

# **Inmate Information Handbook**

## **Federal Bureau of Prisons**

### **Introduction**

The purpose of this handbook is to provide newly committed inmates and others interested in the Federal Bureau of Prisons with general information regarding the Bureau, its programs, institutions, and the rules and regulations they will encounter during confinement. It is not a specific guide to the detailed policies of the Bureau or all procedures in effect at each Bureau location.

The U.S. Medical Center for Federal Prisoners (USMCFP) is temporarily your community. What kind of community it is depends on you! If you and every other inmate take the proper attitude toward each other and the staff, you can be assured you will not encounter any problems while you are here.

Conduct yourself in such a way as to not interfere with the rights of other inmates. If you have a proper regard for the staff, you will be able to work with them instead of against them. Also, remember the accepted rules of good conduct, good manners, common sense (in other words, the Golden Rule), do not possess any contraband, and you will not have any difficulty.

This booklet contains general information procedures and regulations developed to help you become better acquainted with the operations of your new community. Many of the most frequently asked questions have been answered in this booklet. If you are concerned about something not covered, you are urged to ask any staff member. If they cannot help you, they will refer you to someone who can.

You are encouraged to read this booklet and **YOU ARE RESPONSIBLE FOR KNOWING THE CONTENTS**. Keep it in your possession while you are here so you can refer to it later when a question might arise.

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### **Admission Procedures and Housing**

All new arrivals will be processed through the Receiving and Discharge Unit.

Your personal property will be inventoried and you are required to ship unauthorized items home, as there are no facilities for storage here.

Official identification procedures will be completed and you will be issued appropriate institution clothing along with health and comfort supplies.

A determination of appropriate housing will be based on your individual type of admission and needs. If you are assigned to the Work Cadre Unit, you will be assigned to either 8-Building (W01/W02) or 9-Building (W03). If you are assigned to the Hospital Unit, you will be admitted to an appropriate floor in 1-Building (S03/S04), 2-Building (V02), or 3-Building (M01/M02/N01/N02) upon arrival. The Residential Drug Abuse Program (RDAP) inmates are generally assigned to the first floor of 2-Building (V01).

Each hospital unit is responsible for discussing the different phases of the Medical Center with patients on their wards. This is done by your Ward Officer, Counselor, Case Manager, Doctor, Unit Manager, Nurse, and others who make up the treatment team.

If you are assigned to the Mental Health Unit, you will be admitted to an observation ward. The length of stay there will depend upon the completion of an evaluation of your mental condition. Generally, your stay in this ward will be short, provided you meet the requirements to move from a closed ward to a ward with more privileges and responsibilities. All residents in the Mental Health Unit are permitted to work and engage in institution activities when they are on open wards.

### **Medical Center Buildings**

1-Building: Consists of Administrative Offices, X-Ray Unit, and Visiting Room on the first floor; Medical Clinics and other administrative offices on the second floor; Acute Surgical Nursing Unit on the third floor; and the Surgical area and housing unit on the fourth floor. The basement area houses the Medical Laboratory, Central Supply, Pharmacy, Receiving and Discharge, and the Mail Room.

2-Building: Consists of Administrative Detention and Segregation Unit 2-1 East (Z01), with Medical and Surgical patients housed on Ward 2-2 (V02). The basement consists of the Records Office, Segregation Property Room, Nurse Educator, Lieutenant's and Captain's Office, and Legal Office. Ward 2-1 (V01) West houses RDAP inmates.

3-Building: The first floor (M01/M02) consists of a Chronic Medical Unit and the second floor consists of an Acute Medical Care Unit and Respiratory Therapy Unit (N01/N02). The Hospital Unit Management Offices are on Ward 3-1. The Dental Clinic, Medical Records, Physical Therapy, and Dialysis are located in the basement of 3-Building.

4-Building: Consists of Main Kitchen and Dining Room area on the 1st floor. On the basement level are the Officer's Dining Room, Safety and Environmental Health Offices, and Commissary Sales. The second floor consists of Vocational, Recreational, and Rehabilitative Therapy offices in addition to the Substance Abuse Program office. The third floor is a classroom for AA/NA programs.

5-Building: Central Storeroom

6-Building: Laundry

7-Building: Powerhouse

8-Building: On the basement level are the Barber Shop, Prosthetics/Orthopedic Shop, Clothing Room, Education

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Department, Learning Center, and Testing Room. Work Cadre Unit inmates are housed on the first and second floors as well as Work Cadre Unit Management staff offices.

9-Building: This building houses Work Cadre inmates

10-Building: 10A and 10 South (A01/B01/C01/D01) presently make up the Mental Health Treatment Unit which receives psychiatric patients transferred from the Mental Health Evaluation Unit. Short term and long term patients are housed on the Mental Health Treatment Unit and intensive programs are provided. 10-North (E01/F01/G01) makes up the Mental Health Evaluation Unit, which includes both unsentenced Forensic cases and sentenced Diagnostic and Observation cases.

11-Building: Facilities Management Maintenance Shops.

14-Building: Recreation Center, pool tables, Art & Craft Shop, Leisure Library, Law Library, Weight Lifting area, Card Tables, etc.

19-Building: Gym, Chapel, Music Room, Religious Services, and Chaplain's Offices.

Corridors: The basement areas of all buildings are connected by tunnel corridors. It is prohibited to litter, smoke, run, loiter or create excessive noise in the corridors. **All inmates in the corridor must have their shirt tails tucked in when moving during regular business hours.** When congregating for approved functions (commissary, call-outs, etc.), a single line against the wall along the passageway adjacent to the entry door must be formed to prevent blocking the corridor.

### **Location of the Medical Center**

The Medical Center for Federal Prisoners is located in the southwest part of the city of Springfield, Missouri, at the corner of Kansas Expressway and Sunshine Street (1900 West Sunshine Street).

### **Mailing Address**

The inmate mailing address of the Medical Center for Federal Prisoners is:

Inmate Name & Register Number  
U.S. Medical Center for Federal Prisoners  
P.O. Box 4000  
Springfield, Missouri 65801-4000

### **Smoking Policy**

USMCFP Springfield is a tobacco-free institution. All inmate smoking, tobacco use, and possession of tobacco products is prohibited. Tobacco products are considered contraband and will be confiscated and the inmate possessing the tobacco materials will be subject to disciplinary action.

### **Intake, Classification, and the Unit Team Orientation**

All inmates will be initially assigned to the Admission and Orientation (A&O) Program following arrival. Inmates are immediately provided with a copy of the institution's rules and regulations, which includes information on inmate rights and responsibilities. While in A&O status, you will learn about the facility's programs, services, policies, and procedures. The centralized Admission and Orientation Program is a mandatory program and your attendance is required. *You are to wear appropriate khaki shirt and pants during the A&O Program.* During the centralized Admission and Orientation Program, you will hear lectures from staff regarding their programs and departments. Inmates are given a social and medical screening at the time of arrival, and will also be screened by

the Mental Health staff. At the end of the A&O Program, Work Cadre Unit inmates will be assigned to a job and a

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permanent housing unit.

### **Classification Teams (Unit Teams)**

All 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 areas for unit staff. Each unit is staffed by a unit team directly responsible for their assigned inmates. The unit staff offices are readily accessible to each inmate. The unit staff typically includes the Unit Manager, one or more Case Managers, one or more Correctional Counselor, and one or more Unit Secretary. When available, the Staff Psychologist, Education Advisor, and Unit Officer will sit on a Unit Team and be considered as unit staff.

Generally, the issues of concern or interest should initially be discussed with members of the unit team. Unit team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution weekdays from 7:30 a.m. to 9:00 p.m. and during the day on weekends and holidays. The unit team members usually schedule their working hours in such a manner one of them will be available at times when inmates are not working.

### **General Functions of Unit Staff**

**Unit Manager:** The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. The Unit Manager is a department head and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and usually chairs the Unit Discipline Committee.

**Case Manager:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. The Case Manager is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, the community and is a frequent member of the Unit Discipline Committee.

**Correctional Counselor:** The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. The Counselor plays a leading role in all segments of unit programs and is a voting member of the unit team. The Correctional Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. As a senior staff member, the Counselor provides leadership and guidance to other staff in the unit. They hold major responsibilities for the security, safety, and sanitation of the unit. The Correctional Counselor is a frequent member of the Unit Discipline Committee.

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties and may sit as a member of the unit team.

**Unit Officer:** The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them as long as such interaction does not interfere with their primary duties. Unit officers are jointly supervised by the Unit Manager and the Captain during his/her unit assignment.

**Unit Nurses:** In the Hospital and Mental Health Units, nurses are considered members of the unit team. In addition to medical duties, they are also responsible for enforcing unit rules and regulations, and may be asked to provide input into

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unit team decisions.

### **Communications**

The unit bulletin board displays items of interest to inmates, including staff schedules, call-outs, and unit rules. Unit Managers may utilize Town Hall meetings at his/her discretion to foster improved communications. Inmates may not post anything on the unit bulletin boards without staff permission.

### **Program Reviews**

Individual inmate program reviews will be held every 90 to 180 days. These are held by the unit teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. An inmate may request in writing via a Inmate Request to Staff Member form or ☐ Cop-Out☐ to his Unit Manager an advanced Program Review in circumstances such as the dismissal of a detainer, a reduction in sentence, etc.

### **Town Hall Meetings**

These meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems.

Personal problems will be resolved by unit staff members during the regular working hours which are posted in each unit. An "Open Door" policy is in effect during posted open house hours. General interest topics will be addressed by staff and posted on bulletin boards in the Unit.

### **Team Participation in Parole Hearings**

The Unit Team prepares Progress Reports and compiles other information in the inmate's central file for presentation to the United States Parole Commission or other appropriate agencies.

The vast majority of inmates arriving in the institution are serving non-paroleable ☐new law☐ sentences.

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

### **Consulates and Embassies**

For inmates who are not citizens of the United States, a directory of all consulates and embassies is included in this handbook. Additionally, a posting of these are on all housing units. Should an inmate need assistance in contacting the consulate or embassy or *to vote in an election in their native country*, a request in writing should be directed to the unit team.

### **Daily Inmate Life**

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## **Safety and Sanitation**

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

Each inmate is responsible for making his bed in accordance with regulations by 7:30 a.m. weekdays and by 10:00 a.m. on weekends and holidays. Work days off during the week are considered to be the inmate's Saturday and Sunday. Each inmate is also responsible for sweeping and mopping his personal living area to ensure it is clean and sanitary. Lockers must be neatly arranged inside and out and all shelving must be neat and clean.

Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution and are available in the housing units. Inmates may purchase name brand items through the commissary. Linen and other laundry, in most instances, may be exchanged once a week.

In addition to daily safety and sanitation rounds by the Unit Officers, sanitation inspections are conducted randomly each month by a member of the Safety and Environmental Health Department.

## **Personal Property Limits**

Inmate property may be limited for sanitation and security reasons. Excess property can constitute a fire hazard or impair staff searches of the living area. The following list is not all-inclusive, but it is a guide to the kind of items an inmate may be authorized.

## **Storage Space**

Each inmate has been provided a wall locker in which to maintain his personal property. Many of these lockers are the small, half-size lockers lacking adequate space to contain all of an inmate's property.

- \* One (1) towel and face cloth may be placed at the end of the inmate's bed rail. The towel will be spread fully open with the face cloth centered on top of it.
- \* Shoes may be kept outside of the locker, however, they must be neatly aligned under the bed. **Only the amount of shoes authorized by policy are allowed to be maintained in your area.** If the bunk is a double bunk and the long side is against the wall, the bottom bunk will display their shoes on the right side, top bunk on the left. (as seen when standing in front of the bed).
- \* Thermos (water coolers) may be kept under the bed outside of clear view. However, in accordance with Institutional Supplement 5580.06(e) an inmate may only have one (1) cooler / thermos.
- \* Dirty laundry bags (one per inmate) will be hung on the side of the locker. If the locker has no hooks, the laundry bag will be placed on the floor beside the locker. Do not hang laundry bags from the end of the bed.
- \* Inmates who currently have coats, may hang their coat over the laundry bag on the side of the locker. If there are no hooks on the locker, then the coat may be hung from the far end of the bed! No other items may be hung from the bed.
- \* Personal fans (when not in use) may be placed under the bed (out of clear view). At no time will fans be strung from various parts of the bed, locker, or wall. When in use, fans must be placed on the locker, desk, or floor.
- \* Inmates owning a small alarm clock, may place this clock on the desk or locker.
- \* Two (2) picture (in a frame) may be placed on the desk or locker.

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\* Art work such as pictures too large to be placed in the lockers, may be maintained in such a way as to not be noticeable in clear view. This will be managed and approved on a case-by-case basis by the unit team and the unit officer.

\* Beds will be made with the white blanket completely covering the sheets. Edges of sheets and blanket will be tucked neatly and tight on all sides. The pillow will be placed neatly at the head of the bed. One (1) extra sheet and one (1) extra white blanket may be displayed on the foot of the bed. They must be folded neatly with the blanket on top of the sheet.

\* Floors will be swept and mopped, and trash cans emptied everyday.

\* Windows and window ledges will be clean.

\* Walls and lockers will not have any items posted or hanging on them. Calendars, posters, pictures, etc., will be placed/hung inside the lockers.

**ALL** other items of personal property will be kept in the locker or discarded. Should such items be discovered not properly stored, they will be confiscated, and an incident report will be issued.

### **Clothing Issue**

Soon after your arrival, you will be issued the following clothing and linens:

- Four(4) pairs of khaki pants
- Four(4) khaki button up shirts
- Four(4) T-Shirts
- Four(4) pairs of socks
- Four(4) pairs of undershorts
- One(1) belt and buckle
- One(1) pair of shoes
- Four(4) bath towels
- Four(4) wash cloths
- Two(2) blankets
- Two(2) sheets
- One(1) pillow case
- One(1) pillow
- One(1) laundry bag

If your job assignment requires you to wear white clothing, the Clothing Room staff will issue you an adequate supply. Ask your work supervisor when you are to go to the Clothing Room to be issued your clean whites.

Khakis may be worn on the yard, but DO NOT wear whites for recreational activities.

### **Clothing**

Soon after your arrival, you will be issued four (4) sets of khakis, four (4) pair of undershorts, and one (1) pair of shoes from the Clothing Room.

If your job assignment requires you to wear white clothing, the Clothing Room will issue you an adequate supply. Ask your work supervisor when you are to go to the Clothing Room for clean whites.

Clean socks, T-Shirts, towels, and wash cloths are obtained in the Clothing Room. Khakis may be worn on the yard, but DO NOT wear whites for recreational activities.

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

**Legal Materials:** Inmates are allowed to maintain legal materials and supplies (not to exceed a locally established volume limit) in their locker.

**Pre-sentence Investigation Reports, (PSR□s) more commonly referred to as PSI□s and Statement of Reasons (SOR□s):** In 2002, the Bureau of Prisons revised Program Statement 1351.05, Release of Information, to prohibit inmates from possessing PSR□s and SOR□s. This revision was undertaken due to sensitive information contained in these reports that could be used by other inmates for unauthorized purposes. These reports are not available to the public and not being deemed public information, therefore, were excluded from inmate possession.

**Public available documents, such as trial transcripts and court docket sheets:** These documents contain sensitive information similar to the PSR and SOR. However, since they are publicly available documents, we will not prohibit inmates from possessing them. We are cautioning inmates to secure these documents in their lockers. Inmates are further cautioned not to disclose the contents of these documents to other inmates. Furthermore, we encourage inmates to entrust these documents to their respective unit teams who will store these documents in Section 6 of the Central File. These documents will then be available to the inmate upon request.

We are also taking this opportunity to caution inmates to secure documents which may contain personal information concerning family members, personal acquaintances, or which may contain other personal information concerning health, financial, or legal matters.

We retain the right and obligation to control or limit inmate possession of documents which, after individual review, have been determined to pose a threat to the security and good order of the institution.

**Hobby Craft Materials:** Hobby shop raw materials in the units, if permitted at all, are limited to those which can be stored in the inmate's locker, provided they do not pose a safety, sanitation, or security hazard. Disposal of completed hobby craft work must be arranged **immediately** after completion with the Recreation Department staff. Crafts like oil painting, leather craft, ceramics, and copper work are not permitted in the housing unit.

**Food Storage:** Food items left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers or containers for items other than what they were meant for and are to be thrown away.

**Letters, Books, Photographs, Newspapers, and Magazines:** An inmate will be limited to FIVE (5) magazines or newspapers that can be stored in the locker or shelf provided in each room. Ordinarily, picture frames sold in the Commissary may be displayed. No more than one (1) photograph album is allowed and twenty-five (25) single photos. Two (2) photographs may be placed in a clear plastic picture frame without glass no larger than 8" x 10" and displayed on top of a locker or desk. Inmates may not retain Polaroid photographs. Nothing is to be tacked, stapled, or taped to any surface except to bulletin boards.

**Sports and Musical Equipment:** A limited amount of personal sports equipment may be maintained in the unit (i.e. tennis racket, tennis balls, handball, handball gloves). Certain musical instruments, not to exceed a reasonable dollar value, may be authorized to be stored in living quarters by the Unit Manager. Only one (1) approved instrument is authorized.

**Radios and Watches:** An inmate may not own or possess more than one (1) approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Watches must have a declared value of \$100 or less and cannot have stones or be electronically sophisticated. Radios with a tape

recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's registration number. Only walkman-type radios are permitted and headphones are required at all times. While an inmate is in

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holdover status he may not purchase, own, or possess a radio or watch. Inmates may not give any items of value to other inmates e.g., radios, watches, sneakers, and Commissary items.

**Jewelry:** Inmates may have a plain wedding band without stones and, with prior approval, a religious medal without stones. For additional clarification refer, to the current Institution Supplement on Personal Property - Inmate. An authorized property set with limits is attached to the back of the handbook

### Quarter's Rules

In order to minimize maintenance costs, permit uniform inspection and search procedures, and maintain orderly congregate living, institutions impose reasonable regulations on inmate conduct and furnishings in housing units. To that end, Unit Officers inspect rooms daily and publish individual ratings of appearance.

Pictures cannot be posted on walls or sides of lockers.

All beds are to be made daily in the prescribed manner. If a cell or room is not acceptable, corrective action including incident reports can be expected.

Unit meal rotation is ordinarily based on the monthly sanitation ratings of each unit; in such a system, the unit with the highest safety and sanitation rating is called first and the unit with the lowest rating is called last.

Room or cell doors must be closed when inmates are not in them and doors may not be propped open.

Each inmate is responsible for the cleaning of his room. Additionally, inmates are assigned cleaning tasks in the unit during off hours.

Orderlies work 40-hour weeks and are responsible for the unit sanitation. However, everyone is responsible for cleaning up after themselves. Trash and wastebaskets are to be emptied prior to 8:00 a.m. each day.

Beds will be made each weekday by an established time. Hospital beds are to be maintained in the LOW position at all times. On weekends and holidays, beds will be made whenever inmates are awake or gone from the room, cubicle, or cell room. At no time, will a mattress be removed from a bunk and placed on the floor.

Showers are available every day, but inmates may not be in the shower during an official count. Showers are closed from 10:30 pm until 6:00 am. Food Service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit.

Inter-room/cell visitation is normally allowed in the units. A limited number of inmates, including the cell occupant(s), are allowed in a room. During room visitation, the door will remain open.

### **Removal of food from the dining room is not permitted.**

Steel-toed safety shoes must be worn to work, including orderly positions in the unit, and in other designated foot hazard areas. This does not include personal tennis shoes or loafers. Only shoes or sneakers may be worn in the dining room area.

Unit televisions may be viewed during established off-duty hours, which generally coincide with the hours rooms or cells are unlocked in the unit. During normal working hours, the television may be viewed at the discretion of the Unit Officer.

Inmates may play cards and approved games during established hours providing noise is not excessive.

### **Wake-up**

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General wake-up for all inmates is typically 6:00 a.m. The unit is called to breakfast by the Lieutenant on the basis of a rotating schedule. The Unit Officer will announce breakfast, when notified, and the Control Center will announce meal times. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. Inmates are responsible for being at work on time. Late sleepers, who are unable to maintain rooms or arrive at work on time, are subject to disciplinary action.

### **Bulletin Boards**

Each ward has a bulletin board for the convenience of the inmates. Inmates are responsible to check the bulletin board daily for call-outs and other information that might be of benefit.

Information pertaining to institution activities along with a daily change sheet and call-outs are posted. Also, notices of additions to policies pertaining to inmate management will be placed on the bulletin board. Inmates may not post material on the unit bulletin board without staff authorization.

### **Mail Call**

Mail Call is held on each ward immediately after the 4:00 p.m. count Monday through Friday. Mail will only be given to the inmate to whom it is addressed.

### **Clothing and Linen Exchange**

The Clothing Room operates on a Monday through Friday schedule. Inmates may exchange clothing any of these days from 6:45am until closed movement after the morning meal. All clothing exchanges are done on a one for one basis with a maximum of two of each clothing item a day. Example: two (2) dirty towels for two (2) clean towels. Clean khakis, whites, undershorts, coats, belts, shoe strings, towels and wash cloths are obtained from the Clothing Room. Do not throw dirty clothes in the cart on the unit. They must be brought to the clothing room for exchange. Washers, dryers, and laundry detergent are available for inmate use on housing unit at no charge. These are to launder personal clothing only.

Clean bed linens (sheets, pillowcases, and blankets) are exchanged one time per week, Thursday mornings from 6:45am until closed movement after the morning meal. Shoes can be exchanged Monday through Friday during open movements beginning at 8:00am.

Clothing issues, repairs, alterations, and exchange of unserviceable clothing will be handled by Clothing Room staff only. Clothing which has been altered by an inmate could result in disciplinary action.

### **Commissary**

Commissary sales and copy card vending operations are available to allow an inmate the opportunity to purchase goods one time per week. Some special items are only offered at specific times. All Commissary sales are final after the sales transaction is complete and the inmate leaves the sales unit. Use of copy card services are at user risk. All out of stock and discontinued items will be posted inside the commissary sales unit. It is the inmate's responsibility to check for out of stock or discontinued items and make any adjustments to the Commissary order form before turning it in to the Commissary. There will be **NO** substitutions or changes after Commissary order form has been turned in to the Commissary. A Commissary bulletin board is located outside of the sales unit; check the board for posted information and news. The Commissary will stock as much variety as possible. A periodic survey for inmate input will be conducted to allow an opportunity to suggest product changes. An inmate identification card (inmate ID card) matching your personal appearance for positive identification is required for all Commissary transactions,

including \*ward delivery sales\*, unless you are not allowed to have your ID card in your possession. It is your responsibility to maintain a current photo on your ID card, and you are to carry your inmate ID card at all times.

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Inmates may be in possession of only one ID card. Possession of multiple ID cards or possession of another inmate's ID card is prohibited and disciplinary action may be taken. Inmates who lose their ID card will be charged a replacement fee of \$5.00. Cards lost by staff will be replaced free of charge. Contact your unit team for assistance. Commissary sales and open house are conducted as per posted schedules. Commissary order forms are updated on a monthly basis and are available from your ward officer. Inmates can check Commissary account status and past transactions using the TRULINCS system.

Spending limitation is the maximum amount an inmate is allowed to spend per month on sales items with the exception of Inmate Telephone System credits, postage stamps, and over the counter medications. The spending limitation at this institution is equal to the national established maximum which is currently \$320.00 per month. The spending limitation re-validation date is determined by the fifth digit of the inmate registration number. See the Commissary bulletin board for details.

Policy limits the quantity of the sale for various items per Commissary visit, such as the equivalent of one (1) book of postage stamps per sale. Inmates may have no more than the equivalent of 40 1<sup>st</sup> Class stamps in their possession at any time. The Commissary may limit quantities for inventory control or security reasons. More details are available on Commissary bulletin boards, in policy statements, or supplements located in the Law Library.

**INMATES ARE NOT ALLOWED TO GIVE OR SELL ANY COMMISSARY ITEMS TO ANOTHER INMATE.**

#### **Inmate Telephone System**

You will be issued a personal phone access code (PAC) number for use of the telephone. A fee will be charged for a replacement PAC due to negligence and for requests of written telephone account statements. Open house hours are normally 11:15 a.m. to Noon, Monday through Friday at the 4 Bldg. T Trust Fund Services office located across from Commissary.

Purchases for Inmate Telephone System (ITS) credits are made via the telephone twice daily Monday thru Friday from 4:30 p.m. - 11:30 p.m. or during phone operational times on week-ends and holidays. All phone numbers are managed through the TRULINCS system, each inmate is allowed 30 active phone numbers. The maximum length of each call will be limited to 15 minutes and the interval waiting period between calls shall be 30 minutes. Inmates with no access to TRULINCS must complete a Contact Form provided by a Unit Team member to add phone numbers and contact information. This form must be hand delivered by staff to the Trust Fund Services department, where the information will be entered into TRULINCS within 3 working days.

You are limited to a maximum of 300 minutes of calling time per validation cycle. Ordinarily, you will be allowed an extra 100 minutes in the months of November & December. Inmates who exhaust their 300 minute limitation or are without funds may be provided a recorded ITS telephone call for good cause at the inmate's expense or in certain circumstances a collect call. Unit staff will prepare a memo for the Warden's signature granting approval beyond the 300-minute limitation and/or approval for a collect call on the ITS system.

Telephone hours will begin at 6:00 a.m. and end no later than 11:30 p.m. From 11:30 p.m. to 6:00 a.m., inmate telephone access will not be available. All inmate telephones, with the exception of one per housing unit, will not be operational 7:30 a.m. – 10:30 a.m. and 12:30 p.m. – 4:00 p.m. (excluding weekends and holidays). With the exception of properly placed calls to an attorney, **inmate telephone calls are monitored**. A notice regarding monitoring shall be posted by each permanent inmate telephone.

Violation of any of the rules regarding telephone use may result in institutional disciplinary action and restriction of telephone privileges. Third party calling is prohibited. Any unlawful inmate telephone use will be referred to law

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enforcement authorities. You may also be restricted if you have a PSF for Serious Telephone Abuse.

**\*\*For more details see Policy Statement (available in Law Library)\*\***

### **TRULINCS**

Inmate will need his PAC - PIN - Register #, to log on to TRULINCS. When logging into system all numbers must be entered within 30 seconds. (Three attempts then account will be locked and Trust Fund Dept staff will need to unlock the account.)

### **FREE SERVICES**

Account transactions: account balance, commissary balance, spending limits, phone statement, etc...

Send Funds: withdrawal screen, contact address. Form must be printed, signed, presented to unit counselor for approval. Money is 'captured' the moment inmate completes the transaction. 21 days to process or money is returned to account and transaction voided.

Contact List: Phone #, addresses, email addresses

Staff Messaging: (future option)

Local Documents: (dept may post information for inmates)

### **PAY SERVICES**

Public Messaging: (.05 /TRUunit/minute) Emailed party must accept your request for email privileges thru CORRLINKS.com. *NOTE: You are not automatically approved to use email, you may have a restriction due to your conviction....see your unit team.*

Law Library: cost connected to printing services only.

Print service :(.15 page) printers are located in the Recreation Law Library.

Labels: not required at MCFP Springfield at this time.

Location of workstations: 44 units total.

4 ea. (8-1, 8-2, 9)

3 ea. (2-2)

2 ea. (3-1, 3-2, 1-3, 10-C, Camp). Camp has printer/label. 10-C has printer.

1 ea. (2-1W, 2-1E, 10-A, 10-B, 10-D, 10-E, 10-F, 10-G, 10-H, 1-4) 10-A has printer

8 ea. Recreation Center LAW LIBRARY ( 1 printer, 1 label printer)

1 ea. 4 building Trust Fund office. **OPEN HOUSE 11:15 to NOON daily.**

### **Dress Code**

1. Khaki pants and shirts are the authorized attire for inmates. T-shirts may be worn with khaki pants; however, either type of shirt must be worn tucked in. Shirts and t-shirts must be tucked in during normal business hours (Monday-Friday, 7:30 a.m.- 4:00 p.m.) Either type of shirt may be worn untucked during non-business hours (weekdays prior to 7:30 a.m. and after 4:00 p.m., holidays, and weekends) in all areas of the institution, including the dining room.
2. Green fatigue pants and shirts will be returned to the Laundry Department and exchanged for khaki clothing. Green fatigue clothing will be considered contraband and confiscated.
3. Khaki pants and tucked in shirts/t-shirts are the authorized dress for the dining room. However, sweat pants and sweat shirts may be worn in the dining room on weekends, holidays, and non-business hours, and do not have to be tucked in.
4. Leisure clothing such as sweat pants, sweat shirts and shorts may be worn on the recreation yard.

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5. Food Service Workers will be issued white uniforms to be worn when working in Food Service. These uniforms may be worn while reporting to and from the job site or while reporting to a call-out during duty hours, but cannot be worn anywhere else inside the institution or on the recreation yard.
6. Housekeeping and Nursing Attendants will be allowed to wear white shirts only while on their assigned details.
7. Inmates on medical wards (3-1 and 3-2 only) who are not able to leave their unit due to medical reasons will be allowed to wear pajamas while they are on the ward. They will dress in the required khaki attire if they leave the unit.
8. Inmates may wear clothing other than khakis (non-revealing) while in their assigned housing unit.
9. If hats are worn, the bill must face forward. Do-Rag head wear may only be worn while in assigned housing units.
10. Dialysis patients may wear sweat pants and sweat shirts while receiving their treatments and while reporting to and from Dialysis.
11. Khakis will be worn during all visits in the Visiting Room. Bus shoes will be provided to wear for the duration of the visit.
12. Short pants may not be worn in the dining room Monday-Friday during the noon meal. However, shorts may be worn in the dining room during the breakfast and evening meals as these meals are served prior to and after normal business hours.

### Security Procedures

#### **Counts**

One of the first realities of institutional life is count. It is necessary for the staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their cells until the count is announced as clear. Inmates are expected to be standing at bedside during official counts held during non-bedtime hours.

While count procedures vary from one unit to another, when a count is announced, each inmate must return to his or her room or bed area and remain there quietly until it is announced the count is clear. Official counts will ordinarily be taken at about 12:00 Midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m., and 9:00 p.m. Other counts may occur during the day and evening. **The 4:00 p.m. and 9:00 p.m. counts are a standing count. In addition, the 10:00 a.m. count on weekends and holidays is a standing count.** You must stand by the side of your bed during these counts.

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

#### **Lock-down**

The time when each unit is secured for the night is contained in the unit rules. These rules are posted on the information boards located in each housing unit.

#### **Call-Outs**

Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings, and

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other activities) and are posted each day on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. If a Work Cadre inmate is in need of routine medical attention, he will have to go to the 1-2 Clinic that morning between the hours of 7:00 a.m. and 7:30 a.m. and sign up for sick call. Illnesses of an emergency nature are exceptions and are handled accordingly.

When a staff member wishes to see an inmate, the inmate is put on the call-out list ahead of time. The list appears each day on the ward bulletin board. Your detail supervisor or ward officer will release you at the appropriate time. You have ten (10) minutes to make your call-out. Refusal to appear for your call-out will result in an incident report.

If you must see a staff member on short notice, your ward officer or detail supervisor may call ahead to see if the person is available and can see you.

If a staff member finds it necessary to see an inmate on short notice, the staff member will call the inmate's ward officer or detail supervisor to see if the inmate can be sent to him at that time.

No one may just go to see a staff member without authorization as the person might not be available at that time. Leaving your area without permission is considered "out-of-bounds", subjecting you to disciplinary action.

**Inmates are not authorized to enter any housing units other than the one he is assigned to.**

### **Controlled Movement**

Movement throughout the institution is regulated by a procedure called "controlled movement". The purpose of controlled movement is to ensure movement of inmates is safe and orderly.

Movement through the corridors will be done only during the ten minute interval. You are only allowed to move to recreation and other places within this time period. You must stay at the location until the next controlled movement before you can return to your unit. **These movements will be announced over the P.A. system.**

During workday evening hours, the first controlled movement usually will begin at the end of the evening meal. This means, after supper, inmates may travel to any unrestricted area of the institution during these hourly moves. On Saturdays, Sundays, and holidays, the first controlled movement will begin at the end of the morning meal.

Work call is at 7:45 a.m. and is announced via the P.A. system. You must stay on your detail until 3:45 p.m., with the exception of work passes which are issued from your detail supervisor. We function under the controlled system and all inmates going to and coming from a call-out will do so during open movement. Unauthorized movement during closed quarters/movement will result in an incident report and/or placement in Administrative Detention.

### **Closed Quarters**

When the control center office announces closed quarters, inmates are to immediately clear the hallways and remain out of the hallways until control center staff announce closed quarters are over.

### **Contraband**

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be

authorized and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate; items purchased in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

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### **Shakedowns**

Any staff member may search an inmate's room to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his or her room is searched. The property and living area will be left in the same general condition as it was found. These searches will be unannounced and random. Your person is subject to search at any time by any staff member. Refusal to be searched will result in disciplinary action and immediate placement in the Special Housing Unit.

### **Drug Surveillance**

The Bureau operates a drug surveillance program to include mandatory random testing, as well as testing of suspect categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so he will be subject to an incident report.

### **Alcohol Detection**

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

### **Fire Prevention and Control**

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures, bed lamps, electrical receptacles, or other hazards cannot and will not be tolerated. The reporting of any unsafe or unhealthy conditions to the detail supervisor is encouraged. Regular fire inspections are made in each institution by qualified professionals.

## **Programs and Services**

### **Job Assignments**

All Work Cadre Unit inmates are expected to maintain a regular job assignment. Inmate job assignments are controlled through the inmate performance pay committee which provides a monetary reward for actual work performed. Federal Prison Industries (UNICOR) has a separate pay scale and this institution does not have UNICOR. The Work Cadre Unit team is responsible for job changes and ensuring institution work quotas are met.

Institutional maintenance jobs are usually the first assignment an inmate receives. These might include work in Food Service, as a unit orderly, or in a maintenance shop. While an inmate is in A&O status, he may be assigned tasks in the unit and on special details. Inmates will not be paid for work while in A&O status. There are pay restrictions for failing to meet court ordered financial obligations, drug education requirements, and educational attainment (GED).

### **FOOD SERVICE**

Nutritionally adequate meals are provided to inmates in the mainline cafeteria or in housing areas receiving satellite tray service. Menu options include regular, Heart Healthy, and non-flesh diet programs. Certified meals are provided when approved by Religious Services per policy.

The Heart Healthy menu option is developed to be lower in sodium, fat, cholesterol and sugar. This option is available through mainline or on satellite trays upon request. Also, wheat bread and fruit instead of dessert will be provided along with the regular menu upon request at mainline or on satellite trays.

### **MEAL TIMES**

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### Week Days

6:00 – 7:00 AM

11:00 – 12:00 NOON

After 4:00 PM count is cleared

### Weekends and Holidays

6:00 – 7:00 AM

After 10:00 AM count is cleared

After 4:00 PM count is cleared

*No food may be taken out of the inmate dining room.*

### **Education Programs**

Many education opportunities are available to you through the Education Department. The Education staff urges you to expand your horizons while you are here and participate in the variety of programs offered. By policy, with minor exceptions, all Federal prisoners who do not have a High School Diploma or a GED must enroll for up to 240 hours in a GED program. All promotions in institution assignments beyond the entry level pay grade are contingent on successful completion of the GED program.

### **Education Facilities:**

#### **Learning Center - 8 Building Basement**

- A. GED and English as a Second Language (ESL) Classrooms
- B. Education Open House 11:30 a.m. through 12:30 p.m., Monday through Friday
- C. Adult Continuing Education classes

#### **Education Annex - 8 Building Basement**

- A. Parenting Program
- B. Release Preparation Program classes
- C. Adult Continuing Education classes

#### **4-2 Education (Located one floor above Food Service)**

- A. Vocational Training
- B. Apprenticeship/Related Trades Program
- C. Adult Continuing Education self-paced classes
- D. College Correspondence Course Test Proctoring
- E. Test Area for the Pre-GED and ABLE/ SABE/ TABE/ GED Testing area

Inmates assigned to the Work Cadre Unit will receive more detailed information in the Education A&O Program. Inmates housed in the Hospital and Mental Health Units should visit the Education Open House for more details.

Note: Inmates in the Hospital and Mental Health Units will need permission from their Unit Team to participate in Education programs to avoid conflicts with prescribed medical regimens.

### **Recreation Programs**

A wide variety of recreation programs are offered year around for the enjoyment of the inmate population. You will find both active and sedentary activities available to meet your needs.

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## **Recreation Facilities:**

### **Recreation Center**

1. Fitness Equipment
2. Pool Tables and Games
3. Craft Shop (Crafts include leather, ceramics, painting, and stick art)
4. Law Library \*\*Copy machine available
5. Leisure/Reading Library \*\*Daily newspapers and monthly magazines
6. Listening Library \*\*Video and audio tapes, DVDs, and CDs

### **Main Yard**

1. Softball Field
2. Horseshoes
3. Bocce Ball Courts
4. Volleyball Court
5. Basketball Court
6. Pavilion and Tables
7. Walking Track
8. Soccer
9. Handball
10. Flag Football

### **Gymnasium** (Restricted schedule during summer months)

- Music Room
- Limited Fitness Equipment
- Intramural Activities

Intramural activities are offered in many areas for participation. Sign up information will be posted on the unit bulletin boards.

Movies are shown over a closed circuit TV channel. Consult bulletin boards for dates and times.

### **Selective Service**

Inmates between the ages of 18 and 25 may register for Selective Service through the Correctional Systems Department. Registration is on a voluntary basis.

### **Counseling Activities**

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

### **Psychology and Psychiatry Programs**

Each unit has a psychologist assigned or available to it to provide counseling and other mental health services to unit inmates. In some cases, the psychologist has an office in the unit where he or she can be easily reached by the inmates, help develop ongoing counseling programs, or for personal crisis intervention. The normal hours of

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operation for the Psychology and Psychiatry Programs are 7:30 am till 4:00 pm, Monday through Friday.

A clinician is on-call for emergency situations 24 hours a day, seven days a week.

Bureau institutions also have a staff or contract psychiatrist who is a medical doctor and who is also available by appointment for individual problem-solving.

Psychology Department offers the following Drug Abuse Programs:

1. Drug Education

Purpose: To educate participants about the abuse of alcohol and other drugs and to motivate participants to pursue more intensive drug abuse programming.

This program is mandatory if the inmate meets the following criteria:

1. Evidence in the Pre-Sentence Investigation that alcohol or other drugs use contributed to the commission of the instant offense;
2. Alcohol or other drug use was a reason for violation of parole or probation for which the inmate is now incarcerated; or
3. The inmate was recommended for drug programming by the court.

This program is also offered to any inmate who voluntarily wishes to participate.

2. Non-residential Drug Abuse Program

Purpose: To provide ongoing group counseling for inmates in a non-residential format. who either do not qualify or do not desire to participate in the Residential Drug Abuse Program.

This program is also appropriate for inmates who have very short sentences and for those who have already completed a residential program and desire aftercare counseling prior to their release. These services include individual or group counseling, completion of the Non-Residential Drug Abuse Interactive Workbook, and Alcoholics and Narcotics Anonymous Meetings.

3. Residential Drug Abuse Program

Purpose: To provide comprehensive residential drug abuse treatment for inmates with moderate to severe histories of substance abuse. This 500 hour program is based on the biopsychosocial model of treatment. This model stresses that individuals assume personal responsibility for changing their behavior. While an

Individual may not have control over a variety of biological, psychological and social/environmental factors which contributed to the development of substance abuse, the individual is responsible for the choices he or she makes.

USMCFP-SPG offers this program to inmates who meet the qualifications and have a medical housing need. Non-medical inmates who qualify for this program are transferred to other institutions.

If you are interesting in Drug Abuse Programming at USMCFP-SPG you may contact the following staff located on 2-1W:

Dr. Engel, DAPC

Ms. Kinkade, DTS

Ms. Cox, DTS

Ms. Frost, DTS

**Escorted Trips**

Bedside visits and funeral trips may be authorized for inmates in lower custody categories when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody

classification, one or two Correctional Officers will escort the inmate. All expenses will be paid by the inmate, except for the first eight hours of each day the employee is on duty. The funds for the proposed trip must be in the inmate's account prior to the trip. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met, based on a determination the perceived danger to Bureau of Prisons staff during the proposed visit is too great or the security concerns about the individual inmate outweigh the need to visit

## **Furloughs**

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U. S. Marshal, other federal or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence and inmates with enhancements in their presentence reports for weapon's possession will not be granted social furloughs.

The Bureau has a social furlough program for inmates who have community custody and are two (2) years or less from their anticipated release date and are medically able to participate in the furlough. An inmate who meets the eligibility requirements may submit an application for furlough to unit staff for approval. Furloughs may be granted for the following reasons:

- Visits to dying immediate family (parent, wife, child, brother, sister)
- Attendance at funeral of immediate family (same as above)
- Obtaining medical services not otherwise available.
- Contacting prospective employers.
- Establishing or re-establishing family or community ties.
- Participating in selected educational, social, civic, religious, and recreational activities which will facilitate release transition.
- Any other significant reason consistent with the public interest.

In all units, pre-release programming will be emphasized and staff will address concerns about readjustment, current community issues, and educational/vocational opportunities. For eligible inmates, furloughs and Residential Re-Entry Center (halfway house) placements will be considered.

## **Policies Regarding the Use of Restraints, Seclusion, and Suicide Prevention**

On rare occasions, it becomes necessary to restrict an inmate's freedom for his safety or the safety of others. When staff determine an inmate demonstrates a clear and immediate danger to himself or to others, he may be placed in seclusion, on suicide watch, or in restraints, depending on how dangerous his behavior is. Examples that might lead to seclusion, suicide watch, or restraints would be statements by the inmate he intends to harm himself, the discovery of an inmate's plan to harm himself or others, or highly combative behavior toward staff during normal operations such as a cell move. During seclusion, suicide watch, and restraints, an inmate is in a special cell containing a camera so staff are able to monitor his behavior for dangerousness. A staff member may be stationed outside the cell to watch the inmate's behavior more closely as well. This special monitoring is conducted to ensure the inmate's safety.

It is important to remember seclusion, suicide watch, and restraints are only used when it is absolutely necessary. The staff at the medical center are dedicated to preventing the use of these procedures whenever possible. When there is an indication of dangerousness, we will always attempt to use nonphysical means of dealing with the situation first. It is only when verbal interventions or other less restrictive measures have failed or would not be effective that we will proceed with seclusion, suicide watch, or restraints. If it is determined one of these more restrictive measures is necessary to maintain the inmate's safety and the security of the institution, we will work toward a less restrictive situation as quickly as possible. For example, if an inmate is put on suicide watch after cutting himself severely, he will be removed from suicide watch as soon as clinical staff determine he is no longer a

danger to himself. No inmate will remain in seclusion, on suicide watch, or in restraints as the result of retaliation by staff, as a means of coercion, or solely because he has a history of dangerousness. Staff make every effort to preserve the inmate's dignity and safety while these more restrictive measures are being used and his needs will regularly be assessed by clinical staff. If you have any questions about the use of seclusion, suicide watch, or restraints, contact the psychologist working on your unit.

## **Self-Improvement Programs**

### **Education**

Education Department is responsible for educational testing, academic training, social education, pre-release programs, vocational training, hobby crafts, recreational activities, the library, and the Law Library.

### **Testing**

Each Work Cadre inmate who does not have a High School Diploma, General Equivalency Diploma (GED), or has not met the GED Literacy requirement will be given a placement test and enrolled in a mandatory Adult Basic Education or GED program.

### **Reentry Services**

Inmates will have the opportunity to participate in many programs, classes, and activities that are designed to enhance reentry success. USMCFP Springfield has created an institution program catalog that is available to all inmates. You are strongly encouraged to look through this catalog and participate in as many programs as possible, more specifically participate in those programs that will help build skills to aid in your reentry process. Once you are within four years of your projected release date, your reentry needs will be examined more closely to determine what programs would benefit you most. You are expected to take an active role in your release preparation process. Your Unit Team as well as the institution's Reentry Affairs Coordinator will be available for reentry questions or concerns that you have.

### **Release Preparation Program**

The Release Preparation program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. Probation Officers, halfway house personnel, other agencies, and employers are available. The Release Preparation Program is offered to inmates who are within 30 months of their projected release date. You may submit a cop-out to the department responsible for the area you wish to participate in. There are six core topics and some have different classes offered in each topic.

#### Core Topics:

1. Health and Nutrition-Food Service
2. Employment-Education
3. Personal Finance-Social Work
4. Community Resources- CMC
5. Release Information- CMC
6. Personal Growth-Education and Psychology

### **Psychology Services**

All inmates will be screened by Psychology Services staff during the institution's A&O Program. Screening may include an individual interview. Psychologists are available for individual and/or group psychotherapy. Inmates interested in services can submit an Inmate Request to Staff Member (Cop-Out) to Psychology Services. Mental Health services are offered in the areas of drug and alcohol abuse as well as for other behavioral or emotional problems.

### **Suicide Prevention**

It is not uncommon for people to experience feelings of depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, serving a long sentence, experiencing family problems, problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the

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pressure they are under. Staff are trained to monitor inmates for signs of suicidality and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are

personally experiencing any of the problems noted above or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, refusing phone calls and/or visits), or hopelessness (giving away possessions, stating "there is nothing to live for"). PLEASE alert a staff member right away.

### **Religious Programs**

Your religion is a personal and vital part of your life. The institution will not try in any way to change your religious convictions.

Full-time Chaplains are on the staff to administer to the religious needs of the inmates. It is our intent to provide programs and facilities to support your religious convictions.

Not only do these chaplains hold religious services every Sunday, visiting clergymen and chapel volunteers of other faiths hold regular services at the Medical Center throughout the week and weekend.

The Chaplains are available for individual counseling. If you desire to speak with a Chaplain, it is recommended you make an appointment through the Chapel office.

Check the bulletin board on your ward or the chapel area in the hallway for a schedule of the religious services and programs.

Religious necklaces or medallions may only be worn inside your shirt when not in the Chapel.

### **Inmate Financial Responsibility Program**

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

Institution staff assist in planning but the inmate is responsible for making all payments required either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate will be limited to spending a maximum of \$25 per month in the commissary, will not receive performance pay above the maintenance pay level (\$5.25), placed in the lowest housing status, and will not be considered for community program activities.

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

### **Medical Services**

The overall Bureau health care delivery system includes local medical facilities as well as the major medical referral centers (MRC).

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Each inmate is assigned a provider when coming into the facility. On-site emergency medical care is available 24-hours a day. Inmates assigned to the cadre unit who wish to be seen by their provider should write a Cop-Out to their provider with the issues that need to be addressed. For more pressing issues, they may be seen in sick call, for evaluation of medical problems. Sick call is in the 1-2 clinic from 7:00 - 7:30 a.m., Monday, Tuesday, Thursday, and Friday. There is a \$2.00 co-pay assessed per visit.

Inmates assigned to the hospital unit who wish to be seen by their provider should write a Cop-Out to their provider with the issues that need to be addressed. For more pressing issues, they may talk with the ward nurse and she/he will send the information to the provider. A co-pay of \$2.00 may be assessed per visit if indicated by policy.

Inmates must bring their commissary card for identification purposes when reporting to sick call or to their provider.

Inmates who become ill after the regular sick call appointment sign-up period should ask their work supervisor or unit officer to call the hospital for an appointment.

Inmates in detention or segregation are unable to sign up for this procedure. For that reason, a medical staff member tours each such housing unit at least once every work shift or three times a day.

### **Annual and Biennial Examinations**

All Work Cadre inmates will receive a physical exam, routine lab, chest x-ray, and appropriate immunizations, if indicated.

Inmates may request, through the Health Services Department, a physical exam every two (2) years.

### **Examinations for Inmates Age 50 and Over**

As part of the admission and annual physical exams for inmates over the age of 50, each inmate may received an electrocardiogram, tonometry, and a rectal exam. If symptoms or signs indicate, a sigmoidoscopy will be offered. Inmates may refuse any procedure and the refusal will be documented on the physical examination form.

### **Release**

An inmate being released may request a medical evaluation if he has not had one within one (1) year prior to the projected date of release. A medical examination will be conducted within two (2) months prior to release.

### **Emergency Medical Treatment**

All emergencies or injuries will be given priority for treatment. Appropriate medical care will be provided by institution hospital staff.

### **Restraints and Seclusion Policy**

The institution's policy and procedures do not permit the use of restraints or seclusion for purposes such as coercion, discipline, convenience, or retaliation of staff. Restraints or seclusion are only used when non-physical interventions would not be effective. They are only used in emergency situations in which there is an imminent risk of an individual physically harming himself or others.

Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only. Medical staff are on duty 24-hours a day and seven (7) days a week.

### **Medications - Pill Line**

Controlled medications are dispensed at a prescribed location (the "pill line") during specified time periods. You must verbally identify yourselves and present your commissary ID at pill line for identification purposes. Inmates in detention or segregation are provided their medication by staff in their cells. Inmates will pick up new non-controlled medications at the Pharmacy on weekdays 4:30 - 5:15 p.m. and continuous medication renewals can

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be picked up at the Pharmacy on weekdays 11:30 a.m.- 12:15 p.m.

The □pill line□ times are posted. Failure to report for □pill line□ at the posted time may result in the medication not being dispensed.

Inmates in 10 Building and Long Term Care units are not allowed to purchase or carry OTC medications.

### **Dental Sick Call**

All new admissions to the Bureau of Prisons will be scheduled for a dental examination soon after their arrival.

To request routine dental treatment (this includes cleaning, fillings, false teeth, etc.), sentenced inmates need to submit an Inmate Request to Staff Member (Cop-Out) to the dental clinic and their name will be placed on a waiting list. Unsented inmates are eligible for emergency treatment only.

The dental clinic has a dental sick call/open house from 12:00 noon to 12:30 p.m., Monday through Friday. Patients must report no later than 12:15 p.m. to be seen. Dental treatments and visits may result in a \$2.00 co-pay. Emergency problems will be addressed and questions regarding dental treatment or waiting lists will be answered.

### **On the Job Injuries**

If an inmate is injured while performing an assigned duty, he must immediately report the injury to their work supervisor. The work supervisor will then report the injury to the institution Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor.

If injured while performing an assigned duty, and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered. (See Inmate Injury Compensation Handbook for details).

### **Medical Co-Payments**

Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. 4048), The Federal Bureau of Prisons and U.S. Medical Center for Federal Prisoners provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.

**A. Application:** The Inmate Co-payment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to co-pay fees.

#### **B. Health Care Visits with a Fee:**

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical

evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 co-pay fee for that visit.

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

#### **C. Health Care Visits with no Fee:**

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We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health Care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. 6, Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

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

Blood pressure monitoring;  
Glucose monitoring;  
Insulin injections;  
Chronic care clinics;  
TB testing;  
Vaccinations;  
Wound Care; or  
Patient education.

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

- D. Indigency:** An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

- E. Complaints:** You may seek review of issues related to health service fees through the Bureau's Administrative Remedy process.

### Contact with the Community and Public

#### **Mail Room**

The Mail Room has "Open House" four days a week. The hours of Open House are from 11:30 a.m. - 12:15 p.m., Tuesday through Friday, except the Tuesday following a Monday holiday.

#### **Express Services**

Program Statement 5800.11 (Mail Management Manual) prohibits use of Express Mailing Services to the inmate population. This includes Federal Express, Postal Express, UPS, and other private carrier services. Registered, Certified and Certified-Return Requested services are available during the Mail Room "Open House" hours. These services are provided at the inmate's expense.

#### **Outgoing Postage**

The Mail Room staff will weigh outgoing mail for correct postage due. Large packages will be taken to the R&D area for weighing. Staff will provide the inmate with the cost of mailing articles Certified Mail, Certified Mail Return Receipt, and insured. These services will be paid by the inmate through postage stamps acquired from the Commissary.

Interested parties must send all funds intended for inmates at USMCFP Springfield to the LockBox Program location at the following address:

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

Institutions throughout the Bureau of Prisons no longer accept funds received for inmates from any outside parties. Any funds received will be rejected and returned to the sender. With the rejections, we will enclose specific instructions on how the sender may send funds to the LockBox Program. Please notify all persons sending you funds to send them to the LockBox Program address listed above and to follow the instructions below:

**Do not enclose personal checks, letters, pictures, or any other items in the envelope with the funds.**

Enclose only the allowable negotiable instruments, such as money orders, government checks, and business checks. A 15 day hold will be placed on all negotiable instruments with the exception of a postal money order or Quick Collect Western Union transfer. The LockBox Program will accept allowable negotiable instruments from other countries provided their stated value is in U.S. currency. The LockBox Program cannot 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.

Print the inmate's (addressee's) committed name (no nicknames) and register number on all money orders, U.S. Treasury, state, and local government checks, and any negotiable instruments from other countries (payable in U.S. currency) AND on the envelope.

Print or type the sender's name and return address in the upper left hand corner of the envelope. This will ensure funds can be returned to the sender in the event they cannot be posted to an inmate's account.

**Inmate Electronic Funds Transfer/Quick Collect**

Inmate's families and friends may send inmates funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 9:00 a.m. 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](http://www.westernunion.com).
- 2) By phone using a credit/debit card: The inmate's family or friends may call 1-800-634-3422 and press option 2.
- 3) Online using a credit/debit card: The inmate's family or friends may go to [www.westernunion.com](http://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 the inmate name and register number must be entered correctly. Failure to provide the correct information may prevent the transaction from being completed. **The City Code will always be: FBOP and the State Code will always be: DC.**

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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 funds are accepted and posted to that inmate, funds may not be returned.

Western Union will charge the sender a fee for U.S. cash transfers processed at their agent locations. Transfers via the telephone or internet have higher fees. Non-U.S. money transfers also have higher fees.

Any questions or concerns from the general public regarding Western Union transfers and fees should be directed to Western Union.

### **Special Mail**

**The Correspondence Program Statement identifies correspondence received from the following as Special Mail: President, Vice President, U.S. Attorneys, members of the U.S. Congress, Attorneys, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons, but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. For incoming correspondence to be processed under the special mail procedures, the sender must be adequately identified on the envelope and the front of the envelope must be marked "Special Mail - Open only in the presence of the inmate" or words to that effect. Clearly identified Special Mail from the Chambers of a Judge or a member of the U.S. Congress does not require Special Mail markings and will be forwarded to your counselor for opening in your presence.**

**Special/Legal mail may be delivered to unit staff during open house hours or the mailroom during open house.** You need to make sure the Mail Room staff can identify to whom the letter is being sent by using the public official's title on the envelope.

### **Legal Mail**

Legal correspondence is processed the same as Special Mail and above-mentioned Program Statement further states...."the inmate is responsible for advising any attorney correspondence **will be handled as Special Mail only if the envelope is marked with attorney's name and an indication the person is an attorney and the front of the envelope is marked "Special Mail - Open only in the presence of the inmate."**

You may prepare and mail any petition you wish as long as it pertains to your case only. "Incoming Legal Mail," which meets Bureau requirements, will be sent directly to your counselor who will open, inspect, and turn it over to you.

### **Inmate Correspondence with Representatives of the News Media**

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

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

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

### **Incoming Publications**

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft-cover or hard-cover publications (for example, paperback books, newspaper clippings, magazines, and other similar items) only from the **publisher**,

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**from a book club, or from a bookstore.** Accumulation of publications will be limited to five (5) magazines (not to be more than three (3) months old) and to the amount that can be neatly stored in the locker and/or shelf provided in each room because of sanitation and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

### **Implementing The Ensign Amendment Procedures**

Section 614 of the Fiscal Year 1999 Omnibus Budget Act (P.L. 105-277) prohibits the Bureau from distributing or making available to inmates any commercially published material which is sexually explicit or features nudity.

The policy provides commercially published information or material received at the institution which is sexually explicit or features nudity will be returned to the publisher or other sender.

Program Statement 5266.11, Incoming Publications, establishes criteria for any printed materials which may be received by an inmate. The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity.

Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

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

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

It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs. It is written in code.

It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.

It encourages or instructs in the commission of criminal activity.

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

### **Correspondence Between Confined Inmates**

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

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

For Federal facilities, the unit managers at both institutions must approve the correspondence. For a Federal inmate to write to a State inmate, the Warden of both facilities must approve the correspondence.

The same approval process is required for telephone calls to an incarcerated immediate family member.

### **Rejection of Correspondence**

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

Examples include:

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

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

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

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

### **Notification of Rejection**

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

### **Incoming Packages**

The Mail Management Manual requires all incoming packages to have staff approval prior to being received. A Mail Form BP-331 is used for this purpose. Packages received without the proper authorization will be returned to the sender as unauthorized. The Bureau of Prisons discourages the use of package authorizations except as outlined in Program Statement 5580.08, which states:

**The only packages an inmate may receive from home are those containing release clothing. Release clothing packages may only be received within the last 30 days of confinement. This clothing shall be stored in R&D and shall not be released to the general population. Medical devices such as hearing aids, eyeglasses, dentures, wheelchairs, braces, orthopedic/prescription shoes, and artificial limbs are authorized if medically required and approved by the Health Services Administrator.**

### **Transferring**

When transferring to another institution, you will be called to R&D to pack out your personal property for appropriate mailing. Perishable items such as soda pop, cheese, and opened food items may not be mailed. These items should be disposed of prior to your departure.

Program Statement 5580.08, states excess personal property, being received from another institution or upon time of transfer, will be mailed to a non-Bureau destination of the inmate's choice. *The inmate shall bear the expense of this mailing.*

Ordinarily, no more than two (2) boxes of property, size 14"X14"X19", shall be shipped at government expense for each inmate. The inmate may elect to pay for expenses related to the shipment of authorized personal property beyond the two boxes.

### **Change of Address/Forwarding of Mail**

The Receiving and Discharge staff will provide inmates with change of address cards required by the U.S. Post Office. These cards are given to inmates who are being released or transferred to notify correspondents of a change in address. Any general mail received after 30 days will be returned to sender.

### **Inmate Telephone System**

You will be issued a personal phone access code (PAC) number for use of the telephone. A fee will be charged for a replacement PAC due to negligence and for requests of written telephone account statements. Open house hours

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are normally 11:15 a.m. to Noon, Monday through Friday at the 4 Bldg. T Trust Fund Services office located across from Commissary.

Purchases for Inmate Telephone System (ITS) credits are made via the telephone twice daily Monday thru Friday from 4:30 p.m. - 11:30 p.m. or during phone operational times on week-ends and holidays. All phone numbers are managed through the TRULINCS system, each inmate is allowed 30 active phone numbers. The maximum length of each call will be limited to 15 minutes and the interval waiting period between calls shall be 30 minutes. Inmates with no access to TRULINCS must complete a Contact Form provided by a Unit Team member to add phone numbers and contact information. This form must be hand delivered by staff to the Trust Fund Services department, where the information will be entered into TRULINCS within 3 working days.

You are limited to a maximum of 300 minutes of calling time per validation cycle. Ordinarily, you will be allowed an extra 100 minutes in the months of November & December. Inmates who exhaust their 300 minute limitation or are without funds may be provided a recorded ITS telephone call for good cause at the inmate's expense or in certain circumstances a collect call. Unit staff will prepare a memo for the Warden's signature granting approval beyond the 300-minute limitation and/or approval for a collect call on the ITS system.

Telephone hours will begin at 6:00 a.m. and end no later than 11:30 p.m. From 11:30 p.m. to 6:00 a.m., inmate telephone access will not be available. All inmate telephones, with the exception of one per housing unit, will not be operational 7:30 a.m. – 10:30 a.m. and 12:30 p.m. – 4:00 p.m. (excluding weekends and holidays). With the exception of properly placed calls to an attorney, **inmate telephone calls are monitored**. A notice regarding monitoring shall be posted by each permanent inmate telephone.

Violation of any of the rules regarding telephone use may result in institutional disciplinary action and restriction of telephone privileges. Third party calling is prohibited. Any unlawful inmate telephone use will be referred to law enforcement authorities. You may also be restricted if you have a PSF for Serious Telephone Abuse.

### **Visiting**

All inmates should prepare a visiting list as soon as possible after arrival for approval by your Unit Team.

You will receive a copy of the approved visiting list. Members of immediate families are usually approved if the relationship can be verified in the Pre-sentence Investigation and there is no indication the family member has a criminal record. Other relatives, including grandparents, aunts, uncles, in-laws, and cousins may be added if you wish to have visits with them and they expect to be able to visit regularly. The visiting privilege may be authorized by the Case Manager or Correctional Counselor. Inmates are responsible for mailing of the Visitor Information (BP-629) form to prospective visitors. The forms are available through the unit counselor or case manager. The forms must be mailed directly back to the case manager or counselor. Any form mailed back to the inmate will not be accepted.

You are responsible for advising your prospective visitor of the approval or disapproval of their placement on your approved visiting list. One visitor may not visit with more than one inmate at a time and staff will carefully review any requests for placement of a visitor on more than one inmate visiting list.

### **Visiting Room**

The visiting room will be open for inmates visiting from 9:00 a.m. until 3:00 p.m. Thursday through Monday. The visiting room is closed on Tuesday and Wednesday. Visitors will not be processed into the institution after 2:30 p.m. The visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Inmates may receive eight (8) visiting points per month. Weekend and holiday visits are counted as two (2) points with the exception of Christmas, Thanksgiving and New Year's which will not have any points counted. Weekday visits are one (1) point. All visits will be counted on a daily basis regardless of whether the visitor stays all day.

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Social visits may be used at any frequency or intervals, such as scattered throughout the month or on consecutive days.

All visitors, with the exception of children under sixteen years, must display a valid state or government photo identification before being permitted into the institution.

Children under 16 may not visit an inmate unless accompanied by a responsible adult. Adults bringing children in the visiting room are responsible for supervising the child and picking up items left by the child. Toys are available for children to play with and the responsible adult must ensure the items are returned to the visiting room officer. In the event the visiting room becomes too full, local visits may be terminated to permit infrequent (out-of-town) visitors to complete their visits. Food and soft drink machines are available in the visiting room.

Special visits in cases of documented family emergencies may be made by submitting a written request through the unit team.

### **Visitor Dress Code**

The Front Lobby Receptionist will be responsible for ensuring all visitors are dressed appropriately prior to being allowed entrance into the Visiting Room. Inappropriate/unauthorized attire is considered to be: transparent clothing; strapless garments; any garment which exposes the stomach or any intimate area of the body, Tank-tops; Halter Tops; dresses, skirts and shorts which are shorter than four (4) inches from the middle of the knee; garments with obscene logos; low-cut blouses; obvious lack of undergarments; Khaki colored pants and shirts; hats of any kind; coats or jackets; hooded garments.

### **Attorney Visits**

Same hours as regular visits. (Closed Tuesday and Wednesday).

### **Bedside Visits**

Hospitalized inmates who are medically unable to go to the institution visiting room are asked to have their visitors contact the Case Manager by telephone to **pre-schedule** any bed side visiting.

### **Identification of Visitors**

State or government photo identification is required for visitors. This may include a State Driver's License or State I.D. Card with full names and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

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

No food may be brought into the visiting room, however, vending equipment is located in the visiting rooms.

Visitors are permitted to bring money into the visiting room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the visiting room. Inmates are not allowed to receive either coins or money for their Commissary account while in the visiting room. Money for Commissary accounts should be sent through the mail. Refer to the section in this handbook entitled Commissary. No items may be exchanged in the visiting room without prior approval by the appropriate staff member.

### **Local Transportation**

The U. S. Medical Center address is 1900 W. Sunshine Springfield Missouri 65807, phone number 417-862-7041.

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The U.S. Medical Center for Federal Prisoners is located on the western edge of the city of Springfield, Missouri, at the corner of Sunshine Street and Kansas Expressway. Visitors traveling to the Medical Center from U.S. Highway 60 will exit off the Kansas Expressway interchange and travel north on Kansas Expressway approximately three (3) miles. Interstate 44 is approximately six (6) miles north of the Medical Center on Kansas Expressway. Visitors arriving on Interstate 44 will exit off and travel south on the Kansas Expressway to reach the institution.

Metropolitan City Cab 417-865-7700.

Yellow Cab (417) 862-5511

Greyhound bus (417) 862-6777

### Access to Legal Services

#### **Legal Correspondence**

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

#### **Attorney Visits**

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

#### **Legal Material**

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

#### **Attorney Phone Calls**

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established by the institution. **The inmate must demonstrate to staff he has an imminent court deadline in order to receive an attorney phone call.** Phone calls placed through the regular inmate phones are subject to monitoring.

#### **Law Library**

The law library is located in the Recreation Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends and holidays. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in

detention or segregation status, ordinarily via a delivery system or satellite collection.

#### **Notary Public**

Under the provisions of 18 USC 4004, Case Managers are authorized to witness signature on documents. Law allows a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with an institution notary public.

## **Public Defender**

The Office of the Federal Public Defender represents people charged with federal crimes when appointed by the Court. Additionally, the public defender's office represent inmates when the government has filed a motion pursuant to Title 18, United States Code Section 4245 or 4246, when appointed by the Court. The public defender also represent inmates on parole revocation matters when the inmate requests counsel and when appointed by the Court.

## **Copies of Legal Materials**

Copies of cases from Law Books are generally not available for copying due to copyright laws. Requests for legal copies must be submitted by 3:00 p.m. on Monday afternoon to the Recreation Center Office. In addition, there is a debit card operated copy machine located near the Recreation Center office.

## **Court Security Improvement Act and Related Contraband Material**

Effective immediately, all inmates are prohibited from obtaining or possessing any Uniform Commercial Code (UCC) financing statements (lien forms) and similar forms, including, but not limited to, UCC security agreements, acceptance for value presentments, or documents indicating copyright or attempted copyright of a name. Inmates are also prohibited from possessing manuals or any other documents instructing inmates on the process to file false liens or encumbrances. Additionally, inmates are prohibited from possessing any documents which contain personal information, including, but not limited to, home address, home telephone numbers, social security numbers, financial information, deed information, etc., of any federal government official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other federal officers or employees. If any inmate is found in possession of any of these items, they will be confiscated as contraband, and the inmate may be subject to disciplinary action or referred for possible prosecution. Inmates may utilize the Administrative Remedy process to challenge the confiscation or rejection of such materials.

## **Federal Tort Claims**

Negligence of institution staff resulting in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from the Legal Office.

## **Freedom of Information/Privacy Act of 1974**

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

## **Inmate Access to Central Files**

An inmate may request review of disclosable portions of his central file (to include the Pre-sentence Report and/or Summary) prior to the individual's parole hearing. Institution staff will permit the review of the central file under procedures established locally. Inmates may not possess their presentence report during confinement.

## **Inmate Access to Other Documents**

An inmate can request access to the "Non-Disclosable Documents" in his central file and medical file, or other documents concerning himself, that are not in his central file or medical file by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his registration number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney for records concerning an inmate will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to

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contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

### **Executive Clemency**

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

### **Commutation of Sentence**

The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms available from the assigned unit team. The rules governing these petitions are available in the Law Library.

A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

## **Problem/Grievance Resolution**

### **Inmate Request to Staff Member**

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

### **Administrative Remedy Process**

The Bureau emphasizes and encourages the resolution of complaints and grievances on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or Cop-Outs. When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is the  Informal Resolution Form  issued by a Correctional Counselor (BP-8).

If the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 72 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-9 and Informal Resolution form to a Counselor who will deliver it to the Legal Office. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. The time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible and within the third calendar day after filing.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This

appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form and must have a copy of the BP-9 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses.

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

A BP-229, BP-230, or BP-231 form should be written in three sections:

Statement of Facts  
Grounds for Relief  
Relief Requested

#### **Time Limits (in calendar days) Filing**

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

<b>Response</b>	<b>Extensions</b>
BP-9: 20 days	BP-9: 20 days
BP-10: 30 days	BP-10: 30 days
BP-11: 40 days	BP-11: 20 days

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

### **Disciplinary Procedures**

#### **Inmate Discipline Information**

If a staff member observes or believes he or she has evidence 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. An informal resolution of the incident may be attempted by the Lieutenant.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the high and greatest severity category. Violation in the greatest severity category must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

#### **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

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

### **Discipline Hearing Officer (DHO)**

The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Segregation Review Officer conducts periodic reviews of inmates in Disciplinary Segregation.

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

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

### **Appeals of Disciplinary Actions**

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. UDC appeals are made on a BP9. Appeals are made to the Regional Director (BP-10) and the General Counsel (BP-11). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decisions on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

### **Special Housing Unit Status**

There are two components of special housing. These are Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. To the extent practical, an inmate in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, a new

commitment pending classification, pending investigation or a hearing for a violation of Bureau regulations, pending investigation or trial for a criminal act, pending transfer, for protection, or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary).

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a

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reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily including weekends and holidays. A unit staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

### Release

#### **Sentence Computation**

Commencing in May 2006, computations of inmate sentences will be completed by the Designations and Sentence Computation Center (DSCC), Grand Prairie, Texas. An inmate will be given a copy of his or her sentence computation as soon as it is prepared, normally within 30 days of arrival. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision may be addressed through an inmate request to staff member form (Cop-Out) to the Correctional Systems Department (CSD). CSD staff will forward the Cop-Out to appropriate staff in Grand Prairie for a response.

The CSD does conduct "open house" on Tuesdays from 10:00 a.m until 11:00 a.m. Inmate call-out procedures are utilized for resolving urgent problems. The Program Statements below and/or the Law Library can address most areas of inmate concern and should answer the majority of your questions.

Sentence Computation, Pre-SRA (Old Law, MR and Par. Viol)  
Sentence Computation, Sentencing Reform Act (New Law)  
Interstate Agreement on Detainers

For those questions unanswered, you may go to open house or submit a Cop-Out to the CSD being specific in your area of concern and, if need be, you will be called out and given an explanation.

#### **Fines and Costs**

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

#### **Detainers**

Interstate Agreement on Detainers (IAD): The provisions of the IAD are only applicable based on "Untried Charges." Louisiana and Mississippi are the only two states who have not ratified the Agreement. Detainers based on State Sentences, Probation Violation, Parole Violation, or Conditional Release Violations are not "Untried Charges." You will be notified by Inmate Systems of any detainers lodged and whether the IAD is applicable or not. If you desire to seek disposition of a detainer based on "Untried Charges", contact the Case Management Coordinator or the Supervisory Inmate Systems Specialist.

#### **Good Conduct Good Time**

This applies to inmates sentenced for an offense committed after November 1, 1987. The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with

good time and parole issues. There are no provisions under the new law for parole. The only good time available will be fifty-four (54) days per year good conduct time (GCT). This may not be awarded until the end of the year and may be awarded in part or in whole contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

**Good Conduct Time:** Inmates with sentences that have a **Date Offense Concluded** on or after November 1, 1987 are sentenced under the procedures of the Sentencing Reform Act (SRA) of 1984. Title 18 USC 3624(b) governs the award of Good Conduct Time. An inmate's sentence procedure is based upon the Date Offense Concluded:

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SRA: On or after **November 1, 1987**  
VCCLEA: On or after **September 13, 1994**  
PLRA: On or after **April 26, 1996**

An inmate may have only one of the above types of sentences or may have a combination of two or all three. Due to the **exemplary compliance** provisions of 18 USC 3624 (b), these sentences are not compatible regarding Good Conduct Time Dis-allowances, Forfeitures, and Vesting. Therefore, if these different types of sentences are aggregated with each other, de-aggregation is required prior to any DHO sanction affecting Good Conduct Time.

Currently SRA and VCCLEA may be aggregated. De-aggregation must occur prior to DHO action. This applies to any SRA/VCCLEA aggregate without regard to whether the VCCLEA is violent or nonviolent.

If an inmate has only a VCCLEA sentence, but one count is violent and one count is nonviolent, the VCCLEA will be treated as a violent sentence. For DHO purposes, the sentence will remain an aggregate sentence subject to the **exemplary compliance** provisions.

PLRA sentences will be aggregated with PLRA sentences but not SRA or VCCLEA sentences.

Exemplary Compliance:

VCCLEA Nonviolent - GED requirement. GED UNSAT GCT does not vest. All GCT earned while in non-vesting status may be subject to forfeiture. Max GCT earning in one year = 54 days.

VCCLEA Violent - GED requirement same as nonviolent. Higher DHO sanctions. Max GCT earning in one year = 54 days.

PLRA - GED requirement for vesting same as VCCLEA, however, if the inmate is in a non-vesting status then the max GCT earning while in that status is 42 days per year. Also, higher DHO sanctions.

## **THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES**

### **Statutory Good Time**

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

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

### **Statutory Good Time**

Under 18 U.S. Code 4161, an offender sentenced to a definite term of six (6) months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

Not greater than one (1) year - five (5) days for each month of the not less than six (6) months or more than one (1) year sentence

More than one (1) year, less than three (3) years - six (6) days for each month of the stated sentence

At least three (3) years, less than five (5) years - seven (7) days for each month of the stated sentence

At least five (5) years, less than ten (10) years - eight (8) days for each month of the stated sentence

ten (10) years or more - ten (10) days for each month of the stated sentence

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

If the sentence is for five (5) years or longer, 18 USC 4206(d) requires the Parole Commission to release an offender after he has served two-thirds of the sentence, unless the Commission determines he has seriously violated Bureau of Prisons rules or regulations or there is a reasonable probability he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence.

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six (6) months; a shorter period does not qualify for good time under the statute and a longer period cannot be part of a split sentence.

The following applies only to inmates sentenced for an offense committed prior to November 1, 1987.

### **Extra Good Time**

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of good time at a time (e.g. an inmate earning industrial or camp good time is not eligible for meritorious good time), except a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold extra good time.

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

### **Residential Re-Entry (RRC) Center Good Time**

Extra good time for an inmate in a Federal or contract Residential Re-Entry Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

### **Camp Good Time**

An inmate assigned to a camp is automatically awarded extra good time beginning on the date of commitment to the camp and continuing as long as the inmate is assigned to the camp unless the award is disallowed.

### **Lump Sum Awards**

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of extra good time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than thirty (30) days. If the

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recommendation is for more than thirty (30) days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

An act of heroism

Voluntary acceptance and satisfactory performance of an unusually hazardous assignment

An act which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security matters

A suggestion which results in substantial improvement of a program or operation or which results in significant savings

Any other exceptional or outstanding service.

### **Good Time Procedures (OLD LAW)**

Extra good time is awarded at a rate of three days per month during the first twelve months and at the rate of five days per month thereafter (i.e., the first twelve months, as stated, means 11 months and 30 days - Day for Day - of earning extra good time before an inmate can start earning five days per month. For example, if an inmate were to stop working, transfer from Industry to an institution job, or if good time was terminated for any reason, the time the inmate is not earning good time does not count in the calculation of the first twelve (12) months). If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made.

An inmate may be awarded extra good time even though some or all of the inmate's statutory good time has been forfeited or withheld.

Extra good time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra good time may be terminated or disallowed during such absences if the Warden finds the inmate's behavior warrants such action.

An inmate committed for civil contempt is not entitled to extra good time deductions while serving the civil contempt sentence.

An inmate in an extra good time earning status may not waive or refuse extra good time credits.

Once extra good time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

### **Parole**

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

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Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten (10) years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager or Correctional Counselor prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission file and the inmate's central file.

All inmates who previously waived a Parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at selected Bureau institutions, including USMCFP-Springfield, once every 16 weeks.

Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager or Correctional Counselor.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a "Notice of Action." This decision may be appealed by the inmate. Forms for appeal may be obtained from unit Correctional Counselors or Case Managers. If granted a presumptive parole date (a parole date more than six (6) months following the hearing) a Parole Progress Report will be sent to the Parole Board three to six months before the parole date.

Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

### **Release Planning**

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

The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved. The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the

U.S. Probation Officer approximately eight months before the scheduled parole date.

### **Residential Re-Entry Center/Halfway House Transfers**

Inmates who are nearing release and who need assistance in obtaining a job, residence or other community resources may be transferred to a Residential Re-Entry Center (RRC). In some cases, you may receive more than 6 months due to the Second Chance Act. All inmates are reviewed for up to 12 months RRC placement utilizing a five factor review based on the Second Chance Act. However, this is only approved by the Regional Director. You may discuss this process with your unit team.

The Bureau's Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and local Governments, and the community. Located strategically throughout the country, the CCM is

responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator.

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Community programs have three major emphases:

residential community-based programs provided by Residential Re-Entry Centers and local detention facilities

intensive nonresidential supervision to offenders in the community programs boarding juvenile and adult offenders in contract correctional facilities.

### **Community-Based Residential Programs**

The community-based residential programs available include both typical Residential Re-Entry Centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25% of the inmate's income.

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

Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and re-establishing family ties.

Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.

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

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

### **VCCLEA**

The Violence Crime Control and Law Enforcement Act (VCCLEA) of 1994 requires the Bureau of Prisons to notify state and local law enforcement officials at least two weeks prior to releasing an inmate to supervised release, probation, or parole who have been convicted of a "drug trafficking" crime or a "crime of violence". The notification includes the proposed residence, prior/current convictions for violence/drug trafficking, and the conditions of supervision.

The VCCLEA makes the earning of Good Conduct Time by violent offenders contingent upon exemplary compliance with institution discipline regulations. VCCLEA inmates' good time will only vest if they have earned a General Education Diploma (GED) or high school diploma or are making satisfactory progress towards earning a GED.

The VCCLEA also requires the Bureau of Prisons to notify inmates convicted of sexual offenses of sexual offender treatment programs within the releasing area.

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The Cost of Incarceration Fee (COIF) requires inmates to pay for a portion or all of the costs associated with their first year of incarceration based on their assets as reflected in the presentence report. The cost of incarceration fee does not apply to inmates who received fines or when the sentencing judge waived the fine.

Non-violent inmates who meet a certain criteria may receive up to a one (1) year reduction to their sentence for completion of an intensive residential drug treatment program. Completion of the 40-hour Drug Education Program is a prerequisite for admission into the intensive residential program. Information concerning the program can be obtained from the institution drug program coordinator or drug treatment specialist.

## PLRA

The Prison Litigation Reform Act (PLRA) provisions apply to inmates with an offense date on or after April 26, 1996.

All PLRA inmates must demonstrate exemplary compliance with institution disciplinary regulations in order to earn good conduct time. **PLRA inmate's good time will not vest until the end of their sentences.** The PLRA also provides that Federal judges may order the forfeiture of good conduct time upon a finding the inmate filed a malicious lawsuit, filed a lawsuit in order to harass the opposing party, or presented false evidence to the court. PLRA inmates who are not making satisfactory progress towards earning their GED's will only potentially be awarded a maximum of 42 days good time per year rather than 54 days.

The standard for satisfactory progress is defined as an inmate deemed to be making satisfactory progress unless and until he refuses to enroll in school, withdraws, or is found guilty of a prohibited act that occurs in the literacy program.

## DNA COLLECTION

DNA Evidence Backlog Elimination Act of 2000, USA Patriot Act of 2001, Justice for All Act of 2005, DNA Fingerprint Act of 2005, and the Adam Walsh Child Protection and Safety Act of 2006 requires the Bureau of Prisons to obtain DNA samples from inmates who are:

- Convicted of any federal offense (felony or misdemeanor)
- Convicted of any Uniform Code of Military Justice (military) offense (felony or misdemeanor)
- Convicted of qualifying D.C. Code offense
- Arrested or facing charges (pretrial inmates)
- Non-U.S. persons who are detained under the authority of the United States

## Treaty Transfer

Public Law 95-144 authorizes the transfer of offenders to or from foreign countries pursuant to the conditions of a current treaty which provides for such transfer. Title 18 of U.S. Code 4102 authorizes the Attorney General to act on behalf of the United States in regard to such treaties. The United States has agreements with several countries, including Canada and Mexico, to facilitate the transfer of inmates to their country of citizenship. In general, such treaties provide for citizens of one country convicted of a crime in another country and who, as a result of this conviction, is sentenced to imprisonment or some form of conditional release in that country to instead be transferred to the individual's country of citizenship for completion of sentence. The program is voluntary and is subject to approval of both countries.

## Conclusion

Hopefully, this information will assist you in your first days in Federal custody. You should feel free to ask any staff member for assistance, particularly your unit staff. For individuals who are not yet in custody and who have been given this book to prepare for commitment, the Bureau's Community Corrections Manager or the staff at the institution to which you have been designated can help clarify your concerns.

## **Inmate Rights and Responsibilities**

### **RIGHTS**

- 1.** You have the right to expect as a human being you will be treated respectfully, impartially, and fairly by all personnel.
- 2.** You have the right to be informed of the rules, procedures, and schedules.
- 3.** You have the right to freedom of religious affiliation and voluntary religious worship.
- 4.** You have the right to health care which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, medical, and dental treatment.
- 5.** You have the right to visit and correspond with family members and friends and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
- 6.** You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
- 7.** You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

### **RESPONSIBILITIES**

- 1.** You have the responsibility to treat others, both employees and inmates, in the same manner.
- 2.** You have the responsibility to know and abide by them concerning the operation of the institution.
- 3.** You have the responsibility to recognize and respect the rights of other in this regard.
- 4.** It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, keep your area free of contraband, and seek medical and dental care as you may need it.
- 5.** It is your responsibility to conduct yourself properly during visits, not accept or pass contraband, and not violate the law or Bureau rules or institution guidelines through your correspondence.
- 6.** You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
- 7.** It is your responsibility to use the services of an attorney honestly and fairly.
- 8.** It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to use the materials and assistance.

## **RIGHTS**

- 8.** You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
- 9.** You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
- 10.** You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
- 11.** You have the right to use your funds for commissary and other purchases consistent with institution security and good order, opening bank and/or savings accounts, and to assist your family.

## **RESPONSIBILITIES**

- 9.** It is your responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal rights to the use of this materials.
- 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 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 you may have.

## **Federal Bureau of Prisons Health Care Rights and Responsibilities**

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

### **Your Health Care Rights:**

1. You have the **right to access** health care services regardless of race, color, creed, sexual preference, or national origin. Health services include medical, mental health, dental and all support services. The USUSMCFP Springfield will charge a co-pay fee of \$2.00 for inmate requested visits to health care providers. Scheduled and emergency care will be provided at no personal expense. Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity to include consideration of psychosocial, spiritual and cultural variables that may influence the perceptions of illness.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden

### **Your Responsibilities:**

1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by your health care providers to include proper use of medications, proper diet, following all health related instructions with which you are provided, and keeping all appointments. **You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.**
2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Inmate Grievance Procedures*.

### Your Health Care Rights:

4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the BOP with instructions if you are admitted as an inpatient to a hospital. Care is not dependant on the existence of an Advance Directive.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. **This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.**
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
9. You have the right to report complaints of pain to your health care provider, **have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.**

### Your Responsibilities:

4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement. You are also responsible for contacting the Social Work department for more information on formulating an Advance Directive.
5. You have the responsibility be prudent in deciding with whom to share your medical/mental health information.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. 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.
9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.

### **Your Health Care Rights:**

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 instruction regarding a Healthy diet.

12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).

13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative 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/mental health treatment in accordance with 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 medical treatment.

### **Your Responsibilities:**

10. You have the responsibility to be honest with your health care provider(s), 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 of personal and common areas 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 actively involved in your medical/mental health care and to base your expectations on the reality of your illness.

17. You have the responsibility to be prudent in deciding with whom to share your medical/mental health information.

### **Your Health Care Rights:**

16. You have the right to be involved in all aspects of the decision making process regarding your medical/mental health care. Every effort will be made to honor your beliefs and expectations regarding the care provided.

17. You have the right to expect that your medical/mental health information will only be shared with individuals involved in your care as limited by state and federal laws. You may share your information with whomever you choose.

18. You have the right to receive care in a safe environment and to be free from neglect, exploitation, and all forms of abuse to include sexual, physical, mental, and verbal.

19. You have the right to refuse any experimental research, or educational activities that may be involved in your treatment plan without fear of reprisal.

20. You have the right to participate or refuse to participate in social, spiritual, or community activities and to refuse to speak with anyone not associated with this institution regarding your medical condition if this does not interfere with the terms of your incarceration.

### **Your Responsibilities:**

18. You have the responsibility to report all cases of misconduct to institution staff.

19. You have the responsibility to voice your objection to these activities.

20. You have the responsibility to voice your objection to these activities.

21. You have the responsibility to ensure that your expression and practice is in accordance with national and local BOP policy.

22. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, keep your area free of contraband, and seek medical and dental care as you may need it.

23. You have the responsibility to recognize and respect the rights of other in this regard.

24. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

25. It is your responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal rights to the use of this materials.

**Your Health Care Rights:**

21. You have the right to express personal values and practice cultural and spiritual beliefs provided they do not interfere with your treatment plan, other inmates, or the orderly running of the institution.

22. You have the right to health care which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, medical, and dental treatment.

23. You have the right to freedom of religious affiliation and voluntary religious worship, to include access to pastoral and other spiritual services.

24. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).

25. The patient has the right to a wide range of reading materials for educational and recreational purposes with certain restrictions.

26. The patient has the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with their interests, needs, and abilities.

**Your Responsibilities:**

26. 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

## **Inmate Fact Sheet □ Preventive Health Program for Men** **Preventive Health Screening □ Initial**

The following preventive health screening is provided shortly after you enter federal prison:

**TB Skin Test**- Unless your medical record shows a previous positive TB skin test.

**Chest X-ray** - If you have a positive TB skin test, or if you are foreign born or have recently been outside the U.S. or if you have HIV infection

**Syphilis** - At intake physical exam if have HIV infection, or have a history of syphilis, gonorrhea, or chlamydia

Your health care provider may recommend additional health screens (tests) based on your medical history and physical examination.

### **Preventive Health Screening for Sentenced Inmates**

The following preventive health screens are routinely provided for *sentenced* inmates. You can also request a prevention visit to review needed preventive health services, every three years (if you are under age 50) or every year (if you are age 50 and over).

**Viral Hepatitis** - If you are at risk of hepatitis B or hepatitis C viral infections or report that you had a prior infection.

**HIV** - If you are at risk of infection or report a prior infection.

**TB Skin Test** - Every year, unless you had a positive test in the past.

**Colon Cancer** - Testing for blood in your stool every year, beginning at age 50; colonoscopy if you are at higher risk for colon cancer.

**Diabetes** - If you are at risk, screening every 3 years, beginning at age 45.

**Cholesterol** - Beginning at age 35, screen every 5 years (sooner if you are at risk).

In addition, vaccinations are provided as recommended. Other preventive health services may be made available to you, based on your age and specific needs.

### **Take care of yourself while you are in prison!**

Exercise regularly.

Eat a healthy diet (low fat, more fruits and vegetables).

Take medications as recommended by your doctor.

Don't use tobacco or illegal drugs, or get a tattoo while in prison.

Don't have sexual contact with others while in prison.

## **Sexual Assault**

### **What Is Sexual Assault?**

According to the Federal Bureau of Prisons, sexual assault is any forceful or threatening sexual behavior forced on you by one or more inmates. This includes pressure, threats, or other actions and communications to force you to engage in a partial or complete sexual act.

### **Your Right To Be Safe From Sexual Assault**

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

### **About Your Safety**

If you feel your right to be left alone sexually is being violated, BOP staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual assault with any staff member. Some staff, like psychologists, are specially trained to help you deal with problems in this area. If you are in an emergency situation, approach any staff member. It is part of their job to ensure your safety. You do not have to name other inmates to receive assistance, but specific information may make it easier for staff to help you.

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

### **Avoiding Sexual Assault**

Here are some things you can do to protect yourself against sexual assault:

- X Do not accept gifts or favors from other inmates. Most gifts or favors from other inmates come with strings attached to them.
  
- X Be alert! Do not use contraband substances such as drugs or alcohol. These can weaken your ability to stay alert and make good judgements.

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- X Be direct and firm if other inmates ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- X Avoid out of the way or poorly lit areas of the institution.
- X Choose your associate's wisely. Look for people who are involved in "safe", positive institutional activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- X Trust your instincts. If you sense a situation may be dangerous, it probably is.

### Counseling Services Related To Sexual Assault

Most people need help to recover from the emotional effects of sexual assault. If you are the victim of a sexual assault, whether it's recent or in the past, psychology staff are available to counsel you. If you feel you need help to keep from sexually assaulting someone else, psychological services are available to help you gain control over these impulses.

### **Before You Attack Another Inmate Remember . . .**

Sexual assault is a serious crime. The Bureau of Prisons will investigate all reported sexual assault incidents. If you are found guilty of sexual assault, you will be subject to disciplinary action which may include loss of good time, time in disciplinary segregation, and/or additional criminal charges and time in prison.

If you are interested in more information on this topic, Psychology Services staff are available to assist you.

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### **Visiting Room Rules and Regulations**

The following guidelines have been established to provide an opportunity to visit within the confines of the U.S. U.S. Medical Center for Federal Prisoners in a safe and orderly manner. They have been formulated so visiting privileges may continue to be a productive and integral part of this institution's operation and the inmate's adjustment. Questions concerning these guidelines should be directed to the Receptionist or Visiting Room Officers.

1. The Front Lobby Receptionist/Officer will ensure all visitors are dressed appropriately. Inappropriate attire is defined as transparent clothing; strapless garments; skirts, dresses, and shorts which are shorter than four (4) inches from the middle of the knee; slits on the skirt or dress which reveal intimate areas of the body; t-shirts with obscene logos; low-cut blouses or dresses; or the obvious lack of undergarments.
2. Inmates and visitors are expected to conduct themselves in an appropriate manner. Personal contacts within the limits of good taste, such as shaking hands, kissing, and embracing will be permitted only when the inmate and visitors meet and immediately prior to departure. No violations in this area will be tolerated. Appropriate and necessary action will be taken if violations occur.
3. Children are the responsibility of their parents and will remain with their parents while in the Visiting Room. They are not permitted to roam through the Visiting Room or disturb other visitors.
4. Visitors with infants **WILL NOT BE PERMITTED** to carry a diaper bag into the Visiting Room. A clear plastic bag will be provided to carry items needed for sufficient care of the child. The items allowed are limited to: two (2) bottles, three (3) diapers, one (1) change of outer garments, and two (2) jars of baby food (must be in factory sealed containers).
5. Coats (outer garments) and hats may be left in the lockers provided and are not permitted inside the Visiting Room; however, the Medical Center assumes no responsibility for lost or stolen items. After outer garments are left on the coat racks provided, visitors will not be permitted to retrieve any items from the garments.
6. Visitors will only be allowed to bring in to the Visiting Room a small clear clutch purse, handkerchief, comb, coins, or reasonable amounts of currency, female hygiene items, identification cards, and immediate needs for medications such as those needed for heart disease, respiratory malfunctions, etc. Billfolds are allowed to be taken into the Visiting Room.
7. Inmates are permitted to bring only the following items into the Visiting Room: handkerchief, comb, wedding band, and prescription glasses. Inmates are not permitted to take food items, letters, pictures, etc., from the Visiting Room back inside the institution.

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8. **The Visiting Room at the U.S. U.S. Medical Center for Federal Prisoners is closed on Tuesdays and Wednesdays. Special visits for these days must be arranged through the inmate's Case Manager.** Visiting hours are from 8:15 a.m. to 3:00 p.m. Inmates are allowed eight (8) visiting points per month. Visits on weekdays count as one (1) point; however, Saturday, Sunday, and holidays count as two (2) points. Clergy and legal visits do not count against the inmate's monthly allowance. Clergy visits are limited to two-hour duration. Additional or "special visits" must be approved at least one week in advance by the inmate's unit team. Completion of the necessary paperwork is the responsibility of the inmate.
9. Inmates are permitted three (3) adult visitors at a time. If more than three (3) adults arrive to visit, they may wait in the lobby and exchange places with those in the visiting room. If necessary, the number of adults may be reduced by the Visiting Room Officers. At no time will there be more than six (6) visitors for one inmate at one time.
10. When no additional seating is available in the Visiting Room, those inmates who have local visitors (within a twenty-five mile radius of the institution) and have visited the longest will terminate their visits to allow visiting space for out-of-town visitors.
11. Private attorneys and consular officials are permitted to carry briefcases into the Visiting Room; however, such briefcases are subject to inspection by the receptionist prior to entry.
12. An inmate wishing to show legal documents to his attorney will mail them to him/her prior to his visit. In situations where the inmate has a time-sensitive deadline, he may have a member of the unit team seal the legal documents in an envelope and take it to the Visiting Room when the attorney arrives. The inmate will make these arrangements prior to reporting to the Visiting Room. These legal documents will again be inspected for contraband upon termination of the visit and the inmate's return to his unit. The inmate's unit team member will return to the Visiting Room to pick up the documents and return them to the inmate. No legal documents will be brought through the Shakedown Room.
13. Tape recorders may be used by attorneys with prior approval in writing from the Warden. Use will be in compliance with Bureau of Prison Program Statement 1315.3, dated 12-04-81 entitled "Inmate Legal Activities". See Section 543.13, 3"e", page 5. The Visiting Room Annex will be used in such circumstances.
14. Any inquiries made by visitors concerning an inmate will be directed to the inmate's unit team. The inmate can advise the visitors of the names of his unit team members.
15. Visitors who give evidence of recent use of intoxicants or display inappropriate behavior will not be permitted to visit.

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16. Visitors may not leave money in the Visiting Room or Front Entrance for credit to an inmate's account.
17. Visitors will visit only with the inmate on whose visiting list they appear.
18. **WARNING: IT IS A FEDERAL CRIME TO BRING UPON THE INSTITUTION GROUNDS ANY WEAPONS, INTOXICANTS, DRUGS, OR OTHER CONTRABAND. 18 U.S.C. SECTION 1791 PROVIDES A PENALTY OF IMPRISONMENT FOR NOT MORE THAN TWENTY YEARS, A FINE OF NOT MORE THAN \$250,000, OR BOTH, TO A PERSON WHO PROVIDES, OR ATTEMPTS TO PROVIDE, TO AN INMATE ANYTHING WHATSOEVER WITHOUT THE KNOWLEDGE AND CONSENT OF THE WARDEN. ALL PERSONS ENTERING UPON THESE PREMISES ARE SUBJECT TO ROUTINE SEARCHES OF THEIR PERSON, PROPERTY (INCLUDING VEHICLES), AND PACKAGES. THE WARDEN, UPON A REASONABLE SUSPICION THAT A PERSON MAY BE INTRODUCING CONTRABAND OR DEMONSTRATING ACTIONS THAT MIGHT OTHERWISE ENDANGER INSTITUTION SAFETY, SECURITY, OR GOOD ORDER, MAY REQUEST THE PERSON, AS A PREREQUISITE TO ENTRY, TO SUBMIT TO A VISUAL SEARCH, PAT SEARCH, URINE SURVEILLANCE TEST, BREATHALYZER TEST, OR OTHER COMPARABLE TEST. A VISITOR HAS THE OPTION TO REFUSE ANY OF THE SEARCH OR TEST OR ENTRANCE PROCEDURES, WITH THE RESULT THAT THE VISITOR WILL NOT BE PERMITTED ENTRY TO THE INSTITUTION.**
19. Violation of any of the above stated regulations may result in termination of visiting privileges or prosecution, if appropriate.
20. Visitors will be allowed to visit with one inmate at a time. Requests for approval of a visitor already on another inmate's visiting list will be closely reviewed by staff.
21. The U.S. U.S. Medical Center for Federal Prisoners is located on the western edge of the city of Springfield, Missouri at the corner of Sunshine Street and Kansas Expressway. Visitors traveling to the Medical Center from U.S. Highway 60 will exit off the Kansas Expressway interchange and travel north on Kansas Expressway approximately three miles. Interstate 44 is approximately six miles north of the Medical Center on Kansas Expressway. Visitors arriving on Interstate 44 will exit off and travel south on the Kansas Expressway to reach the institution.
22. **Local Taxi Cab Services:**  
**Springfield Yellow Cab - (417) 862-5511**  
**Metropolitan City Cab - (417) 865-7700**

**Airlines:**

**The following airlines provide service to the Springfield-Branson Regional Airport:**



Advance Directive and Durable Power of Attorney

**What is an Advanced Directive?**

An Advance Directive allows you to communicate your health care preferences when you lose the capacity to make or communicate your own decisions. A United States Supreme Court decision (Cruzan) recognizes that all people have a constitutional right to refuse any medical treatment, including ventilators and feeding tubes. Further, state laws authorize you to name a person to make health care decisions for you when you cannot. These documents are intended to assure your wishes are known and followed. They will be more helpful and informative if you discuss your wishes with your family, friends, and health care providers as part of your advance care planning.

**Durable Power of Attorney for Health Care Decisions**

The *Durable Power of Attorney for Health Care Decisions* allows you to appoint a person to make health care decisions for you. This document goes into effect **WHEN AND ONLY WHEN** you cannot make or communicate decisions for yourself.

**The Benefit of Communication**

The greatest benefit of your *Advance Directive* is its power as a communication tool. Discuss your *Advance Directive* with your doctor; also, make your wishes about healthcare known to family, friends, clergy, and your attorney (if you have one). These need to be ongoing conversations.

**Commonly Asked Questions**

- 1. Who can I talk to about an *Advanced Directive*?**  
A Social Worker, your Doctor, a Nurse, or Unit Team staff can help you. Your doctor is the best person to talk to about your health care preferences. Nurses and Unit Team staff can help you get in touch with a Social Worker who can assist you in the process, or just answer questions.
- 2. Do I need both an *a Health Care Directive* and a *Durable Power of Attorney for Health Care Decisions*?**  
No. While it is useful to have both, it is not necessary. Due to the complexity of health care, situations may arise that your *Health Care Directive* does not cover. To anticipate such events, you should name a person (agent) you trust to make decisions for you. This may not be an incarcerated individual.
- 3. How is the *Durable Power of Attorney for Health Care Decisions* different from other powers of attorney?**  
Powers of Attorney usually address business and financial matters. A *Durable Power of Attorney for Health Care Decisions* allows you to name a person (agent) to make health care decisions for you. It only takes effect when you lose the ability to make or communicate your own decisions. Some people choose to name separate agents for business and health care decisions and must use separate documents. This document addresses health care matters only.
- 4. Whom should I name as my agent?**  
It is important you name an agent who knows your goals and values and whom you trust to act in accordance with your wishes. You may name a family member, but, it is not necessary to do so.

You can choose your spouse, adult child, or a close friend. Be sure to talk with your agent about your wishes in detail and confirm he or she agrees to act on your behalf. An inmate cannot be named as your agent.

- 5. If I have already enacted an *Advance Directive* and/or "*Living Will*" for *Health Care Decisions*?**  
Your Living Will may not be as comprehensive as the *Advanced Directive*. Furthermore, your Living Will probably does not allow you to name an agent. If you decide to enact the more comprehensive *Health Care Directives* and/or *Durable Power of Attorney for Health Care Decisions*, be certain you notify persons to whom you have distributed your Living Will that it is revoked and provide them with a copy of your new *Advance Directive*.
- 6. If I have completed a document previously, do I need to revoke it and complete a new one?**  
No. Previous documents are similar to the *Health Care Directives/Durable Power of Attorney for Health Care Decisions*. Some of the documents distributed prior to 1992 did not include a Durable Power of Attorney. It is always a good idea to review any previously completed documents, and discuss any needed changes with your health care providers.
- 7. Do I need an attorney to enact a *Health Care Directive* or *Durable Power of Attorney for Health Care Decisions*?**  
No. However, you may want to discuss your *Advance Directive* with your attorney, if you have one. A Social Worker can help you enact an *Advanced Directive* at this facility.
- 8. Do *Advance Directives* need to be witnessed or notarized?**  
Yes. Witnessing and notarizing requirements vary from state to state. At the U.S. Medical Center for Federal Prisoners, your *Health Care Directive* and/or *Durable Power of Attorney* will be witnessed by two staff members. The *Durable Power of Attorney* must be signed in front of, and notarized by a notary of the public. The *Health Care Directive* does not require notarization.
- 9. What happens to my *Advance Directive* after I have completed it?**  
This document will become a part of your permanent health record.  
You may request copies of your *Advance Directive* to provide to any agent(s) named in your *Durable Power of Attorney for Health Care Decisions* and other appropriate individuals (i.e. family, friends, clergy, and attorney). Discuss the details of your *Advance Directive* with these individuals.
- 10. When does my *Advance Directive* go into effect?**  
Your *Advance Directive* goes into effect WHEN AND ONLY WHEN you are no longer able to make or communicate your health care decisions.
- 11. How long will my *Advance Directive* be effective? May I change or revoke it?**  
Your *Advance Directive* is effective unless you revoke it. It is recommended you review your *Advance Directive* periodically, especially when there is a change in your health status.
- 12. Can I expect health care providers to carry out the directions in my *Advance Directive*?**  
Yes. There are legal and ethical duties for health care providers to follow patient directions whether verbal or written.
- 13. Can my *Advance Directive* or decisions made by my agent be overridden by my family members?**  
No. If you have designated an agent, he/she has the same legal and moral authority to make health care decisions for you that you do. Discuss your *Advance Directive* and treatment preferences with your agent and your family when you complete the document. However, your agent may wish to obtain additional information from your family to assist him/her in making decisions.
- 14. Will my *Advance Directive* be honored in an emergency situation?**  
The *Advanced Directive* states that if a treatment may result in recovery of an acceptable quality of life, it should be tried for a reasonable period of time. Since in an emergency situation it may be impossible for health care providers to make this judgement, you should assume treatment would be tried. If treatment does not lead to a significant recovery, you should expect your

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*Advance Directive* would be honored and treatment that has proven to be ineffective should be withdrawn.

15. **May I request that artificially administered food and water (tube feedings) be withdrawn?**  
Yes. A clear and specific request in your *Advance Directive* shall be honored.
16. **May I make a provision for donating organs or tissues in my *advance Directive*?**  
No. This is not an option while you are incarcerated at a Federal Bureau of Prisons facility.

HEALTH CARE DIRECTIVE

I make this HEALTH CARE DIRECTIVE (☐Directive☐) to exercise my right to determine the course of my health care and to provide clear and convincing proof of my wishes and instructions about my treatment. If I am persistently unconscious or there is no reasonable expectation of my recovery from a seriously incapacitating or terminal illness or condition, I direct that all of the life-prolonging procedures that I have initialed below be withheld or withdrawn.

- \_\_\_\_\_ artificially supplied nutrition and hydration (including tube feeding of food and water)
- \_\_\_\_\_ surgery or other invasive procedures
- \_\_\_\_\_ heart-lung resuscitation
- \_\_\_\_\_ antibiotic
- \_\_\_\_\_ dialysis
- \_\_\_\_\_ mechanical ventilator (respirator)
- \_\_\_\_\_ Chemotherapy
- \_\_\_\_\_ radiation therapy
- \_\_\_\_\_ all other ☐life prolonging☐ medical or surgical procedures that are merely intended to keep me alive without reasonable hope of improving my condition or curing my illness or injury

However, if my physician believes that any life-prolonging procedure may lead to a significant recovery, I direct my physician to try the treatment for a reasonable period of time. If it does not improve my condition, I direct the treatment be withdrawn even if it shortens my life. I also direct that I be given medical treatment to relieve pain or to provide comfort, even if such treatment might shorten my life, suppress my appetite or my breathing, or be habit-forming.

\_\_\_\_\_  
Inmate Name and Register No. (Printed)

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (1) Name (Printed)

\_\_\_\_\_  
Witness (1) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (2) Name (Printed)

\_\_\_\_\_  
Witness (2) Signature

\_\_\_\_\_  
Date

**REVOCATION OF HEALTH CARE DIRECTIVE**

I hereby make reference to the Advanced Directive executed by me, dated \_\_\_\_\_

his documented is hereby rescinded/terminated and all provisions and instructions contain therein, effective this date.

Inmate Name \_\_\_\_\_ Register Number

Date: \_\_\_\_\_ Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Physician Signature: \_\_\_\_\_

**Durable Power of Attorney for Health Care Decisions**

*It is important to choose someone to make health care decisions for you when you cannot. Tell the person (agent non-inmate) you choose what you would want. The person you choose has the same right as you do to make decisions and to make sure your wishes are honored. If you **DO NOT** choose someone to make decisions for you, write **NONE** on the line for the agent's name.*

I, \_\_\_\_\_ register number \_\_\_\_\_, appoint the person named below to be my agent to make health care decisions for me when and only when I cannot make decisions or communicate what I want done. This is a Durable Power of Attorney for Health Care Decisions and the power of my agent shall not end if I become incapacitated or if there is uncertainty that I am dead. This revokes any prior Durable Power of Attorney for Health Care Decisions. My agent may not appoint anyone else to make decisions for me. I and my estate hold my agent and my care givers harmless and protect them against any claim based upon following this Durable Power of Attorney for Health Care or my Health Care Directions. Any costs should be paid from my own resources. I grant to my agent full power to make all decisions for me about my health care, including the power to direct the withholding or withdrawal of life-prolonging treatment. In exercising this power, I expect my agent to be guided by my directions as stated in my Advance Directive. My agent is also authorized to:

Consent, refuse or withdraw consent to any care, treatment, service or procedure (including artificially supplied nutrition and/or hydration/tube feeding) used to maintain, diagnose or treat a physical or mental condition;

Make all necessary arrangements for any hospital, psychiatric treatment facility, hospice, nursing home, or other health care organization; employ or discharge health care personnel (any person who is authorized or permitted by the laws of the state to provide health care services) as my agent shall deem necessary for my physical, mental, or emotional well being;

Request, receive, and review any information regarding my physical or mental health, or my personal affairs, including medical and hospital records; execute any releases of other documents that may be required to obtain such information;

Take legal action, if needed, to do what I have directed; and

Become my guardian if one is needed.

***If you DO NOT want the person (agent) you name to be able to do any of the above things, draw a line through it, and put your initials at the end of the line.***

Agent's Name (Printed): \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

*If you do not want to name an alternate, write  none.*

First Alternate Agent Name \_\_\_\_\_ Second Alternate Agent Name \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**Notarization:**

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_ personally appeared before me the person signing, known by me to be the person who completed this document and acknowledged it as his/her free act and deed. IN WITNESS WHEREOF I have set my hand and affixed my official seal in the County of \_\_\_\_\_ State of \_\_\_\_\_ on the date written above.

Notary Public \_\_\_\_\_ Commission Expires \_\_\_\_\_

**REVOCATION OF DURABLE POWER OF ATTORNEY**

I hereby make reference to the Durable Power of Attorney executed by me, dated \_\_\_\_\_.

This document is hereby rescinded/terminated and all provisions and instructions contain therein,  
effective this date.

\_\_\_\_\_  
Inmate Name Register Number

Date: \_\_\_\_\_ Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Physician Signature: \_\_\_\_\_

**NOTARIZATION:**

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_ personally appeared before me the person signing, known by me to be the person who completed this document and acknowledged it as his/her free act and deed. IN WITNESS WHEREOF I have set my hand and affixed my official seal in the County of Greene, State of Missouri, on the date written above.

Notary Public \_\_\_\_\_ Commission Expires

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.*, in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

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- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

### AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate=s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

### HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.

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- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer=s or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).

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- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

### AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
  - B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).

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

### MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.

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- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.

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- 333** Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).
- 334** Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335** Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336** Circulating a petition.
- 396** Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397** Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398** Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399** Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

**AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- A.** Recommend parole date rescission or retardation.
- B.** Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
  - B.1** Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C.** Disciplinary segregation (up to 3 months).
- D.** Make monetary restitution.
- E.** Monetary fine.
- F.** Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G.** Change housing (quarters).
- H.** Remove from program and/or group activity.
- I.** Loss of job.

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**J. Impound inmate's personal property.**

**K. Confiscate contraband.**

**L. Restrict to quarters.**

**M. Extra duty.**

**LOW SEVERITY LEVEL PROHIBITED ACTS**

**400 (Not to be used).**

**401 (Not to be used).**

**402 Malingering, feigning illness.**

**403 (Not to be used).**

**404 Using abusive or obscene language.**

**405 (Not to be used).**

**406 (Not to be used).**

**407 Conduct with a visitor in violation of Bureau regulations.**

**408 (Not to be used).**

**409 Unauthorized physical contact (e.g., kissing, embracing).**

**498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.**

**499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.**

**AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS**

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

**D. Make monetary restitution.**

**E. Monetary fine.**

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**F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).**

**G. Change housing (quarters).**

**H. Remove from program and/or group activity.**

**I. Loss of job.**

**J. Impound inmate's personal property.**

**K. Confiscate contraband**

**L. Restrict to quarters.**

**M. Extra duty.**

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

<b>Prohibited Act Severity Level</b>	<b>Time Period for Prior Offense (same code)</b>	<b>Frequency of Repeated Offense</b>	<b>Additional Available Sanctions</b>
<b>Low Severity (400 level)</b>	<b>6 months</b>	<b>2<sup>nd</sup> offense</b>	<ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 1 month).</li> <li>2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).</li> </ol>
		<b>3<sup>rd</sup> or more offense</b>	Any available Moderate severity level sanction (300 series).
<b>Moderate Severity (300 level)</b>	<b>12 months</b>	<b>2<sup>nd</sup> offense</b>	<ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 6 months).</li> <li>2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).</li> </ol>
		<b>3<sup>rd</sup> or more offense</b>	Any available High severity level sanction (200 series).
<b>High Severity (200 level)</b>	<b>18 months</b>	<b>2<sup>nd</sup> offense</b>	<ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 12 months).</li> <li>2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).</li> </ol>
		<b>3<sup>rd</sup> or more offense</b>	Any available Greatest severity level sanction (100 series).
<b>Greatest Severity (100 level)</b>	<b>24 months</b>	<b>2<sup>nd</sup> or more offense</b>	Disciplinary Segregation (up to 18 months).

**' 541.3 Prohibited acts and available sanctions.**

**(a) Prohibited acts.** The list of prohibited acts are divided into four separate categories based on severity: Greatest; High; Moderate; and Low. We describe the prohibited acts in Table 1 - Prohibited Acts and Available Sanctions. Aiding, attempting, abetting, or making plans to commit any of the prohibited acts is treated the same as committing the act itself.

**(b) Available sanctions.** The list of available sanctions for committing prohibited acts is listed in Table 1 - Prohibited Acts and Available Sanctions. If you commit repetitive prohibited acts, we can impose increased sanctions, as listed in Table 2 - Additional Available Sanctions for Repeated Prohibited Acts Within the Same Severity Level.

**(1) Greatest Severity Level Offenses.** The Discipline Hearing Officer (DHO) imposes one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated “violent” (an inmate who, per the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (an inmate sentenced for an offense committed on or after April 26, 1996, per the Prison Litigation Reform Act). The DHO may impose any available sanctions (A through M) in addition to sanctions A through E. All Greatest severity level charges must be referred to the DHO.

**(2) High Severity Level Offenses.** The DHO imposes one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate. All High severity level charges must be referred to the DHO.

Prohibited Act Code 225, Stalking, is for the purpose of punishing repetitive inmate behavior, e.g., loitering, staring, leering, inappropriate remarks (short of insolence, profanity, or sexual proposals), that are not clearly covered by another prohibited act code. When staff encounter such behavior, the inmate should be specifically warned that it is inappropriate and must cease. If the behavior fits another prohibited act code provision, the inmate should be charged with violating that specific provision instead of stalking. Examples of other prohibited act code behavior that may be used instead of Code 225, Stalking, include, but are not limited to Insolence (Code 312), Being in an Unauthorized Area (Code 316), Threatening (Code 203), and Making a Sexual Proposal or Threat (Code 206).

**(3) Moderate Severity Level Offenses.** The DHO imposes at least one sanction A through M, but, except as noted in the sanction, may suspend any sanction(s) imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate.

Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction F through M, but may suspend any sanctions imposed.

The UDC ordinarily refers to the DHO a moderate severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate was found to have committed two moderate offenses during his/her current anniversary year (the 12-month period for which an inmate may be eligible to earn good conduct time [GCT]). The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.

A prohibited act charge for 331 involving tobacco or nutritional supplements must be referred to the DHO for final disposition.

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(4) **Low Severity Level Offenses.** The DHO imposes at least one sanction B.1, or D through M. The DHO may suspend any sanction(s) imposed; however, a B.1 sanction may not be suspended. Except for charges referred to the DHO, the UDC imposes at least one sanction F through M, but may suspend any sanction(s) imposed.

The UDC ordinarily refers to the DHO a low severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate had been found to have committed three low offenses during his/her current anniversary year. The UDC must document the reasons why a charge for such an inmate was not referred to the DHO.

Sanction B.1 may be imposed on the Low severity level **only** if the inmate has committed a Low severity level prohibited act more than once within a six-month period (except for a VCCLEA inmate rated “violent” or a PLRA inmate).

(5) **All Severity Level Offenses.** In all categories of severity, **aiding** another person to commit any of these offenses, **attempting** to commit them, or **making plans** to commit them, **is considered equivalent to committing the offense itself.** In these cases, the letter “A” is combined with the offense code. For example, planning an escape is Escape, Code 102A. Attempting to adulterate food or drink is Code 209A.

When the prohibited act is **Interfering with a Staff Member in the Performance of Duties (Code 198, 298, 398 or 498) or Conduct Which Disrupts (Code 199, 299, 399, or 499)**, the DHO or UDC must specify the severity level of the conduct that is most comparable to an offense(s) at that severity level.

**Example:** “I find the act of Conduct Which Disrupts (Code 299) to be of High severity level, most comparable to the prohibited act of Engaging in a Group Demonstration (Code 212).”

**Suspensions of any sanction cannot exceed six months.** Suspended sanctions may only be revoked and executed if the inmate is found to have committed a subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A through E (B and B.1. may never be suspended). The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions F through M. The DHO may execute UDC-suspended sanctions. However, the UDC may **not** execute DHO-suspended sanctions A through E.

When an inmate receives an incident report while on a DHO-imposed, but suspended sanction, the new incident report is forwarded by the UDC to the DHO, both for a final disposition on the new incident report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new incident report. The DHO may return an incident report to the UDC if a decision not to execute the suspended sanction is made.

The UDC or DHO may impose increased sanctions for repeated, frequent offenses per the guidelines in Table 2.

Noting that not all UDC or DHO decisions finding an inmate committed a prohibited act will result in a change to the inmate’s security designation score, the Unit Team may recommend a greater security transfer, using their professional judgment, and in accordance with the policy on Inmate Security Designation and Custody Classification.

### ' 541.4 Loss of good conduct sentence credit as a mandatory sanction.

**(a) You will lose good conduct sentence credit as a mandatory disciplinary sanction if you are in one of the following two groups:**

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(1) *VCCLEA-violent inmates.* The date of your U.S. Code offense was on or after September 13, 1994, but before April 26, 1996, and you committed a “crime of violence” as defined by the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA); or

(2) *PLRA inmates and D.C. Code offenders.* The date of your U.S. Code offense was on or after April 26, 1996, and, therefore, under the Prison Litigation Reform Act (PLRA), or the date of your District of Columbia (DC) Code offense was on or after August 5, 2000.

(b) If you are an inmate in one of the above groups and commit a prohibited act, you will lose good conduct sentence credit as a mandatory disciplinary sanction. The amount of good conduct sentence credit you will lose depends on the severity level of the prohibited act(s) committed, as follows:

(1) *Greatest Severity Level Offenses.* You will lose at least 41 days, or 75% of available credit if less than 54 days are available for the prorated period, for each act committed.

(2) *High Severity Level Offenses.* You will lose at least 27 days, or 50% of available credit if less than 54 days are available for the prorated period, for each act committed.

(3) *Moderate Severity Level Offenses.* You will lose at least 14 days, or 25% of available credit if less than 54 days are available for the prorated period, after committing two or more Moderate severity acts during the current year of your good conduct sentence credit availability.

(4) *Low Severity Level Offenses.* You will lose at least 7 days, or 12.5% of available credit if less than 54 days are available for the prorated period, after committing three or more Low severity acts during the current year of your good conduct sentence credit availability.

**Available Sanctions** (upon finding the inmate committed the prohibited act(s)):

**(A) Recommend Parole Date Rescission or Retardation.** The DHO may recommend retardation or rescission of parole grants to the U.S. Parole Commission or respective parole authority.

**(B) Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, or Terminate or Disallow Extra Good Time.**

*Forfeited good conduct time (GCT)* is not eligible for restoration. However, *forfeited statutory good time (SGT)* may be restored. Restoration of statutory good time is approved at initial eligibility only when the inmate has shown a period of improved good behavior. When the Warden (or designee) denies restoration of forfeited statutory good time, the unit team notifies the inmate of the reasons for denial. The unit team establishes a new eligibility date, not to exceed six months from the date of denial.

An application for restoration of statutory good time is forwarded from the inmate’s unit team, through the DHO and Captain for comments, to the Warden for final decision.

Inmates who committed their crimes on or after November 1, 1987, and are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act, are only eligible to receive 54 days GCT credit (18 U.S.C. ' 3624(b)). This credit is given at the end of each year served and, once given, is vested. For these inmates, the DHO’s authority is final and subject only to review by the Regional Director to ensure conformity with the discipline policy and by inmate appeal through Administrative Remedy procedures.

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The statutory good time available for forfeiture is limited to an amount computed by multiplying the months served at the time of the offense for which forfeiture is taken, by the applicable monthly rate specified in 18 U.S.C. ' 4161 (less previous forfeiture or withholding). The amount of GCT available for forfeiture is limited to total days in "non-vested" status at the time of misconduct (less previous forfeiture).

Forfeiture of GCT may not be suspended.

Disallowance of extra good time is limited to extra good time for the calendar month in which the violation occurs. It may not be withheld or restored.

The sanction of termination or disallowance of extra good time may not be suspended.

Forfeited GCT will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden, and may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale.

To ensure an inmate's case is not overlooked when statutory good time has been forfeited, the unit manager will ensure the eligibility requirements are reviewed for restoration per the time frames in the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team for or against restoration is forwarded to the Warden through the DHO and Captain. Except as noted, eligibility for restoration of forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO.

An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to Bureau custody. The Warden refers to the Regional Director any case where exceptional circumstances support restoration of statutory good time before completion of the eligibility requirements.

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

**(B.1) Disallowance of Good Conduct Time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days GCT credit each year (18 U.S.C. ' 3624(b)). Once awarded, the credit is vested, and may not be disallowed.

Crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is exempt because of a learning disability).

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate's service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored, except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

A sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance guidelines in making a determination.

A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g., within 24 months for a greatest severity level prohibited act, 18 months for a high severity level prohibited act, and 12 months for a moderate severity

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level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines is justified in the DHO report.

VCCLEA inmates rated “violent” and PLRA inmates are ordinarily disallowed GCT for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

- # **Greatest Severity Level Offenses.** A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.
- # **High Severity Level Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.
- # **Moderate Severity Level Offenses.** A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.
- # **Low Severity Level Offenses.** A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

Except for VCCLEA inmates rated “violent” or PLRA inmates, Sanction B.1 may be imposed on the Low severity level only where the inmate has committed a Low severity level act more than once within a six-month period.

GCT credit may only be given to an inmate serving a sentence of more than one year, but less than life. In the last year or part of a year of an inmate’s sentence, only the GCT available for the time remaining may be disallowed.

**(C) Disciplinary Segregation.** The DHO may direct that an inmate be placed or retained in disciplinary segregation. Consecutive disciplinary segregation sanctions can be imposed for inmates found to have committed offenses that are part of different acts only. Limits on time in disciplinary segregation are based on the severity scale (see Tables 1 and 2).

Unless otherwise specified by the DHO, disciplinary segregation placements for different or separate prohibited acts are imposed consecutively.

**(D) Make Monetary Restitution.** The DHO may direct that an inmate reimburse the U.S. Treasury for damages to U.S. Government property that the individual caused or contributed to. The UDC is prohibited from imposing the sanction of make monetary restitution.

Commissary privileges should be suspended by the DHO until restitution is made. See the Program Statement **Trust Fund/Deposit Fund Manual** for instructions regarding impoundment of inmate funds.

**(E) Monetary Fine.** The DHO may direct that an inmate pay a fine, as follows:

- # Greatest severity level offense – Up to \$500, or 75% of the inmate’s trust fund balance.
- # High severity level offense – Up to \$300, or 50% of the inmate’s trust fund balance.
- # Moderate severity level offense – Up to \$100, or 25% of the inmate’s trust fund balance.
- # Low severity level offense – Up to \$50, or 12.5% of the inmate’s trust fund balance.

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Commissary privileges should be suspended until the fine is paid. See the Trust Fund/Deposit Fund Manual for instructions regarding impoundment of inmate funds.

This sanction cannot be used as a form of monetary restitution. The UDC is prohibited from imposing the sanction of monetary fine.

**(F) Loss of Privileges (e.g., visiting, telephone, e-mail, commissary, movies, recreation).** The DHO or UDC may direct that an inmate forego specific privileges for a specified time.

The DHO or UDC may impose non-contact visiting or immediate family-only visitation in addition to loss of visiting.

Loss of recreation privileges (exercise periods) may not be imposed on inmates in a Special Housing Unit (SHU), but may be used for general population inmates.

The DHO or UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the SHU. Staff must ensure the inmate has a mattress from lights off to lights on.

**(G) Change Housing (Quarters).** The DHO or UDC may direct that an inmate be moved to other housing.

**(H) Remove from Program or Group Activity.** The DHO or UDC may direct that an inmate not participate in any program or group activity for a specified time.

**(I) Loss of Job.** The DHO or UDC may direct that an inmate be removed from his/her present job or assigned to another job.

**(J) Impound Inmate's Personal Property.** The DHO or UDC may direct that an inmate's personal property be stored in the institution for a specified time.

**(K) Confiscate Contraband.**

**(L) Restrict Quarters.** The DHO or UDC may direct that an inmate be confined to quarters or its immediate area for a specified time.

**(M) Extra Duty.** The DHO or UDC may direct that an inmate perform tasks other than those performed during his/her regular job.

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### Inmate Personal Property List – National Limit Authorized For Transfer Between Institutions

B = Black  
W = White  
BW = Black/White Combination  
GRY = Gray  
GRN = Green (pastel)  
C = Commissary Only  
I = BOP Issue

#### **CLOTHING:**

Bathrobe, WG (no hoods) (C) (1)  
Cap, Baseball, WG (no logos) (C) (1)  
Shoes, Athletic, W (\$100 maximum value/no pumps/no pockets) (C) (1 pr)  
Shoes, Specialty, (W) (B) (BW) (\$100 value maximum/no pumps/no pockets) court, turf, running shoe (C) (2 pr)  
Shoes, Casual (C) (1 pr)  
Shoes, Shower, WG (C), (1 pr)  
Shoes, Slippers (colorless) (C) (1 pr)  
Shoes, Work(C) (1 pr)  
Shorts, Gym, WG(C) (2)  
Socks, Tube, W(C) (5)  
Sweatshirt, G (pullover/no hoods/cotton)(C)(2) (no logos)  
Sweat pants, G (cotton) (C) (2) (no logos)  
T-Shirts/Sleeveless Undershirts, WG (no pockets/no logos) (C) (5)  
Underwear, W (boxers or briefs) (C) (7)  
Handkerchief, (white only), (5)

#### **PERSONALLY OWNED ITEMS:**

Address Book (C) (1)  
Alarm Clock (non-electric) (C) (1)  
Bag, Athletic Tote (C) (1) no logo  
Batteries (C) (4)  
Books (hard/soft) (5)  
Book/Reading Light (C) (1)  
Bowl (plastic/24 oz or(C) less)(C) (1)  
Calculator, Small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated) (C) (1)  
Calendar, Small (1)  
Comb/Pick (plastic)(C) (2)  
Combination Lock (C) (1)  
Contact Lens (clear/prescribed) (2 pair)  
Contact Lens Solution (1)  
Shaving Bag(C) (1)  
Cup (plastic)(C) (1)  
Dentures (1 set)  
Earplugs(C) (1 set) Eyeglasses (no stones) (2 pair)  
Eyeglass Case (2)  
Hairbrush(C) (1)  
Headphones (C) (1)  
Jug (plastic/1 gal)(C) (1)  
Laundry Bag (mesh)(C) (1)  
Letters (25)  
Mirror (small/plastic)(C) (1)  
Pen, Ballpoint(C) (2)

Pencils(C) (2)  
Photo Album/Scrapbook (C) (1)  
Photos (single-faced) (25)  
Picture Frame (clear plastic) (C) (2)  
Playing Cards (C) (2 decks)  
Radio W/Earplugs (walkman-type) (C) (1)  
Stamps (C) total value equivalent to (40, 1st Class)  
Sunglasses (non-reflective) (C) (1)  
Thermos (plastic liner) (up to 64 ozs) (C) (1)  
Towel (white/large) (C) (1)  
Watch (\$100 maximum value, no stones, electronically unsophisticated, i.e. inability to send signals)(C) (1)  
Watchband (C) (1)  
Wedding Band (no stones/white/yellow metal) (1)  
Writing Tablet (C) (2)

**HYGIENE ITEMS:** Items noted in highlight may be possessed at the discretion of the Warden and may be transferred between institutions (at the inmate's expense).

Brushless Shave (C) (1)  
Conditioner/Hair(C) (1)  
Dental Floss and/or Pick (unwaxed) (C) (1 container)  
Denture Adhesive (C) (1)  
Denture Brush(C) (1)  
Denture Cleaner/Powder(C) (1)  
Denture Cup (C) (1)  
Deodorant (C) (2)  
Hair Oil/Gel (C) (1)  
Laundry Detergent (C) (1)  
Lens Cloth (C) (1)  
Lotion, Skin (Moisturizing) (C) (1)  
Mouthwash (C) (1)  
Nail Clippers (no file) (C) (1)  
Powder/Body/Foot (C) (1)  
Razor(C) (1)  
Scissors, Mustache (blunt tip)(C) (1)  
Shampoo(C) (1)  
Shaving Cream/Lotion (C) (1)  
Sewing Kit (C) (1)  
Shoe Polish/Lotion (C) (1)  
Soap, Bar (C) (3)  
Soap Dish (C) (1)  
Toothbrush (C) (1)  
Toothbrush Holder (C) (1)  
Toothpaste (C) (2 tubes)  
Tweezers (blunt tip) (C) (1)

### **RECREATIONAL ITEMS**

Athletic Supporter (2)  
Embroidery Hoops/Needles (1 set)  
Eye Protection (1)  
Gloves (fingerless/athletic) (1)  
Gloves (handball) (2)  
Harmonica (1)  
Headbands/Sweatband (white) (2)  
Knee Wraps (2)  
Knitting/Crochet Needles (1)

Mouth Pieces (1)  
Racquetballs (2 cans of 2) (4)  
Softball Gloves (1)  
Tennis Balls (1 can of 3)  
Tools for Bead Work (1)  
Weight Lifting Belt (1)  
Weight Lifting Gloves (1)  
Weight Lifting Wraps  
Yarn (1)

#### **APPROVED RELIGIOUS ITEMS**

Items authorized in “Manual on Inmate Beliefs and Practices” and “Transferrable Religious Property,” posted on Chaplaincy Services Branch Sallyport page.

#### **APPROVED MEDICAL DEVICES**

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

#### **MCFP SPRINGFIELD APPROVED PROPERTY**

##### **OTHER ITEMS**

Chocolate (instant, 10 packets)  
Coffee (instant, unopened) (1)  
Coffeemate (unopened)  
Tea (instant, unopened)  
Non-Perishable Commissary Items, sealed in Original Containers  
**May not be transferred to another institution, but may be shipped home at the inmate's expense.**  
Bucket (ice) (1 )  
Magazines / Newspapers (5)  
Beard/Mustache Trimmer (1)  
Fruit (1)  
Fan (C) (1)  
Soda, Can (C)

**All items sold in the MCFP Commissary not approved for transfer above or in Attachment A of Program Statement 5580.08.**

## FOREIGN CONSULATES/EMBASSIES

*If you need assistance in contacting your consulate or embassy or your embassy is not listed below, please contact your unit team for further information or assistance .*

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### **Colombia Consulate**

500 N Michigan Avenue, Suite 2040  
Chicago, IL 60611  
Telephone (312)923-1196  
Fax (312)923-1197

### **The Consulate General of Canada**

Two Prudential Plaza  
180 Stetson Avenue  
Chicago, IL 60601  
Telephone (312)616-1860  
Fax (312) 616-1877

### **Czech Republic Embassy**

3900 Spring of Freedom St.,  
Washington, D.C. 20008  
Telephone (202)274-9100

### **German Embassy**

4645 Reservoir Rd  
Washington, D.C. 20007-1998  
Telephone (202)298-4000  
Fax (202)298-4249

### **Embassy of Guatemala**

2220 R. St. NW  
Washington, D.C. 20008  
Telephone (202)745-4952  
Fax (202)745-1908

### **Consulate General of Italy**

500 N. Michigan Ave, Suite 1850  
Chicago, IL 60611  
Telephone (312)467-1550  
Fax (312)467-1335

### **Embassy of the Republic of Korea**

2450 Massachusetts Avenue, NW  
Washington, D.C. 20008  
Telephone (202)939-5600  
Fax (202)797-0595

### **Laos Embassy to the USA**

2222 S. Street NW  
Washington, D.C. 20008  
Telephone (202)332-6416  
Fax (202)-332-4923

### **Embassy of Lebanon**

2560 28<sup>th</sup> Street, NW  
Washington, D.C. 20008  
Telephone (202)-939-6300

### **Consulate of Mexico**

1015 Locust St., Suite 922  
St. Louis, MO 63101  
Telephone (314)436-3233  
Fax (314)436-2395

### **Consulate General of Nigeria**

828 2<sup>nd</sup> Avenue, 10<sup>th</sup> Floor  
New York, New York 10017  
Telephone (212)850-2200

### **British Consulate-General**

13<sup>th</sup> Floor, The Wrigley Building  
400 N Michigan Avenue  
Chicago, IL 60611  
Telephone: (312)970-3800  
Fax: (312)970-3852

### **Philippine Consulate General**

3600 Wilshire Blvd, Suite 500  
Los Angeles, CA 90010  
Telephone (213)639-0980  
Fax (213)639-0990

### **Embassy of Vietnam**

1233 20<sup>th</sup> St. NW, Suite 400  
Washington, D.C. 20036  
Telephone (202)861-0737  
Fax (202)861-0917

### **Embassy of Ghana**

3512 International Drive NW  
Washington, D.C. 20008  
Telephone (202)686-4520  
Fax (202)686-4527

### **Consulate-General of Spain**

180 North Michigan Avenue  
Suite 1500  
Chicago, IL 60601  
Telephone: (312)782-4588/4589  
Fax: (312)728-1635

**US U.S. Medical Center for Federal Prisoners  
Quality Management Department**

**PATIENT SAFETY IS OUR GOAL!**

**WE PLEDGE TO:**

1. Clean our hands often.
2. Check your identification before providing any medication, obtaining laboratory specimens or doing a procedure.
3. Explain thoroughly any care, treatments, and medications you may receive.
4. Stop any procedure if you tell us something is wrong or does not look right.
5. Listen to your questions and concerns.
6. Actively ask for your feedback on any concerns you may have about patient safety.

**Utilization Review**

1. Upon arrival to the institution, all inmates are assigned to a primary care provider.
2. Your assigned provider will conduct an initial physical and place you in a chronic care clinic if you have a chronic illness, such as high blood pressure or diabetes.
3. If the provider would like to order special tests, like an MRI, or have you see a specialized doctor, like a cardiologist, the provider will submit a request for utilization review.
4. Utilization review is a process routinely use in the community to be certain that the test or specialized visit is medically necessary and that the provider has taken all of the important steps to make the visit the most beneficial. For example, if a doctor wants a patient to see a specialist to evaluate Hepatitis C, utilization review would make certain that all important blood tests are taken prior to the visit. We want to make certain that the specialist has all of the necessary information available during the visit.
5. The institution's Utilization Review Committee (URC) will review all requests by providers prior to making a denial of the request. If the URC denies a request, both you and the provider will be notified in writing. Your provider will be able to discuss the future plan of care.

**The Joint Commission**

1. This institution is accredited by The Joint Commission. Accreditation means that we go above and beyond to ensure the safety and quality of your care and that we continuously work to improve that care.
2. If you have a serious complaint about the quality of you care, you may notify the Joint Commission at:  
  
Office of Quality Monitoring  
The Joint Commission  
One Renaissance Boulevard  
Oakbrook Terrace, IL 60181
3. You are encouraged first to bring your complaint to the attention of your providers and the healthcare leaders.

## SEXUALLY TRANSMITTED DISEASES

### Questions and Answers as You Enter This Correctional Facility

Your health is important to those who work in this facility. Medical staff members are willing to discuss any health concerns you have. An important health issue is sexually transmitted diseases or STDs. STDs are among the most common infectious diseases in the U.S. Anyone who has unsafe (unprotected) sex can get an STD. If you have had unprotected sex (without a condom) with a woman, you may have come into contact with vaginal fluid and genital sores or lesions. This contact may have exposed you to an STD. If you have had unprotected sex with a man, you may have come into contact with semen and genital sores or lesions. This contact may have exposed you to an STD.

This information will tell you about common STDs and what their symptoms look like. You may have been infected with an STD in the past. You may have ignored or not noticed the symptoms. Because untreated STDs can cause serious health problems, you may want to be tested. If you have questions about STDs or think you have any symptoms, sign up for sick call. It is okay to ask questions and talk with medical staff members. This information will be handled confidentially.

When you arrive at a Bureau of Prisons (BOP) facility, you are advised in writing of the disciplinary system there. Engaging in sexual acts and/or making sexual proposals or threats to another constitutes a prohibited act (high category), and you are subject to sanctions as defined in the BOP policy on Inmate Discipline and Special Housing Unit.

Stay Safe: Don't have sex with other inmates.

#### Things to know about STDs:

1. Men and women who have any form of unprotected sex are at risk for STDs. This is true regardless of age, race, ethnic background, or income. It is true whether your partners are of the same sex or the opposite sex.
2. You can prevent STDs, and the best way is to avoid having sex. Sex with other inmates is not allowed and can be dangerous.
3. Many STDs can be cured with medicine. Other STDs can be treated to avoid more problems. Even after you have been treated for an STD you can become reinfected. Treatment is not a vaccine; it cannot prevent future infections.
4. You may be infected with an STD and not have any symptoms. If you have had unsafe sex and not been tested for STDs awhile, talk to a health care worker.
5. If you have HIV, being infected with an STD can make the HIV worse. If you have any questions about STDs talk to your assigned clinician.

#### What are common STDs in the U.S.?

Chlamydia Gonorrhea

Caused by bacteria spread during vaginal, anal, and oral sex

Can be treated and cured with antibiotic drugs may or may not be any symptoms

Symptoms can include burning when urinating (peeing)

Men - discharge from penis, burning and itching around the head of the penis, pain or swelling in the testicles (balls)

Women - vaginal fluid that does not look normal, lower abdominal or back pain, pain during sex, and bleeding between menstrual cycles

#### Without treatment:

Men - can spread to the epididymis (a tube that carries sperm from the testis) and cause pain, fever, and sterility

Women - can spread into the womb or fallopian tubes and cause pelvic inflammatory disease (PID) and infertility

Syphilis Caused through contact with lesions or open sores on the outer genitals, vagina, anus, or in the rectum. Sores can also occur on the lips and in the mouth. One or more sores, lasting 3-6 weeks, at the spot where bacteria entered the body; sores will heal but infection remains; may be a rash on the palms of the hands or bottoms of feet; rashes clear up on their own.

#### Without treatment –

fever, swollen lymph glands, sore throat, patchy hair loss

Later - damage to brain, nerves, liver, bones, joints, eyesight, and death

Human Immunodeficiency Virus (HIV)

Caused by a virus spread through unsafe vaginal, anal, and oral sex

Anti-retroviral drugs can help build your body's resistance to deadly illnesses and cancers; they do not cure HIV.

You may be infected with HIV and not have any symptoms for 7-10 years HIV attacks and weakens your immune system; a weakened immune system can lead to serious illness and possibly death

### Herpes Simplex Virus (HSV)

Genital herpes can be spread during unsafe sexual contact. Antiviral drugs may shorten and prevent outbreaks, but they cannot cure herpes. May cause blisters on or around genitals or rectum; herpes sores on the mouth can also be spread.

### Hepatitis B Virus (HBV)

Spread through unsafe sex with an infected person. There is a vaccine to prevent HBV About 30% of persons with HBV have no signs or symptoms

#### HBV symptoms:

Fatigue, abdominal pain, jaundice (yellowish skin), loss of appetite. Chronic HBV infection occurs in about 6% of adults Death from chronic liver disease occurs in about 15-25% of infected persons

### Human Papilloma Virus (HPV)

Spread through unsafe sexual contact. You may have HPV and not be able to see it; you may notice genital warts (soft, moist, pink or red swellings around the genitals). Infection often goes away on its own, but HPV that does not go away can lead to cancer

### Talking to the Medical Staff

If you have had unsafe sex and have not been tested

If you have had unsafe sex and have not been tested for STDs (or have any reason to think that you may have an STD), talk with the medical staff. Ask any questions you have about symptoms and testing. Even if you were treated for an STD before coming to a correctional facility, if you have had unsafe sex since then you may be infected. The medical staff can provide more information and help you decide about being tested.

If you have an STD and don't get treatment, you may have worse health problems in the future.

### IF I HAVE AN STD, WHAT TREATMENT CAN I GET?

Getting treated right away will help reduce the long-term problems found with STD's. If you have an STD, your health care provider may treat you with pills, liquid medicine, or a shot. If you are given pills, you must take them just like your doctor tells you to. Do not share pills with partners or friends.

STDs caused by bacteria, such as chlamydia, gonorrhea, or syphilis, can be treated with antibiotic medicines.

STDs caused by viruses, such as HIV and herpes, cannot be cured. You will have these diseases for life. Treatment can help reduce or control these illnesses, but there are no cures.

U. S. Department of Justice  
Federal Bureau of Prisons  
Sexually Abusive Behavior  
Prevention and Intervention

An Overview for Offenders  
November 2009

**You Have the Right to be Safe from Sexually Abusive Behavior.**

While you are incarcerated, no **one has the right to pressure you to engage in sexual acts.**

You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

What Can You Do To Prevent Sexually Abusive Behavior?

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

d. Sexual Misconduct (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

An incident is considered Inmate-on-Inmate Abuse/Assault when any sexually abusive behavior occurs between two or more inmates. An incident is considered Staff-on-Inmate Abuse/Assault when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

**NOTE:** Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.

How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you **tell a staff member if you have been sexually assaulted**. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust.

BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

• **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

• **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

• **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

Office of the Inspector General  
P. O. Box 27606  
Washington, D.C. 20530

### **Understanding the Investigative Process**

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation.

The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

### **Counseling Programs for Victims of Sexually Abusive Behavior**

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

### **Management Program for Inmate Assailants**

Anyone who sexually abuses/assaults others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

### **Policy Definitions**

**Prohibited Acts:** Inmates who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy:

Code 101/(A): Sexual Assault

Code 205/(A): Engaging in a Sex Act

Code 206/(A): Making a Sexual Proposal

Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex

Code 300/(A): Indecent Exposure

Code 404/(A): Using Abusive or Obscene Language

**Staff Misconduct:** The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

What is sexually abusive behavior? According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.

**Carnal Knowledge:** contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

**Oral Sodomy:** contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (NOTE: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

c. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

### What Can You Do if You Are Afraid or Feel Threatened?

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

#### What Can You Do if You Are Sexually Assaulted?

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. 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, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

#### **Contact Offices**

U.S. Department of Justice  
Office of the Inspector General  
950 Pennsylvania Avenue, NW Suite 4322  
Washington, D.C. 20530-0001

Central Office  
Federal Bureau of Prisons  
320 First Street, NW  
Washington, D.C. 20534

Mid-Atlantic Regional Office  
302 Sentinel Drive, Suite 200  
Annapolis Junction, Maryland 20701

North Central Regional Office  
Gateway Complex Tower II, 8th Floor  
400 State Avenue  
Kansas City, KS 66101-2492

Northeast Regional Office  
U.S. Customs House, 7th Floor  
2nd and Chestnut Streets  
Philadelphia, Pennsylvania 19106

South Central Regional Office  
4211 Cedar Springs Road, Suite 300  
Dallas, Texas 72519

Southeast Regional Office  
3800 North Camp Creek Parkway, SW  
Building 2000  
Atlanta, GA 30331-5099

Western Regional Office  
7338 Shoreline Drive  
Stockton, CA 95219

## INSTITUTION STAFF DIRECTORY

### INSTITUTION EXECUTIVE STAFF

Warden	Juan D. Castillo
Associate Warden Health Services	Miguel Medina
Associate Warden Operations	M. Stewart
Associate Warden Programs	Joe Moorhead
Executive Assistant/ Camp Administrator	Wendy Montgomery

### UNIT MANAGEMENT STAFF:

#### MEDICAL/SURGICAL UNIT

Unit Manager	Sherry Jacobson	Ward 3-1
Case Manager	Beth Cupp	
Case Manager		Michael McIntyre
Case Manager		Candis Akin
Counselor	Brenda Hutchison	
Counselor		Creed Allen

#### MENTAL HEALTH UNIT

Unit Manager	Sharon Bennett	Ward 10 B
Case Manager	Bruce Schrock	
Case Manager	Bryan Halfpapp	
Case Manager	Ross Spencer	
Counselor		Mark Miller
Counselor		Vacant
Counselor		Mike Williams

#### WORK CADRE UNIT

Unit Manager	Jon Roberts	Ward 8-1
Case Manager	Loria Carriger	
Case Manager	Brenna Mathews	
Case Manager	Brooke Jenkins	
Counselor	Randy Gonzales	
Counselor	Mike Cupp	