Ceremonies, you must submit an Inmate Request to Staff Member form to one of the Religious Services staff members.
- Religious Diet Program:** The Religious Diet Program is available for those inmates wishing to maintain religious diets. Application for the Religious Diet Program participation for religious reasons should be made through the Office of the Chaplains.
- Sacred/Ritual Smoke** The only authorized area for "sacred tobacco" use in religious rituals will be held during scheduled religious programs at the Outdoor Worship Area. Inmates are not permitted to smoke in this area at any other time.
- Emergency Telephone Calls:** Chaplains are empowered to make telephone calls regarding immediate family on an emergency basis only. Should you have a death or serious illness in your immediate family, the Chaplains will make every attempt to assist you.

The Chapel offers a religious library for inmates who choose to use it. Catalogs are available for anyone who wishes to purchase religious items which are considered personal property. Chaplains are available to discuss your needs on an individual basis.

EDUCATION PROGRAMS ACADEMIC AND VOCATIONAL TRAINING

We stress education in both the academic and the vocational training programs. We believe the more education you have, the easier it will be for you to return successfully to society.

You are urged to look into educational opportunities available and to take full advantage of them. If you are qualified, your Unit Team may include educational self-improvement as one of your institution goals through the classification process.

In order to ensure the Education Department has an environment conducive to learning, the following rules will be enforced for all inmate/students. Portable radios or headphones will not be brought into the building. Food is not allowed in the department. This includes ice cream or any other type of food item. The orderlies in the department work hard to keep the area clean. Your cooperation is appreciated. Full khaki uniforms are required, tucked in, Monday through Friday, 7:30 AM - 3:30 PM. Magazines and other leisure materials cannot be read during the class period and are subject to confiscation. Hats cannot be worn in the building.

Students are expected to be in their classroom at the beginning of their scheduled class time.

GED 1 / ESL 1	7:40 AM - 9:20 AM
GED 2	9:30 AM - 11:20 AM
GED 3	12:50 PM - 2:50 PM

Failure to comply with the above rules will result in disciplinary action. Thank you for your assistance.

To serve as a guide for your future planning, the following are general descriptions of the available educational programs. Additional information can be found in the education handbook which is available in the education department

GENERAL EDUCATION DEVELOPMENT PROGRAM (GED)

The GED program is for all inmates who do not have a high school diploma or a GED certificate. The classes meet each day Monday through Friday. You may discontinue the GED Program after 240 hours from the date of enrollment or you may continue until successful acquisition of a GED certificate from the State of Texas. All classes are open entry/open exit and are offered throughout the year. An incentive award program has been established to encourage active participation and to reward student progress. Students who achieve the eighth grade functional literacy level will receive a certificate.

Students who achieve the State standards for GED will receive a State of Texas diploma and a cash award up to \$25, if funds are available. Failure to achieve GED Certification will result in the inmate's ineligibility to be promoted past a Grade 4 level of pay.

THE VIOLENT CRIME CONTROL LAW ENFORCEMENT ACT THE PRISON LITIGATION REFORM ACT

The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that an inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school diploma, will participate and make satisfactory progress toward attainment of a GED certificate in order to vest earned Good Conduct Time (GCT).

The Prison Litigation Reform Act (PLRA) provides that in determining GCT awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress toward attainment of a GED certificate.

Both laws mandate that inmates who do not possess a GED certificate or a high school diploma must participate in the literacy program until they attain of a GED certificate. Failure to do so will affect the inmate's GCT. Congress mandated the Bureau of Prisons to implement the provision of both VCCLEA and PLRA.

ENGLISH AS A SECOND LANGUAGE FOR NON-ENGLISH SPEAKING INMATES

This institution offers English as a Second Language classes (ESL) to serve the needs of non-English speaking inmates. The classes meet each day Monday through Friday. Beginning, intermediate, and advance classes are available. Inmates who have limited English proficiency skills are required to participate in the ESL program until they have achieved the eighth-grade level as measured by a score of 225 on the ESL CASAS level C Reading Certification test and a score of 215 on level B or C of the Listening Comprehension test. Only inmates with a **verified** deportation detainer are exempt from this program.

Students who complete the ESL program and pass the CASAS certification tests will receive a certificate from the Education Department and a cash award up to \$25, if funds are available. In addition, GED and ESL graduates will be eligible to participate in the annual graduation ceremony.

ADULT CONTINUING EDUCATION PROGRAMS

The Education Department recognizes that inmates should have an opportunity to enhance themselves by striving to improve their interpersonal relationships, communication abilities, self-motivation skills, realistic goal setting endeavors, and personal self-concept values. The Education Department offers a variety of programs to foster such skills. Classes in Business, Commercial Drivers License, Accounting, Strategies for Living, Personal Fitness, Spanish, Drivers Education, Employment, Finance, Income Tax, Calligraphy, Computer skills, Creative Writing, Drawing, Insurance, Speed Reading, Setting Personal Goals, Typing, etc., are offered on a continual basis to all inmates interested in voluntarily enrolling in evening Adult Continuing Education programs. You can sign up for the classes in building 8. Class offerings are subject to change.

COLLEGE CREDIT

Inmates can earn college credits in three ways. 1) College correspondence courses are available and offer college credits for undergraduate and graduate students. A catalog of correspondence courses is available in the Education Department for review. 2) The CLEP is designed for those students' inmates with previous college experience within certain subject areas. The CLEP examinations test individuals on subject matter within specified areas where previous knowledge or experience would allow an individual to receive college credit by passing a thorough exam covering a particular subject matter. There is a fee charged for each subject area examination and this charge is the responsibility of the student-inmate. 3) College classes toward certification in Customer Service are offered by Cedar Valley Community College. Interested inmates must be in compliance with their Financial Responsibility Program, have at least six months of clear institutional conduct, and possess a GED or verified high school diploma. The institution may pay the cost of tuition for qualified students. However, additional fees and/or textbooks must be paid for by the inmate-student.

SCHOLARSHIP PROGRAM

Through a Scholarship Committee, and when approved by the Central Office, Federal Prison Industries awards post-secondary scholarships semi-annually to selected inmates assigned to FPI. Eligible inmates may apply for a scholarship by submitting an Inmate Request to Staff Member form through their Detail Supervisor to the Scholarship Committee. All applicants must have a verified High School Diploma or a GED Certificate, be assigned full-time to Federal Prison Industries, and have an acceptable Work Performance Evaluation.

FEDERAL BONDING PROGRAM

Federal Prison Industries(UNICOR) has established a bonding program for all federal prisoners who were released after February 1, 2006 and were employed by FPI at least six months, consecutively or cumulatively, during their incarceration. The program offers a unique opportunity for employers who hire you to receive bonding insurance, at no cost to you or your prospective employer. The insurance will cover any loss due to employee theft of money or property.

It is important that you inform any prospective employer in your job application letter, job application form or during a job interview that insurance coverage up to \$5,000 will be provided during the first six months of employment.

If you need additional information contact the Institution Bonding Contact Person the institution at which you are currently incarcerated or from which you were released. You may see the ACE/RPP Class Coordinator in the **Education Department**.

COMPUTER APPLICATIONS

This certificate course prepares the student to work in the office or business environment. The program includes the following courses: Introduction to Computers/Computer Literacy, Keyboarding, Windows 95, Microsoft Word, Excel, and the presentation program PowerPoint. Inmates wishing to enroll must meet the following criteria:

- a. Have a high school diploma or GED,
- b. Be proficient in the English language or be enrolled in an ESL class. Proficiency is defined as having an EDI assignment of "ESL HAS,"
- c. Clear conduct record for one year before enrollment,
- d. Be in good standing with the Financial Responsibility Program,
- e. Inmates with earlier projected release dates will receive priority placement,
- f. Computer classes may be used as an incentive with the approval of the Supervisor of Education only if the inmate meets criteria established in a thru d.

VOCATIONAL TRAINING (VT)

A variety of Vocational Training (VT) programs are offered to the inmate population. The course offerings are selected based upon the demands of the local job market and the demands of specialized skills. Current Vocational Training courses offered include: Auto Mechanics, HVAC, Landscape, and Building Trades.

Vocational Training programs are designed to provide inmates with "live work" experience using theoretical classroom instruction. Trainees receive on-the-job instruction and, on completion of course requirements, receive appropriate certificates for documentation for future employment. Each Vocational Training course is periodically updated and re-evaluated to meet industry standards so that realistic marketable skills are acquired by student participants. Education Department Staff assist inmates with placement into VT programs. Information on VT areas may be acquired from the Education Department through an Inmate Request to Staff Member form.

APPRENTICESHIP PROGRAMS

The Education Department is approved to sponsor four (4) Apprenticeship Programs through the Department of Labor (Dental Assistant, Horticulture Landscaper, Paralegal and Youth Development Practitioner Program. Training and hours for these programs are reported to the Department of Labor. Once you have completed all of the required training and classroom hours, a certificate will be issued from the Department of Labor. **PLEASE NOTE:** Inmates that are selected for these programs will be required to maintain a clear conduct record before and during the program. Should you receive any infraction or incident, you will be removed from the program immediately, as students in these programs are held to a higher standard.

RELEASE PORTFOLIO

Inmates that enroll in **Education Programs** (College, Vocational, Apprenticeship, etc.), will be required to compile an employment release portfolio folder prior to completing the program(s). These folders will consist of resume(s), educational and/or vocational certificates, employment leads, employment application, and one-stop community assistance in your area of release. Inmates will also be expected to enroll and complete his RPP classes prior to exiting the program as well. Additional information regarding the release portfolios is available in the **Employment Resource room**, located in Building 8 of the main Education building.

NOTE: Release portfolios will be required no matter what your release date is. It doesn't cost to be prepared.

INMATE LAW LIBRARY SERVICES

The main inmate Law Library is located in Building 8, and maintains for inmate use those publications more fully described in the Program Statement regarding Inmate Legal Activities (1315). The Law Library is open six days a week and closed on all federal holidays and Sunday. Typewriters are available in the Law Library and are to be utilized for legal work only. Typewriter ribbons are available from the commissary.

A basic Law Library is established for use by inmates in Administrative Detention / Disciplinary Segregation. If requested, legal materials which cannot be located in the basic library can be obtained from the main Law Library by using an Inmate Request to Staff Member form directed to the Law Library Coordinator. Every reasonable effort is made to give inmates access to volumes from the main inmate Law Library. Education Department Staff will inventory required Law Library publications on a quarterly basis.

The Law Library schedule is as follows:

Monday & Thursday	7:40 AM - 8:15 PM
Tuesday, Wednesday and Friday	7:40 AM - 8:15 PM
Saturday	7:40 AM - 5:15 PM

Sunday and Federal Holidays Closed
The Library is closed during all official counts.

Copies of Legal Material: In accordance with institution procedures, inmates may copy materials necessary for their legal matters. A copy machine is located in the Law Library and inmates can make copies for a fee. Please be advised that use of the copier is at your own risk. Photo copies can also be made by Unit Staff for a nominal fee if the copier in the library is broken. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free material duplication.

Inmate Assistance in the Preparation of Legal Documents: Inmates will be permitted to assist other inmates in the preparation of legal documents and briefs, provided the assistance is rendered on a voluntary basis, and provided the inmate rendering assistance makes no charge for his assistance and the assistance is rendered during the free time of the inmate involved.

Special Time Allowance for Research and Preparation of Documents: Special time off from the inmate's work detail assignment may be given for the purpose of research and preparation of documents to meet an imminent court deadline. However, if it appears an inmate had adequate notice for the preparation of his legal documents during his leisure time, but failed to avail himself the opportunity without good cause, he will not be entitled to time off for the preparation of legal papers. The inmate will make his request in writing to his work detail supervisor and will provide the full particulars, together with his estimate of the amount of time needed, and his reasons why the task cannot be accomplished during his leisure time. Requests must be approved by the Supervisor of Education.

Donation of Books: An inmate may donate a no longer needed personally owned law book to the Law Library. However, Staff may decline such a gift on considerations of usefulness and space limitations. If a person other than an inmate offers a donation to the institution Law Library collection, the Regional Counsel may be consulted about the appropriate response to the offer.

Removal of Law Library Materials: The removal of law books, reference materials, periodicals, or other research resources from the Law Library is strictly prohibited. There are no exceptions to this prohibition. All such materials must be utilized by inmates on the premises of the inmate Law Library. Any inmate found to have any Law Library materials in his possession outside the premises of the inmate Law Library will be considered in possession of contraband and will be subject to disciplinary action against him.

LEISURE LIBRARY SERVICES

In addition to the Law Library there is a Leisure Library for inmate use. Books and magazines are made available to the inmate population from the central reading room of the Leisure Library. Current magazine subscriptions and newspapers are maintained for English and Spanish speaking inmates.

INTER-LIBRARY LOAN PROGRAM

Inmates may request a maximum of two books for a period of two weeks from the Dallas Public Library, in cooperation with the Inter-Library Loan Program.

The Leisure Library schedule is as follows:

Monday through Friday	7:40 AM - 8:15 PM
Saturday	7:15 AM - 5:15 PM

Sunday and Federal Holidays Closed
The Library is closed during all official counts.

- * No Walkmans - No radios.
- * No Headphones unless currently watching a movie.
- * No meetings or group discussions.
- * No loud talking.
- * No congregating.
- * No food or drinks.
- * No card playing, no dominos, no board games.

Videos / Books on Tape: The Leisure Library provides a variety of educational, entertainment and self-help videos and books on tape for inmates interested in personal enrichment. Inmates may use these items while remaining in the library. You must use your commissary card to check out items in the library.

PARENTING PROGRAM

The purpose of the Parenting Program is to promote and reinforce positive relationships, family values, and mutual support between inmates and their spouses and children. The program also provides educational programs to enhance an inmate's knowledge of childhood development, effective communication skills, effective discipline, and the effects of substance abuse on children. The course includes classroom instruction, seminars, and a Visiting Room program. Interested persons should see the Parenting Program Coordinator.

INSTITUTION RELEASE PREPARATION PROGRAM

Unit Management coordinates the Institution Release Preparation Program, which consists of six core classes that inmates are encouraged to attend. When sessions are conducted, each Case Manager provides a list of inmates from their caseload that are within 30 months of release from custody.

A schedule of current Release Preparation classes is available to the inmate population on each unit bulletin board. Inmates should review the schedule prior to their unit team meeting and be prepared to advise their assigned Unit Team which classes they are interested in completing. It is the responsibility of the inmate to participate in the recommended classes. All eligible inmates that are within 30 months of release are expected to participate in the Release Preparation Program, but may do so earlier.

The Community Resources Release Preparation class consists of a panel of outside guest speakers, normally to include a United States Probation Officer, a Community Programs Manager, a Community Corrections Coordinator, or any other appropriate community resources. The panel format is a brief general overview by each panel member concerning their individual area of expertise, followed by an informal question and answer session.

Additionally, each inmate is expected to compile an employment folder prior to his release from custody. The folder will consist of educational and/or vocational certificates, employment leads, employment application, and one-stop community assistance in your area of release. You will find this information will be an invaluable tool to help you successfully reintegrate into the community.

RECREATION AND LEISURE ACTIVITIES

A well rounded recreation program has been tailored to meet the needs of the inmates' leisure time (after meeting daily work assignment requirements). Both indoor and outdoor facilities are available depending on weather conditions. Television viewing rooms are located in each of the housing units for inmate use. Specific interests in additional recreational activities will be considered when a demand appears to be sufficient to make other programs feasible.

Inmates participating in any league will be required to sign an FCI Seagoville, Sports League Code of Conduct By-Laws.

Leisure time activities are posted on the Unit bulletin boards.

RECREATION OFFICE, BUILDING 19

The main Recreation Department office is located in Building 19, on the recreation yard. It is used as the contact point for most recreation and sports scheduling.

SPORTS AND GAMES

There are a variety of organized sports including softball, flag football, soccer, volleyball, tennis, handball, racquetball and

basketball. Varsity sports teams are chosen from the inmate population to compete in contests against outside teams.

HOBBIES

The Hobby Shop is located in Building 21 and is open daily (see schedule below).

WEIGHTLIFTING/FITNESS

Fitness equipment is located in Building 21. Weight lifting equipment is located in the outside recreation yard weightlifting area.

WELLNESS PROGRAM

The Inmate Wellness Program offers you the opportunity to improve your quality of life. This can be accomplished by learning how to live a balanced lifestyle through proper exercise, nutrition, and rest. This program is designed to teach each individual how to reach a state of optimum physical, mental, and social well-being. Structured aerobic and cycling classes offer you the opportunity to increase your endurance.

MUSIC ROOM

A Music Room is located in the pavilion which is located on the Recreation Yard. This facility provides an area for bands to play and practice their musical instruments. A limited number of band times are available through the Recreation Department. The Music Room is normally open at the same time as the outside yard with specific times assigned to each band.

RECREATION HOURS

(Staff coverage and weather permitting.)

	Monday thru Friday	Weekends and Holidays
Recreation Yard	6:00 AM to 2:50 PM 4:30 PM to 8:20 PM	7:30 AM to 2:50 PM 4:30 PM to 8:20 PM
Weight Area/Music Room	6:00 AM to 2:50 PM 4:30 PM to 8:20 PM	7:30 AM to 2:50 PM 4:30 PM to 8:20 PM
Hobby Shop	7:00 AM to 10:30 AM 11:30 AM to 2:50 PM	7:30 AM to 2:50 PM 4:30 PM to 8:00 PM

Hobby craft tools are collected 20 minutes prior to closing.

The Recreation Department offers achievement awards, pictures, sodas, and other consumable items as incentives for the completion of the Structured Exercise Component of Physical Fitness and Health Education classes.

VISITING REGULATIONS AND POLICIES

It is the policy of the Bureau of Prisons to encourage visiting by family and community groups in order to maintain family and community ties. Consult with your Correctional Counselor or other Unit Team members for questions not covered here and to become fully aware of the visiting regulations.

When you arrive at this institution, you will receive a visiting form to list the persons you wish to visit you. They are subject to screening. Talk to your Correctional Counselor if you wish to add or delete an individual from the list. The Visiting Room is located in Building 3. During nice weather, the outside Visiting Room area may be used if adequate staff coverage is available. The outside visiting area is the grassy area directly outside the entrance to the Visiting Room. To the left of the area is a fence, to the right are flower beds, and a sidewalk to the Auditorium. Visitors and inmates are to remain in the immediate area of the sidewalk. **Special visits with clergy and attorneys require 24-hour prior approval by your Unit Team and the Warden. Special visits will be reviewed and granted on a limited basis for family emergencies and other situations deemed appropriate by the Warden. A request for a special visit should be made to the Unit Manager by the inmate submitting an Inmate Request to Staff Member.**

Holdover and Pre-Trial inmates may be limited to immediate family on their visiting list.

When entering the Visiting Room, inmates will be dressed in clean, issued khaki shirts, pants, and issued shoes, with their

shirts tucked in order to present a neat appearance. T-shirts will not be worn in the Visiting Room. Items that may be taken into the Visiting Room are limited to a comb, plain wedding band, prescription eyeglasses, institution handkerchief, and a religious chain, with or without a religious medal.

Inmates may receive visits during the scheduled periods. Each inmate will be limited to a total of 25 visiting points per month. Visiting points are assigned as follows:

2 points per hour for a Saturday, Sunday, or Holiday visit

1 point per hour for a Monday, Thursday, or Friday visit

Furthermore, inmates must complete a written request through their Unit Team to obtain additional points for emergencies. This special visit will require the Warden's prior approval.

VISITING HOURS

The following regulations must be strictly adhered to:

1. Visiting hours are from 2:30 PM to 8:30 PM on Thursday and Friday. Inmates and visitors will be processed into the Visiting Room until 3:30 p.m. Processing will resume immediately following the clearing of the 4:00 p.m. count or 4:30 p.m., whichever one is later. Visiting hours are from 8:30 AM to 3:00 PM on Monday, Saturday, Sunday, and Federal Holidays. If the holiday falls on a day scheduled for night visiting, the day visiting schedule will be adhered to.
2. The number of visitors per inmate is limited to five visitors per visit. Children under 16 years of age must be accompanied by an adult family member or guardian and on the approved Visiting List for the inmate. Children ages 16 to 17 may visit an inmate without a legal guardian if they submit a notarized statement from the guardian indicating their consent for the visit with a specified inmate, and they are on the approved visiting list of the inmate.

Supervision of Children: It is the responsibility of the inmate to control the behavior of his young visitors. Children will not be allowed to move up and down the aisles or come and go from the inside area to the outside area. Children should be under the direct supervision of the inmate or adult visitor at all times.

3. Physical Contact: All visits will begin and end in the Visiting Room. Kissing, embracing, and handshaking are allowed **only** on arrival and departure. Heavy petting is prohibited. Filing of nails, braiding of hair, etc., are not appropriate activities in the Visiting Room. Inmates will not be permitted to mingle with the guests of other inmates. Additionally, inmates' visitors will not be permitted to mix with the visitors of other inmates while inside the secure institution.
4. Anyone visiting the institution must be on an inmate's Approved Visiting List or be approved in advance for a special visit. If the Visiting Room becomes too crowded, the Operations Lieutenant and/or Staff Duty Officer are authorized to terminate visits. Staff will ask for voluntary terminations first and then proceed with visitors from the Dallas/Fort Worth Metroplex area on first-in/first-out basis. After these efforts have been exhausted to relieve overcrowding, the Operations Lieutenant and/or Staff Duty Officer will then proceed to terminate visits based on arrival times which may include visitors that have traveled from out of town.

Identification of Visitors: For identification purposes, visitors will be required to identify themselves by means of photograph identification; a valid State Driver's License, State I.D. Card, or Passport.

5. All visitors are subject to a search with a metal detector upon entrance into this facility. All visitors' personal belongings will be searched via an x-ray machine upon entering the front lobby area. Additionally, visitors may be randomly pat searched by staff. All pat searches will be conducted by same gender staff. Visitors are also subject to random vehicular searches upon entering the federal reservation. No vehicles will be permitted on the institution grounds if they contain contraband.

Personal articles belonging to visitors must be placed in lockers provided by the institution or may be left in their cars. The Bureau of Prisons does not assume responsibility for any personal articles placed in the lockers. The number and type of articles that can be taken into the Visiting Room are limited. Visitors are not allowed to bring food, gifts, games, needle-work, pocketbooks, baby strollers (without approval), etc., or packages into the Visiting Room. Items that cannot be thoroughly searched will not be allowed into the institution. Business deals/transactions and written messages may not be exchanged during a visit.

Note: Baby diapers, food and bottles, etc., will be allowed, but limited to the amount that will be consumed or used during the visit. Baby car seats will be allowed if it is a type that can be thoroughly searched.

6. All visitors are subject to random search by the ION Spectrometry machine. If any visitor tests positive for drugs, he or she will not be permitted to have a contact visit with the inmate, but instead may be provided an opportunity to visit with

the inmate in a non-contact area.

7. Appropriate dress will be worn by visitors. Unacceptable clothing include, but is not limited to, khaki colored clothing, see-through blouses, shorts, halter tops, tube tops, strapless dresses, swimsuits, or other clothing of a suggestive or revealing nature. Failure to comply with this dress code will be sufficient grounds to deny entry for a visit. Footwear must be worn by all visitors.

Note: Medication is limited to the amount required during the length of the visit.

8. Visitors are permitted to bring up to \$30.00 cash to purchase items from the vending machines. Items purchased from the vending machines will be consumed in the Visiting Room. You may not bring anything into the institution.
9. Inmates are not allowed to receive either coins or money for their Commissary account while in the Visiting Room. Money for commissary accounts should be sent through the mail, using a U.S. Postal Money Order, to the National Lockbox located at Post Office Box 47401, Des Moines, Iowa 50947-0001.
10. ATTORNEY VISITS: It is the responsibility of the inmate to add his attorney's name to his visiting list. Attorneys should visit during regular visiting hours. Visits from an attorney can be arranged at other times based on the circumstances of each case and available Staff. These special visits require the Warden's written approval 24 hours in advance. Attorney visits will take place in the Attorney/Client visiting booths located in the Visiting Room unless otherwise specified by the Unit Manager. The visit will be subject to visual monitoring, but not audio monitoring.
11. No items may be exchanged in the Visiting Room without prior approval by the appropriate Staff member. **Visitors are permitted to purchase food and/or drink items from the visiting room vending machine for the inmate's consumption during the visit.**
12. Smoking is not allowed in any area.
13. Movement in the Visiting Room: Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from the restrooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc., is not only distracting to other visitors, but prevents proper Staff supervision. Only visitors will be allowed to use the vending machines. Inmates will not be permitted to accompany their guests to the vending machines. Vending machine purchases by visitors will not be permitted for the last 30 minutes of the visitation time period.
14. Emergency Exits: There are two fire exits located in the Visiting Room.
15. Statutory Authority: Title 118 USC, Section 1791, provides a penalty of not more than twenty-five years imprisonment or a fine of not more than \$250,000.00 for any person who introduces or attempts to introduce into or upon the grounds of a Federal Penal Institution, or takes or attempts to take or send therefrom anything whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to Title 18 USC, Section 1001, visitors shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into a Federal Correctional Institution are subject to search. All articles are likewise subject to search.
16. Location: The Federal Correctional Institution is located in the city limits of Seagoville, Texas, which is approximately 15 miles east of Dallas, Texas on Highway 175. Visitors traveling east on Highway 175 from Dallas should take the Simonds Road exit. The entrance to the institution will be on the access road. Visitors traveling west on Highway 175 toward Dallas should take the Simonds Road exit and turn left over Highway 175, to the institution entrance. Visitors may contact the institution by telephone, seven (7) days per week during the hours of 8:00 AM and 4:00 PM., at (972) 287-2911.
17. Commercial Transportation in the Dallas Metroplex area may be obtained by contacting the following centers:
 1. Greyhound Trailways Bus Lines (214) 655-7082
 2. Yellow Cab Company of Dallas (214) 426-6262
 3. Dallas / Fort Worth International Airport; (214) 574-6720
 4. Dallas / Fort Worth (Limousines of) (817) 446-5466
 5. Love Field Airport (214) 670-6073
18. Parking: Visitor parking is authorized in the first parking lot to the right after entering the institution grounds. Handicapped parking facilities are available shortly beyond the visitor's parking lot on the left hand side of the entrance road.

DIRECTIONS TO INSTITUTION

From the North: Take US 75 South to I-45 South. Merge onto US 175 E via exit 283 toward Kaufman. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.

From the South: Take: Take I-45 North and merge onto US 175 E via Kaufman exit. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.

From the West: Take I-20 East toward Arlington/Dallas. Merge onto US 175 E via Kaufman exit. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.

From the East: Take I-20 West toward Mesquite/Dallas. Merge onto US 175 E via Kaufman exit. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.

MISCELLANEOUS INFORMATION

CALL OUTS

Call-outs are a scheduling system for appointments including hospital, dental, educational, Team meetings, psychology group meetings, and other activities which are posted daily on the Unit bulletin boards. Call-outs usually involve an appointment you must keep other than your regular duties. It is your responsibility to check the call-out daily. After determining that you have an appointment at a specific place and time, BE PROMPT. Notify your immediate supervisor prior to your departure for the appointment. Failure to keep appointments may result in disciplinary action.

If you need routine medical attention, go to the Health Services for Sick Call between the hours of 6:00-6:30 AM, Monday, Tuesday, Thursday, and Friday. For illness of an emergency nature, Unit Staff or work supervisors may contact Health Services.

If you are in the wrong place at the wrong time, you are considered out-of-bounds without authorization and subject to disciplinary action.

SCHEDULED MOVEMENT

Monday through Friday

Unit doors and the compound will be open at approximately 6:00 AM for open movement and for the serving of the breakfast meal. Scheduled movement will begin at 7:30 a.m.. Work call will be announced via loudspeaker and the steam whistle will be sounded.

Open movement periods are listed below:

7:30 AM (Work call)	-	7:40 AM (Entrance areas secured)
8:20 AM (Open)	-	8:30 AM (Entrance areas secured)
9:20 AM (Open)	-	9:30 AM (Entrance areas secured)
10:45 AM (Rec. Closed)	-	11:00 AM (Compound cleared for Noon Meal)
12:30 PM (Work Call)		

An afternoon scheduled movement begins at 12:30 PM (Work Call), with open movement announced for 10 minutes before each hour. Doors are secured on the hour at 1:00 PM, 2:00 PM, and 3:00 PM. Open movement does not begin again until 3:30 PM through 3:45 PM. The end of work day movement from F.P.I. and Facilities is one-way movement only. Inmates should not congregate in front of the housing units. They should enter the Units and prepare for the 4:00 PM count.

The evening meal rotation will begin after the 4:00 PM count clears, followed by open movement until 6:00 PM or until the

completion of the evening meal. Evening scheduled movement begins at 6:00 PM with open movement announced for 10 minutes before each hour. Doors are secured on the hour at 7:00 PM, 8:00 PM, and 9:00 PM. The last open movement is announced for 10 minutes at 7:50 PM. The 8:50 PM movement is a one-way movement only.

Weekends and Federal Holidays

There is open movement from 7:00 AM until 9:45 AM on Saturdays, Sundays and Federal holidays. The Recreation Yard opens at 7:00 AM.

Brunch meal rotation begins after the 10:00 AM count clears, followed by open movement until 1:00 PM. Afternoon scheduled movement begins at 1:00 PM with open movement announced for 10 minutes before each hour for the duration of the evening, except during dinner. Doors are secured on the hour at 2:00 PM and 3:00 PM. Standing count is conducted at 4:00 PM.

COUNTS

One of the first realities of institutional life is counts. It is necessary for the Staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in the area shown below until the count is announced as clear.

	12:00 midnight	Counted in your assigned bed
	3:00 AM	Counted in your assigned bed
	5:00 AM	Counted in your assigned bed
	4:00 PM	Standing Count in your assigned room
	9:15 PM	Counted in your assigned room ***Standing Count effective 02/14/2011***
Weekend/Holidays	10:00 AM	Standing Count in your assigned room

ALL OF THE FOREGOING COUNTS ARE TAKEN DAILY; COUNT TIMES MAY BE CHANGED.

Do not distract those counting by talking or moving about. All radios and TV sets will be turned down. When you are on out-count (for example, on kitchen duty, etc.) respond quickly and accurately if asked your name and Unit number so that the out-count can be reported promptly.

Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened.

BARBER SHOP

The Bureau of Prisons permits an inmate to select the hair style of personal choice, and expects personal cleanliness and dress in keeping with standards of good grooming and the security, good order, and discipline of the institution. Hair must be neat and clean, and inmates must be clean shaven in facial areas where mustaches or beards are not worn.

The Barber Shop is located in Building 8 and is open Monday to Saturday from 7:30 AM to 10:30 AM and 12:30 PM to 3:30 PM. Closed on Sundays. Please do not abuse the privilege.

DRUG SURVEILLANCE

The Bureau operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a Staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will be subject to an Incident Report.

ALCOHOL DETECTION

A program for alcohol surveillance is in effect. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an Incident Report. Refusal to submit to the test will also result in an Incident Report.

INSTITUTION SMOKING REGULATIONS

No smoking is permitted on institutional grounds. All items containing tobacco is considered contraband and inmates found in possession of tobacco products and/or smoking will issued an Incident Report.

RESTRICTED AREAS

All areas are off limits during the hours of darkness, except the areas which are bounded by the living quarters. High mast lights coming on are the signal for all inmates to return to the lighted areas.

The area bound by a yellow strip in front of the Staff Dining Hall to the Special Housing Unit in Building 9 is restricted and no inmate traffic is allowed.

The areas to the rear of UNICOR and Mechanical Services Buildings and to the east of Mechanical Services are off limits to the inmate population at all times, unless on a work detail. The area bounded by the front of Buildings 1, 2, and 3, are out-of-bounds at all times, except for those inmates participating in institutional programs.

FEDERAL TORT CLAIMS

If the negligence of institution Staff results in personal injury to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from the institution Safety Manager.

FREEDOM OF INFORMATION/PRIVACY ACT OF 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request, and without the prior written consent of the individual to whom the records pertain, except for specific instances. All formal requests for access to records about another person 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 USC 552.

EXECUTIVE CLEMENCY

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

COMMUTATION OF SENTENCE

The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms available from the 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 years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

COURT SECURITY IMPROVEMENT ACT OF 2007

Title 18 U.S.C. 1521 has established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer, including Bureau of Prisons staff members. Additionally, Title 18 U.S.C. 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person, which includes court officers, jurors, witnesses, informants, and Federal law enforcement officers, including Bureau of Prisons staff members.

All inmates are prohibited from obtaining or possessing UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, or home fax number of any jurors, witnesses, informants, or of any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If you are found in possession of these type of documents or information, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible prosecution. You may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

PROBLEM RESOLUTION

Inmate Requests to Staff Member

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

Administrative Remedy Process

The Legal Liaison/Program Coordinator provides oversight of the administrative remedy process. The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with Staff members via "cop-outs." When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. Inmates wishing to file a request must first present the problem or complaint to their Counselor for informal resolution. The inmate's Counselor will document the complaint on the Informal Resolution form (BP-8). Informal resolution is not required if you are appealing a Unit Disciplinary Committee (UDC) action. If the issue cannot be informally resolved, the Correctional Counselor will issue a BP-229(BP-9) form. The inmate requesting administrative remedy will complete Part A, date and sign the BP-9 form. If more space is needed, up to only one 8 ½ X 11 continuation page is allowed. The BP-9 will be returned to the issuing Counselor for attachment of the Informal Resolution form to forward to the Warden for filing. If submitting supporting exhibits, inmates must submit one copy. Exhibits will not be returned with the response. Forms submitted without the documentation of informal resolution attempts will be rejected. The BP-9 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred. If accepted, a Request or Appeal is considered filed on the date it is logged into the Administrative Remedy Index has received. Once filed, institution staff has 20 calendar days to respond to the complaint and to provide a written response. This time limit for the response may be extended for an additional 20 calendar days, but the inmate will be notified of the extension.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form and response attached. The Regional Appeal response time is 30 days, but the time limit may be extended an additional 30 days. An inmate may not raise Appeal issues not raised in the lower level filings. An inmate may not combine Appeals of separate lower level responses (different case numbers) into a single Appeal. Appeals of Discipline Hearing Officer (DHO) actions must be sent by the inmate directly to the Regional Director. The appeals are to be filed on a BP-10, within 20 calendar days after receipt of the DHO Report, and must have attached a copy of the report of the DHO hearing.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms, with responses.

The BP-231 form may be obtained from the Correctional Counselor. The National Appeal response time is 40 calendar days, but the time limit may be extended an additional 20calendar days.

Time Limits (in calendar days):

Filing

BP-229: 20 days of incident

BP-230: 20 days from BP-9 response

BP-231: 30 days from BP-10 response

Response

BP-229: 20 days

BP-230: 30 days

BP-231: 40 days

Extensions

BP-229: 20 days

BP-230: 30 days

BP-231: 20 days

Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the South Central Office Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-229 at the institution.

DISCIPLINARY PROCEDURES

Discipline

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

Inmate Discipline Information

If a Staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an Incident Report. This is a written copy of the charges against the inmate. The Incident Report shall ordinarily be delivered to the inmate within 24 hours of the time Staff become aware of the inmate's involvement in the incident. A Lieutenant will investigate the facts surrounding the report. An informal resolution of the incident may be attempted.

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 high and greatest severity categories. Violation in the high and greatest severity categories must be forwarded to the Disciplinary Hearing Officer for final disposition.

If an informal resolution is not accomplished, the Incident Report is forwarded to the UDC for an initial hearing.

Initial Hearing

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

Disciplinary Hearing Officer (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary 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 with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. If requested, an inmate will be provided with a full-time Staff member of his choice to represent them. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the Staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no Staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

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

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-230), and the General Counsel (BP-231). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decisions on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.
- The Staff member who responds to the appeal may not be involved in the incident in any way.
- These Staff members include UDC members, the DHO, the investigator, the reporting officer, and the Staff representative.

Special Housing Unit Status

There are two categories of special housing: Administrative Detention and the Disciplinary Segregation.

Administrative Detention separates an inmate from the 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 Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). DHOS and UDCs may impose a loss of mattress sanction from lights on to lights off for inmates in the Special Housing Unit. Staff will ensure the inmate has the mattress returned from lights off to lights on.

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, Staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical Staff daily, including weekends and holidays. A Unit Staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

Inmates sanctioned to a disciplinary transfer, inmates requiring greater security, and unverified protective custody cases must remain in the Special Housing Unit (SHU) for a period of 8 months with clear conduct. This 8-month period begins after the inmate has completed any disciplinary segregation time. At the conclusion of the 8-month period, each inmate will be evaluated by their Unit Team to determine if they are appropriate to remain at this facility in the general population or if they should be referred for transfer. If the inmate is returned to the general population and again demonstrates noncompliant behavior, a local determination will be made as to whether the inmate will be returned to SHU for post-disciplinary clear conduct or for transfer referral.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.**
- 101 Assaulting any person, 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 accomplished).**
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.**
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance 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).**
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.**
- 105 Rioting.**
- 106 Encouraging others to riot.**
- 107 Taking hostage(s).**

- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape**

or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold 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).

- B. 1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate=s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.

- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer=s or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.

- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - 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).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate=s personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

300 Indecent Exposure.

301 (Not to be used).

302 Misuse of authorized medication.

303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.

304 Loaning of property or anything of value for profit or increased return.

305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.

306 Refusing to work or to accept a program assignment.

307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which 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 as part of a drug-abuse test would be charged as 110).

308 Violating a condition of a furlough.

309 Violating a condition of a community program.

310 Unexcused absence from work or any program assignment.

311 Failing to perform work as instructed by the supervisor.

312 Insolence towards a staff member.

313 Lying or providing a false statement to a staff member.

314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).

- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang

related activities; possession of paraphernalia indicating gang affiliation.

- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - 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).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.

- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

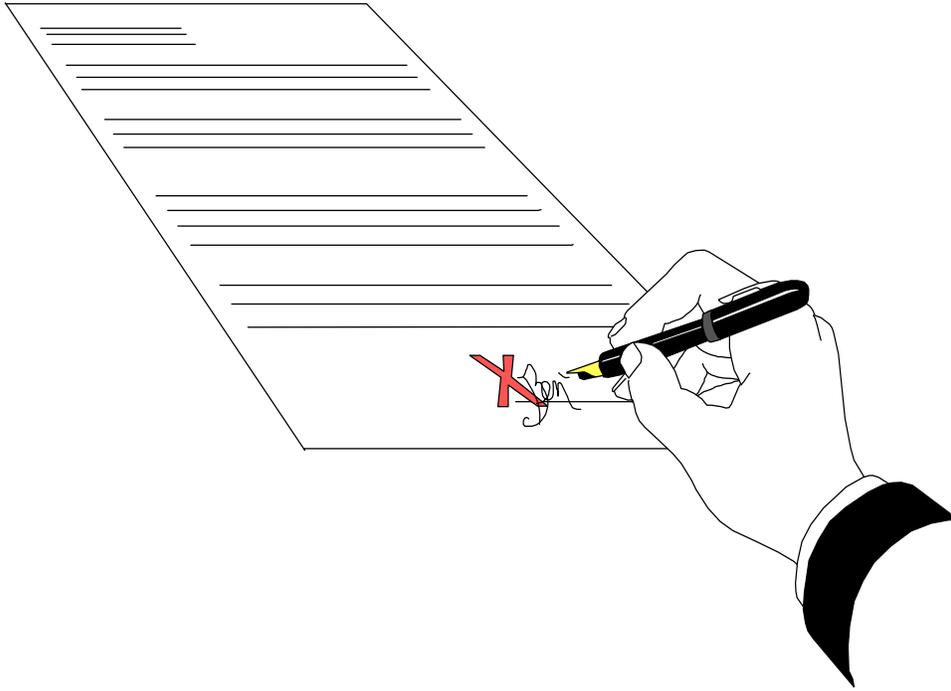
- B. 1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.

- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband
- L. Restrict to quarters.
- M. Extra duty.

ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2nd offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2nd offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2nd offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an

		3 rd or more offense	EGT sanction may not be suspended). Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).



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RELEASE

INFORMATION

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RELEASE INFORMATION

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

Only inmates sentenced under the old law are eligible and permitted an opportunity to appear before the Parole Commission within 120 days of commitment (Exceptions: Inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission file and the inmate's Central File.

All inmates who previously waived a Parole Hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole Hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at this facility every four months.

Application to the Parole Commission for a hearing is the responsibility of the inmate, but the Unit Team will assist the inmate. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Regional Office of the Parole Commission. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. This decision may be appealed by the inmate. Forms for appeal may be obtained from the Case Managers. If granted a presumptive Parole date (a Parole date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Commission eight months before the Parole date.

Parole may be granted to a detainer or for the purpose of deportation.

The inmate will have an approved residence and an approved employer before being released on Parole.

Release Plan

If granted Parole by the U.S. Parole Commission, the Commission will require an approved Parole plan prior to release. An approved Parole plan consists of an offer of employment and a place to reside.

The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc.). The proposed Parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved.

The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately two months before the scheduled Parole date.

Residential Reentry Center

Inmates who are nearing release, and who need assistance in obtaining a job, residence, or other community resources, may be transferred to a community based residential program. All inmates are reviewed on an individual basis according to the guidelines set forth in U.S.C. 18:3621(b), Second Change Act, to determine the length of time they will be approved for placement. Inmates with a detainer on file or serving a sentence of six months or less are not eligible for RRC.

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

Community programs have three major components: residential community-based programs provided by Residential Reentry Centers and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

Community-Based Residential Programs

The community-based residential programs available include both typical Residential Reentry Centers (RRC) 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, counseling, alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's income.

Most Bureau of Prisons community-based residential programs are provided in Residential Reentry Centers. These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. Residential Reentry Centers are used primarily for three types of offenders:

- » Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and re-establishing family ties.
- » Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.
- » Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a Pre-Release component and a Community Corrections component. The Pre-Release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The Community Corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the Community Corrections component in a RRC, serving to facilitate the transition from the institution to the community.

To The Inmate:

It is suggested you provide this instruction sheet for special mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with your attorney(s).

To The Attorney:

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail - Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

(This form may be replicated via WP)

Replaces BP-493(58) of FEB 91