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INTRODUCTION

The purpose of this handbook is to provide you with information regarding FCI Sandstone's programs, and the rules and regulations you will encounter during confinement. It is not a specific guide to the detailed policies of the institution (which are subject to change) or all procedures in effect. That information will be made available during the institution's Admission and Orientation program. Rather, the material in this handbook will help you quickly understand what you may encounter when entering prison and hopefully assist in your initial adjustment to institution life.

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

ORIENTATION: (See most current Program Statement) You will be given a case management, social intake, and medical screening at the time of arrival. You will be provided with a copy of the institution's rules and regulations including information regarding inmate rights and responsibilities.

During the second to third week of your stay at FCI Sandstone, you will attend the Admission and Orientation (A&O) Program. While in A&O you will learn about the programs, services, policies, and procedures regarding this facility. Also, you will hear lectures from the staff regarding their specific programs and departments.

CLASSIFICATION (TEAMS/UNIT TEAMS): (See most current Program Statement) Almost 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 for inmates and office space for unit staff. Areas are staffed by a Unit Team directly responsible for those inmates living in that dormitory. The unit staff offices are located in the dormitory so staff and inmates can be accessible to each other. The unit staff typically includes the Unit Manager, one Case Manager, one Counselor, and one Unit Secretary. The Staff Psychologist, Education Advisor, and Unit Officer are also considered to be unit staff members and may sit in on team reviews.

GENERAL FUNCTIONS OF UNIT STAFF

COMMUNICATIONS/TOWN HALL MEETINGS: There is a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communications of interest to inmates. Unit Managers may also utilize Town Hall meetings to foster improved communications.

PROGRAM REVIEWS: Program reviews ("team meetings") will be conducted every 90 to 180 days. These are conducted by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. You may request to be added to the team docket if you have a particular concern to discuss with your entire team and your scheduled review is not in the near future. Submit a "cop-out" to a member of the team requesting an unscheduled program review.

TEAM PARTICIPATION IN PAROLE HEARINGS: The Case Manager prepares Progress Reports with input from all Unit Team members and compiles other information in your central file for presentation to the U.S. Parole Commission. Your Case Manager will ordinarily be present at your parole hearing. The Case Manager's function at the hearing is to assist the Parole examiners, not as a staff representative for the inmate.

TREATY TRANSFERS FOR NON-U.S. INMATES: Inmates who are not U.S. citizens may be eligible for a transfer to their country of citizenship to serve the remainder of their sentence in a prison there. The Unit Team is the source of information about these transfers and will discuss it with you at your initial classification. Prior to applying, it is strongly recommended you contact your consulate regarding your interest in a treaty transfer. It is noted that detainees have access to diplomatic representation of their country of citizenship through normal institution correspondence and visiting procedures.

DAILY INMATE LIFE

It is your responsibility to check your living area immediately after being assigned there and to report all damage to the Correctional Officer. You may be held financially liable for any damage to this personal living space. It is also your responsibility to check in with the officer for accountability during inmate movement and the a.m. and p.m. census. The officer should not have to look for you.

UNIT RULES AND REGULATIONS

In order to provide a safe and clean living environment in the units and to ensure the orderly running of the institution, the following Rules and Regulations will apply to all inmates.

GENERAL SANITATION: Each person is responsible for the cleanliness of his cell or cubicle. It is the responsibility of the individuals living in the cell or cubicle to ensure it is ready for inspection from 7:30 a.m. – 4:00 p.m., Monday through Friday. Weekly official sanitation inspections may occur at any time. Inspections can also be conducted throughout the week by unit staff, e.g., Unit Officer, Counselor, Unit Manager, etc. You may be required to return to the unit if your area is left in an unsatisfactory manner. Any sanitation discrepancy, known as a “gig”, for a safety or sanitation violation can result in disciplinary action. Sanctions imposed for safety or sanitation violations will be handled in accordance with the Program Statement on Inmate Discipline and Special Housing Units. Unit orderlies are responsible for cleaning the common areas, e.g., TV rooms, corridors, walls office areas, sink rooms, showers, laundry rooms, toilets, and hallway areas. Cooperation from all inmates is needed to assist the orderlies in performing their job.

CUBICLE/CELL SANITATION

INMATE CUBICLE CHECKLIST

- Floors will be swept, mopped, corners and edges of the floor clean and free of dirt and buildup, and kept at a high luster, including the area under the bed, behind the partitions, and behind the lockers. Dirt and wax accumulation is not permitted on the tile, corners and edges of floors or baseboards. No rugs of any type are allowed on the floor.
- Beds are to be made daily, ordinarily by 7:30 a.m. during the week and 9:30 a.m. on weekends and holidays. Beds are to be made tightly, i.e., military style, as demonstrated by example displayed on the unit bulletin board. Only shoes, neatly lined up, are allowed to be stored under the bed.
- Boxed legal material (**with a written permit from the Unit Manager taped to the top of the box provided by Unit Manager**) must be stored at the end of the bed (not under it) or under the desk. **Boxes are not permitted for storing personal belongings (except when stored in a locker).**
- Items are not to hang on bedposts or on the side of the bed. Clothing must be hung neatly on the wardrobe hook or stored in your locker.
- The wastebasket must be clean, empty, without a liner, and placed under the desk.
- Walls, cubicle walls, upper and lower shelving, windows, and the top of all desk divider units are to be clean and dust-free. Items are not to be taped or attached to walls, lockers, lights, etc. No nude or sexually explicit pictures or photographs are to be displayed.
- Nothing will be stored on the tops of the steel lockers, on the tops of desk divider units, windowsills, on beds, under pillows, under the mattresses, or on chairs. Food must be stored in the locker; food may not be stored on the floor. All plastic containers are to be kept in lockers. All items stored in the visible area of the cubicle or cell must be stored neatly.
- Nothing is to be placed in the windows, **on window ledges**, or is to protrude through or around the window screen at any time.
- Nothing is to come in contact with the smoke alarm or fire suppression equipment.
- Cleaning supplies, **including spray bottles**, are not allowed to be stored in the cubicle or cell.
- The wall of the cubicles and inmate beds are not to be altered with hangers, excess hooks, strings, or anything else considered contraband to provide additional storage. Paper is not to be placed in or near any light fixture.
- **Items may be stored ONLY in the spaces designated for storage by the unit manager.**

K-UNIT CUBICLE/CELL SANITATION

- Floors will be swept, mopped, and dust free, to include under bed and locker.
- No blankets, towels, etc. used as rugs on cube floors.
- Beds are to be made daily prior to 7:00 a.m. and remain made until 3:30 p.m. Review sample picture on unit bulletin boards. Linen should be washed after 3:30 p.m. or on weekends.)
- No items are allowed to be hung on the bed frame except, as needed, 1 towel at the foot of the bed to dry.
- Only shoes are allowed to be under the bed, lined up neatly.

- No clotheslines, hooks, or string allowed on bed frame or locker.
- All clothing must be stored in locker.
- Hooks on shelf area are for coats, and 1 laundry bag per inmate containing a reasonable amount of laundry and not to be utilized as storage (temporary basis).
- Wastebasket is to be cleaned and empty, without a liner, and placed under desk.
- The only items allowed to be stored on bookshelf will be picture frames and no more than 5 books.
- Magazines must be stored in locker.
- All commissary items must be stored in locker to include: cases of soda, detergent, and all hygiene items.
- Items are not to be taped or attached to walls, locker, bed frame, or lights.
- Lockers will not be altered inside. Any altered items in locker will be confiscated.
- Nothing will be stored on top of desks, lockers, windowsills, beds, under pillow, or under mattress.
- Cleaning supplies, including spray bottles, are not allowed to be stored in cubicle.
- Any type of box or cardboard is not allowed to be in cube. A Legal Box requires prior unit staff approval.
- Gray Integra stacking chairs are NOT ALLOWED to be in cubicle areas. These are only for the common areas (television and game rooms).

TOBACCO RESTRICTIONS: Possession of tobacco materials and matches is prohibited by inmates at FCI Sandstone.

PROPERTY LIMITATIONS: (See Attachment A) The Program Statement on Inmate Personal Property sets limits to the amount of personal property you may accumulate. **Items may be stored ONLY in the spaces designated for storage by the Unit Manager. Items must be neatly stored in the spaces provided.**

BED MOVES/ASSIGNMENTS: Seniority bed moves will be made by the regularly assigned evening watch unit officer. An inmate's seniority for bottom bed status begins on the day he arrives at FCI Sandstone and is not lost when he goes on Writ or is transferred for medical treatment. When the inmate arrives, his bed card will be placed in the appropriate seniority position based on his prior seniority date. Occasionally, lower bunks are assigned for medical reasons, which take precedence over seniority. Ordinarily, lateral bed moves are not made unless the Unit Team believes it is necessary. Should you believe you must have a lateral bed move, submit a written request to the Unit Counselor. Final approval is made by the Unit Manager upon recommendation of the Unit Counselor or Unit Team.

Should an inmate be placed in SHU and be found guilty by the Unit Disciplinary Committee (UDC) or Discipline Hearing Officer (DHO), he will automatically lose his bed seniority date. His new bed seniority date will be the date of the UDC or DHO action, not the date he went to the SHU. If an inmate is placed in SHU pending investigation and released with no misconduct finding, he will be placed in the first available unit bed. If this is an Administrative bed, the inmate will be placed at the top of the seniority list for permanent cubicle placement.

When an inmate is placed on FRP REFUSE, he will lose preferred housing and will be placed in an administrative bed. His seniority date will start when he comes off of FRP REFUSE status.

F-UNIT ASSIGNMENTS: This unit is considered preferred housing. Inmates who wish to be assigned to F-Unit are ordinarily required to have twelve months of clear conduct at FCI Sandstone prior to placement.

Any inmate requesting placement in F-Unit must submit an Inmate Request to Staff Member (cop-out) to their respective Team. The Unit Team will then make a placement recommendation and forward all related materials to the respective Unit Manager for consideration. Information regarding the criteria for placement in these units may be obtained from the correctional counselor. Placement of an inmate's name on the waiting list does not guarantee a room assignment in F-Unit.

Preferred housing status may be lost as a result of a UDC or DHO sanction or failure to follow sanitation regulations. The Unit Manager has the authority to remove an inmate from A and F units for Administrative reasons. When an inmate is on FRP REFUSE he will NOT be allowed to stay in F-Unit and his new seniority date will start when he comes off FRP REFUSE status.

DRESS AND GROOMING

There will be no limitations on hair style and length of hair unless there are documented medical reasons to impose restrictions. Shaved heads and long hair will be permitted. Artificial hairpieces will not be allowed. Inmates may not cut words or designs in their hair.

1. Inmates are expected to keep their hair clean and must avoid a disheveled appearance. Those who choose to wear long hair must assume the additional responsibility for maintaining its cleanliness and appearance.
2. Where long hair could result in a work-related injury, hairnets or caps will be worn.
3. When special protective headgear is required, the hair must be short enough to afford the wearer intended protection.
4. In accordance with policy, hair care services are available to inmates and will be done in the institution barbershop only. Razor cuts will not be permitted.
5. The barbershop is open for general-purpose haircuts for the inmate population. The Compound Officer will make unscheduled random checks on the inmates and the inmate barbers. Only the authorized inmate barbers and inmates receiving haircuts are allowed in the barbershop; all other inmates will wait outside on the wooden benches. The hours of the barbershop are as follow:

Tuesday through Friday

DAY WATCH

7:00 a.m. to 10:00 a.m.

12:00 p.m. to 3:00 p.m.

EVENING WATCH

5:00 p.m. to 9:00 p.m.

Saturday/Sunday

DAY WATCH

7:00 a.m. to 9:00 a.m.

11:00 a.m. to 3:00 p.m.

EVENING WATCH

5:00 p.m. to 9:00 p.m.

THE BARBERSHOP WILL BE CLOSED ON MONDAYS FOR GENERAL MAINTENANCE CLEANING.

6. Whenever there is a radical change in the physical appearance of an inmate, e.g., shaved head, extreme haircut/style, growth or removal of a beard or other facial hair, it will be necessary to replace the official institution photographs with the more accurate versions. All institution staff will monitor any such changes to an inmate's appearance and notify Receiving & Discharge, and the Lieutenants' Office. Correctional Services will ordinarily follow up within two business days to ensure new photographs are taken to appropriately update all identifying paperwork for security purposes. This may result in the need to issue a new Inmate Account Card at the inmate's expense.
7. The authorized uniform for inmates consists of khaki trousers and khaki shirt, socks, and authorized shoes. Deviation from the standard work uniform may be approved in writing by the Warden. The uniform will be worn on all work assignments, except Food Service workers who will wear the white uniform. Food Service whites will not be permitted in any area of the institution outside of Food Service, except when traveling between Food Service to callouts, if they are coming from or going to work, and the inmate's housing unit. Inmates working in the Dental Assistant Program are required to wear a white uniform when working in the Dental area and will follow the same criteria as Food Service inmates.
8. The khaki shirt worn during regular duty hours (7:30 a.m. to 4:00 p.m.) will be tucked neatly into the trousers and buttoned, excluding the top button. The sleeves of long sleeved shirts may be rolled neatly above the elbow, or worn all the way down and buttoned. Sunglasses will not be worn in any building.
9. Inmate may not mix khaki clothing with gym clothing. Inmates may not mix Food Service white with other clothing.

10. Inmates walking from the housing unit to the Recreation Yard during regular work hours, who are off duty, may wear gym clothing. However, inmates wearing gym clothing are only allowed to travel to and from the Recreation Yard and assigned living unit, with no stopping en route. All shirts must be tucked in when traveling to the Recreation Yard, Monday through Friday, 7:30 a.m. – 4:00 p.m., excluding holidays.
11. Inmates are required to wear their work uniform for the lunch meals on weekdays. For evening meals, morning meals, weekends, and holidays, inmates must be properly dressed to include shirt (with sleeves), pants or shorts, and shoes. All sleeves, trousers, and short-legged trousers will be hemmed. All shirts/sweat tops must be tucked in prior to entering and remain tucked in while in Food Service. All clothing worn must be reasonably clean and in serviceable condition.
12. Approved athletic shorts and sweatshirts may be worn ONLY while participating in leisure time activities and will not be permitted in the Administration Building or Visitation Room. Sunbathing will be permitted during the regular workday in the Recreation Yard only. Inmates who are on off-duty status will wear shoes while walking the compound. Footwear may be removed in the sunbathing area.
13. The regular khaki dress uniform is required for organizational meetings, Chapel activities, Educational classes, and when there are outside guests or instructors in attendance.
14. Footwear must be worn when outside the living units. Safety (steel toed) shoes will be worn on work details that require them, as designated by the Institution Safety Manager. The only exception will be for snow shoveling only, when the military cold weather boot may be worn. When participating in athletics, all participants will be required to wear athletic or regular issue shoes. Athletic shoes may also be worn in the dining room or on the compound during off duty hours.
15. Shower shoes of any type will not be worn anywhere outside the living units.
16. Inmates must wear clothing at all times, except when showering. This includes leisure activities and living areas. Shirts will be worn at all times, except when on the Recreation Yard, in the gymnasium, or in the designated recreation areas. Underwear, including thermal underwear, will not be worn as outer garments except in the individual's room. Thermal underwear will not be worn with shorts, sleeveless shirts, or tank tops.
17. Athletic uniforms and equipment issues by the Recreation Department will be returned immediately after use and will not be kept in the living units.
18. During the winter months or inclement weather, rain gear and heavier jackets may be issued by the Clothing Room and are the only outerwear authorized on work details. Thermal shirts will be worn under the long sleeve khaki shirts, sweatshirts may be worn over the khaki shirt with collar out.
19. Pants will be worn neatly around the waistline at all times. Inmates will wear clothing consistent with their size; inmates are not allowed to possess or wear baggy or excessively tight clothing. Pants will not be rolled or bloused.
20. Headphones **will not be worn** while walking to or from any building or while working.
21. The only headgear allowed to be worn in the dining room will be hairnets and hats issued by Food Service to workers and religious headgear listed in Section 5b.
22. Hats approved for inmate retention may be worn on assigned work details. Caps or hats may be worn only inside those buildings where construction is taking place. Any hat that has been modified or color-changed will be considered as contraband.
23. Inmates received in transfer from other institutions must comply with this supplement. Headgear not in compliance will be mailed home at the inmate's expense.

LIGHTS ON/LIGHTS OUT: The main dormitory lights in the units will be turned on at 6:00 a.m., Monday – Friday (except holidays), and turned off daily at 10:45 p.m. As well, inmate mail will be **removed from the mailbox at 10:45 p.m. and will be removed from the unit by the end of the 3:00 a.m. count.** Inmates will not be permitted to use the showers, washers and dryers, or congregate in the hallways or common areas (including television rooms) after lights out. No cubicle or cell visiting is permitted after lights out. **After 10:45 p.m., the unit is to be very quiet, including the television rooms, so that every inmate has the opportunity to get to sleep. Inmates are not authorized to turn on/off unit lights.**

SHOWERS: Clothing or personal articles left in the showers, washrooms, or other common areas of the unit may result in confiscation and/or disciplinary action. Inmates may not take showers prior to 6:00 a.m. However, the Unit Officer has the discretion to allow inmates to shower after the 5:00 a.m. count has cleared in the unit, but no earlier than 5:30 a.m. Units are authorized to have one shower open from 8:00 a.m. to 2:00 p.m. Inmates should check with the Unit Officer to see which shower is open. Inmates in those units who utilize this shower during the day are expected to clean it completely and ensure it is inspection-ready after use.

VISITING IN HOUSING UNITS: Inmates may not visit housing units they are not assigned to unless they are authorized by staff to enter. Inmates assigned to quarters different from their unit staff may visit the staff member's unit to conduct business only. They may not enter the living areas or TV/day room. If you are visiting within your own housing unit, you are not permitted to enter another inmate's cell or cubicle when he is not present.

COUNTS: Regular counts are conducted at 12:00 a.m. (midnight), 3:00 a.m., 5:00 a.m., 4:15 p.m., and 10:00 p.m. An additional 10:00 a.m. count is conducted on weekends and holidays. Counts require you to be in your cubicle or cell. During the 4:15 p.m. stand-up count and the 10:00 a.m. stand-up count on weekends and holidays, you must stand in your cubicle or cell by the side of your bed and remain there until the officer clears the count. **ANY** attempt to conceal yourself from the view of the Unit Officer may be considered an attempt to interfere with the taking of count. During count, radios must be turned off and no talking is permitted. Seeing living, breathing flesh is the standard for count, not lumps, movement, or sounds. If flesh is not seen, the officer will take reasonable steps to see flesh by getting the inmate's attention either by tapping or kicking on the bed and calling the inmate's name with a last resort of lifting the covers.

CHANGE SHEETS AND CALL-OUTS: All inmates need to check the Change Sheets and Call-Out Sheets daily. They are posted daily on the Unit bulletin board. This is often your only official notification of an appointment. You are responsible for making your call-out appointment. You should first report to your work assignment before you proceed to your call-out appointment. If you are off duty or unassigned, you are to report to the Unit Officer before departing.

TV VIEWING: The computerized television system eliminates the use of remote controls in the units. **During weekdays, all TV rooms will be closed at 12:00 a.m.** and re-opened after the 5:00 a.m. count has cleared in the unit, but no earlier than 5:30 a.m. TV may be watched until 1:00 a.m. on Friday, Saturday, and holidays. Special TV viewing outside these hours must be approved by the Associate Warden.

INMATES MAY NOT: Play cards or other games in the living units with the exception of K-Unit, which has rooms available for games. Inmates may not play games in the cubicles, play radios without earphones in the unit, attach any type of makeshift antennas to the physical plant of the building, or reuse empty containers after the original contents have been used or discarded.

RELATED POLICIES: The following policies related to Unit Rules and Regulations are available in the Inmate Law Library, located in the Education Department:

Program Statements:

- Inmate Personal Property
- Inmate Discipline and Special Housing Units

Institution Supplements:

- Admission & Orientation

HOBBYCRAFT: Any Hobbycraft material or project must be approved by Recreation staff and the Unit Manager prior to storage in the unit. You will only be allowed to have one Hobbycraft project at a time in the unit. All approved Hobbycraft projects will be stored in a locker only. Once this project is complete, it must be mailed out of the institution through coordination with the Recreation Department. If the project is not complete, a new request must be submitted and approved.

ADMINISTRATIVE BEDS: Special Rules for Inmate Living in Administrative Beds:

1. Boxed legal material (**with a written permit from the Unit Manager taped to the top of the box provided by the Unit Manager**), must be stored under the bed.
2. Inmates may neatly store items in the gray storage containers underneath the beds, but are not allowed to store excessive amounts of property under or behind their beds. "Excessive amounts" will be defined by the Unit Manager and will be enforced by any staff member designated to do so by the Unit Manager.
3. Nothing will be hung on the beds. Clothing may be hung neatly on the wardrobe hooks mounted on the wall at the window end of a bed in a neat and orderly fashion or stored in your locker. Items are not to hang on bedposts or on the sides of the bed.

INMATE TRUST FUND: (See current policy) Inmate funds are retained at the institution in a Trust Fund from which you may purchase items at the institution Commissary. Funds may also be withdrawn for gifts, family support, savings accounts, magazine subscriptions, and other approved purposes.

You are allowed access to the Commissary once per week for regular shopping. The first time funds become available in your account, you may shop on the first available shopping day rather than your regularly scheduled day, if you choose. The purchase of stamps and over-the-counter medications does not count against the monthly spending limit.

RECEIPT OF FUNDS: All funds being sent to inmates at FCI Sandstone must be sent to the National Lock Box location at the following address:

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

Instruct your family, friends, etc. NOT to enclose cash, personal checks, letters, pictures, or any other item in the envelope. Enclose only allowable negotiable instruments. The National Lock Box 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.

Instruct your family, friends, etc. that they must have the inmate's committed name (no nicknames) and register number printed on all money orders; U.S. Treasury, state, and local government checks; business checks; any foreign negotiable instruments payable in U.S. currency; and envelopes. All non-postal money orders and non-government checks processed through the National Lock Box will be placed on a 15-day hold. Postal money orders; federal, state, and local government checks will be processed with no hold.

Instruct your family, friends, etc. that their name and return address must appear in the upper left-hand corner of the envelope to ensure that their funds can be returned to them in the event they cannot be posted to the inmate's account.

Inmate's families and friends may send inmate funds through Western Union's Quick Collect Program.

To track your account for receipt of funds, there is an "AIMS" machine located in the 7-11 area.

Inmates may not receive funds from another inmate or from another inmate's family or friends.

If you should transfer to another institution, your trust fund account is electronically transferred to that institution. When you are released from custody, depending on funds availability, your funds will be given to you in cash or a treasury check will be mailed to an address provided by you.

COMMISSARY FUND WITHDRAWAL: (See current policy) A standard form is provided by the Institution for the withdrawal of funds. This form is accessed through your counselor and must be handed back to your counselor by you. This form will not be processed if it is not given to the staff member directly. It is the inmate's responsibility to know the amount of money available in his Commissary account. To track your account, there is an "AIMS" machine located in the 7-11 area. New commitments to the BOP will receive their PIN number in the institution mail in order to access the AIMS machine. The Unit Manager can approve withdrawals for gifts, family support, magazine subscriptions, restitution for losses, legitimate debts, etc. and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips, and the purchase of legal books. Only the Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

INMATE TELEPHONES: (See current policy) General population phone room and K-Unit hours are normally from 6:00 a.m. to 7:30 a.m., 10:30 a.m. to 12:00 p.m., and 4:30 p.m. to 9:30 p.m. Monday through Friday. During the working hours of 7:30 a.m. – 10:30 a.m. and 12:00 p.m. – 3:30 p.m., Monday through Friday, there will be ten inmate telephones available in the phone room and one inmate telephone in each wing of the K-Unit for use only by inmates in the following status: any inmate scheduled to work after 4:00 p.m., any inmate in non-work status during the periods listed above, any inmate on a scheduled day off during Monday through Friday, and any inmate on vacation status. Anyone found using these telephones during their scheduled work hours will be subject to disciplinary action. Weekend and holiday hours are normally 7:00 a.m. to 9:30 a.m., 10:30 a.m. to 3:30 p.m. and 4:30 p.m. to 9:30 p.m. No third party or credit card calls are allowed. All calls are monitored and recorded. Confidential attorney calls can be arranged by contact the Unit Team.

EMERGENCY PHONE CALLS: In the case of an emergency involving an immediate family member, the family must initiate the notification through the institution control center. Inmates should ensure that family members have that phone number. If circumstances warrant, a monitored phone call may be placed through the Chaplain, the Unit Team, or the on-duty lieutenant should ITS use not be an option. The only phone that may be utilized for this purpose is located in the end office in the chapel complex.

CONTACT WITH THE COMMUNITY AND PUBLIC

CORRESPONDENCE: (See current policy) In most cases, you are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units. All letters may be sealed with the exception of mail between confined persons. That mail may not be sealed. Correspondence with any other confined person must first be approved by the Unit Managers and/or Wardens of both institutions. See your counselor for further details.

You are responsible for the content of all your letters. Correspondence containing threats, extortion, etc. may result in prosecution for violation of federal laws. You may be placed on restricted correspondence status based on misconduct or as a matter of classification. You will be notified of this restriction.

Your return address on correspondence must contain your committed name, register number, living quarters, Federal Correctional Institution, P.O. Box 1000, Sandstone, MN 55072. This means your full first, last and if applicable, middle name as it appears on your Judgment and Commitment Order. Your register number is to be placed on the second line of the address. You must also place your quarters' designation in your return address. Below is how your return address should appear. Any outgoing mail not addressed as shown will be returned to you for correction.

INMATE NAME
REG. NUMBER – UNIT
FEDERAL CORRECTIONAL INSTITUTION
P.O. BOX 1000
SANDSTONE, MN 55072

CALL-OUTS: (See current policy) Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings, and other activities) and which are posted each day on the Unit bulletin boards after 4:00 p.m. of the work day preceding the appointment. It is your responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept.

SHAKEDOWNS: Any staff member may search you and your room to retrieve contraband or stolen property. Inmates are not allowed to be in the area when the officer is searching their cube. The property and living area will normally be left in the same general condition as found. These inspections will be unannounced and random.

DRUG SURVEILLANCE: The Bureau of Prisons manages a drug surveillance program that includes mandatory random testing as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, that inmate will receive an Incident Report.

ALCOHOL DETECTION: (See current policy) A program for alcohol surveillance is in effect at all Federal Correctional Institutions. 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.

SANITATION, SAFETY, AND FIRE INSPECTION: (See current policy) Fire prevention, sanitation, and safety are everyone's responsibility. You 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 or electrical receptacles, or other hazards will not be tolerated. Regular fire inspections are made daily in this institution by qualified staff.

PROGRAMS AND SERVICES

JOB ASSIGNMENTS: All inmates are expected to maintain a regular job assignment. Job assignments are made by the Unit Team after an inmate is cleared to work by Health Services. Unit staff will approve job changes and see that the changes are posted on the Daily Change Sheet through the Associate Warden's Office.

INMATE PAY: Refer to the Program Statement referencing Inmate Performance Pay.

FOOD SERVICE: The Food Service Department provides you with a nutritionally balanced meal served three times per day in a cafeteria-style setting. Except for any approved special diets, inmates in the Special Housing Unit receive the same nutritionally balanced meal as the general population. Only one piece of fruit may be taken from Food Service. Inmates are not allowed to bring radios, papers, containers, etc. into Food Service.

FACILITIES: All aspects of FCI Sandstone; Facilities Construction, Maintenance, and Operations are the responsibility of the Facilities Department. Inmates noting any Facilities-related issues, i.e. items needing repair or other Facilities action, are to communicate same to their respective Unit staff. Facilities is the second largest employer of inmates in the institution; inmates interested in work opportunities in the department need to contact their respective Unit staff.

EDUCATION PROGRAMS: The Education Department offers a variety of courses and programs for the inmate population. A staff complement of ten instructors teaches, facilitates, and administers the program areas. Inmates are encouraged to be involved in education programs for their own benefit. Enrollment will offer the student an opportunity to acquire new skills, earn a certificate or diploma, or study a new and interesting subject. Being active in educational programming is also a worthy use of one's leisure time while at the institution. Monthly Education calendars are posted throughout the institution listing the current classes and programs.

RECREATION DEPARTMENT: Monthly Recreation calendars are posted throughout the institution listing the scheduled activities. Inmates are not authorized to carry empty or full laundry bags into the gym or recreation areas.

PSYCHOLOGY AND PSYCHIATRY PROGRAMS: (See current policy) Inmates who have personal problems and wish to receive help are invited to contact the Psychology Department staff. A written request or personal visit to the department located above the Inmate Clothing Room in the southwest corner of the compound is all that is needed to arrange an appointment. Offerings include Alcoholics Anonymous, Narcotics Anonymous, Values Training, and other voluntary groups. Aid is offered to assist you in your efforts to evaluate your own personality, gain understanding of yourself and others, develop and grow personally, and to relate to others effectively. Consultation, crisis intervention-type counseling sessions, relaxation training sessions, self-study, and meditative techniques are available for your development during your incarceration here.

Inmates may notice when another inmate appears to be exceptionally upset or depressed. If this occurs, notify Psychology, the Unit Team, or the Unit Officer. They will attempt to assist with any difficulty the inmate may have.

Whether or not you were recommended for any psychology programming, it is your responsibility to follow-up and ensure that you get the services that you either want or need.

In addition to the various psychological and counseling opportunities, the Drug Abuse Education Program affords specialized group and other services in consideration of the needs of all inmates with or without an alcohol/drug abuse history.

Inmates interested in the Residential Drug Abuse Treatment Program are invited to contact one of the Drug Abuse Treatment Program staff to determine whether or not they are qualified for this program.

Psychiatric medication needs are arranged on a consultation basis through the Health Services Department.

Notices regarding the information of special group offerings will be posted on the housing unit bulletin boards. Feel free to drop by and see what we offer.

INMATE TOBACCO CESSATION PROGRAM: Any inmates who wish to participate in a tobacco cessation program must send a request to the Psychology Department who will schedule classes as needed.

MARRIAGES: (See current policy) If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses. If an inmate requests permission to marry, he must:

- have a letter from the intended spouse which verifies his intention to marry.
- demonstrated legal eligibility to marry.
- be mentally competent.

The chaplains are available to discuss the religious, spiritual, and relational issues of the prospective marriage with the inmate, and if deemed appropriate, with his fiancée. They may also address the additional complications of marriage during incarceration.

PRE-RELEASE PROGRAMMING: (See current policy) The Release Preparation Program is designed to assist you in preparing for release. You will be given aid in developing plans for your personal life 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, and Community Corrections Staff are available. Pre-release planning starts the day you are classified by the Unit Team.

If you are eligible for halfway house placement, you must become involved in this program when you are within 30 months of your projected release date. There are six components to the program, and you must take one class out of each component to complete it. Failure to participate in the program may affect halfway house placement. State inmates and non-U.S. citizens are not required to participate in this program.

INMATE FINANCIAL RESPONSIBILITY PROGRAM: (See current policy) 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.

RELIGIOUS PROGRAMS: (See current policy) Every individual may voluntarily pursue his religious beliefs and practices. The chaplains are intent on assisting you in your chosen path of spirituality. We encourage you to develop your spiritual life by searching, growing, making new commitments, worshiping, learning, fellowship, and serving. Although all of these are voluntary without either temporal reward or penalty, participation in religious programs at the institution is encouraged.

There are two resident chaplains who coordinate religious programs and who serve as pastors in this institution. Worship services and religious studies are led regularly by staff, outside clergy, volunteers, and inmates. Some of the outside spiritual leadership includes Catholic priests, Jewish rabbis, a Muslim imam, Jehovah's Witness elders, Buddhist teachers, and Mormon elders. There are a variety of worship activities, prayer opportunities, and religious classes available each week. There are many concerned and helpful volunteers committed to providing meaningful opportunities for you to develop your spiritual life.

There is an outdoor worship area for those who practice religions that require outdoor space for ceremonies. There are three areas inside the chapel that are used for meetings. A wide variety of religious literature of all faiths is free and available. The chapel boasts an extensive library of books, periodicals, CDs, cassettes, and videotapes.

The chapel is typically open seven days, including three evenings. Regular schedules are posted monthly on the unit bulletin board as well as in the chapel. If there are changes to this schedule they will be posted on the chapel outside the entrance door. The religious services staff schedules are posted along with the monthly schedules. Ordinarily there is a religious services staff in the institution seven days per week. All are welcome to utilize the chapel resources.

Life Connections is a pilot program offered through the chaplaincy. It is an 18 month in-resident opportunity for any inmate to develop their faith and integrate it into their daily experience. The chapel offers information and a monthly orientation that explains who is eligible and how to participate. Stop by the chapel and pick up a brochure or sign up for the orientation if you are interested. Orientations are held on the second Wednesday of the month.

Threshold is a pilot program for inmates with less than 24 months left on their sentences to look at their life patterns and make positive changes in the presence of others intent on the same goals. We explore how we are managing mental and emotional health, daily living, decision-making, wellness, personal relationships, educational growth, positive use of leisure time, accepting personal responsibility, and spirituality. Class requires two hours per week for six months and work outside of class.

UNICOR **FEDERAL PRISON INDUSTRIES**

It is the policy of UNICOR (Federal Prison Industries) to employ and train inmates at this institution. All employable inmates are encouraged to take advantage of the industrial programs offered. Policies and procedures have been established to ensure that the needs of the institution are being met and that every inmate has an equal opportunity to participate in the industrial program.

Upon arrival at this institution, you are assigned to a Unit Team which is responsible for your activities while you are here. The Unit Team will review your file and make recommendations based on this and interviews with you. After your team determines your eligibility, your name will be placed on the appropriate Industrial Waiting List. The request to be employed in UNICOR will come from you via a Request to a Staff Member form to your Unit Team. You will be called for an interview to determine your specific shop assignment. If you were employed in UNICOR at another institution and you were sent here on an administrative transfer, you will be placed on the Prior Industries Waiting List.

The Superintendent of Industries has the option to select an individual having the skills to fill key positions even though the individual may not be on the top of the waiting list. These jobs are usually announced via a "UNICOR Job Announcement".

Once assigned to UNICOR, you will be expected to comply with UNICOR rules and regulations. Failure to comply with these rules and regulations may result in a grade reduction or removal (termination) from UNICOR. The Superintendent of Industries is the approving official for all demotions and removals from Industries. Anyone removed from UNICOR for non-compliance to rules and regulations will not be considered for reemployment for 90 days, and then only if the work reports from subsequently held jobs have been satisfactory. To be reemployed you must request to be placed on the waiting list via a Request to Staff Member form to your Unit Team.

WORKING HOURS: UNICOR work hours are 7:45 a.m. until 3:30 p.m., Monday through Friday. Lunch hours are staggered between the UNICOR departments to avoid long lines in the dining room. Forty (40 minutes) is the lunch limitation. It is your responsibility to be on time.

INDUSTRIAL PAY: Effective 1 October 1990 UNICOR provides five (5) standard hourly rates:

GRADE	RATE PER HOUR
5	.23
4	.46
3	.69
2	.92
1	1.15

All overtime pay is computed on a double-time basis. The normal work day is 7 hours. To receive overtime pay you must first have worked 7 hours on the day you work overtime. Your payroll is computed by the UNICOR Business Office and forwarded to the Institution Business Office following the month being paid. Questions about payroll should be addressed with your foreman whenever possible. An appointment with the UNICOR Operating Accountant is also available if the question has not been addressed to your satisfaction.

HOLIDAY PAY: All inmates working in UNICOR are paid for ten holidays per year. To be eligible for holiday pay you must be in pay status the day before and the day after the holiday.

LONGEVITY PAY: Inmates who have worked for UNICOR 18 months will be eligible to receive 10 cents extra for each hour in pay status. Inmates who have worked for UNICOR for 30 months will be eligible to receive 15 cents extra for each hour in pay status. Inmates who have worked for UNICOR for 42 months will be eligible to receive 20 cents extra per hour in pay status. Inmates who have worked for UNICOR for 60 months will be eligible to receive 25 cents extra per hour in pay status. Inmates who have worked for UNICOR for 84 months will be eligible to receive 30 cents extra per hour in pay status.

INDUSTRIAL GOOD TIME: UNICOR inmates who fall under the old sentencing guidelines receive three extra days good time during the first year of employment and five days after one year of employment.

All inmates employed in UNICOR are eligible for vacations. You receive maximum credit of ½ day per month for the first year of employment and one day per month after one year. Vacation forms must be submitted at least two weeks prior to the date the vacation is to begin. Vacations can be denied by your Foreman, Factory Manager, Superintendent of Industries, or the Unit Team. Clear conduct for 30 days prior to a vacation application is necessary (if you receive an incident report 30 days or less prior to your request for vacation your request will be denied). Upon the recommendation of your immediate supervisor, the Superintendent of Industries may declare vacation credit unearned because of unsatisfactory work performance.

PROMOTIONS: Advancement within UNICOR is based on demonstrated ability, compliance with rules and regulations, vacancy in grade, and other factors. When promotions are made, they will be effective the first working day of the month. Poor working habits, excessive breaks, and long absences from one's work station will result in no promotion and possible demotion or termination. You must earn the promotion. Grades may be taken away at the recommendation of the immediate work supervisor. Inmates starting in Pay Grade 5 are required to spend a minimum of 30 days before becoming eligible for pay Grade 4. Promotions to pay Grades 3, 2, and 1, will be 90 days. The minimum time-in-grade requirement may not apply when you have prior FPI work experience.

LITERACY REQUIREMENTS: You must have a GED or high school diploma before becoming eligible for promotion above Grade 4 per Program Statement 5350.28.

INMATE FINANCIAL RESPONSIBILITY (UNICOR): All inmates assigned to the Financial Responsibility Program with obligations of \$1,000 or more, will be placed on the Industries fine list by the Unit Team and will be eligible for priority placement in UNICOR. Inmates assigned to this program working in a UNICOR work area will be required to pay on their financial obligation. How much is paid will be determined by your Unit Team and guidelines outlined in Program Statement 5380.02, Inmate Financial Responsibility Program. If you refuse to participate in this program, your Unit Team will remove your name from the UNICOR waiting list and you will not be eligible for a UNICOR work assignment. In the event you are already assigned to UNICOR and you refuse to participate, you will be removed immediately from UNICOR.

MEDICAL/DENTAL CARE

SICK CALL: Routine healthcare for urgent medical and dental conditions is provided through sick call. Sick call requests are received in Health Services via the pharmacy window Monday through Friday between 6:15 a.m. and 6:45 a.m. You must present your Commissary card with your sick call request. Your sick call request will be given to your primary care provider and an appointment will be assigned. You need to check the Call-Out sheets daily to know the day and time of your appointment.

ROUTINE DENTAL CARE: Submit a cop-out form directly to the Dental Service requesting that you be placed on the waiting list. Routine care would include a periodic examination, cleaning of teeth, and tooth "fillings" as determined necessary by the attending dental officer. Routine dental care is not provided during a dental sick call visit.

CHRONIC CARE: If you have any chronic medical condition(s) like high blood pressure or diabetes, you will be enrolled in a chronic care clinic to see a Primary Care Practitioner (PCP) and/or the supervising physician.

CARE LEVEL ASSIGNMENT: You will be assigned a Care Level (CL) designation upon arrival. That level may or may not be the same as you were assigned at your previous institution. As FCI Sandstone is a Care Level 1 institution, any inmate who is CL2 or higher will be reviewed for possible transfer to another institution. Many factors are considered when reviewing such a matter. A CL2 classification or higher does not in itself guarantee that you will be transferred to another institution.

PRESCRIPTION GLASSES: Although you may retain your non-BOP procured non-tinted prescription glasses upon your initial arrival at FCI Sandstone, when the time comes to replace those glasses (broken frame, need new prescription, etc.), you must obtain replacement prescription glasses from the designated BOP optical laboratory. The HAS will approve contact lenses only after confirmation of such need is made by the BOP consulting optometrist.

PERIODIC EXAMINATIONS: When required by policy an initial physical examination will be conducted within 14 days of admission. With the initial physical examination, another examination is not necessary for this period of confinement unless it is clinically indicated and/or for inmates who were out of BOP custody for more than 30 days. Age specific preventive health examinations (e.g. cancer screening) are available for inmates. An inmate being released from custody may request a release physical examination provided he/she has not had a physical examination within one year of your expected date of release.

EMERGENCY CARE: Emergency care is provided 24 hours a day, seven days a week for medical and dental emergencies. If you think you have an immediate potentially life threatening dental or medical need, contact your work detail supervisor or the housing unit officer.

You should check the Call-Out sheets daily to see if you have been scheduled for an appointment. **Note:** You cannot refuse to report to Health Services when you have been placed on Call-Out. With some exceptions you may refuse the care after you report to Health Services and sign the appropriate refusal form. Refusing to report to Health Services when directed to do so or when scheduled on a Call-Out roster will subject you to disciplinary action.

CO-PAY PROGRAM: Effective 3 October 2005, the BOP implemented the provisions of the Federal Prisoner Healthcare Co-Payment Program (P. L. 106-294). Under the provisions of this law you must pay a fee of \$2.00 for healthcare services, charged to your inmate Commissary account, when you receive services under the following circumstances:

- For each sick call healthcare visit regardless whether the visit is initial or follow-up.
- For after hours treatment for a condition which is not an emergency (as determined by a Health Services staff member).
- If you are found responsible through the Disciplinary Hearing Process to have injured an inmate you will pay for their healthcare visit as well as your own.

The following visit circumstances do not require a co-payment:

- Service based on Health staff referrals
- Follow-up treatment of a chronic condition (not follow-up for an earlier sick call visit condition)
- Preventive healthcare services

- Emergency services (emergency status will be determined by Health Services personnel after they have examined you)
- Mental health care
- Substance abuse treatment

You will not be charged the co-pay fee if you meet the definition of “indigent”. An indigent inmate is an inmate who has had a trust fund account balance of \$6.00 at any time during the past 30 days (this includes any monies on your telephone account). Treatment will not be withheld for lack of funds. For a more complete examination of all aspects of the co-pay program, including more detailed information on “indigent rules”, see the handout sheet titled “Frequently Asked Questions – Inmates”. The handout is available in each housing unit, from the Unit Team, or from Health Services.

RESOLVING HEALTHCARE GRIEVANCES: If you have an issue involving medical or dental care, the following avenues of resolution are available:

- by speaking to staff member at Mainline: a Health Services staff member is available during the noon meal, Monday through Friday, excluding holidays
- by submitting an Inmate Request to Staff Member (Cop-Out)
- by submitting an Informal Resolution Form to your Unit Counselor: the counselor will then contact Health Services
- by submitting an Administrative Remedy Form (BP-9)

RIGHTS AND RESPONSIBILITIES: The following patient rights and responsibilities are printed here for your information and reference. It is important to remember that each “right” has an inherent “responsibility” connected to it. While in custody of the Federal Bureau of Prisons you have the right to receive healthcare in a manner that recognizes your basic rights, and you also accept the responsibility to respect the basic human rights of your healthcare providers.

<i>RIGHTS</i>	<i>RESPONSIBILITIES</i>
1. You have the right to healthcare services based on the local procedures at this institution. Health Services include medical sick call, dental sick call, and all support services. Sick call at this institution is conducted as outlined in the sections below.	1. You have the responsibility to comply with the healthcare policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution healthcare staff, to include proper use of medications, proper diet, and following all health-related instructions with which you are provided.
2. You have the right to be offered a “Living Will”, or to provide the Bureau of Prisons with instructions <u>if you are admitted as an inpatient to a hospital in the local community or the Bureau of Prisons.</u>	2. You have the responsibilities to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the right to participate in health promotion and disease prevention programs, including education regarding infectious disease.	3. You have the responsibility to maintain your health and not to endanger yourself or others by participating in activity that could result in the spreading or contacting of an infectious disease.
4. You have the right to know the name and professional status of your healthcare providers.	4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the right to be treated with respect, consideration, and dignity.	5. You have the responsibility to treat staff in the same manner.
6. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.	6. You have the responsibility to keep this information confidential.

7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures.
8. You have the right to obtain copies of certain information in your health record.	8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the right to address any concern regarding your healthcare to any member of the institution staff including your physician, Health Services Administrator, members of your Unit Team, and the Warden	9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses, or the accepted Inmate Grievance Procedures.
10. You have the right to receive prescribed medications and treatments in a timely manner consistent with the recommendations of the prescribing healthcare provider.	10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other persons your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by BOP policy.	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as written in BOP policy.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean, and healthy environment, including smoke-free living areas.	14. You have the responsibility to maintain cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.	15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept responsibility to sign the treatment refusal form.
16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.	16. You have the responsibility to be truthful not overstate your complaint of pain, and to adhere to the prescribed treatment plan.

MEDICATIONS: To pick up medications we prescribe for you to keep in your possession, you will come to the morning or evening pill line located at the Health Services Unit. You will need to present your Commissary card at the pharmacy before you can receive the prescribed medications. Prescribed medications should be taken as directed.

Some medications will be prescribed to be taken under direct supervision on the pill line. Daily pill line is conducted weekdays at approximately 6:00-6:30 a.m. and 4:45-5:30 p.m. Weekend and holiday pill line is at approximately 7:00-7:30 a.m. and 4:45-5:30 p.m. Insulin is administered at Health Services at approximately 6:15-6:30 a.m. Monday through Friday, at 7:15 a.m. weekends and holidays, and at 4:45-5:30 p.m. all days. You will be given a schedule for blood sugar checks. You must report to the pill line when so scheduled. You may refuse medication or blood sugar testing by signing a refusal form when you show up at your scheduled appointment or when requested to do so. If you fail to show up at the pill line when you are scheduled, this will result in an incident report. Pill line times can be changed at any time.

To obtain medication refills for “take home” medications, you complete a refill request and submit that form at pill line any day. Submit your requests at least five days prior to running out of medication. You do not turn in medication containers in order to request a medication refill. **Note:** refill requests will only be honored when authorized. That information is on the medication container in your possession. Over-the-counter (OTC) medications are available for purchase from the Commissary. Consult the Commissary shopping list for those OTC medications that are available.

Note: inmates may request OTC medications based on an urgent medical need. In such circumstances, inmates will be allowed access to the Commissary on a day other than their regularly scheduled Commissary shopping day. Such “urgent medical need” OTC medications will require that you obtain a OTC prescription from Health Services via the sick call process prior to going to the Commissary on a day other than you are regularly scheduled to do so.

If you have any questions regarding Health Service policies, see the HAS at Mainline weekdays.

VISITING REGULATIONS

It is the intent of this institution to provide visiting facilities and procedures which will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate, motivating him toward positive behavior. It is the responsibility of the Visiting Room Officer to supervise the visits. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs:

1. Visits are permitted from 8:30 a.m. to 3:30 p.m. Friday, Saturday, Sunday, Monday, and federal holidays. Visitors will not be processed into the institution to visit before 8:30 a.m. or after 2:30 p.m. Visiting is on an odd/even basis for Saturday and Sunday, every other weekend. Odd and even is determined by the fifth digit of the register number (the number “0” is considered an even number). There are no odd/even restrictions for visits during the weekday or federal holidays. Exceptions to the odd/even rule may be made only with the prior approval of the Unit Manager. It is the inmate’s responsibility to notify his visitors of authorized visiting days. Exception to the visiting schedule may be made in extreme cases.
2. Visitor parking is located on the east end of the main parking lot. Visitors are not permitted to park next to the fence and are prohibited from talking to inmates on the Recreation Yard.
3. An inmate’s immediate family; mother, father, stepparents, brothers, sisters, wife, and children are routinely approved as visitors. Each inmate is responsible for obtaining Unit Team approval for their visitors. The number of visitors on an inmate’s approved list will be limited to 20. The maximum number of persons who may visit an inmate at one time is six (6), which includes children. Visitors under the age of 16 must be accompanied by a responsible adult. Each adult visitor age 16 and older will be required to provide proof of their identity. Visitors should have picture identification or identification which will positively identify them to the satisfaction of the Front Lobby Officer. Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, name of the inmate being visited, and an acknowledgement of his or her awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution is a violation of federal law (Title 18, U.S. Code, and Section 1791) and is punishable by imprisonment and/or fine.
4. Tobacco products are not permitted in the Visiting Room and these materials will not be permitted to be brought into the Visiting Room.
5. On Saturday, Sunday, and legal holidays there will be a 10:00 a.m. count. Visitors will be allowed to enter the Visiting Room until 9:30 a.m. Visitors arriving after 9:30 a.m. will not be allowed to visit and asked to leave the institution property until after the 10:00 a.m. count clears, which is approximately 10:30 a.m. If the visitor leaves the Visiting Room for any reason the visit will be terminated. When overcrowding conditions exist visits may be terminated, first for local visitors who are able to visit frequently and next for those who have visited the longest time. Visiting may also be terminated because of institutional emergencies and improper conduct by the inmate or his visitor.
6. Embracing and kissing, as a greeting or farewell, is permitted within the limits of acceptable conduct only upon arrival and departure. When a visit is terminated due to unacceptable conduct, the inmate may receive a disciplinary report.

7. Visitors may not bring in anything for the inmate. It is permissible for the visitor to give an inmate any item from the vending machines to be consumed while in the Visiting Room only.
8. Visitors are to be dressed in good taste. Visiting is a family activity and order must be maintained. All visitors must wear footwear. Short shorts, miniskirts, short culottes, flip-flops, shower shoes, halter tops, spandex clothing, sleeveless blouses or shirts, or any other apparel revealing in nature is prohibited (i.e. tight pants).
9. Proper undergarments must be worn. Knee length shorts may be worn. The Lieutenant or Duty Officer will determine if a visitor is improperly dressed.
10. Visitors must maintain complete control of their children while in the Visiting Room or on institutional property. For the convenience of visitors, a children's room has been established which has various children's movies. (No food or drinks are allowed in the children's TV Room.)
11. We do not permit cellular phones, cameras, or recording equipment in the Visiting Room. Documents or papers may not be brought in to be examined or signed by inmates without prior approval of a member of the inmate's Unit Team.
12. A visitor suspected of attempting to introduce contraband can be subject to a detailed search of his or her person and/or property.
13. No one is permitted to wait in the parking lot or remain on the grounds during the institution count or waiting for persons visiting.
14. Special Visits/Special Visits for Family Emergencies: special visits for family members not on the approved visiting list, family emergencies, or religious visitors must be approved in advance through the Unit Manager as circumstances dictate.
15. Please contact the Visiting Room Officer or the Front Lobby Officer if you have any questions about visiting regulations.

2009 Institution Visitation Rotation					
<u>Month</u>	<u>Dates</u>	<u>Odd/Even</u>	<u>Month</u>	<u>Dates</u>	<u>Odd/Even</u>
January	3 rd – 4 th	Odd	July	4 th – 5 th	Odd
	10 th – 11 th	Even		11 th – 12 th	Even
	17 th – 18 th	Odd		18 th – 19 th	Odd
	24 th – 25 th	Even		25 th – 26 th	Even
	31 st – Feb. 1 st	Odd	August	1 st – 2 nd	Odd
February	7 th – 8 th	Even		8 th – 9 th	Even
	14 th – 15 th	Odd		15 th – 16 th	Odd
	21 st – 22 nd	Even		22 nd – 23 rd	Even
	28 th – Mar. 1 st	Odd		29 th – 30 th	Odd
March	7 th – 8 th	Even	September	5 th – 6 th	Even
	14 th – 15 th	Odd		12 th – 13 th	Odd
	21 st – 22 nd	Even		19 th – 20 th	Even
	28 th – 29 th	Odd		26 th – 27 th	Odd
April	4 th – 5 th	Even	October	3 rd – 4 th	Even
	11 th – 12 th	Odd		10 th – 11 th	Odd
	18 th – 19 th	Even		17 th – 18 th	Even
	25 th – 26 th	Odd		24 th – 25 th	Odd
May	2 nd – 3 rd	Even		31 st – Nov. 1 st	Even
	9 th – 10 th	Odd	November	7 th – 8 th	Odd
	16 th – 17 th	Even		14 th – 15 th	Even
	23 rd – 24 th	Odd		21 st – 22 nd	Odd
	30 th – 31 st	Even		28 th – 29 th	Even
June	6 th – 7 th	Odd	December	5 th – 6 th	Odd
	13 th – 14 th	Even		12 th – 13 th	Even
	20 th – 21 st	Odd		19 th – 20 th	Odd
	27 th – 28 th	Even		26 th – 27 th	Even

TRAVEL INFORMATION: The Federal Correctional Institution, Sandstone, Minnesota, is located 90 miles north of Minneapolis, Minnesota, and 70 miles south of Duluth, Minnesota. FCI Sandstone is located three miles southeast of Sandstone, off State Highway 123. Upon approaching the institution, the visitors will stop at the red light, located on the entrance road, and follow instructions posted. The red light is located on the right side of the entrance drive. There is no public transportation to and from the institution. The nearest airports are Duluth (70 miles) and Minneapolis/St. Paul Airport (90) miles.

LOCAL PUBLIC TRANSPORTATION:

- AIRLINES: All major airlines fly into both Minneapolis and Duluth.
- TAXICABS: Local taxicab service is available.

ACCESS TO LEGAL SERVICES

(See Current Policy)

LEGAL CORRESPONDENCE: Legal correspondence from attorneys will be treated as Special Mail if properly marked. The envelope must be marked with the attorney's name (not just the name of the law firm), and an indication that 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 attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence. Inmates will be called to the Mail Room to receive Legal Mail.

ATTORNEY VISITS: Appointments should normally be made in advance for each visit. Attorneys are encouraged to visit during regular visiting hours. Attorney visits can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but 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. You are expected to handle the transfer of legal materials through the mail as often as possible. The Unit Team must be notified prior to a legal visit in the Visiting Room if legal material will be present.

LAW LIBRARY: The Law Library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prison Program Statements, Institution Supplements, Indexes, and other legal material. The Law Library is open Monday-Thursday from 6:00 a.m. to 9:30 p.m., Friday 6:00 a.m. to 3:30 p.m., and Saturday 7:00 a.m. to 3:30 p.m.; closed during daily and/or emergency counts 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. It is permissible for one inmate to possess another inmate's legal material, in the Law Library, while providing assistance during leisure time with legal research and preparation of legal documents but it is not permitted to pay or receive any gratuity for this assistance. An inmate may not have possession of another inmate's legal work without the owner being present.

STORAGE OF LEGAL PROPERTY: Excess active legal material may be stored in a secure area in the Education Department with the authorization of the Unit Manager and the Supervisor of Education. Excess legal materials will only be stored if related to an active case. Once the case has been resolved and is no longer active, it is the inmate's responsibility to mail the legal materials out of the institution.

ATTORNEY PHONE CALLS: In order to make an unmonitored phone call to an attorney, you must follow procedures as established in the institution supplement. Phone calls placed through the regular inmate phones are subject to monitoring.

NOTARY PUBLIC: A recent change in the law allows that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, under the provision of 18 U.S.C. 4004, it will be necessary to contact the institution's notary public located in the records area of the Inmate Systems Management (ISM) Department on Wednesdays and Thursdays, 11:00 a.m. – 12:00 p.m.

COPIES OF LEGAL MATERIALS: In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A debit card-operated machine is available in the Law Library for inmate use. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of duplication to their Unit Manager. A nominal fee may be charged.

FEDERAL TORT CLAIMS: If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, you must complete a Standard Form 95. You can obtain this form from the Unit Counselor.

FREEDOM OF INFORMATION / PRIVACY ACT OF 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency records other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 U.S.C. 552.

INMATE ACCESS TO CENTRAL FILES: (See current policy) You may request review of disclosable portions of your central file. Institution staff will permit the review of the central file under procedures established locally.

INMATE ACCESS TO OTHER DOCUMENTS: You may request access to the “Non-Disclosable Documents” in your central file and medical file, or other documents, concerning yourself that are not in your central file or medical file, by submitting a “Freedom of Information Act” request. The request must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide register number and date of birth for identification purposes. Forward your request to:

Federal Bureau of Prisons
Freedom of Information Act Request
320 First Street
Room 401, NALC Building
Washington, D.C. 20534

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a “Privacy Act Request” if the attorney has forwarded an inmate’s written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

PROBLEM RESOLUTION

INMATE REQUESTS TO STAFF MEMBER: The Bureau form BP_Admin-148 (70), commonly called a “Cop-Out”, is used to make a written request to a staff member. Any type of request can be made with this form. “Cop-Outs” may be obtained in the living units from the Correctional Officer on duty. Staff members who receive a “Cop-Out” will answer the request in a “reasonable” period of time. The answer will be written on the bottom of the request form.

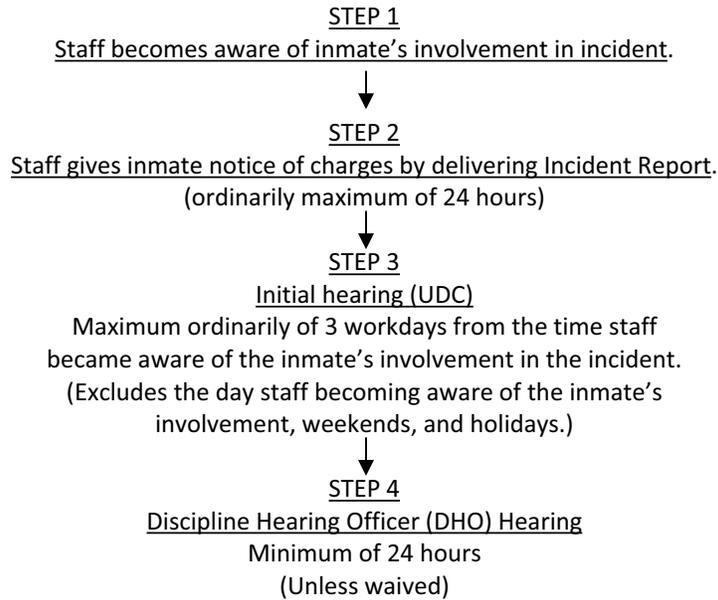
ADMINISTRATIVE REMEDY PROCESS: (See current policy) The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully you can resolve a problem informally by contact with staff members or “Cop-Outs”. When informal resolution is not successful, a formal complaint may be 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 Procedures.

SENSITIVE COMPLAINTS: If you believe a complaint is of such a sensitive nature that you would be adversely affected if the complaint became know to the institution, you may file the complaint directly to the Regional Director. You 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 Administrative Remedy Coordinator does not agree the complaint is sensitive, you will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will not be returned. You may then pursue that matter filing a BP-229 (BP-9) at the institution.

DISCIPLINARY PROCEDURES

TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2



Note: These time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstitute disciplinary proceedings at the same stage at which suspended. The requirements then begin running again at the same point at which they were suspended.

INMATE RIGHTS AND RESPONSIBILITIES §541.12

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to healthcare, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules and institution guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.

<p>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.</p>	<p>8. It is your responsibility to use these resources in keeping with procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.</p>
<p>9. You have the right to a wide range of reading materials or materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p>	<p>9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to use of this material.</p>
<p>10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.</p>	<p>10. You have the responsibility to take advantage of activities that may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.</p>
<p>11. You have the right to use your funds for Commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.</p>	<p>11. You have the responsibility to meet your financial and legal obligations, including but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.</p>

TABLE 3 – PROHIBITED AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing.	<p>A. Recommended parole date rescission or retardation.</p> <p>B. Forfeit earned statutory good time or non-vested good conduct time (up to 100% and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p> <p>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).</p> <p>C. Disciplinary Transfer (recommended)</p> <p>D. Disciplinary segregation (up to 60 days).</p> <p>E. Making monetary restitution.</p> <p>F. Withhold statutory good time (Note: can be in addition to A through E – cannot be the only sanction executed).</p>
101	Assaulting any person (includes sexual assault) or armed assault on the institution’s secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate).	
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence.	
103	Setting a fire (charged with 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 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, or any ammunition.	
105	Rioting.	
106	Encouraging others to riot.	
107	Taking hostage(s).	
108	Possession, manufacture, or introduction of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g. hack-saw blade).	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing.	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
197	Use of the telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties (<u>conduct must be of the Greatest Severity nature</u>). This charge is to be used only when another charge of greatest severity is not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons (<u>conduct must be of the Greatest Severity nature</u>). This charge is to be used only when another charge of greatest severity is not applicable.	

TABLE 3
GREATEST CATEGORY (Continued)

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions – <u>without</u> violence.	<p>A. Recommended parole date rescission or retardation.</p> <p>B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p> <p>B.1 Disallow ordinarily between 25 and 50% (14-27) days of good conduct time credit available for year (a good conduct time sanction may not be suspended).</p> <p>C. Disciplinary Transfer (recommended)</p> <p>D. Disciplinary segregation (up to 30 days).</p> <p>E. Making monetary restitution.</p> <p>F. Withhold statutory good time.</p> <p>G. Loss of privileges; Commissary, movies, recreation, telephone, visiting, etc.</p> <p>H. Change housing.</p> <p>I. Remove from program and/or group activity.</p> <p>J. Loss of job.</p> <p>K. Impound inmate’s personal property.</p> <p>L. Confiscate contraband.</p> <p>M. Restrict to quarters.</p>
201	Fighting with another person.	
202	(Not to be used)	
203	Threatening another with bodily harm or with 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 member’s 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	Introduction of alcohol into BOP facility.	
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 purpose of introducing contraband or for any other illegal or prohibited purposes.	
218	Destroying, altering, or damaging government property, of 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.	

TABLE 3
GREATEST CATEGORY (Continued)

219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).	SANCTIONS A – M
220	Demonstrating, practicing, or using martial arts, boxing (except for use of punching bag), wrestling, or other forms of physical encounter or military exercise or drill (except for drill authorized and conducted by staff).	
221	Being in an unauthorized area with a person of the opposite sex without staff permission.	
222	Making, possessing, or using intoxicants.	
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol.	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate).	
297	Use of the telephone for abuses other than criminal activity (e.g. circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number, third-party calling, third-party billing, using credit card numbers to place telephone calls, conference calling, talking in code).	
298	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the High Severity nature</u>). This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the High Severity nature</u>). This charge is to be used only when another charge of high severity is not applicable.	

TABLE 3
MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent exposure.	<p>A. Recommended parole date rescission or retardation.</p> <p>B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p> <p>B.1 Disallow ordinarily between 25% (1-14) days of good conduct time credit available for year (a good conduct time sanction may not be suspended).</p> <p>C. Disciplinary Transfer (recommended)</p> <p>D. Disciplinary segregation (up to 15 days).</p> <p>E. Making monetary restitution.</p> <p>F. Withhold statutory good time.</p> <p>G. Loss of privileges: Commissary, movies, recreation, telephone, visiting, etc.</p> <p>H. Change housing (quarters).</p> <p>I. Remove from program and/or group activity.</p> <p>J. Loss of job.</p> <p>K. Impound inmate's personal property.</p> <p>L. Confiscate contraband.</p> <p>M. Restrict to quarters.</p> <p>N. Extra duty.</p>
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 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 charge as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110).	
308	Violating a condition of a furlough.	
309	Violating a condition of a community program.	
310	Unexcused absence from work or any assignment.	
311	Failing to perform work as instructed by the supervisor.	
312	Insolence towards a staff member.	
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 or Code 200).	
315	Participating in an unauthorized meeting or gathering.	
316	Being in an unauthorized area.	
317	Failure to follow safety or sanitation regulations.	
318	Being unsanitary or untidy; failing to keep one's person and quarters in accordance with posted standards.	
319	Using any equipment or machinery contrary to instructions or posted safety standards.	

TABLE 3
MODERATE CATEGORY (Continued)

CODE	PROHIBITED ACTS	SANCTIONS
320	Failing to stand for count.	<p>A. Recommended parole date rescission or retardation.</p> <p>B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p> <p>B.1 Disallow ordinarily between 25% (1-14) days of good conduct time credit available for year (a good conduct time sanction may not be suspended).</p> <p>C. Disciplinary Transfer (recommended)</p> <p>D. Disciplinary segregation (up to 15 days).</p> <p>E. Making monetary restitution.</p> <p>F. Withhold statutory good time.</p> <p>G. Loss of privileges: Commissary, movies, recreation, telephone, visiting, etc.</p> <p>H. Change housing (quarters).</p> <p>I. Remove from program and/or group activity.</p> <p>J. Loss of job.</p> <p>K. Impound inmate's personal property.</p> <p>L. Confiscate contraband.</p> <p>M. Restrict to quarters.</p> <p>N. Extra duty.</p>
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 and/or quarters in accordance with posted standards.	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety, other non-hazardous contraband includes such items as food or cosmetics).	
332	Smoking where prohibited.	
397	Use of the telephone for abuses other than criminal activity (e.g. conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of Moderate Severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution of the Bureau of Prisons. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of Moderate Severity is not applicable.	

TABLE 3
LOW MODERATE CATEGORY

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

Note: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 209, 398, or 498) or Conduct which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC in its findings should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

Example: “We find the act of _____ to be of the High Severity, most comparable to prohibited act Engaging in a Group Demonstration.” Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same Low Moderate act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (see Chapter 4, page 16).

TABLE 4
SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY

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

<u>Category</u>	<u>Prior Offense (Same Code) Within Time Period</u>	<u>Frequency of Repeated Offense</u>	<u>Sanction Permitted</u>
Low Moderate (400 Series)	6 months	2 nd Offense	Low Moderate Sanction plus 1. Disciplinary segregation, up to 7 days. 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
Moderate (300 Series)	12 months	3 rd Offense, or more	Any sanctions available in Moderate (300) and Low Moderate (400) series.
		2 nd Offense	Moderate Sanctions (A, C, E-N) plus 1. Disciplinary segregation, up to 21 days. 2. Forfeit earned SGT or non-vested GCT up to 37.5% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
High (200 Series)	18 months	3 rd Offense, or more	Any sanctions available in Moderate (300) and High (200) series
		2 nd Offense	High Sanction (A, C, E-M) 1. Disciplinary segregation, up to 45 days. 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 rd Offense	Any sanction available in High or more (200) and Greatest (100) series.

TABLE 5
SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELEGIBILITY FOR RESTORATION OF FORFEITED
AND WITHHELD STATUTORY GOOD TIME

Severity of Act	Sanctions	Max. Amt. Forf. GT ¹	Max. Amt. w/hd SGT	Elig. Restoration Forf. SGT	Elig. Restoration w/hd SGT	Max. Disc. Seg.
Greatest	A – F	100%	Good time creditable for single month during which violation occurs.	24 mos.	18 mos.	60 days
High	A – M	50% or 60 days, whichever is less		18 mos.	12 mos.	30 days
Moderate	A – N	25% or 30 days, whichever is less		12 mos.	6 mos.	15 days
Low – Moderate	E – P	N/A		Applies to all categories.	N/A (1 st offense) 6 mos. (2 nd or 3 rd offense in same category within six months)	3 mos.

¹See Table 4, SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY, on page 59 of this chapter. Forfeited good conduct time will not be restored (“GT” in Table 5 represents both good conduct and statutory good time.)

Note: In Table 5 headings, “GT” represents both good conduct and statutory good time and “SGT” represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of the initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the Unit Team shall notify the inmate of the reasons for denial. The Unit Team shall establish a new eligibility date, not to exceed six months from the date of denial.

TABLE 6
SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELEGIBILITY FOR RESTORATION OF FORFEITED AND WITHHELD STATUTORY GOOD TIME

Severity of Act	Sanctions	Max. Amt. Forf. GT ¹	Max. Amt. w/hd SGT	Elig. Restoration Forf. SGT	Elig. Restoration w/hd SGT	Max. Disc. Seg.
Greatest	A – F	100%	Good time creditable for single month during which violation occurs. Applies to all categories.	24 mos.	18 mos.	60 days
High	A – M	50% or 60 days, whichever is less		18 mos.	12 mos.	30 days
Moderate	A – N	25% or 30 days, whichever is less		12 mos.	6 mos.	15 days
Low – Moderate	E – P	N/A		N/A (1 st offense)	3 mos.	N/A (1 st offense)
				6 mos. (2 nd or 3 rd offense in same category within six months)		7 days (2 nd offense) 15 days (3 rd offense) ¹

¹See Table 4, SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY, on page 57 of this chapter. Forfeited good conduct time will not be restored (“GT” in Table 5 represents both good conduct and statutory good time.)

Note: In Table 6 headings, “GT” represents both good conduct and statutory good time and “SGT” represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of the initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the Unit Team shall notify the inmate of the reasons for denial. The Unit Team shall establish a new eligibility date, not to exceed six months from the date of denial.

To ensure an inmate’s case is not overlooked when statutory good time has been forfeited or withheld, the Unit Team must review the eligibility requirements for restoration in accordance with the timeframes established by the Program Statement on Classification and Program Review of Inmates. A recommendation of the Unit Team, whether for or against restoration, must be forwarded (on BP-389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or 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 the custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements.

An inmate with an approaching parole effective date, or an approaching mandatory release or expiration date who has forfeited good time may be placed in a Community Treatment Center only if that inmate is otherwise eligible under Bureau policy, and if there exists a legitimate documented need for such placement. The length of stay at the Community Treatment Center is to be held to the time necessary to establish residence and employment.

QUESTIONS MOST FREQUENTLY ASKED

1. How much halfway house (RRC placement) time can I get?

Every inmate will be considered by their respective Unit Team for Residential Reentry Center (RRC) placement within 17-19 months from their projected release date. The pre-release RRC placement timeframe is from 0 to 12 months. Every decision concerning RRC placement will be made on an individual basis with the length of RRC placement being of sufficient duration to provide the greatest likelihood of successful re-entry.

2. When does my security / custody level change?

Every inmate will have a custody classification form updated every year. Custody classification form will indicate if a change in custody level is warranted.

3. How much release gratuity am I going to receive?

The final decision is based on individual need, the amount of money in your inmate account, the amount of money you have spent and how it was spent while in confinement, and institutional budget concerns.

4. Can I make phone calls?

Inmates can make ITS phone calls in the inmate phone room or in the K-Units. General population phone room hours are normally from 6:00 a.m. to 7:30 a.m., 10:30 a.m. to 12:00 p.m., and 4:30 p.m. to 9:30 p.m. Monday through Friday. Weekend and holiday hours are normally 7:00 a.m. to 9:30 a.m., 10:30 a.m. to 3:30 p.m., and 4:30 p.m. to 9:30 p.m. No third party or credit card calls are allowed. All calls will be monitored and/or recorded. Confidential attorney calls can be arranged by contacting the Unit Counselor.

5. When can my friends and family visit?

Visits are permitted from 8:30 a.m. to 3:30 p.m. Friday, Saturday, Sunday, Monday, and federal holidays. Visitors will not be processed into the institution to visit before 8:30 a.m. or after 2:30 p.m. Visiting is on an odd/even basis for Saturday and Sunday. The off/even numbers are determined by the fifth digit of the register number (the number "0" is considered an even number). See visiting schedule in this handbook or on the unit bulletin boards. There is no odd/even restriction for visits during the weekday or federal holiday visitation. Exceptions to the odd and even rule may be made only with the prior approval of the Unit Manager.

6. When can I get my sentence computation?

Ordinarily, sentences will be computed by the Designation and Computation Center within 30 days after an inmate arrives at this facility. Once your computation has been completed you can obtain copy from your Unit Team or through the Records Office during open house.

7. When can I get a transfer to my family? Camp?

Transfer requests are considered at your regularly scheduled Program Review meetings. For further information contact your Unit Team or refer to Program Statement 5100.08, Chapter 7.

8. How do I get a furlough?

Requests for furlough should be done in time for the program review so the classification team can review the request. Inmates eligible for furloughs must have community custody and be within two years of a firm release date.

9. Can I get copies made?

Yes. Requests for materials out of the central file to be copied can be done through a Cop-Out to the Unit Counselor. Copies can also be made on the copier machine in the Law Library.

10. Why did I get sent so far from home?

The Bureau attempts to place each inmate in an institution that is appropriate in security level and is geographically as close as possible to the anticipated release area. This cannot always happen due to factors such as overcrowding.

11. How do I get assigned to a job? How can I get a job in UNICOR?

A job assignment or a preference for a job should be addressed to your Counselor. You will be placed on the UNICOR waiting list by your Unit Team during your initial classification.

12. When can I transfer to F-Unit?

Submit a Cop-Out to your Counselor. Transfers to F-Unit will be approved by the Unit Manager. Criteria for placement are posted on the unit bulletin boards.

13. What can I do to get the Immigration Detainer removed?

Only ICE can remove an Immigration Detainer and any questions should be directed to the ICE.

GLOSSARY

AD	Administrative Detention – Inmates are placed in administrative detention if they are pending classification status or investigation, or if they are pending disciplinary action.
AW	Associate Warden.
CALL-OUT SHEET	Call-Out Sheet(s) are posted in the unit or on other bulletin boards for inmates to read. They denote inmates' appointments for the specified day.
CENSUS	An accountability procedure where all movements are stopped.
CENTRAL FILE	A folder that is the official file containing all documentation of sentencing information, institution adjustment paperwork, and inmate/correspondence requests.
(CIMS)	CENTRAL INMATE MONITORING SYSTEM – A program designed by the Bureau of Prisons that enables them to monitor certain inmates' movements.
CMC	CASE MANAGEMENT COORDINATOR – Responsible for assuring quality case management and for providing technical assistance and oversight of case management work.
COMMISSARY	A Commissary Sales Unit where inmates visit once a week to purchase regular sales items and Hobbycraft/Special Purchase items.
CONTRABAND	Anything that is not authorized to an inmate.
COP-OUT	An inmate's request to a staff member. Form number BP 5148.
COUNT	The process of being accountable for all the inmates. Normally conducted five times a day.
CUSTODY	Rating given to each inmate to determine appropriate security precautions. Custody levels are COMMUNITY, OUT, IN, and MAXIMUM.
FCI	Federal Correctional Institution – Houses Low to Medium security inmates.
FOI	Freedom of Information Exempt – A section of the inmate's central file that cannot be disclosed to the inmate.
FORM BP 199.045	(Old Form 24) – A form which an inmate can sign to take money out of their account and transmit it to an outside party through the Unit Team.
FORM BP-383	Complete inventory form of all property in an inmate's possession.
FRP	FINANCIAL RESPONSIBILITY PROGRAM – This program allows inmates to make regularly scheduled payment on any financial obligations while they are still in custody.
FURLOUGH	Temporary release to the community. An inmate must have community custody in order to participate in this program.
GATE PASS	A pass that allows inmates to work outside the confined limits of the institution.

GIG	A deviation from acceptable standards of sanitation within your living quarters.
GRATUITY	Amount of money given to an inmate upon release for the purpose of caring for themselves in the community until he begins to receive an income.
INTAKE SCREENING	Upon arrival every inmate will go through the intake screening process to make sure they are suitable for the general population and to become familiar with institutional rules.
LEVEL	Rating given to an inmate to determine appropriateness of a designated facility. Level ratings include MINIMUM, LOW, MEDIUM, HIGH, and ADMINISTRATIVE.
NEW LAW	Sentences for offenses that have occurred on or after November 1, 1987.
OLD LAW	Sentences for offenses that have occurred before November 1, 1987.
PROGRAM REVIEW	Every inmate will go through regularly scheduled program reviews with his assigned Unit Team. At this time, the Unit Team will recommend appropriate program considerations and answer any questions that the inmate might have.
PSI	Presentence Investigation Report – This is prepared by the U.S. Probation Office and cannot be modified by the Bureau of Prisons staff.
RECALL	Inmates allowed to return to the housing units, usually done once a month to allow for staff meetings.
REGISTER NUMBER	An eight-digit identification number assigned by the United States Marshals to federal inmates.
SEG	Segregation – Housing area used for inmates who have received a DHO sanction. Restricted privileges.
SHAKEDOWN	An official search conducted by the staff of a person, property, living area, or common area.
SHOT	A written incident report on an inmate when it appears as though he has committed a prohibited act.
SPECIAL PURCHASE	Any item that is obtained through institution channels that is not provided by the inmate commissary. These items are subject to approval of institution staff.
TRANSFER SHEET	A sheet of paper put out Monday through Friday, which denotes work and quarters changes. Also known as Call-Out Sheet.
UDC	Unit Discipline Committee – Comprised of members of the Unit Team certified to impose disciplinary sanctions and correct or modify inmate behavior.
UNIT	The living quarters an inmate is assigned to during confinement.
UNIT TEAM	The Unit Team consists of the Unit Manager, Case Manager, Correctional Counselor, and an Education representative.
URINALYSIS (UA)	A periodic urine testing of inmates for drug screening.
WRIT	An order issued from a court requiring the presence of an inmate.

INMATE PERSONAL PROPERTY LIST

FCI Sandstone

January 2009

Attachment A

Page 1

B = Black
 BR = Brown
 W = White
 BW = Combination Black/White
 GRY = Gray
 C = Commissary Only
 I = Institution Government Issue (not for transfer *)

ITEMS AUTHORIZED FOR POSSESSION AND TRANSFER BETWEEN INSTITUTIONS

***unless otherwise indicated**

Clothing:

Apron – Work Purple I (1) (issue to food svc details)
 Bathrobe – W GRY (no hoods) C (1)
 Belt and Buckle – I (1 each)
 Cap – Baseball W GRY (no logos) C (1)
 Cap – Stocking W I (1) GRY C (1)
 (cannot be transferred) Total = (2)
 Cap – Work W I (1) (issued to paint details)
 Cap – Work Purple I (1) (issued to food svc details)
 Coat – Winter or Summer I (varies by season)
 Gloves – Winter I (1)
 Handkerchief – W C (5)
 Scarf – Knit GRY C (1) (cannot be transferred)
 Shirts – Khaki / Long Sleeve I (2)
 Shirts – Khaki / Short Sleeve I (2)
 Shirts – White I (2) (food svc and dental asst. details)
 Shirts – Work Khaki I (1) (labeled with WS on pocket – issued to Garage, Paint, and VT Weld details)
 Shoes – Athletic / Specialty W B BW (\$100 value max. No pumps, no pockets) court, turf, running shoe C (2 pair) (see Att. B – Property Prog. Statement)
 Shoes – Casual C (1 pair)
 Shoes – Shower C (1 pair)
 Shoes – Slippers C (1 pair)
 Shoes – Work C (1 pair) I (1 pair) Total = (2 pair)
 Shorts – Gym W GRY C (2)
 Socks – Tube C W (5), I W (4) Total = (9)
 Sweatshirt – GRY (pullover / no hood / no logos) C (2)
 Sweatpants – GRY (cotton / no logos) C (2)
 T-Shirts / Sleeveless Undershirts – GRY W (no pockets / no logos) C (5) I W BR (4) Total = (9)
 Trousers – Khaki I (3)
 Trousers – White I (2) (food svc and dental asst. details)
 Trousers – Work Khaki I (1) (labeled with WP on waistband, issued to Garage, Paint, and VT Weld details)
 Underwear – W (boxer briefs or briefs) C (7)
 I W BR boxers (4) Total = (11)
 Underwear – Thermal I W (1 set issued to cold weather work details) C GRY (2 sets) (cannot be transferred)
 Total = (3 sets)

Personally Owned Items:

**** see also Warden’s Disc. Items below**

Address Book – C (1)
 Alarm Clock – (non-electric / non wind-up) C (1)
 Bag – Athletic Tote (no logos) C (1)
 Batteries – (not including batteries stored in electronic items) C (4)
 Blankets – I (2)
 Books – (hard / soft) (5) **
 Book / Reading Light – (non-electric) C (1)
 Bowl – C (2) (plastic, 24 oz. or less may be transferred)
 Blankets – I (2)
 Calculator – Small (electronically unsophisticated, non-print feature, battery / solar operated, inexpensive) C (1)
 Calendar – (not larger than 8½ x 11 inches) (1)
 Comb / Pick – (plastic) C (1)
 Combination Lock – C (2) (only 1 may be transferred)
 Container – Clear plastic 8 oz. w/lid I (1) (for laundry detergent)
 Cup – Plastic C (2) (only 1 may be transferred)
 Dentures – 1 set
 Earplugs – C (1 set)
 Envelopes – C (1 box)
 Eyeglasses – (plain / no stones / no logos) (2 pair)
 Eyeglass Case – (soft) (2)
 Hairbrush – C (1)
 Hangers – (plastic) C (5)
 Headphones – C (1)
 Jug – (plastic / up to 1 gallon) C (1)
 Language Translator – (electronically unsophisticated, non-print feature, battery / solar operated, inexpensive, small) C (1)
 Laundry Bag – (mesh) C (1)
 Letters – (25)
 Mirror – (small / plastic) C (1)
 Pen – Ballpoint C (2)
 Pencils – C (2)
 Photo Album / Scrapbook w/Photos – C (1)
 Photos – (single-faced) (25)
 Picture Frame – (clear plastic) C (2)
 Pillow and Case – I (1 each)
 Playing Cards – C (2 decks)
 Radio w/Earplugs – (walkman-type) C (1)
 Shaving Bag – C (1)
 Sheets – I (2)
 Stamps – C (total equivalent to 60 1st Class)
 Sunglasses – (non-reflective) C (1)
 Towel – (white / large) C (1) , I W (3) Total = (4)
 Washcloths – I (2)
 Watch – (\$100 max. value, no stones, electronically unsophisticated, i.e. cannot send signal) C (1)
 Watchband – C (1)
 Wedding Band – (plain, no stones / white / yellow metal) (1)
 Writing Tablet – C (no wire binding) (2)

Hygiene Items:**** see also Warden's Disc. Items below**

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)
 Lens Cloth – C (2)
 Nail Clippers (no file) – C (2)
 Razor – C (1), I (3) Total = (4)
 Scissors, Mustache (blunt tip) – C (1)
 Sewing Kit – C (1)
 Soap Bar – C (3)
 Soap Dish – C (1)
 Toothbrush – C (2), I (1) (1 of any 3 may be transferred)
 Toothbrush Holder – C (1)
 Toothpaste – C (2 tubes), I (1) Total = (3)
 Tweezers (blunt tip) – C (1)

Food / Misc. and Other Commissary Items:

Chocolate (instant) – C (2 bags)
 Coffee (instant / jar / container, unopened) – C (1)
 Creamer (jar / container, unopened) – C (1)
 Tea (instant / jar / container, unopened) – C (1)
 Non-perishable Commissary items sealed in original,
 unopened containers may be transported / shipped

Recreation / Hobbycraft Items:**** see also Warden's Disc. Items below**

Athletic Supporter – C (2)
 Eye Protection – C (1)
 Gloves (fingerless / athletic) – C (1)
 Gloves (handball) – C (2)
 Harmonica – C (1)
 Headbands / Sweatbands – W C (2)
 Knee Wraps – C (2)
 Knitting / Crochet Needles – C (1)
 Mouth Piece – C (1)
 Racquetballs – C (2 cans of 2) Total = (4)
 Hand Balls – C (1 can of 3) Total = (3)
 Tools for Beadwork – C (1)
 Weightlifting Gloves – C (1)
 Weightlifting Wraps – C (2)
 Yarn, Embroidery, Hoops / Needles – C (1 set)

Religious Items:

ITEMS AUTHORIZED IN RELIGIOUS PRACTICES
 TRM, T5360.01

*** Items for Possession at the Discretion of the Local Warden Which May Be Transferred Between Institutions****Hygiene Items:**

Brushless Shave – C (1)
 Conditioner / Hair – C (2)
 Hair Oil Gel (non-flammable, non-alcohol) – C (1)
 Laundry Detergent – C (2)
 Lotion, Skin (moisturizing) – C (1)
 Mouthwash – C (1)
 Powder, Body / Foot – C (2)
 Shampoo – C (2)
 Shaving Cream / Lotion – C (2), I (2) Total = (3)
 (all can be transferred)
 Shoe Polish / Wax – C (1)

**** Items for Possession at the Discretion of the Local Warden Which May Not Be Transferred Between Institutions. May Be Mailed Home at Inmate or May Be Abandoned.****Personally Owned Items:**

Books – One Religious book and educational books for current courses are exempt from the limit. Additionally, legal books, in accordance with the Program Statement, Inmate Legal Activities, Attachments A and B, or the institutional supplement, will be sold for local use only.
 Fan (battery) – C (1)
 Magazines (10)
 Newspapers (5)

Recreation / Hobbycraft Items:

Hobbycraft items, not specified in the Program Statement, Personal Property, Inmate, and corresponding to programs offered at this institution: bead work, crochet, origami, knit work, and lacing (on completed leather projects) are allowed in an inmate's living quarters but only that amount which will fit into a container no larger than 12"L x 8"W x 4"H