

INMATE INFORMATION HANDBOOK



**Federal Detention Center
Seagoville, Texas**

Revised: December 16, 2009

INTRODUCTION

This handbook has been prepared to provide you with information on the procedures at the Federal Detention Center (FDC). It is important for all inmates to read the information contained in this booklet, as it will familiarize you with what will be expected of you while you are housed at this facility.

This handbook should serve as a reference guide; however, it is not intended to be a complete resource for detailed policies, programs, and operations. Additional information is contained within program statements, institution supplements, and local memoranda from institution staff. If you have questions, concerns, or need clarification on any issue, it is your responsibility to seek assistance.

The staff at this facility are available to assist you during your period of incarceration. You should feel free to ask any staff member for assistance on institutional matters. You are expected to fully cooperate and conduct yourself appropriately while housed at this facility. Through mutual respect, communication, and cooperation we can ensure the institution operates to the positive benefit of all inmates.

M. Cruz, Warden

DEFINITIONS OF PRETRIAL AND HOLDOVER INMATES

PRETRIAL: A person who is legally detained but for whom the Federal Bureau of Prisons has not received notification of conviction. Includes individuals awaiting trial, being tried, or awaiting a verdict.

HOLDOVER: Inmates who are sentenced and are awaiting designation to a federal institution and/or transportation to the facility to which they have been designated.

JAIL UNIT TEAM

Almost all Federal Bureau of Prisons institutions are organized into a unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. Upon your arrival at the FDC, you will be assigned to either Jail Unit 1 (J-1) or Jail Unit 2 (J-2). The Unit Staff for each Jail Unit consists of the Jail Administrator, Case Manager, Counselor, and Secretary. The Staff Psychologist, Jail Lieutenant and Unit Officers are also considered Unit Staff. Staff schedules are posted on the bulletin boards in each unit.

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

SANITATION

You may not choose your cellmates. Rarely, and only under exceptional circumstances, will inmate-requested cell moves be approved. The Unit Officers are responsible for cell assignments in the Jail Unit. It is your responsibility to check your living area immediately after being assigned to your cell. You should report any damage or contraband to the Unit Officer. Contraband includes any item not received through approved institutional channels (i.e., issued by staff, purchased through the Commissary). You are responsible for keeping your living area free of contraband. You are liable for and subject to disciplinary action for any contraband found within your living area. Also, you may be held financially liable and subject to disciplinary action for any damage to your personal living area. You are responsible for cleaning your cell daily. The Unit Officer inspects the cells each day.

BEDS:

You are responsible for making your bed by 7:30 a.m. each weekday. On weekends and federal holidays all beds are to be made by 9:00 a.m. The beds are to be made in the manner that is shown in the picture on the bulletin board. If you wish to rest during the day, you may lie on your bed after it is made. However, when you get up you will be required to straighten your bed. At no time will a mattress be removed from a bunk and placed on the floor.

SWEEPING/MOPPING/DUSTING:

You are responsible for sweeping, mopping and dusting your cell by 7:30 a.m. on weekdays and 9:00 a.m. on weekends and federal holidays. Trash is to be removed daily and all personal property items are to be kept in the storage locker provided in the cell. All cells must be neat and clean. Paper bags, plastic bags, and cardboard boxes are not allowed in the cell. Nothing may be placed under your mattress or blanket. Nothing may be placed on the window ledges or over the lights. The window will be kept clean at all times.

FLOORS:

No items are permitted on the cell floors, except shoes. The floors are to be swept and mopped on weekdays by 7:30 a.m. and by 9:00 a.m. on weekends and federal holidays.

TOWELS AND LAUNDRY BAGS:

Laundry bags are to be hung on the wall hook. While drying, towels can also be hung on the wall hook; however, dry towels are to be folded and stored. The washing of clothing in your cell is not allowed. All clothing will be washed in the Jail Laundry.

WALLS:

Nothing may be placed, hung, stuck, or glued to the cell walls, lights, or door. Writing or marking on the walls is not permitted on the cell surfaces.

ROOM INSPECTION:

Your room is to be inspection ready from 7:30 a.m. until 4:00 p.m. Monday - Friday, and from 9:00 a.m. until 4:00 p.m. on the weekends and federal holidays.

COMMON AREAS:

Although some inmates are assigned to clean the common areas of the Jail Unit, everyone is expected to help with keeping the unit clean. The Unit Officer may direct you to perform work at any time.

LIGHTS/AIR VENTS:

You are not authorized to cover your lights or air vent(s) at any time.

PERSONAL PROPERTY

You must be able to fit all personal property items in the storage locker. There shall be no visible personal property in your cell from 7:30 a.m. - 4:00 p.m., Monday through Friday. Under no circumstances shall personal property accumulate to the point that it becomes a fire, sanitation or security hazard. Allowable items must be purchased from the Commissary and no personal property can be mailed to you. You are allowed to maintain your legal materials in your cell provided the material fits within the locker provided for personal storage.

STORAGE SPACE:

Each inmate will be allocated one (1) storage locker. All personal property must be stored neatly and safely in the locker provided. Inmates will be required to keep all personal property, including institution-issued items, inside the locker. No items will be stored on top of the locker.

CLOTHING:

Personal clothing purchased through the Commissary will be limited to the items and amounts listed in the Inmate Personal Property List. Clothing may not be altered in any fashion and should be worn appropriately.

COMMISSARY PURCHASES/SPECIAL PURCHASE ITEMS:

The Commissary is the sole outlet for purchasing radios and watches. Commissary staff shall engrave each radio with the inmate's register number for identification and accountability purposes. A copy of the sales receipt for all major items purchased from the commissary (radios, watches, approved specialty shoes/boots) will be forwarded to the inmate's unit for inclusion in the Central File. A copy of the Special Purpose Order Request (BP-200) will be forwarded to the Correctional Systems Management Department for inclusion in the Receiving and Discharge (R&D) file and to the inmate's unit for inclusion in the Central File.

RELIGIOUS ITEMS:

The Chaplain must approve any item of clothing intended for use in the practice of a religion recognized by the Federal Bureau of Prisons. Headbands, headgear and religious medals can be purchased from the Commissary. These items are standardized and may not be altered in any way.

CORRESPONDENCE COURSES AND READING MATERIALS:

Correspondence and reading materials (i.e., magazines, newspapers, books) will be neatly stored in the inmate's locker. Students will be allowed to retain books directly related to approved educational/vocational classes until completion of the course. Once completed, the books may be counted as part of the ten (10) authorized. Any additional books, magazines or newspapers exceeding the ten (10) total authorized must be mailed home or donated.

INCOMING PACKAGES:

The only packages an inmate may receive from home are those containing release clothing. An inmate releasing to a community-based program or to the community, may have clothing mailed in thirty (30) days prior to release. To receive release clothing, an inmate can obtain authorization from the Correctional Systems Management Department six (6) weeks prior to his release. The Correctional Systems Department will prepare the Authorization to Receive a Package or Property (BP-331) and forward the inmate copies for receipt at mail call. Upon receipt, the release clothing will be stored in R&D.

The Health Services Administrator is responsible for approving medical devices such as hearing aids, eyeglasses, dentures, wheelchairs, braces, orthopedic/prescription shoes and artificial limbs. Once the approved package has been received, Health Services will issue the item(s) and disseminate the copies according to the distribution noted at the bottom of the BP-331.

NEW COMMITMENTS:

New commitments, voluntary surrenders or inmates committed by the U.S. Marshal Service, will not be

authorized to retain any personal property upon arrival with the exception of the following:

Legal documents pertaining to the current court proceedings; one watch, no stones, not to exceed \$100; one religious medal, no stones, not to exceed \$100; one wedding band, no stones, not to exceed \$100; one pair of prescription eyeglasses (no sun glasses) or one pair of contact lenses in a case; prescription medication and/or other health items, as approved by the Jail Unit medical staff.

OUTGOING AUTHORIZED PACKAGES:

The Unit Counselor will assist the inmates in the preparation of packages to be mailed out of the institution. The items to be mailed will be packed in front of the Unit Counselor. The Request-Authorization to Mail Inmate Package (BP-329) will be completed by the Unit Counselor prior to mailing. Commissary purchases that are to be sent out for repair must have a completed Authorization to Mail Inmate Package (BP-329) and an Authorization to Receive Package or Property (BP-331) to ensure the item will be accepted after the repairs are completed. These forms will be prepared by the inmate's Unit Counselor.

Warranty repairs are not permitted to be mailed outside of the facility. Therefore, the Unit Counselor will not issue The Request-Authorization to Mail Inmate Package (BP-329) forms.

**FEDERAL DETENTION CENTER
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)
Books, (hard) (5)
Comb/Pick, (plastic) © (1)
Contact Lens, (clear/prescribed) (1 pair)
Cup, (plastic mug) © (1)
Envelopes, © (1 box) (5 large)
Headphones, © (1)
Pencils, © (2)
Playing Cards, © (2)
Stamps, © (total value equivalent to 60 first class stamps)

Watchband, © (1)

Batteries, © (2) (Not in use)
Bowl, (plastic/4 oz. or less) © (1)
Combination Lock, © (1)
Contact Lens Solution, (1)
Dentures, (1 set)
Eyeglasses, (no stones) (1)
Letters, (25)
Photos, (single-faced) (25)
Radio w/Earplugs, (Walkman-type) © (1)
Watch, © (1) (\$100.00 maximum value, no stones, electronically unsophisticated, i.e., inability to send signals) © (1)
Writing Tablet, © (2)

HYGIENE ITEMS

Denture adhesive, © (1)
Deodorant, © (1)
Soap Bar, © (2)
Toothbrush, © (1)
Toothpaste, © (2)

Denture Cleaner/Powder, © (1)
Nail Clippers, (no file) © (1)
Soap Dish, © (1)
Toothbrush Holder, © (1)

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 Creamer, © (1)

Coffee, (instant) © (1)

Tea, © (1 box)

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

**FEDERAL DETENTION CENTER
GOVERNMENT ISSUED ITEMS
MAY NOT BE TRANSFERRED FROM INSTITUTION TO INSTITUTION**

Bath towel, (1)

Jacket, (1)

Pillowcase, (1)

Shoes, Canvas (1 pair)

Underwear, (2 Shirts, 2 Boxers)

Blanket, (2)

Shirt/Pants, (Orange) (2)

Sheets, (2)

Socks, White (2 pair)

Washcloth, (1)

**FEDERAL DETENTION CENTER
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) (Total to include magazines and newspapers)

Magazines

Newspapers

Plastic Eating Utensils, © (1)

HYGIENE ITEMS

Conditioner/Hair, © (1)

Hair Oil/Gel, (non-flammable, non-alcohol) © (1)

Mouthwash, (non-alcohol) © (1)

Shampoo, © (1)

Fragrance Oil, © (2)

Lotion, Skin (moisturizing) © (1)

Powder, (Body/Foot) © (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)).

COUNT

It is necessary for the staff to count inmates on a regular basis. During a count, you are expected to stay quietly in your cell until the count is announced as clear. Radio playing or talking is not allowed during counts. The

4:00 p.m. count is a stand up count, as is the 10:00 a.m. weekend count. During these counts, you are to stand beside your bed until the Officer announces the count is clear. To be counted during the sleeping hours, you must leave your head exposed. Inmates must actually be seen at all counts, even if you must be awakened. At no time should blankets, towels, and/or clothes be hung on the bed or windows to block the light. Unscheduled counts are called periodically. When count is called, return immediately to your cell.

PERSONAL HYGIENE

Toothpaste, toothbrushes, combs, razors, and soap are issued. Such items may also be purchased through the Commissary. Showers are permitted daily during the following hours:

7:30 a.m. - 10:00 a.m.
12:30 p.m. - 3:00 p.m.
5:30 p.m. - 8:00 p.m.

The above times for showering are contingent on the Unit being open for movement. You must be finished with your shower by the times noted above. Showers are not permitted during count, meals, closed movement, when shower cleaning is taking place, or when awaiting inspection. You must be fully dressed at all times, including trips to and from the showers.

The Federal Bureau of Prisons permits an inmate to select the hairstyle of personal choice. Standards of good grooming are expected. An inmate barber is assigned to provide haircuts to inmates assigned in the Jail Unit.

OPEN MOVEMENT

General wake up for all inmates is at 6:00 a.m. Your cell will be unlocked each morning for the breakfast meal at about 6:00 a.m. After the serving of breakfast is completed and all of the cells and common areas have been cleaned, the Jail Unit is considered open and inmates may be in the common areas. Inmates must be in the TV, recreation, or exercise rooms, or seated in the common areas on level 1. Inmates may not be standing over the rails or loitering on level 2. Late sleepers who are unable to maintain sanitation standards in their cells are subject to disciplinary action. During open movement, all cell doors are to remain open. When the Officers call for inmates to return to their cells, you are to pull your door closed. The only authorized inmates in your cell are you and your cellmate. No other inmate is authorized to be in your cell.

NOISE LEVEL

Low noise levels are to be maintained at all times. Personal radios may be played, but headphones must be used at all times. The Unit Officer will enforce the noise policy and disciplinary action may be taken against anyone who refuses to obey orders to keep noise at a minimum. Please be sensitive toward the other individuals with whom you are living and keep noise to a minimum.

UNIT LIGHTS

The unit lights are turned on at 6:00 a.m. on weekdays and at 7:00 a.m. on weekends and federal holidays. The unit lights are turned off every night at 9:00 p.m. and the Jail Unit is considered locked down for the evening.

FIRE EVACUATION PROCEDURES

Fire drills are conducted frequently to acquaint you with fire exit routes and procedures. Information regarding fire evacuation routes is posted in several locations on the walls of the Jail Unit. Become familiar with all fire exits and evacuation routes. In case of fire, remember to remain calm and follow the fire evacuation plan.

FOOD SERVICE

Meal rotation is by floor range, alternating between the top and bottom ranges. When your floor is released to eat, you are to line up at the designated area in a quiet and orderly manner. Pick up your tray and move to a table. You have approximately twenty (20) minutes to eat. If you have any special food requests, such as no pork, etc., you are required to tell the Unit Officer who will notify Food Service. After eating, return your tray to the designated area and return to your cell so the next floor can be released to eat. When you return to your cell you are to pull the door closed. No Food Service items may be taken back to your cell. If any are located in your cell, they are considered contraband. Open movement will resume when the orderlies finish cleaning the common area and the Food Service equipment has been removed. The meals are ordinarily served in accordance with the following schedule:

<u>Weekdays</u>		<u>Weekends & Holidays</u>	
Breakfast	6:00 a.m.	Coffee Hour	7:00 a.m.
Lunch	11:00 a.m.	Brunch	11:00 a.m.
Dinner	4:30 p.m. or when count clears	Dinner	4:30 p.m. or when count clears

If you have any questions or concerns about Food Service, you should direct those to the Food Service Administrator via an Inmate Request to Staff Member.

TELEPHONES

The inmate Telephone System (ITS) is available for your use as a privilege. It is the inmate's responsibility to keep their PAC number confidential. Should your PAC number become compromised, it will no longer work and you must pay \$5.00 to have a new one issued. Inmates are permitted to make ITS phone calls only. Third party calls are not permitted. All telephone numbers must be submitted to the Correctional Counselor for approval. Requests for unmonitored legal calls should be made to the Correctional Counselor.

All telephone calls are subject to monitoring and recording. Each inmate will be issued 300 telephone minutes per month, unless they are on telephone restriction. The Warden may approve additional minutes due to unforeseen emergencies only. There is a 15 minute limit on all calls. At the end of the telephone call, the inmate will not be permitted to use the telephone again for an additional 30 minutes. You are asked to be considerate of others and not abuse this privilege. Three-way telephone calls are not permitted. Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. Telephones may not be

used to conduct a business. Inmates who wish to place a non-monitored telephone call to an attorney may do so by submitting an Inmate Request to Staff Member to the Unit Counselor.

Should you desire to contact your foreign consulate, please contact your assigned Unit counselor via 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.

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.

VISITING

Visiting has been established to allow you to maintain ties with your immediate family. Immediate family members include mother, father, wife, son, daughter, brother, and sister. Common-law wives will only be approved after proof of the relationship has been submitted to the Unit Counselor. Your attorney may also visit you for legal purposes.

A background check will be required prior to a visitor being placed on an inmate's Approved Visiting List. The Visitor Information Form is available at the Officer's Station and from the Correctional Counselor. This form must be completed on all visitors 16 and over. Individual inmates are responsible for mailing this form to each proposed visitor. This form must be signed by each proposed visitor and returned to the Correctional Counselor. This form will also be available in the FDC Front Lobby for proposed visitors who wish to pick it up and complete it prior to leaving the FDC. These forms can then be placed in the mail box in the FDC Front Lobby where staff will receive and process them.

Upon receipt of the Visitor Information Form, staff will complete a background investigation to determine if the visitor is appropriate to be placed on the inmate's Approved Visiting List. The Correctional Counselor will ensure approved visitors are entered into the Visiting Program and will provide each inmate with a copy of their Approved Visiting List. You are then responsible for notifying your visitor they have been approved.

Social visits are limited to ensure equitable access to the Visiting Room. You may receive visits during the scheduled visiting periods. Visiting will be permitted on Friday, Saturday, Sunday and Monday. You may have up to five (5) visitors each visit. You will be permitted to visit for up to two hours each day that your unit is scheduled.

Visitation at the FDC will be held on the following days and times:

J-1

Friday 8:00 a.m. - 3:00 p.m.

Saturday 8:00 a.m. - 3:00 p.m.

J-2

Sunday 8:00 a.m. - 3:00 p.m.

Monday 8:00 a.m.- 3:00 p.m.

Each new quarter, Jail Unit 1 and Jail Unit 2 will rotate visiting days.

To be admitted into the Visiting Room you are required to be dressed in your full orange uniform. Your clothing must be neat and clean. T-shirts, socks, and underwear must be worn during all visits (legal and/or personal). No personal property items may be taken into the Visiting Room except for a plain wedding band and eye glasses. Smoking is not permitted in the Visiting Room. No items may be brought back into the Jail Unit from the Visiting Room. All inmates will be subject to a visual search upon completion of the visit. A search will also be conducted prior to entering the Visiting Room.

Inmates are expected to familiarize themselves with the visiting regulations and are responsible for making their visitors aware of these same regulations. Information pertaining to a visiting list and/or the number of visiting points an inmate has is not public information and will not be released. It is the responsibility of each inmate to inform their visitors as to this information.

VISITING REGULATIONS

Anyone visiting the institution must be on an inmate's Approved Visiting List.

Proper Identification

Picture identification is required from all visitors, including attorneys. Persons without proper official identification are not permitted to visit. Proper identification is a State Drivers License, State I.D. Card, or a passport with photo for non-U.S. citizens or resident aliens. A Mexican Consulate Identification card will not be accepted as a valid form of identification. Also, attorneys are required to present their Bar Card. The name and address you put on your visiting list must **EXACTLY** coincide with that shown on the visitor's identification. In the event it does not, the visit will not be allowed.

All visitors are subject to a search with a metal detector upon entrance into this facility. All visitor's personal belongings will be searched via an ex-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 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.

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

Termination of Visits Due to Overcrowding

If the Visiting Room becomes overcrowded, visitors will be asked to volunteer to terminate their visit to allow additional room for other visitors. If this does not provide sufficient room, visits will be terminated for those inmates who are from the local Dallas-Fort Worth area first. If this still does not allow enough room, additional visits will be terminated for those inmates who have been visiting for the longest period of time. Visits will be terminated by the Institution Duty Officer or Operations Lieutenant.

Dress Code

Appropriate dress will be worn by all visitors. Due to the diverse types of visitors and the fact that the Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing. The following restrictions will be used as guidelines for appropriate dress:

No see-through or provocative garments

No plunging neck lines

Hem of dress must be knee length when standing

No wrap-around skirts

No strapless/sleeveless clothing of any type, except for children 10 years of age or younger

No form-fitting clothing

No underwire bras

No shorts or short pants except for children 10 years of age or younger

Appropriate footwear is required. No shower shoes or thongs

No hats will be permitted, with the exception of religious headgear. During inclement weather, small children will be allowed to wear headgear after a thorough search.

No orange colored clothing

Any questionable clothing will be cleared through the Operations Lieutenant or the Institution Duty Officer before being allowed into the Visiting Room. Inmates are expected to make their visitors aware of the dress code.

Items Brought in by Visitors

Visitors are not allowed to bring gum, food, gifts, games, needle-work, pocketbooks, baby strollers, or packages into the Visiting Room. Any item 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. Money will not be accepted for an inmate in the Visiting Room. Items purchased in the Visiting Room vending machines will be consumed in the Visiting Room.

Coin purses and wallets are allowed. Visitors are permitted to take up to \$30.00 in cash into the Visiting Room. Inmates are not permitted to have money in their possession. Only visitors will be allowed to use the vending machines located in the Visiting Room. Inmates are not authorized to accompany their visitors to the vending machines.

Baby diapers, food, and bottles, etc. will be allowed, but will be limited to the amount that will be consumed or used during the visit. Any baby food article will be of the type which is factory sealed and pre-mixed. No loose powder baby food will be allowed. Baby car seats will be allowed if they are the type that can be thoroughly searched.

Physical Contact

A brief kiss and embrace are permitted at the beginning and end of the visiting period. 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 visit with the guests of other inmates. Additionally, inmate visitors will not be permitted to mix with the visitors of other inmates while inside the secure institution.

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. Inmates will not be permitted to make purchases from nor accompany their guests to the vending machines.

Children

Children under 16 years of age must be accompanied by an adult member of the family or guardian and be listed on the Approved Visiting List of the inmate. It is the responsibility of the inmate to control the behavior of their 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. 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 to visit with a specified inmate, and they are on the approved visiting list.

Smoking

Smoking is not permitted in any area.

Special Visits

Requests for a special visit will be reviewed and granted on a limited basis for family emergencies and other situations deemed appropriate by the Warden. A special visit for attorneys and clergy may also be permitted. A request for a special visit should be made to the Unit Team by the inmate submitting an Inmate Request to Staff Member.

Additionally, probation and parole officers will be permitted to visit outside of the normal visiting hours.

Statutory Authority

Title 18 USC § 1791, provides a penalty of not more than 25 years imprisonment or a fine of not more than \$250,000 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 there from anything whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to title 18 USC § 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 the Federal Detention Center are subject to search. All articles are likewise subject to search.

Location

The Federal Detention Center 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, turn left over Highway 175, and turn left on the service road to the institution entrance. Visitors may contact the institution by telephone, seven (7) days per week during the hours of 8:00 a.m. and 4:00 p.m., at (972) 287-2911.

Commercial Transportation

Commercial transportation in the Dallas/Fort Worth Metroplex area may be obtained by contacting the following area transportation centers:

1. Greyhound Trailways Bus Lines - 800-440-7712
2. Yellow Cab of Dallas - (214) 426-6262
3. Dallas/Fort Worth International Airport - (972) 574-8888
4. Love Field Airport - (214) 670-7275

Parking

Visitor parking is authorized in the first parking lot to the right after entering the institution grounds. Visitors are not allowed to wait in the parking lot or Lobby area unattended. In addition, any visitors found to be loitering in the parking lot will be asked to leave the area.

ANY VIOLATION OF THESE VISITING REGULATIONS COULD RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.

Taking Legal Documents to the Visiting Room

Legal paperwork may be taken from your cell to your attorney or U.S. Probation Officer by the Corridor Officer. Under no circumstances are inmates permitted to carry any documents into the Visiting Room. The document delivery/transfer must be performed by staff.

If your attorney wishes to give legal documents to you, they are required to leave them in an envelope in the drop box in the front lobby. The Unit Counselor will distribute the documents to you.

SMOKING

Smoking is not authorized. All items containing tobacco will be considered contraband and inmates found in possession of tobacco products will be issued an Incident Report.

NOTARY PUBLIC

If you need something notarized, submit an Inmate Request to Staff Member to the Unit Secretary.

MAIL

Incoming mail addressed to you will be distributed during mail call Monday through Friday. Legal mail will be distributed by the Unit Staff. You will be asked to sign for the receipt of legal mail. You may receive express (overnight) mail, but you cannot mail anything out express mail. Certified mail with return receipt may be arranged through the Unit Counselor. Postage stamps are available from the Commissary. Outgoing mail is sent out to the Post Office daily, Monday through Friday. Outgoing mail should remain unsealed and be deposited in the outgoing mail box located in the Jail Unit before 9:00 p.m.

ONLY LEGAL MAIL MAY BE SEALED BY INMATES HOUSED AT FDC.

Should an inmate housed at the FDC place sealed mail in the outgoing mail box, it will be returned to the inmate.

SPECIAL MAIL

Legal mail is considered special mail. Legal mail may be sealed by all inmates. All outgoing legal mail must be clearly marked on the front of the envelope as "LEGAL MAIL". Legal mail must be addressed to a court official or an attorney.

All outgoing mail must clearly indicate your name, register number, and "Jail Unit" on the return address section of the envelope. Any mail that does not contain your name, register number, and JAIL UNIT, will be returned to you by the Unit Counselor and will not be accepted for mailing. **The name that is to be written on the return address is your committed name, as you are identified by the Federal Bureau of Prisons.** You must deliver your special mail to the Unit Counselor and he will verify your identification by reviewing your inmate commissary card. If you fail to provide your inmate commissary card, your special mail will be rejected and you will not be permitted to mail it. Your Unit Counselor will deliver your special mail to the institution mail room daily during normal business hours, excluding federal holidays.

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

Inmates are not authorized to write to other inmates unless written approval has been granted by the Warden of each facility. If you need to write to an immediate family member in another prison, contact the Unit Counselor.

Mail should be addressed as follows:

Name
Register Number
Federal Detention Center
P.O. Box 9000
Seagoville, Texas 75159-9000

Incoming legal mail must be clearly marked as "LEGAL MAIL TO BE OPENED ONLY IN THE PRESENCE OF THE ADDRESSEE." All mail is inspected for contraband. Legal mail is opened and inspected for contraband in your presence.

Any questions about the mail procedures should be directed to the Correctional Systems Manager via an Inmate Request to Staff Member.

CLOTHING AND LAUNDRY ISSUE AND EXCHANGE

Upon arrival you are issued the following:

- 2 Shirts/Pants (Orange)
- 2 T-Shirts
- 2 Pair of Socks
- 2 Boxer Shorts
- 2 Bath Towels
- 1 Wash Cloth
- 1 Pillow Case
- 2 Sheets
- 1 Blanket (2nd blanket optional in winter months)
- 1 Laundry Bag
- 1 Pair Canvas Shoes
- 1 Jacket (during cold weather)

Any amount of clothing beyond the amount listed above is considered contraband and an Incident Report will be written. You may exchange any of the above listed items (except blankets) that need washing. All exchanges are on a one-for-one basis. Any institution clothing or laundry issue that is damaged or altered in any way will not be accepted for exchange. Disciplinary reports will be written for any clothing or bedding that is damaged. Blankets are exchanged as deemed necessary by the Unit Officer. Clothing may not be washed in the showers, utility rooms, or individual cells.

MEDICAL / DENTAL SERVICES

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.

Inmates requesting medical or dental attention should submit an Inmate Request to Staff Member to FDC Health Services. The Physician Assistant (PA) assigned to the Jail Unit will make arrangements to see you.

In the event of a medical emergency, the Unit Officer will contact appropriate medical staff for immediate assessment. Emergency care is available 24 hours per day, 7 days per week.

You are allowed to keep non-controlled medications in your cell to self-administer as instructed. Controlled medication will be administered by the Physician Assistant during Pill Line. Pill Line is held at the following times:

J-1

7:00 AM- 7:30 AM

3:00 PM- 3:30 PM

J-2

7:30 AM- 8:00 AM

3:30 PM- 4:00 PM

The Physician Assistant will dispense controlled medication in the common area of the first floor. Controlled medication is to be taken in the presence of the Physician Assistant so they can ensure the medication has been swallowed. It is your responsibility to listen for your name when Pill Line is called. The Physician Assistant is not responsible for locating you on the unit. If medication is not taken appropriately or if it is given to other inmates, you will be subject to disciplinary action.

On-The-Job Injuries

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

Patient Care Delivery

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 II

Staff Physician - Reg No 00-99

Mid Level Practitioner - Reg No 00-99

Staff Nurse - Reg No 00-99

Health Information Technician - FCI-Reg No 00-99

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

Co-Pay

Effective Oct 3, 2005, patients will be charged a \$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, requires a health care visit. You will not be charged for health care visits that are initiated by the

Health Services Department and emergency visits.

DNA Sampling

DNA sampling will apply to all inmates releasing from the Federal Detention Center. If you are designated to another federal facility, your DNA sample will be taken at your designated facility prior to your release from federal custody.

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. They will schedule inmates for DNA sample collection with priority given to inmates with an imminent release date or transfer to a community corrections center.

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.

RIGHTS

1. 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. Emergency health care services are available 24 hours daily and are accessed by contacting any staff member.
2. You have the right to be offered a "Living Will" or to provide the Federal Bureau of Prisons with "Advance Directives" that would provide the Federal Bureau of Prisons with instructions if you are admitted as an inpatient of a hospital.
3. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration, and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.

RESPONSIBILITIES

1. 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 institution health care staff, to include proper use of medications, proper diet, and following the instructions of your health care provider.
2. You have the responsibility to provide the Federal Bureau of Prisons with accurate information to complete this agreement.
3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve overall health.
5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.

9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team, and the Warden.

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

11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding healthy choice when selecting your food.

12. You have the right to request a routine physical examination, as defined by Federal Bureau of Prisons policy. If you are under the age of 50, once every two years; over the age of 50, once a year.

13. You have the right to dental care as defined in Federal Bureau of Prisons policy to include preventive services, emergency care, and routine care.

14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.

15. You have the right to refuse medical treatment in accordance with the Federal Bureau of Prisons policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing treatment.

16. You have the right to complain of pain, have your pain assessed by medical staff, and have your pain treated accordingly.

9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member, open house, or the accepted Inmate Grievance Procedures.

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

11. You have the responsibility to eat healthy and not abuse or waste food or drink.

12. You have the responsibility to notify medical staff that you wish to have an examination.

13. You have the responsibility to maintain your oral hygiene and health.

14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

15. You have the responsibility to notify Health Services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

16. You have the responsibility to be truthful and not overstate your complaint of pain, and to adhere to the prescribed treatment path.

PSYCHOLOGY SERVICES

Psychology Services are available to assist you in your adjustment to this temporary but stressful environment. It is our goal to be available to you should you be having personal, emotional, family, or adjustment problems. While we cannot solve your problems, we can counsel you and provide you support.

There are several ways you can obtain Psychology Services while at the Jail. In case of emergency, you can notify an officer or any other staff member that you are in crisis and a Psychologist will be contacted immediately. You can also submit an Inmate Request To Staff Member form and leave it at the Officer's Station. In addition, a Staff Psychologist maintains an office on both J1 and J2 and have posted "open house" hours outside their office.

Suicide Prevention Maintaining a good correctional environment is everyone's responsibility. If you know of an inmate who is having personal problems please do not hesitate to refer them to Psychology Services or contact us directly. Problems that are left unattended can result in an individual becoming depressed, or even suicidal. Signs to watch for include: giving away possessions, severe depression/sadness, severe loss of sleep and appetite, and talking about "giving up" and "ending it all". If you know of someone who is having severe emotional disturbance, please be alert and inform Psychology Services.

SEXUAL ABUSE / ASSAULT PREVENTION

As defined by the Federal Bureau of Prisons, inmate on inmate sexually abusive behavior 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 an act.

Staff on inmate sexually abusive behavior is defined as 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 heterosexual, homosexual, 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 are available to help you deal with this problem. You should feel free to discuss your concerns 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.

What To Do If You Are Sexually Assaulted: 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. A Psychologist will meet with you to assess your mental health and provide supportive counseling.

It is important to get help to deal with the assault. There are highly trained staff available to assist you. 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 sexually 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 judgement.
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 the 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.
7. Do not dress or act provocatively; your intentions may be misunderstood.

Counseling Services Related to Sexually Abusive Behaviors: Most people need help to recover from the emotional effects of sexually abusive behaviors. If you are the victim of a sexually abusive behaviors, whether it is recent or in the past, Psychology Services are available to help you deal with these issues.

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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 the loss of good time, time in Disciplinary Segregation, and/or additional criminal charges and prison time.

RELIGIOUS SERVICES

Religious programs are voluntary and open to all inmates. Refer to the bulletin board for the specific programs held in the Jail Unit. If at any time you wish to speak to a Chaplain, let the Unit Counselor or Unit Officer know. Religious materials, such as Bibles, Qurans, Torahs, etc., are provided by the Chaplain. The Chaplain will also provide notification to you in the event of a family emergency.

RECREATION / LEISURE

Staff shall provide all inmates housed at the Federal Detention Center with one hour daily of outside recreation, weather permitting; or two hours daily of indoor recreation. Time out of your cell is considered indoor recreation. Therefore, outside recreation is not required, but will be offered on Tuesdays, Wednesdays, and Thursdays, if possible.

The Recreation Staff will be open to your suggestions for new activities and you should direct those to the Recreation Department via an Inmate Request to Staff Member. Your cell must pass the sanitation inspection before you will be allowed to participate in recreational activities. Leisure reading materials are available in the Jail Unit and additional materials may be requested from the Education Department on an Inmate Request to Staff Member.

LAW LIBRARY

Books or other legal materials in the Law Library may not be removed from the library. Legal materials that are not in the Library will be made available to you when requested on an Inmate Request To Staff Member form to the Education Department. The Law Library must be kept clean and neat at all times. Food and drinks are not allowed in the Law Library. Do not write on or tear the pages out of the law books. If you find material in a law book that will help you, contact the Unit Counselor for assistance with copying the information. Copies are made at a cost of 14 cents per page.

The Law Library is open seven (7) days per week, including federal holidays. To access the Law Library, contact the Unit Officer. The hours of operation are as follows:

J1

Monday, Wednesday, Friday, Saturday 8:00 a.m. - 11:00 a.m.

Tuesdays, Thursdays, Sundays 12:00 p.m. - 3:00 p.m.

J2

Tuesday, Thursday, Sunday 8:00 a.m. - 11:00 a.m.

Monday, Wednesday, Friday, Saturday 12:00 p.m. - 3:00 p.m.

Inmates in Special Management /AD/DS

Daily 5:00 p.m. - 7:00 p.m.

Any questions or concerns about the Law Library should be directed to the Supervisor of Education.

PROBLEM RESOLUTION

Inmate Request to Staff Member

The Federal Bureau of Prison's 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. These forms may be obtained from the Correctional Officer.

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 as received. Once filed, institution staff have 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 20 calendar 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.

TELEVISION VIEWING

Television Rooms are designated for specific programming. TV Rooms are open at the discretion of the Unit Officer between the hours of 6:00 a.m and 9:00 p.m. The TV rooms are closed during counts and meals. If there is a problem with any of the equipment, please bring it to the attention of the Unit Officer or Unit Counselor. Food trays are not allowed in the TV rooms. If you bring food or drink into the TV rooms, you are responsible for the proper disposal of all trash. Loud talking and excessive noise is prohibited.

The doors to the TV rooms are to be kept closed at all times. Inmates are required to be fully dressed while in the TV Room. All chairs should remain in the TV Room at all times. The chairs are not permitted in personal cells or in the common areas of the unit.

COMMISSARY

Inmate funds are retained by the institution in a trust fund account from which the inmate may withdraw money for personal spending in the institution commissary, for family support, or other approved purposes. Borrowing commissary items from other inmates is not allowed. You are permitted to spend up to \$290.00 per month.

Deposits to commissary accounts from outside sources should be mailed to the National LockBox location at the following address: Federal Bureau of Prisons, Inmate's Name, Inmates Register Number, Post Office Box 474701, Des Moines, Iowa 50947-0001. Personal checks, cash, pictures, letters or any other items of this sort should NOT be mailed to this address. The national LockBox can not forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons institution where the inmate is housed.

INMATE ELECTRONIC FUNDS TRANSFER - QUICK COLLECT

An inmate's family and friends may continue to 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 a.m. and 9:00 p.m. 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: The inmate's 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: The inmate's family or friends may simply call 1-800-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: The inmate's family and 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) Inmate Register Number
- 2) Inmate Name
- 3) City Code: FBOP
- 4) State Code: DC

Please note that the inmate name and register number must be entered correctly. If the sender does not 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, 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. Non-U.S. money transfers also have higher fees.

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

The approved types of negotiable instruments are postal money orders, federal, state, and local government checks. All these must have the inmate's committed name (no nicknames) and register number printed on them. The person sending this should include their name and return address in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they cannot be posted to the inmate's account. Should funds be on hold at the time of your release, they will be forwarded to you upon clearance.

A listing of items for sale in the commissary is distributed once a week by the Unit Officer. The completed Commissary lists must be turned in to the Unit Officer by 9:00 p.m. on Sundays for J-1 and by 9:00 p.m. on Mondays for J-2. The Commissary will deliver items to inmates according to the following schedule:

Jail Unit 1 - Wednesdays
Jail Unit 2 - Tuesdays

If you fail to turn in the completed Commissary order form, you will have to wait until the following week to place an order. You are to print your last name, register number and cell number on the top of the commissary order form. Your cell number must be marked on the order form. All items you purchase must fit in the storage locker in your cell. Nothing may be placed on the floor. You will be required to sign for the items delivered to you.

Any questions or concerns about the Commissary or your inmate account should be directed to Financial Management via an Inmate Request to Staff Member.

DRUG SURVEILLANCE

The Federal Bureau of Prisons operates a drug surveillance program that includes mandatory random testing. If you are told to provide a urine sample for this program and you do not, you will be subject to disciplinary action.

INMATE DISCIPLINE INFORMATION

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.

It is the policy of the Federal Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Federal Bureau of Prisons rules and regulations are dealt with by the Unit Discipline Committee (UDC), and for more serious violations, by the Discipline Hearing Officer (DHO).

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

If an informal resolution is accomplished, the Incident Report will be removed from your central file. If an informal resolution is not accomplished, the Incident Report is forwarded to the UDC for an Initial Hearing. Violations in the greatest severity category must be forwarded to the DHO for final disposition and violations in the high severity category may be referred to and handled by the UDC or by the DHO.

Initial Hearing

Inmates must ordinarily be given an initial hearing within three (3) work days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and

federal holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give a decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will make either a final disposition of the incident, or refer it to the DHO.

Discipline Hearing Officer (DHO)

The 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 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. An inmate will be provided with a full-time staff member of his choice to represent him if requested. 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. Policy requires FDC staff to notify the Court, the United States Probation Office, and the United States Attorney's Office each time a Pre-Trial inmate is sanctioned for disciplinary action. This information may be considered by the Judge when determining the length of your sentence. Additionally, it will factor into your security level and the institution to which you are initially designated.

Appeals of Disciplinary Action

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Warden (BP-229), Regional Director (BP230), 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 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, reporting officer, and staff representative.

RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.

2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
 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, and 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 the Federal 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 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 the 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 or other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.
2. You have the responsibility to know institution rules, procedures, and schedules and abide by them.
 3. You have the responsibility to recognize and respect the rights of others in this regard.
 4. It is your responsibility not to waste food, to follow the laundry and shower schedule, 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 appropriately during visits, not to accept or pass contraband, and not to violate the law of Federal Bureau of Prisons rules or institutional guidelines through your correspondence.
 6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the Court.
 7. It is your responsibility to use the services of an attorney honestly and fairly.
 8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
 9. It is your responsibility to see and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
 10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to: court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

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Prohibited Acts and Disciplinary Scale

There are four categories of prohibited acts - Greatest (100's), High (200's), Moderate (300's), and Low Moderate (400's). Specific sanctions are authorized for each category. Imposition of a sanction requires that

the inmate first is found to have committed a prohibited act. If you are found guilty of a prohibited act, the Court will be notified.

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.

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

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PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

	<u>PROHIBITED ACT</u>		<u>SANCTION</u>
100	Killing	A.	Recommend parole date rescission or retardation.
101	Assaulting any person includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B.	Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1	Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C.	Disciplinary Transfer (recommend).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	D.	Disciplinary segregation (up to 60 days).
105	Rioting	E.	Make monetary restitution.
106	Encouraging others to riot	F.	Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
107	Taking hostage(s)	G.	Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade, cell phone)		
110	Refusing to provide a urine sample or to take part in other drug-abuse testing		
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff		
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff		
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff		
197	Use of the telephone to further criminal activity.		
198	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.		
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.		

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PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

<u>PROHIBITED ACTS</u>		<u>SANCTION</u>	
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions without violence.	A.	Recommend parole date rescission or retardation.
201	Fighting with another person	B.	Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
203	Threatening another with bodily harm or any other offense	B.1	Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C.	Disciplinary Transfer (recommend).
205	Engaging in sexual acts	D.	Disciplinary segregation (up to 30 days).
206	Making sexual proposals or threats to another	E.	Make monetary restitution.
207	Wearing a disguise or a mask	F.	Withhold statutory good time
209	Adulteration of any food or drink	G.	Loss of privileges: commissary, movies, recreation, etc.
210	(Not to be used)	H.	Change housing (quarters)
211	Possessing any officer's or staff clothing	I.	Remove from program and/or group activity
212	Engaging in, or encouraging a group demonstration	J.	Loss of job
213	Encouraging others to refuse to work, to participate in a work stoppage	K.	Impound inmate's personal property
215	Introduction of alcohol into BOP facility	L.	Confiscate contraband
216	Giving or offering an official or staff member a bribe, or anything of value	M.	Restrict to quarters
217	Giving money to, or receiving money from, any person for the purposes of introducing contraband or for any other illegal or prohibited purposes		
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value		
219	Stealing (theft; this includes data obtained through the unauthorized use of 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 or conducted by staff)		
222	Making, possessing, or using intoxicants		

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PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

	<u>PROHIBITED ACT</u>	<u>SANCTION</u>
223	Refusing to breathe into a breathalyser or take part in other testing for the use of alcohol.	SANCTIONS A THRU M
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code)	
298	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of high severity is not applicable.	

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PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

<u>PROHIBITED ACT</u>		<u>SANCTION</u>	
300	Indecent Exposure	A.	Recommend parole date rescission or retardation.
301	(Not to be used)	B.	Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
302	Misuse of authorized medication		
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	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).
304	Loaning of property or anything of value for profit or increased return	C.	Disciplinary Transfer (recommend).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	D.	Disciplinary segregation (up to 15 days).
306	Refusing to work, or to accept a program assignment	E	Make monetary restitution.
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	F	Withhold statutory good time.
308	Violating a condition of a furlough	G.	Loss of privileges: commissary, movies, recreation, etc.
309	Violating a condition of a community program	H.	Change housing (quarters).
310	Unexcused absence from work or any assignment	I.	Remove from program and/or group activity.
311	Failing to perform work as instructed by the supervisor	J.	Loss of job.
312	Insolence towards a staff member	K.	Impound inmate's personal property.
313	Lying or providing a false statement to a staff member.	L.	Confiscate contraband.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	M.	Restrict to quarters.
315	Participating in an unauthorized meeting or gathering	N.	Extra duty.
317	Failure to follow safety or sanitation regulations		
316	Being in an unauthorized area		
318	Using any equipment or machinery which is not specifically authorized		
319	Using any equipment or machinery contrary to instructions or posted safety standards		
320	Failing to stand count		
321	Interfering with the taking of count		

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PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

	<u>PROHIBITED ACT</u>	<u>SANCTION</u>
324	Gambling	SANCTIONS A THRU N
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 and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.	

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PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

<u>PROHIBITED ACT</u>		<u>SANCTION</u>	
400	Possession of property belonging to another person	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).
401	Possessing unauthorized amount of otherwise authorized clothing		
402	Malingering, feigning illness	C.	Disciplinary Transfer (recommend).
		D.	Disciplinary segregation (up to 15 days).
403	Not to be used	E	Make monetary restitution.
404	Using abusive or obscene language	F	Withhold statutory good time.
405	Tattooing or self-mutilation	G.	Loss of privileges: commissary, movies, recreation, etc.
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	H.	Change housing (quarters).
		I.	Remove from program and/or group activity.
408	Conducting a business	J.	Loss of job.
409	Unauthorized physical contact (e.g., kissing, embracing)	K.	Impound inmate's personal property.
		L.	Confiscate contraband.
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	M.	Restrict to quarters.
		N.	Extra duty.
		O.	Reprimand.
		P.	Warning.
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).		
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.		
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>Conduct must be of the Low Moderate severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.		

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.

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