

FCC VICTORVILLE



Inmate Handbook

Approved By

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Complex Warden

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**FEDERAL CORRECTIONAL INSTITUTION I
(FCI I)
FEDERAL CORRECTIONAL INSTITUTION II
(FCI II)
UNITED STATES PENITENTIARY VICTORVILLE
(USP)
VICTORVILLE, CALIFORNIA**

INMATE HANDBOOK
UPDATED AS OF

August 2012

The information contained in this handbook is current as of the date of publication. It contains summaries of national and local policies and is subject to change. The purpose of this handbook is to provide incoming inmates with general information regarding the Bureau of Prisons, institution programs, and the rules and regulations inmates will encounter during incarceration. The purpose of this handbook is to help inmates understand their responsibilities when they arrive at FCC Victorville and assist them in their adjustment to institution life.

Organizational Structure

Under the direction of the Wardens, the Federal Correctional Institution I, the Federal Correctional Institution II, and the United States Penitentiary at FCC Victorville, works in conjunction with all FCC Associate Wardens. Within each division there are several departments which are detailed below. There is a department head responsible for supervising the staff who carry out the mission of their respective departments.

Introduction

Welcome to the Federal Correctional Complex, Victorville, California. The purpose of this booklet is to provide you with general information about the facility, as well as programs and activities available here. You are presently enrolled in the Admission and Orientation Program (A & O). You will remain in this program until the unit staff has compiled sufficient information and documentation to complete your initial institutional classification. During your enrollment in A & O, much of the general information contained in this booklet will be explained to you in detail by staff. This booklet is yours to keep. We encourage you to make your stay here a rewarding experience, one which will lead to a more fulfilling life following release.

Admission

When you first arrive at FCC Victorville, you will be processed by Receiving and Discharge (R & D) staff on duty, medical staff, and the unit team. In general, this interviewing process involves obtaining a summary of your social and medical history, filling out identification forms, completing personal property inventories and the issuance of institutional bedding and supplies.

Orientation

You will be provided with a schedule which will indicate the time and place of A&O lectures. Generally, lectures will be held in Religious Services or Visiting Room. The purpose of this orientation process is to enable you to familiarize yourself with the programs and operations of the institution. You are expected to attend all lectures and appointments during your orientation week. Monitor your daily appointments through the Call-Out Sheet placed in each unit daily. The FCI Victorville I is a medium security institution. The FCI Victorville II is a medium security institution. The USP Victorville is a high security institution. The physical address is: 13777 Air Expressway Blvd., Victorville, California 92394. FCC Victorville has Unit Staff located within the housing unit, making them available for problem solving, information, case management, etc.

ADMINISTRATIVE STAFF

Wardens: The Warden is Chief Executive Officer of the institution and is responsible for its total operation. In order to perform this function most effectively, the Warden delegates some of his/her authority to senior staff members. He/she evaluates the advice of staff and committees appointed by him/her and is the final authority for approval for all major activities, including transfers, furloughs, and other community activities. If you have a problem which cannot be solved and you have exhausted all other resources, you may either submit an Inmate Request to a Staff Member Form to the Warden or talk with him/her at the noon meal, Monday through Friday.

Associate Wardens: The Associate Wardens report directly to the Warden. He/she has delegated responsibility to oversee and supervise the day-to-day operations of the following departments: Food Services, Health Services, Safety, Mechanical Services, Business Office, Commissary, Laundry, Correctional Systems (Records Office, Receiving and Discharge and Mail Room), Case Management, Correctional Services, Unit Management, Education, Recreation,

UNICOR, Psychology Services and Religious Services. Should you have a problem which concerns one of his/her areas of responsibility and you have exhausted all other resources, you may submit an Inmate Request to a Staff Member Form or speak with him/her at the noon meal, Monday through Friday.

Discipline Hearing Officer (DHO): The DHO conducts Administrative Fact-Finding Hearings covering alleged acts of misconduct and violations of prohibited acts. This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings. The DHO imposes appropriate sanctions for incidents for inmate misconduct referred for disposition following the unit discipline hearing as required by CFR 541.15.

Complex Captain: The Complex Captain reports directly to the Associate Warden. He/she has been delegated the responsibility for the overall security of the complex, and the safety of those who live and work here. He/she supervises the Deputy Captains, Lieutenants, and Correctional Officers. Each institution has a Deputy Captain. Any questions concerning his/her areas of responsibility should be addressed to him/her directly, or to one of the Lieutenants.

Complex Case Management Coordinator: The Complex Case Management Coordinator (CCMC) reports directly to the Associate Warden. Each institution has a Deputy Case Management Coordinator (DCMC) that reports directly to the Complex CMC. He/she is considered an expert regarding case management and is delegated the responsibility of coordinating this area. You may request to see one of them by submitting an Inmate Request to a Staff Member Form, after attempting to resolve programming issues with your Unit Team members.

Quarters Assignments

Upon your arrival, you will be assigned to a unit. All living quarters will have a locker for you to store your property. FCI I & FCI II Inmates: Combination locks are available for purchase from the commissary. USP Inmates: Be advised if you are reassigned to a new cell, you may obtain a new combination for your lock by submitting an Inmate Request to Staff form to your Counselor. When inmates share a living area, there will be mutual responsibility to ensure that the area is kept clean and free of any contraband items. You will be held responsible for any contraband found in your assigned area and/or found amongst your personal property.

Unit Management

The institution is organized into Housing Units with a multi-discipline group of staff who will make decisions concerning work programs and inmate supervision. Each inmate will be assigned to a Unit Team. All new commitments or transferring inmates and violators will be seen within four weeks.

Unit Staff: Each unit has a Unit Team which is made up of the following Staff Members:

Unit Manager: Is responsible for the development, operation and supervision of the entire unit.

Case Manager: Is responsible for matters pertaining to inmate management such as parole, classification, release, transfer, Residential Reentry Center referrals, etc.

Correctional Counselor: Is primarily concerned with your day-to-day issues. When you need assistance regarding personal matters, you should initially contact your assigned Correctional Counselor. Correctional Counselors act as a liaison between you and your Unit Team, as well as other staff within the institution.

Secretary: Is responsible for the clerical work within the housing unit.

Unit Officer: Is responsible for inmate supervision within the unit. Many times, he or she will be the only staff member on duty and available to answer questions relative to your adjustment in the housing unit.

Education: Acts as an advisor to the Unit Team for all matters pertaining to your educational and/or vocational training needs.

Psychologist: Is qualified to determine if emotional/psychological problems may be affecting your incarceration. The psychologist further suggests and/or participates in treatment plans.

UNIT RULES

After receiving a unit assignment, you should become familiar with the unit rules. The following are standard rules for each housing unit:

1. Lights in the units will be turned on at 5:30 a.m. and the lights will be turned out at 10:00 p.m. Laundry rooms will not be in use during lights-out.
2. There will be no inter-cell visiting.
3. There will be no visiting between living units. Inmates assigned to a work crew will be allowed in the living units if in possession of a work pass. Any unauthorized entrance to a housing unit will result in disciplinary action. Inmates not assigned to a specific unit must not access any walk-ways leading to Units not assigned to them. Inmates found accessing walk-way not leading to their assigned Unit will be considered out of bounds.
4. Floors will be swept and mopped daily, paying close attention to the areas beneath the beds and under the lockers.
5. Walls will be cleaned daily, assuring that any spills are cleaned off the walls. Pay close attention to the corners in order to prevent formation of cobwebs.
6. Window coverings are not permitted at any time. Beds will be tightly made, military style, with the blanket being the top cover. Your extra blanket will be neatly folded at the foot of the bed and nothing will be left lying on the bed or hanging from the bedposts or frame. All beds will be made by 7:30 a.m. during weekdays. On weekends and holidays, the bed will be made when the inmate is up for the day. Only one mattress is allowed per bed. When linen is being exchanged, the mattress may be left lying flat on the bed. Other than for linen exchange, sheets, pillows, blankets and towels will not be taken out of the housing unit.
7. Shoes will be neatly arranged underneath the bed.
8. Boxes and paper bags will be considered contraband in the quarter's area. Personal property is limited to that which can be stored neatly in your locker or on the desk. Excess boxes, paper bags, magazines and newspapers will be considered

a fire hazard.

9. Windows will be cleaned daily. Orderlies are responsible for cleaning all outside first floor windows.

10. Room furniture will be cleaned daily, assuring that stains, spills, and dust are removed. Altering, destroying, or defacing (graffiti, etching, stickers, etc.) furniture or other property is prohibited.

11. Baseboard areas will be cleaned daily, assuring that dust does not accumulate.

12. All vents found in the cell quarters will be kept clean. All light fixtures in your quarters will also be kept clean and free of any stored items. The practice of covering vents and lights in the cells is prohibited.

13. Dirty clothing will be properly stored in a clothing bag between laundry exchanges, and will be stored in your locker or hanging from the side of your locker, out of sight.

14. Trash cans will be cleaned daily. They will be emptied prior to departing the room. Plastic trash liners are prohibited from being in inmate cell trash cans.

15. Pictures, posters and other materials will not be attached to the walls in any manner. Non-personal pictures may only be displayed inside the locker doors.

16. Cardboard materials will not be kept inside the cell.

17. Lockers and desks will be maintained in a neat and orderly fashion at all times. One 8"X10" picture and one religious item or book may be stored on top of each locker. No food/fruit items will be permitted outside your lockers.

18. In addition to your personal living area, you are expected to do your part in helping to maintain the highest possible sanitation level for the overall institution. You are to refrain from littering and may be required to work on a crew to pick up litter on the compound.

19. Inmates must be properly dressed in **uniform** Monday through Friday 7:30 am

to 4:00 pm (shoes, shirts, pants, etc.) with shirts tucked in before exiting any housing unit. Inmates will be dressed when out of their personal living area.

20. The Commissary Card will be issued to you during intake screening and will also serve as your inmate identification card. If you leave your housing unit, you must have your commissary I.D. Card in your possession. This card may also be used for checking out books, games, athletic equipment, etc..

21. Inmates may only use the inmate telephone system during their off duty work hours.

22. Hats may not be worn in Religious Services, Education, Psychology, Visiting Room, Health Services, or non-workers in Food Service. When worn, the bill will be facing forward.

23. Inmate radios will not be worn in the visiting room, dining facility, classrooms, medical facility, or other areas where official business is conducted.

24. USP INMATES:

a) Hats will not be worn in the secure corridors.

b) In the event of an emergency, the Center Tower will sound a verbal warning. All inmates are required to immediately lie on the ground until further instructions are given.

25. FCI INMATES:

a) In the event of an emergency, inmates will clear the sidewalks and face away from staff.

INTAKE PROCESSING

Medical and social screenings are conducted upon an inmate's arrival to the institution. Arriving inmates are immediately provided with the institution's rules and regulations, as well as information on their rights and responsibilities.

Psychological screening is conducted on an as-needed basis. Within four weeks of arrival, inmates will be scheduled to attend the institution's A&O Program. A&O provides inmates with information about the programs, services, policies, and procedures of the institution. Inmates will receive work assignments following medical clearance and completion of A&O.

Classification and Program Reviews: The unit team develops programs suited to

the individual needs of each inmate. Initial Classification and Program Review meetings are referred to as “team”. The purpose of this meeting is to facilitate communication and ensure that all staff have input into developing a program plan for each inmate, as well as evaluate suitability for the institution. Inmates initially meet with their unit team within four weeks of arrival. Program Review meetings are conducted every 180 days until an inmate is within one year of release. Then, Program Review meetings are conducted every 90 days to facilitate release planning activities. Transfer requests and RRC recommendations will be addressed during these meetings.

Town Hall Meetings: Town Hall meetings are held on an as needed basis. These meeting are conducted to make announcements and discuss changes in unit/institution procedures. Inmates are encouraged to ask questions that pertain to the unit as a whole, rather than personal questions. Personal issues are to be addressed to unit staff members during their regular working hours which are posted in each unit.

Unit-Based Counseling: A variety of counseling group sessions are provided by the Correctional Counselors. Groups are on-going and all inmates are encouraged to participate in these program opportunities.

Central Inmate Monitoring System: The Central Inmate Monitoring (CIM) System refers to procedures by which the Bureau of Prisons monitors and controls the activities of inmates who present specific management considerations. The assignment as a CIM case does not prevent an inmate from transferring or participating in community activities. All inmates assigned as a CIM case will be notified in writing. A CIM assignment may be appealed using the Administrative Remedy process.

Financial Responsibility: Inmates are obligated to pay assessments, fines, and restitution as ordered by the sentencing court. Inmates who fail to make payments commensurate with their ability to pay will be subject to certain programming and activity restrictions, and monthly performance pay will be limited to maintenance pay (\$5.25 a month).

Treaty Transfer: An inmate who is a citizen of a treaty nation shall be informed and provided an opportunity to inquire about a transfer to the county of citizenship. A treaty provides for an individual who is convicted of a crime and sentenced to

imprisonment or some form of conditional release (probation, parole, etc.), in a country other than his/her country of citizenship, to be transferred to the county of citizenship for sentence completion. The inmate will be given an opportunity to indicate on an appropriate form whether he or she is interested in treaty transfer.

INMATE GROOMING

Clothing: The authorized uniform for inmates is a proper fitting khaki trousers, long or short sleeved khaki shirts, socks, and issued safety shoes. Shirts must be worn on all work details. Shirts must also be worn outside, except when exercising on the recreation yard. Between the hours of 7:30 a.m. and 4:00 p.m., all shirts must be tucked in. Tank tops are not authorized to be worn on the center compound, the unit or unit court yard areas. Tank tops will only be worn on the recreation yard.

Food Service work clothing may not be worn during non-duty hours. With the exception of food service workers, caps or hats are not to be worn in the Dining Room.

House shoes and shower shoes may be worn in the housing units and the unit's outside court yard area only.

Any issued or purchased items that have been altered are considered contraband and will be confiscated. Clothing in excess of authorized limits will be considered contraband and the excess will be confiscated. Severe or repeated violations of these rules may result in disciplinary action.

Hair, Mustaches, and Beards: Hair will be clean and neatly groomed at all times. If it is likely that long hair will result in a work injury, hair nets or caps will be worn. Hair nets and beard covers will be required for persons working around food. Sweat bands are permitted only in the recreation department. Hair curlers and 'doo rags' may be used in the housing unit. Each facility has an inmate barbershop. Hair cutting is not permitted outside the institution barbershop.

Cleanliness: Inmates are expected to shower on a routine basis.

SANITATION

Inmates are responsible for inspecting their cell and reporting any damage to the unit officer. Inmates may be held financially liable for any damage to their cell and disciplinary action may be taken for any contraband found in their cell.

Inmates are responsible for making their beds in accordance with unit standards before work call (except weekends and holidays). Inmates will immediately make their beds when they rise on weekdays, but no later than 7:30 am Monday through Friday. Inmate lockers must be cleaned and neatly arranged. Inmates are expected to store their possessions in their lockers. Shoes may be stored neatly under the bed. One 8"x10" picture in a frame and one book or religious item may be placed on top of the locker. Inmates are responsible for ensuring that their lockers are secured.

There will be no brooms, cleaning supplies, etc., left in the individual cells. No shelves or any unauthorized articles will be installed in the cells or lockers. No items will be placed on light fixtures, vents, or walls. Window coverings are prohibited.

INMATE ACCOUNTABILITY

Count Procedures: It is necessary for staff to count inmates on a regular basis. During count, inmates are expected to stay in their assigned areas or cells until the institution count is cleared by the Control Center. Count times are as follows:

12:00 Midnight

3:00 a.m.

5:00 a.m.

10:00 a.m. (Weekends/Holidays- Stand Up Count)

4:00 p.m. (Stand Up Count)

9:30 p.m. (Stand Up Count)

**** Emergency Counts may occur at anytime ****

Staff will take disciplinary action if inmates are not in their assigned areas during count, if inmates are not standing during Stand Up Count, or if the count is disrupted in any manner.

Authorized Movement: Monday through Friday the unit officer will post a Change Sheet which reflects inmate work and quarter changes, and a Call Out Sheet that indicates when an inmate is to report to areas such as R&D, Chapel,

Education, Health Services, etc. Inmates are responsible for reviewing changes and call-outs to ensure they are in an authorized area at the prescribed time (as posted on the call-outs). Inmates are considered out of bounds when they are somewhere other than an authorized area. Inmates found out of bounds are subject to disciplinary action.

FOOD SERVICE

Food Service provides inmates with meals that are nutritionally adequate, properly prepared, and attractively served.

Schedule of Meals:

Monday through Friday:

- (FCI I) Breakfast - 6:00 am - 7:00 am
Lunch - 10:30 am - 12:00 pm *
- (FCI II) Breakfast - 6:00 am - 7:30 am
Lunch - 10:30 am - 12:30 pm *
- (USP) Breakfast - 6:00 am - 7:00 am
Lunch - 10:30 am - 12:30 pm *

* or until the last unit is called*

Dinner immediately following the 4:00 pm count

Saturday and Sunday:

Coffee Hour 7:00 am - 8:00 am

Brunch Immediately following the 10:00 am Stand Up Count

Dinner Immediately following the 4:00 pm Stand Up Count

**** All times for Meal Schedules are approximate****

Rules and Regulations of the Dining Area:

1. Items on the menu marked with a star (*) denote foods prepared with pork or pork seasoning. The pound (#) indicates a no-flesh alternate choice item is available.
2. While in the serving line, inmates cannot trade food items with other inmates.

3. Inmates will leave nothing on the table and will clean up after themselves.
4. Inmates must dress properly in the dining area. Institution issued clothing is the only clothing allowed in the dining area during the morning and noon meals on weekdays between 6:00 a.m. and 4:00 p.m. Leisure wear is permitted during morning and evening meals, and on weekends and holidays. Inmates may not wear shower shoes, house shoes, hair curlers, 'doo rags', or hats in the dining area.
5. Personal items, including but not limited to books, writing material, and legal material, are prohibited in the dining area.
6. Inmates are permitted to bring only one personal condiment to the dining area.
7. Sunglasses will not be worn on the head while indoors (including on top and back of head).

Religious Diets: The religious diet program was implemented to accommodate the nutritional needs of various religious groups. The Chaplain is the approving official for inmate participation or removal from the religious diet program. Once inmates are approved for a religious diet, the Food Service Administrator (FSA) will monitor participation. If an inmate misses six consecutive religious diet meals, the FSA will recommend the inmate be removed from the program. The Chaplain makes the final decision to remove an inmate from the program.

Food Service Employment: An inmate interested in working in the food service department are required to receive medical clearance prior to assignment.

EDUCATION DEPARTMENT

FACILITIES AND HOURS

The Education Department is generally open from 7:30 a.m. to 8:30 p.m. each weekday, and from 12:30 to 8:30 p.m. on weekends (each institution may have slightly different operating hours which are posted on bulletin boards). The department is closed on holidays. Scheduling of classrooms is reserved for all mandatory programs, followed by non-mandatory programs. Scheduling for other

programs may be requested through each institution's ASOE. Posted evening and weekend schedules will be strictly adhered to.

PROGRAMS AND SERVICES

A representative from the Education Department will conduct an initial education consultation during Admission and Orientation. A follow-up consultation session with inmates may be conducted shortly after the orientation. This consultation is used to review the inmate's educational status, and to make recommendations for program involvement. An inmate's educational program plan will be based upon recommendations made by staff and/or will be combined with the interests expressed by the inmate. Inmates are encouraged to use the consultation session to ask questions, and to develop plans for his/her educational pursuits.

RULES AND REGULATIONS

The rules and regulations of the department and its relative facilities are expected to be followed, and include all safety and sanitation guidelines established for the institution. No food, beverages, or personal radios are permitted inside the Education Department. Head phones may be used for viewing and listening to educational video materials. Shirts will be buttoned and tucked in, and no sun glasses or non-religious headgear is to be worn inside the Education Department. Personal or legal materials should not be left unattended in the library. Inmates should periodically refer to the bulletin boards located in the Education Department for updates and complete listing of the Inmate Law and Leisure Library rules. Any deviation from the rules, misuse of equipment and materials, and/or failure to return checked out items may result in immediate dismissal, loss of library privileges, incident reports, fines, and sanctions.

LIBRARY SERVICES

The inmate law library is to be used by those engaged in legal activities. It is a place for serious study and concentrated work. Conducting other activities, including bringing non-law library materials and/or 'visiting', undermines the scope of this work area and its intended use. The hours of operation are the same as the Education Department hours listed above. Inmates in the Special Housing Unit (SHU) must submit an Inmate Request to Staff form (Cop-Out) to the SHU officer to use the SHU Law Library. Inmates may submit a Cop-Out form to the Education Department for access to any law materials not available to them (e.g., forms or court addresses) in the SHU Law Library. An Electronic Law Library

(ELL), which allows viewing and printing of law materials using the LEXIS/NEXIS program is available to conduct research of all mandatory materials. To access the ELL system, inmates must have a register or PAC number, which is assigned by their Unit Team. Inmates are encouraged to contact Trust Fund or their Unit Team whenever having problems with signing on or operating the ELL system. An on-line ELL operator's tutorial guide is available.

A copy machine is also available at the inmate's expense. Typewriters are available for legal needs only. Contact your Education Department to see if Alpha Smarts are available at your institution. Fifteen minutes (15) prior to closing, all equipment must be turned off, and all checked out materials must be returned.

The inmate leisure library contains a variety of reading materials designed to meet educational, cultural, and social needs of the inmate population. During weekday daytime hours, the library is available to all off-duty inmates who have passes. The development and care of the library collection is a responsibility that is shared by the Education staff and the inmate population. Inmates who have suggestions for book purchases, newspaper or magazine subscriptions, may complete a suggestion form or submit an 'Inmate Request to Staff' (Cop-Out) to the Library Coordinator. The Interlibrary Loan (ILL) program is conducted through the San Bernardino County Library system. Through this program, inmates can request non-fiction or fiction books in different languages from over 30 library branches.

MANDATORY LITERACY PROGRAMS

By policy, all federal prisoners who do not have either a verified high school diploma or a General Education Development (GED) certificate must enroll in a literacy program for 240 institutional hours or until a GED is achieved, whichever occurs first. Inmates may ask to be released from this program after 240 institutional hours; however, all promotions in the Federal Prison Industries (UNICOR) and institutional job assignments beyond entry-level grade are dependent upon successful completion of the Literacy Program. Failure to enroll for the minimum 240-hour literacy program may result in an Incident Report and/or loss of Good Conduct Time (GCT) Credits, as outlined below.

The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that an inmate with a date of offense on or after September 13, 1994 but before April 26,

1996, lacking a high school diploma, participate in and make satisfactory progress toward obtaining a General Education Development certificate in order to earn vested Good Conduct Time (GCT).

The Prison Litigation Reform Act (PLRA) provides that when determining GCT awards, the Bureau of Prisons will consider satisfactory progress toward obtaining a GED certificate.

For the Purpose of U.S.C.A. 3624, an inmate subject to the VCCLEA/PLRA shall be deemed to be making satisfactory progress towards earning a GED credential unless any of the following events occur:

1. The inmate refuses to enroll in the literacy program;
2. The inmate has been found to have committed a prohibited act that occurred in a literacy program during the last 240 hours of the inmate's most recent enrollment in the literacy program; or
3. The inmate has withdrawn from the literacy program. Inmates who are found at any time to be making unsatisfactory progress in the GED program (as evidence by committing one of the above), will be required to begin a new 240 hours mandatory enrollment period.

Failure to attend or make satisfactory progress in the GED program may result in the loss of Good Conduct Time and sanctions. Inmates may not discontinue this program when participation is mandated by statute.

General Educational Development Program (GED)

Inmates who do not have a high school diploma or GED certificate and are deemed prepared by their scores on the GED pretest may take the GED examination. The examination consists of five tests: Writing Skills, Social Studies, Science, Reading, and Mathematics. A pass on the examination by GED Testing Services standards entitles the examinee to a GED certificate and credit for completion of the bureau's GED program. Those who are not prepared to take the GED exam will be enrolled in a GED preparation class where attendance is required. (P.S. 5350.28)

English as a Second Language Program (ESL)

All incoming U.S. citizen inmates, with certain exceptions, who have been determined to have limited proficiency in the English language, will be required to take the CASAS test measuring English comprehension. Inmates who are required to take the CASAS test and who score less than an eighth grade level (e.g. a score

less than 225) will be required to attend ESL classes until they achieve a score of 225 upon retesting. (P.S. 5350.24)

Educational Incentives Program

Incentives are offered for achieving a GED certificate or successful completion of the ESL program. Additionally, both programs offer a Student of the Month incentive to students who show exemplary effort in their respective program. The specific incentives awarded are determined by education staff commensurate with the level of the student's progress and/or accomplishment. Incentive for successful completion of the GED is \$25.00 maximum. Additional incentives may also be awarded, such as Student of the Month or certificates for exceptional performance. (P.S. 5300.21/5350.28)

VOLUNTARY EDUCATION PROGRAMS

Parenting

The Parenting Program is an 8 to 12-week program designed to empower and strengthen a loving and nurturing relationship between the parent and child. The program will help encourage a supportive relationship with those involved in the child's daily life. Topics to be discussed include: empowering parents to be active, nurturing role models; stages of child development; nurturing the parent/child relationship emotionally, morally, spiritually, psychologically, and financially; positive discipline to promote learning; communications and listening skills; and, establishing parenting resources both inside and outside the prison environment. Upon completion of the program, inmates receive a certificate. (P.S. 5355.03)

POST SECONDARY/CORRESPONDENCE COURSE PROGRAM

Coastline Community College program enables inmates to obtain an Associate's Degree in either liberal arts or specialized business. Inmates are responsible for the cost of tuition, books and any additional fees. A high school diploma or GED is a prerequisite to participate in this program. Education will post updates for this program on department bulletin boards. (P.S. 5300.21)

Correspondence courses require inmates to submit application forms and mail completed correspondence paper work. All courses must be approved by the Post

Secondary Coordinator, an Education Staff member, prior to enrollment. This will help ensure the inmate does not receive unauthorized materials, and assists with arranging proctored exams for the student. Costs and other correspondence requirements for these programs will be borne by the inmate. (P.S. 5300.01)

ADULT CONTINUING EDUCATION (A.C.E.)

Adult Continuing Education (ACE) classes are offered quarterly throughout the year, during evening weekday hours, and sometimes on weekends. All ACE classes must be reviewed by the ACE Coordinator, and approved by the SOE or ASOE. Prospective inmate instructors must submit an approved course outline, curriculum, and lesson plans prior to the start date of each class. Participation in ACE classes is voluntary, and will be available on a first come, first serve basis. Inmates who want to participate should submit an “Inmate Request to Staff” form (Cop Out) or sign up on fliers posted on bulletin boards. Inmates must meet the criteria established in the curriculum to receive credit for completing the program. Upon satisfactory completing the class, inmates may receive a certificate. (P.S. 5300.21)

VOCATIONAL/OCCUPATIONAL TRAINING PROGRAMS

Vocational Training (VT) programs are available to those inmates who have a high school diploma or GED, or who are enrolled in GED programs. Priority is given to inmates who have an early projected release date. Inmates should contact the VT instructor for further information on programs and enrollment for the following: Automotive Service Excellence (ASE) program is designed to give the student a thorough and complete knowledge of the basics of the modern automobile. The ASE program is capable of training the student to entry-level performance on the latest industry approved equipment.

Building Trades is a ground-up construction course that gives students an overview of the individual trades involved in residential and commercial construction with a primary focus on framing work. Inmates become familiar with hand and power tools, and receive hands-on experience in design and framing to help prepare them for work in general construction. Live work projects include construction of “mini-houses”, and special projects requested by departments.

Horticulture introduces students to the principles underlying present-day horticulture practice(s) with special emphasis on applying basic discoveries in

plant science. Students receive a multitude of hands-on horticulture training, including opportunity to work with hydroponics or green house equipment. At the conclusion of the program students will know how to classify plants, plant development and parts, identify common effects of environment and resources, understand how to sustain and maintain agriculture, and identifying employment opportunities in horticulture and agriculture.

Recycling / Solid Waste Management this program introduces students to methods used in Collection of solid waste materials. Ultimate disposal of solid waste matter as well as projections concerning Future collection and disposal operations. Special emphasis on vermiculture and using the finished product as a soil conditioner helps students understand waste to Energy conservation.

Vocational Training in Solar Photovoltaic Installation, will prepare inmate students with basis knowledge on site equipment, design, configuration and installation of standalone, grid-tie and hybrid solar photovoltaic residential and commercial systems. Final certification will be NABCEP PV certification.

Micro-Soft Office Computer Program is designed to introduce the student to the basic functions and applications of computers as used in a business environment. The program teaches word processing applications such as Word, Excel, and Power Point. Additionally, a keyboarding/typing skills class is available and recommended to be completed prior to enrollment.

ServSafe is a nationally recognized food handler's accreditation course honored by the National Restaurant Association throughout the United States, and is recognized internationally at any U.S. owned and operated food establishment such as hotels, restaurants, and cruise lines. This course teaches students correct food handling procedures including: proper refrigeration, sanitation, physical and biological food hazards, avoiding cross contamination, and proper handling of chemicals. Students must pass an exam to become certified.

Wheels of the World and Bicycles are intensive training programs designed to enhance the inmate student's ability to learn and retain comprehensive information involving wheel chairs and bicycles. These programs provide the students the skills necessary to master the basic concepts of repairing wheel- chair/bicycle equipment, home medical equipment care (HME), basic physiology, sanitation, and how to treat people with disabilities. Live work projects include wheelchair and

bicycle repair involving identification of parts and tools, and design of this equipment. All repaired items are donated to community programs.

This program is geared to help individuals who are and/or become responsible for Lift Truck Operations. Students continuing their education in safety practices Through their employment. The program is Cal-Osha Compliant and meets OSHA's requirements and/or exceeds under CCR Title 8 General Industrial Safety Orders for Forklift Operations 29 CFR 1910.178.

Apprenticeship training program is designed to provide inmates marketable skills and a journeyman certificate through the U.S. Department of Labor (DOL), Bureau of Apprenticeship and Training. The following programs are currently available to the inmate population: Plumbing, HVAC, Electrical, and Dental. These programs are offered in conjunction with the student's work detail, whereby they learn the required skills on the job and via related trades instruction. Coordination of completion and certification of these programs is done via the Apprenticeship Coordinator, inmate's detail foreman, and the DOL.

RELEASE PREPARATION PROGRAMS

Several Release Preparation Programs (RPP) and resources are available to assist inmates with reintegrating into the community as productive and law abiding citizens.

The most recent of these programs is called Learn, Educate, Act, and Prepare (LEAP), which encompasses a full daily schedule of work combined with core and elective classes offered by Education and other institution departments. Inmates enrolled in this 12 month daytime program are placed in work assignments commensurate with their employment skills.

The Ready-To-Work seminar is a four hour session with the United States Probation Officers speaking to inmates in an informational setting which is a component of the Mock Job Fair. The subjects discussed are release preparation, resume writing, cover letters, job interview techniques, appropriate dress, how to address criminal history of job applications and during job interviews, motivation and goal setting, and changing inmates' previous negative lifestyle.

Several partnerships have been created with the U.S. Probations Office (USPO), community outreach centers, one-stop career centers, social security

administrations, faith based organizations, and small businesses, who assist with providing information about current job markets, available programs and community resources. Additional partnerships have been formed with the Veterans Administration and the Mexican Consulate, who send representatives to provide informational seminars about services offered by their organizations. These seminars are usually scheduled quarterly or semi-annually. In addition, Education provides several quarterly adult continuing education (ACE) classes , including (but not limited to) personal finance, driver's license (preparation for written portion), and real estate, to assist inmates with their preparations for pre and post release.

An Employment Resource Center (ERC) has been established inside Education to provide inmates with video tutorials and research materials that encompass job search and interview techniques, resume writing, and general information about career opportunities.

RECREATION DEPARTMENT

PURPOSE

The purpose of the Recreation Department is to provide and to promote a large variety of recreational activities to the FCC Victorville (USP, FCI I, FCI II, and Camp) inmate population.

The Recreation programs are to provide gainful use of free time and to fulfill specific inmate's needs. Formal and informal programs offer a combination of competitive, recreational, and fitness type activities designed to reach a wide range of age, culture, ability, and interests. The Recreation Department ensures that the inmate population is made aware of all activities and programs available by displaying flyers and monthly calendar of events in not only the housing units but in the recreation area.

The Recreation Department's main goal is to provide inmates an opportunity to improve their health, fitness, development of mental and physical skills, and to be actively involved in leisure time activities.

RECREATION RULES & REGULATIONS

The following rules are to be adhered to while using recreation areas and

equipment. Failure to do so may result in suspension from the recreation department in general or from the specific program area in which the violation occurred.

Recreation Staff have the authority to refuse inmates access to recreation, if they believe it is not conducive and/or in the best interest of safety and security to allow inmates on the recreation yard.

Unruly and/or disruptive inmates will be asked to return to their respective housing units for that specific recreation yard movement for the day or evening. If the inmate continues to present a problem, an incident report may be written. In addition, incident reports that are written on inmates while in recreation or participating in a recreation sanctioned event may be reviewed by either the Unit Disciplinary Committee (UDC) or the Disciplinary Hearing Officer (DHO) depending on the severity of the offense. The UDC or DHO may impose sanctions that include the loss of recreation privileges for a specified time.

Please see recreation bulletin boards for specific rules and procedures at each institution.

RECREATION PROGRAMS

The Recreation Department offers a variety of hobby craft programs, sports programs and leagues, leisure and holiday programs, music programs, and structured exercise/wellness programs. Necessary equipment and tools are available on a check out basis to aid the inmate population to effectively participate in all of these venues. Additional materials for hobby craft participants may be obtained through a Special Purpose Order (SPO) upon staff verification and approval. Inmates participating in hobby craft programs will have access to lockers in which to keep their materials and ongoing projects. A request must be made to the Recreation Department on an Inmate Request to Staff Member form (BP148) to sign up for any of the Hobby Craft programs. Every participant is expected to follow all rules associated with the Hobby Craft program.

Aerobics Step Aerobics Low Impact Aerobics Jump Rope Fitness Endurance Circuit Training	Pilates Stretching Body Composition Abs Class Cross Training Yoga	Seniors Fitness Calisthenics Spinning Acrylic Painting Calligraphy Beading	Crochet Cartoon Drawing Landscape Painting Origami Leather Crafts Stability Ball	Greeting Cards Pencil Drawing Mural Painting Ceramics Stick Art Pilates	Yoga Anatomy Sports Injury Wellness Nutrition Diabetes
Guitar (English/Spanish) Accordion	Bass Guitar (English/Spanish) Guitar Tablature	Music Appreciation I, II, III Voice			

Drums Ukulele Song Writing Arrangement	Guitar Theory Music Reading Saxophone	Blues Guitar Music Scales Modes
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PRIZES AND AWARDS

The Recreation Department awards prizes to the winners of all holiday tournaments and structured sport leagues. Prizes will be distributed in recreation at scheduled times after the completion of each event. Prizes will be determined and distributed at the discretion of the Complex Supervisor of Recreation. Certificates of Completion and/or Achievement are presented to participants who successfully complete Physical Fitness and Health Education classes and all structured programs to include Wellness, Music, Hobby Craft, and Sports Officiating. Incentive/Prize bags are in the form of consumable food items.

Holiday Events:

First Place in Each Event	Eligible for prize
Second Place in Each Event	Eligible for prize

Structured Sports/Leisure Leagues:

First Place in Each Event	Eligible for prize
Second Place in Each Event	Eligible for prize

(**USP:** In the event of an incident on the recreation yard, the center tower will sound a verbal warning. All inmates are required to immediately lay on the ground until further instructions are given.)

PSYCHOLOGY SERVICES

Initially all inmates are seen by Psychology services for intake screening. This is a brief interview to determine any history of mental health treatment, current mental health needs, and treatment program recommendations. If an inmate is not screened in R&D upon his initial arrival, they will be placed on call out to be seen by Psychology Services within 14-30 days or less.

Trained inmate companions (at FCI I and II institutions) are used as observers during a suicide watch and also assist inmates on the compound who may experience

problems related to adjustment and various mental issues. You may request to become a companion by submitting an "Inmate Request to a Staff Member" to Psychology Services at the respective institutions. All inmates can play a vital role in assisting staff to prevent inmate suicides by notifying staff immediately of any behavior or situations that may suggest another inmate is potentially suicidal, such as: suicidal attempt(s), making direct statements, threats of self-harm, or displaying extreme emotional distress.

Psychologists are available for individual assistance on an as needed basis. When inmates have emergencies which limit their abilities to cope with day-to-day activities, they should ask their detail supervisor or unit staff to notify a psychologist, who will then see the inmate as soon as possible. Inmates may request a routine appointment via "Inmate Request to Staff" form (a cop-out) to the psychology department. An appointment will be scheduled on the call out sheet, generally within five working days. Inmates can also speak with a psychologist briefly during open house hours or at main line. Times will be posted on the inmate bulletin boards and/or in Psychology Services. Psychologists also conduct various groups and workshops for inmates. The Psychology Department is located between Education and Religious Services.

Drug Abuse Program: Inmates with histories of drug and/or alcohol abuse are encouraged to discuss their interest in, and need for, substance abuse treatment programming with the psychologist during intake screening or request a session with the drug treatment specialist or Drug Abuse Program Coordinator via an "Inmate Request to Staff" form. Individualized treatment programs and services will be designed to meet each inmates needs and may consist of one or more of the following: support groups such as Alcoholics Anonymous (AA)/ Narcotics Anonymous (NA); non-residential drug treatment; non-residential transitional/follow-up treatment services; drug education course group and /or individual counseling/therapy; biblio-therapy; pre-release counseling; and assessment and referral to a residential drug abuse program (RDAP) at another institution when appropriate.

Within 45-days of your arrival here, your unit team will give you a drug education program assignment of: ED None, ED WAIT RC, ED WAIT RJ, ED WAIT RV or ED WAIT HX. If you have an ED WAIT assignment, you are required to take the 15-hours Drug Education Course, but you may decline. If you decline, you will be placed in drug education required-declined status (ED DECL R) whereby you will be restricted to the lowest inmate performance pay grade and you will not be eligible for participation in community programs, (i.e., placement in a RCC). Persons who have an ED None assignment who wish to enroll in the 15-hours Drug Education Course may voluntarily participate by contacting the drug treatment specialist or Drug Abuse Program Coordinator to request their name be placed on the ED WAIT Volunteer (ED

WAIT V) list.

Individuals desiring enrollment in the RDAP are instructed to submit an Inmate Request To Staff form (cop-out) requesting that their name be placed on the RDAP Eligibility Interview Wait List. To qualify for this program, you must have a documented, verifiable substance use disorder. Eligibility interviews for the RDAP are scheduled by nearest projected release date for those individuals who meet the criteria identified in Program Statement 5330.11, Psychology Treatment Program, Chapter 2, dated March 16, 2009. A deportable inmate is unqualified for RDAP. An inmate with a detainer, warrant and/or pending charges is also unqualified for RDAP.

Smoking and Smoking Cessation: The Federal Correction Institution I and II and United States Penitentiary Victorville are all tobacco-free institutions.

Note: All cigarettes and tobacco-related products found in the inmates possession, will be considered contraband.

Psychology offers stress management groups and various associated pamphlets. Inmates must submit an “Inmate Request To Staff” form to request enrollment in a class.

Psychiatric Medications: These medicines, like all others, fall under Health Services. Psychologists may not prescribe any psychiatric medications in the Bureau of Prisons. If you need a psychiatric medication refilled, started or changed, please go to sick call to begin that process. In addition to the mid-level practitioners and physicians assigned to FCC Victorville, we also have a contract psychiatrist and tele-psychiatry at each institution to address your needs.

RELIGIOUS SERVICES

Clergy persons are available to inmates of all faith groups. The intent of this assistance is to deepen and expand knowledge, understanding, and commitment to the beliefs and principles of the religion of their choice. If there is a need during working hours to see a Chaplain, a detail supervisor should contact the Chaplain’s office.

Worship opportunities are available to the various faith groups. A schedule of religious services and activities is posted on unit bulletin boards, as well as in the Chapel area. The schedule also indicates the hours the Chaplains, contractors, and volunteers are in the institution. If you have any specific religious needs please address the Chaplain’s Office via an ‘Inmate Request to a Staff Member’, form.

VISITING

Visiting Regulations: Visiting is based on a point system. Each inmate housed at

FCC Victorville will receive 40 points on the first day of each month. Two points per hour, or any fraction of an hour, will be deducted on weekends and holidays. One point per hour will be deducted on weekdays. Unused points will not be accumulated or carried over for use in the following month. Visiting hours are from 8:30 a.m. until 3:00 p.m. on Saturdays, Sundays, Mondays, and holidays.

Inmates must be properly dressed in institutional issued clothing and shoes, and have their ID cards in order to be admitted into the visiting room. Clothing must be neat and clean. U.S.P. inmates will be issued jump suits and shower shoes prior to entering the Visiting Room. Approved items allowed to be taken into the visiting room include: Comb, Wedding band, approved religious hear wear or medallion, and prescription eyeglasses (no eye glass case). Note: There will be no tennis shoes allowed in the visiting room.

A maximum of twenty visitors will be authorized on an inmate's approved visiting list. A maximum of four visitors (which includes children over the age of two years) may visit an inmate at one time. Three additional children (under the age of two years) may visit as long as they do not occupy a seat. When conditions exist such as overcrowding, the number of visitors may be further limited to allow each visitor adequate space and time to conduct their visit.

Visitors must be properly dressed. Shorts, short dresses or skirts, halter tops or any clothes which exposes a bare back, a bare midriff or cleavage will not be permitted in the visiting room. Dresses and skirts must reach the middle of the knee cap as the visitor stands. Sleeves are required on all shirts, blouses, or tops. Jeans are allowed as long as they are in good repair. Foot wear must be worn by all visitors. Beach style footwear (ie, flip flops, shoes without a back-strap, etc.) may not be worn. Footwear with rolling wheels are not permitted. Certain emergencies medications (e.g., nitroglycerine, asthma inhalers, etc.) are allowed into the facility provided they can be thoroughly searched. Insulin and syringes are not allowed.

Visitors are permitted to bring no more than \$20.00 in \$1.00 dollar bills and coins to purchase items from vending machines. The money must be in a clear bag. Vending machines will be patronized by visitors only. Inmates will not accept money from visitors. Only food purchased by the visitor from the vending machines can be accepted by an inmate. Visitors are not allowed to give any other items to inmates. Inmates will not share food or beverages with visitors.

Supply of infant care items and sanitary napkins may be brought into the institution, and be limited to one each (ie, baby bottle, diaper, etc.) provided that they can be thoroughly searched. Visitors are prohibited from bringing tobacco items inside the institution while visiting.

All visitors may be searched, and an electric drug and/or metal detection device may be used prior to entry into the facility.

Special Rules for Children: Children age fifteen and younger need not be on an approved visiting list, but must be accompanied by a visitor age eighteen or above. Visitor age sixteen and seventeen, although required to be on an approved visiting list, must be accompanied by a visitor (parent or guardian) age eighteen or older. Children shall be kept under the supervision of a responsible adult at all times. Failure to maintain supervision and parental control of the visiting children may result in termination of the visit.

Identification of Visitors: Photo identification is required for all visitors over the age of sixteen. This includes a valid driver's license or official government issued photo identification. Any passport presented as a valid photo identification for visiting purposes, that does not contain a current date stamp indicating valid entry into the United States, will not be accepted for visiting/ identification purposes. Persons without proper identification will not be permitted to visit.

Attorney Visits: Attorneys should make arrangements with the unit team in advanced (normally seven days) before a visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from an Attorney may be arranged for other times on a case by case basis. Attorney visit will be subject to visual monitoring during Attorney visits, a reasonable amount of legal materials may be transferred during the visit, but is subject to inspection for contraband.

DIRECTIONS TO FCC VICTORVILLE:

From the North: Interstate 15 South. Exit Mojave Dr., turn right on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at FCC Victorville.

From the South: Interstate 15 North. Exit Mojave Dr., turn left on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at FCC Victorville.

From the East: Interstate 10 West to Interstate 215 North to Interstate 15 North. Exit Mojave Dr., turn left on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at FCC Victorville.

From the West: Interstate 10 East to Interstate 15 North. Exit Mojave Dr., turn left

on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at FCC Victorville.

Local Information: There are several hotels and restaurants in the nearby cities of Hesperia, Victorville and Apple Valley:

Super 8 Motel - Hesperia (800) 800-8000, Howard Johnson Hotel - Victorville (800) 315-2225 and Apple Valley Motel - Apple Valley (760) 247-7455. Restaurants close by , Bob's Big Boy - Hesperia (760) 947-2330, Marie Calendars - Victorville (760) 241-6973 and Viva Maria - Apple Valley (760) 946-3087. There is also a Greyhound Bus Station located in downtown Victorville (800) 231-2222, approximately a 10 minute taxi ride away. Taxi Service for Hesperia, Victorville, Apple Valley and Adelanto - (760) 246-7752. Amtrak Train schedules (800) 872-7245.

FCI I - is the last institution on the left once inside the complex.

FCI II - is the first institution on the left once inside the complex.

USP - is the last institution on the right once inside the complex.

HEALTH SERVICES

Emergency medical care is available 24 hours a day. Any emergencies that occur when Health Services is closed may be reported to any available staff member.

INTRODUCTION

FCC Victorville has a wide range of medical and dental services available. Emergency Medical Care is available 24 hours a day. The Medical staff are available from 6:00 a.m. to 10:00 p.m., Monday through Sunday and holidays. From 10:00 p.m. to 6:00 a.m. on Monday through Sunday and holidays, the Health Services Staff Physicians are on call. Any emergencies outside these times will be reported to the Custody Staff responsible for you.

PRIMARY CARE PROVIDER TEAMS

The Primary Care Provider Teams (PCPT) has been established to improve health care services delivery by enhancing continuity of care and promoting preventive health care measures. The PCPT is designed to function in the same manner as a medical office in a community setting. Under the PCPT model, each inmate is assigned to a medical team of health care providers and support staff who are responsible for managing the inmate's health care needs.

All the inmate population at the FCC Victorville has been assigned to a specific Health Services Provider, based on the inmate Register Number. Therefore, every new commitment inmate will be assigned to his/her Practitioner Provider.

INMATE CO-PAYMENT PROGRAM

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

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

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

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

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

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

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

We will not charge a fee for:

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

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

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic Care Clinics;
- TB testing;

- Vaccinations;
- Wound Care; or
- Patient education.

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

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

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

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

E. Complaints: You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

SICK CALL

Daily Sick Call sign up is achieved by filling out a Sick Call form, which can be obtained in and returned to the Health Services Unit. You may sign up for both medical or dental Sick Call. You will be triaged and scheduled to be seen the same day or later in the week. If you have an emergency situation (i.e., bleeding, chest pain, nausea, and vomiting), contact the Unit Officer and have him/her call the Duty PA. The Duty PA will assess your condition and see you immediately, if necessary. Failure to report to your scheduled Sick Call appointment or any other Call Out will result in an incident report being written. Your Sick Call appointment may not be scheduled on the same date as you present your form.

You are responsible for notifying your Detail Supervisor or Unit Officer of your upcoming appointment. It is your responsibility to arrive for your appointment on time. If you arrive more than fifteen (15) minutes late, your scheduled appointment may be cancelled.

Wednesdays are set aside for Special Housing Unit inmates. Only inmates with emergencies are seen on Wednesdays and after normal working hours. If you have an emergency, a Detail Supervisor or Unit Officer must notify the Medical staff of such. Routine headaches, pulled muscles, backaches, etc. are not emergencies. For such conditions, you should wait until the next Sick Call to be seen by a Medical staff. Should you come to the Health Service Unit during non-Sick Call hours, you will be triaged, and if your complaint is determined by the Medical staff to be a non-emergency, you will be referred to your unit to return to the Health Services Unit the following day.

The dental and optometry waiting lists are posted in the waiting area of the Health Services Units.

PHYSICAL EXAMINATIONS

New commitments to the Bureau of Prisons will receive a complete physical examination within

fourteen (14) calendar days, if they have not been medically cleared by another BOP facility. This examination includes eye screening. Dental screening exam is done within 30 days of your arrival, if you were not cleared at another BOP facility. The Health Services Staff will schedule all physicals for those inmates requesting these examinations.

METHICILLIN-RESISTANT *STAPHYLOCOCCUS AUREUS* (MRSA) INFECTION

Within the federal prison system, community-onset MRSA infections have been associated with illicit, unsanitary tattoo practices and poor inmate hygiene. MRSA infections often present as mild skin or soft tissue infections, such as furuncles, that occur spontaneously without an obvious source. Inmates with MRSA skin infections commonly complain of □an infected pimple, □an insect bite, a spider bite, or a sore. Many MRSA infections cause minor inflammation without pain and infected inmates may not seek medical attention. Persons with complicating medical conditions, such as diabetes, HIV infection, chronic skin conditions, indwelling catheters, post-surgical wounds, and decubit are at an increased risk of MRSA infections; however, even otherwise healthy individuals can develop very serious MRSA infections, such as cellulitis, deep-scated abscesses, necrotizing fasciitis, septic arthritis, necrotizing pneumonia, and sepsis.

ANNUAL TB SKIN TESTING

Annual TB skin testing (PPD) is mandatory for all inmates **except** those who had a previously documented positive TB skin test and a history of INH treatment which can be verified. A chest X-ray will be ordered for these inmates to determine the presence of active TB disease. Inmates who have a positive TB skin test will be followed up in the Infectious Disease Chronic Care Clinic.

PILL LINES

Pill Line will be offered two (2) times daily. Times will be posted in the units and in the Health Services Unit. (Diabetic lines will be offered at 6:15 a.m. - 6:30 a. m. and approxiately 5:15 p.m. -5:30 p.m.). Any medication received via the Pill Line will be subject to being crushed, according to Policy, and the inmate will be under direct observation during the administration of the medication. A pick up medication Pill Line is available at 10:30 a.m. at all of the Institutions, Monday thru Friday. You will not be able to pick up medication at any other time, nor on the weekends. It is the responsibility of the individual to be present at the Pill Lines to receive his/her medication.

Over the counter (OTC) medications are available for purchase at the Complex Commissary Department. Consult the Commissary Shopping List for the OTC medication 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 that regularly scheduled for the housing unit. Inmates requesting OTC medication will be allowed to fill a Commissary slip request; Commissary will process the order the same day. During this process, inmates will not be allowed to request any other items beside OTC medication. Indigent inmates will be allowed to request OTC medication through the Health Services Pharmacy using the regular Sick Call procedure. Also inmates requesting OTC medication through Commissary can obtain the OTC medication through the Health Services Department during Commissary closures (FCC Victorville Commissary is closed every Friday).

To pick up any medication, you must show your ID card.

DENTAL SERVICES

For routine dental care, such as fillings and cleaning, you must submit a copout to the Dentist. He will schedule you on a first-come basis. The length of the wait for routine dental care is dependent upon the number of dental emergencies, which will take priority over routine care.

If you have a bona fide dental emergency, i.e., severe pain, swelling, etc., you may sign up for dental Sick Call at the same times and on the same days as medical Sick Call.

EYEGLASSES

Those inmates requiring to see the Optometrist must make a Sick Call appointment for an initial eye screening and a referral. You will be scheduled at the earliest possible date. After the optometry exam, all glasses will be ordered by the Health Services Unit staff from Unicor. Inmates will be placed on call-out to receive these glasses when they arrive at the Complex (usually within 6 to 8 weeks).

CONTACT LENSES

Inmates reporting to the Complex with contact lenses will be evaluated for the medical need to have contact lenses. If contact lenses are not needed, the inmate will be required to purchase eyeglasses from home or have the Complex provide him with glasses. Upon the arrival of these glasses, the inmate will be required to send his contact lenses home. If contact lenses are medically indicated, the Health Services Unit will purchase these contacts and provide the cleaning solution for their upkeep.

MEDICAL DIETS

Inmates will pick and choose from available items on the serving lines. The Federal Bureau of Prisons does not have or offer Medical Diets.

INJURIES

Injuries will be seen by the on-duty Physician Assistant, or the Duty medical staff if after normal working hours. The inmate must report the injury to his Work Supervisor or Unit Officer. The Supervisor will contact the Health Services Unit staff and the inmate will be evaluated.

UNAUTHORIZED VISITS TO THE HEALTH SERVICES UNIT

All inmates who are in the Health Services Unit must be on the daily call out list or have an appointment to be there. If you are found to be in this area without an appointment or are not on the call out list, an incident report will be completed indicating that you are "out of bounds."

PHYSICIAN VISITS

If you wish to see the doctor specifically, you must submit a copout requesting that the physician

place you on his call out. Otherwise, you will be referred to Sick Call and will be evaluated by one of the Physician Assistants. Also by Policy you have the right to see the Physician if your Physicians Assistant is unable to resolve your health issues after three visits with the same complaint.

HEALTH SERVICES ADMINISTRATOR

If you have a problem with any of the Health Services Unit staff, or you wish to discuss a medical condition, you can visit with the Health Services Administrator or the Assistant Health Services Administrators without an appointment during Mainlines. If you wish to make an appointment to see the Health Services Administrator for any other reason or at another time, you must submit a copout to the Medical Records Office staff.

LOWER BUNKS, EXTRA MATTRESS OR SOFT SHOES

Housing assignments are the responsibility of the Unit staff. If you have a medical condition which you feel requires a lower bunk, extra mattress or soft shoes, you may make a Sick Call appointment to discuss this with the Medical staff, who will determine your need for a lower bunk, extra mattress or soft shoes.

PRE-EXISTING MEDICAL CONDITIONS

In accordance with Bureau of Prisons Policy, if you are incarcerated with a pre-existing medical condition (i.e., hernia, hearing deficiency, etc.), and it will not be detrimental to your health and wellbeing during your confinement, the Bureau of Prisons will not take action to correct that problem. If it becomes a detriment to your health during your confinement, then corrective action will be taken. This determination will be made during the Weekly Utilization Review Committee Meeting and must be approved by the Central Office. This includes Dental Procedures.

JOB ASSIGNMENTS

Job assignments are the responsibility of the Unit staff who make specific job assignments. The Health Services Unit staff issue information regarding any physical duty restrictions to the Unit staff. The Unit staff are then responsible for placement in a position which takes these limitations into consideration. If you have a problem with your job assignment, see the Unit staff, not the Health Services Unit staff.

If any inmate has job restrictions placed on him during confinement at this Complex, athletic restrictions also will be considered, if medically indicated. If an inmate is under medical care for medical conditions such as Joint Pain, Back Pain or other muscle skeleton conditions, they would be precluded from participating on recreational activities, in other words will be issued with recreation restrictions.

MEDICAL STATUS DEFINED

MEDICAL IDLE STATUS: An inmate on medical idle status will remain in his assigned quarters for the duration of this status. Exceptions are: meals, regularly scheduled church services, necessary call outs, and medical appointments. Medical idles are given for minor medical problems and will not be given for more than three (3) days.

WORK STATUS: There are three (3) conditions for work status.

NO DUTY: Inmates placed on a no duty status will not be assigned to a work detail.

REGULAR DUTY WITH RESTRICTIONS: Inmates with restrictions will be assigned to a work detail, but will be restricted from certain activities, based on their medical condition.

REGULAR DUTY: As indicated, inmates will be assigned to a work detail without restrictions.

CONVALESCENT STATUS: An inmate assigned to convalescent status will have regular compound privileges, but will not be required to work. He may not participate in sports or other strenuous activities. Convalescence will be given for a period of not less than three (3) days, and not more than thirty (30) days.

MEDICALLY UNASSIGNED: In the event of a serious medical problem or disability which would require an extensive period of convalescence, the inmate will be recommended for transfer to a long-term care facility.

HEALTH PROMOTION/DISEASE PREVENTION (HPDP) PROGRAM

The HPDP program guidelines established by the Health Services Unit will address health promotion as well as primary and secondary disease prevention. Those inmates with risk factors (e.g., smoking, obesity, hypertension, diabetes, etc.) will be identified and appropriately referred for counseling/ treatment. The overall success of this program depends on active participation of both the inmates and staff at this Complex.

Hand washing Information

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to our co-workers, family and friends. Many diseases and conditions are spread as a result of poor hand hygiene.

Hand washing is easy to do and it's one of the most effective ways to prevent the spread of many types of infection and illness in all settings, from your home and workplace to child care facilities and hospitals. Clean hands can stop germs from spreading from one person to another and throughout an entire community.

LEARN MORE ABOUT WHEN AND HOW TO WASH YOUR HANDS.

When should you wash your hands?

- Before, during and after preparing food
- Before eating food

- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After touching garbage

WHAT IS THE RIGHT WAY TO WASH YOUR HANDS?

- Wet your hands with clean running water (warm or cold) and apply soap
- Rub your hands together to make a lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails
- Continue rubbing your hands for at least 20 seconds
- Rinse your hands well under running water
- Dry your hands using a towel

Washing hands with soap and water is the best way to reduce the number of germs on them.

PREVENTING SEXUAL ASSAULT IN FEDERAL PRISONS

What is Sexual Assault?

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

Your Right to be Safe from Sexual Assault

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

About Your Safety

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

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

Avoiding Sexual Assault

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

Do not accept gifts or favors from other inmates. Most gifts or favors from other inmates come with strings attached to them.

Be alert! Do not use contraband substances, such as drugs or alcohol. These can weaken your ability to stay alert and make good judgments.

Be direct and firm if other inmates ask you to do something you do not want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.

Avoid out-of-the-way or poorly-lit areas of the Complex.

Choose your associates wisely. Look for people who are involved in [safe,] positive activities within the Complex, like educational programs, psychology groups or religious services. Get involved in these activities yourself. Trust your instincts. If you sense that a situation may be dangerous, it probably is.

Counseling Services Related to Sexual Assault

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

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

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

HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health Care Services include medical sick call, dental sick call and all support services. Sick call at this institution is conducted as posted.
2. You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions **if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.**
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professional and follow their instructions to maintain and

4. Status of your health care providers.
 5. You have the right to be treated with respect, consideration and dignity.
 6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
 7. You have the right to be examined in privacy.
 8. You have the right to obtain copies of certain releasable portions of your health record.
 9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
 10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
 11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
 12. You have a right to request a routine physical examination, as defined by B.O.P. policy. If you are under the age of 50, once every two years; over the age of 50, once a year.
 13. You have the right to dental care as defined in B.O.P. policy to include preventative services, emergency care and routine care.
 14. You have the right to a safe, clean, and healthy environment, include smoke free living areas.
 15. You have the right to refuse medical treatment in accordance with B.O.P. policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
 16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.
 17. You have the right as an offender to health care and will not be denied due to lack of funds.
- improve your overall health.
 5. You have the responsibility to treat staff in the same manner.
 6. You have the responsibility to keep this information confidential.
 7. You have the responsibility to comply with security procedures.
 8. You have the responsibility of being familiar with the current policy to obtain these records.
 9. You have the 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 responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
 11. You have the responsibility to eat healthy and not abuse or waste food or drink.
 12. You have the responsibility to notify medical staff that you wish to have an examination.
 13. You have the responsibility to maintain your oral hygiene and health.
 14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
 15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
 16. You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.
 17. You have the responsibility for co-pay if you are not indigent when seeking medical/dental care.

SAFETY DEPARTMENT

To ensure the safety of inmates certain rules and regulations apply while on the job. All inmates will be provided with a safe work area, proper equipment with which to work, and detailed instruction in the safe procedure in which to do the work.

Initial Job Orientation Training: Upon assignment to a job or detail, each inmate will receive initial training concerning safe work methods and hazardous materials communication. The training shall include demonstration of safety features and practices. Workers will be trained to recognize the hazards involved in the workplace, understand the protective devices and clothing available, and to report deficiencies to their supervisors. It is our policy not to accept “lack of knowledge or skills” as a cause of an accident.

On-the-Job Injuries: Inmate injuries while performing an assigned duty, must be

immediately reported to the work supervisor. The work supervisor will then report the injury to the Safety Manager and Health Services department. Inmates may be disqualified from eligibility for lost time wages or compensation if they fail to report a work injury to the supervisor within 24 hours of the injury.

Fire Safety: Emergency evacuation signs are posted throughout the institution. These signs illustrate the primary and secondary routes to take during an emergency such as fire or earthquake.

Inmate Access to Upper Bunks: When accessing or departing the upper bunk, always use the attached ladder (if equipped). Never step on anything other than the attached ladder or jump from the bed.

Federal Tort Claims: If you believe the negligence of institution staff results in personal injury or other damage to you, other than property damage, you may submit a written claim for compensation to the Western Regional Office under the Federal Tort Claims Act. Standard Form 95 is available from your Unit Team for your use in submitting a claim. You may also submit the claim without a using Standard Form 95 as long as your written claim provides all of the information specified in Program Statement 1320.06, Federal Tort Claims Act.

Property Claims: If you believe the negligence of institution staff results in the loss of or damage to your personal property, you may submit a written claim for compensation to the Western Regional Office under 31 U.S.C. § 3723(a)(1). Form BP-A0943, Small Claims for Property Damage or Loss (31 U.S.C. 3723) is available from the law library or from your Unit Team for your use in submitting a personal property claim.

MAIL

The **Receiving and Discharge (R&D) and Mail Room** departments will conduct open house daily to accept legal mail and address general questions, as follows:

USP:	10:00 a.m. to 12:00 p.m. Monday through Friday
FCI I:	11:00 a.m. to 12:00 p.m. Monday through Friday (mailroom) 11:00 a.m. to 12:00 p.m. Monday & Wednesday (R&D)
FCI II:	11:00 a.m. to 12:00 p.m. Monday through Friday
FPC:	11:00 a.m. to 12:00 p.m. Monday through Friday

Outgoing Correspondence: All general outgoing correspondence will not be sealed and is to be placed in the mail box located in each unit. You must spell out

Federal Correctional Complex, Federal Correctional Institution, United States Penitentiary, or Federal Prison Camp on all outgoing mail. Legal Mail will be taken to mail room staff during open house, verified with the inmate's identification card, and sealed at that time. Legal Mail is not to be placed in the mail box located outside the mail room. The institutional address for FCI I, FCI II, and USP inmates is as follows:

Committed Name, Register Number, Your Institution (FCI I, FCI II or USP)
Victorville,

Federal Correctional Institution #1	P.O. Box 3725, Adelanto, CA 92301
Federal Correctional Institution #2	P.O. Box 3850, Adelanto, CA 92301
United States Penitentiary	P.O. Box 3900, Adelanto, CA 92301

Plain white envelopes are available for purchase in the commissary. Plain white envelopes will be provided to inmates who are deemed indigent. Inmates must put their return address to include: name, register number, and institutional address in the upper left corner of the envelope. Inmates assume responsibility for the contents of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws or disciplinary action.

Incoming Correspondence: Mail is ordinarily distributed Monday through Friday (except holidays) by the unit officer. Newspapers and magazines will also be delivered at this time. Special mail and legal mail will be delivered to inmates by R&D or mailroom staff through open house or as needed within 24 hours of receipt. Any negotiable instruments received through the mail will be rejected and returned to sender.

Special Mail: Bureau of Prisons staff have the authority to open all mail addressed to you before it is delivered to you. Special mail (mail from the President and Vice President of the United States, attorneys, members of the United States Congress, Embassies and Consulates, the United States Department of Justice, excluding Bureau of Prisons, but including United States Attorneys, other federal law enforcement officers, State Attorney Generals, prosecuting attorneys, Governors, United States Courts and State Courts) may be opened only in your presence to be checked for contraband.

This procedure occurs only if the sender adequately identifies himself (full name and title) on the envelope and the envelope is marked Special Mail: Open Only in the Presence of the Inmate. Other mail may be opened by staff.

Inmate Correspondence with Representatives of News Media: Correspondence from news media representatives will be opened and inspected for contraband, qualification as media correspondence, and content. Correspondence sent to the news media is treated as Special Mail if marked as noted above, but mail received from the news media is not.

Contact with the News Media: An inmate may not receive compensation or anything of value for interviews with the news media. Requests for personal interviews may be made by either the inmate or the representative of the news media. These requests must be made within a reasonable time before the personal interview. The Warden will normally approve, or disapprove, an interview request within 24 to 48 hours of the time the request is made.

Correspondence Between Confined Inmates: Correspondence with an inmate confined in another penal or correctional institution is limited to immediate family members and co-defendants with a current and active case, excluding civil lawsuits. Prior approval is required and inmates should contact the unit team regarding such correspondence. Common-law marriages are not recognized in the State of California; therefore, common-law partners are not considered immediate family.

Rejection of Correspondence: The Warden may reject certain correspondence sent by and to an inmate. The Warden will give written notice to the sender concerning the reasons for rejection, as authorized in Program Statement 5265.11, Correspondence.

Certified Mail/Registered Mail: Your unit staff will assist in obtaining certification, weighing, and any receipt requirements.

INMATE PERSONAL PROPERTY

The amount of personal property each inmate may have is limited. Inmates are not authorized to possess certain items due to institutional security or safety reasons. Refer to Bureau of Prisons Program Statement 5580.06, Inmate Personal Property, and the Institution Supplement for national and local directives for additional information concerning property restrictions. Any item found in an inmate's possession that is not authorized by national or local directives is considered to be contraband and will be confiscated. Inmates in possession of unauthorized items are also subject to disciplinary actions.

Legal Material: Inmates are authorized to maintain legal materials in their assigned locker. Unit staff will assist inmates in maintaining excess legal material and alternative storage areas, provided the material is for current/active legal proceedings.

COMMISSARY

The institution operates a commissary which provides numerous items for purchase. A list with the price of each item can be obtained from the commissary. You may submit a commissary order form according to the schedule posted in your unit. You must have funds in your account to receive goods from the commissary. All sales are final and there are not returns or exchanges. All items are sold on an “as-is” basis with no warranty implied. The only items that are excluded from the monthly spending limitation is postage stamps.

It is your responsibility to monitor the money in your account and maintain copies of your sales receipt. The balance left of the monthly spending limit is printed on your sales receipt. Inmates may check their account balance through the inmates’ telephone system from an authorized inmate telephone, if you feel there is a discrepancy in your account the commissary staff are not responsible for, nor can they answer questions about, posting of funds to your account. Hours of operation for the commissary are posted in the housing units.

INMATE TELEPHONE SYSTEM (ITS-II)

There are telephones located in each housing unit for inmate use. Telephones are to be used for lawful purposes only. Inmates making threats, engaging in acts of extortion, etc., may be referred for prosecution or disciplinary action. All inmate telephones are subject to monitoring and recording. Three-way calls are not permitted. Calls made using another inmate’s PAC number is a violation and disciplinary action may be taken. Handing another inmate the phone to converse with your telephone party is prohibited and disciplinary action may be taken. Call forwarding and the use of telephone to conduct business is prohibited. Inmates are authorized up to 300 minutes worth of calls per month. This limitation applies to all inmates and may be used for collect and/or direct dial calls. All calls are limited to 15 minutes in duration and there is a 30 minute time limit between completed calls.

Upon arriving at FCC Victorville, inmates new to the Federal Bureau of Prisons

will need to register for V-PIN, a voice verification feature for the inmate telephone system. The voice verification feature is an added security feature to help ensure that the inmate is the only person who can utilize their Phone Access Code (PAC) and should reduce the number of compromised telephone accounts. The inmate will need to contact a Unit Team member who will in turn contact the Trust Fund Technician over TRUFONE to enable the registration process for each inmate. Once the registration process has been activated, the inmate will need to dial 111 and their individual PAC #. The inmate will repeat their first and last name repeatedly as directed by the system (detailed instructions in Spanish and English are available from Unit Team or Trust Fund). After the registration process is complete, the inmate will need to state their first and last name as they recorded it to complete each telephone call. If the system does not recognize the inmate's voice, he/she may dial 112 and their PAC # to listen to their recording up to five times daily.

Inmates may use the ITS-II system from any authorized inmate telephone to transfer funds from their trust fund account or to make direct telephone calls. Telephone operating hours are posted in each housing unit. An approved telephone list is required for inmates to make both collect and direct dial calls. A total of 30 active numbers will be permitted on each inmate's telephone list. Inmates are responsible for transferring funds and tracking their ITS-II account balance along with their commissary balance. Fund transfers may be in whole dollar amounts only and does not affect the monthly spending limitation. Inmates may transfer funds twice per day from their Commissary account to their TRUFONE account via the TRULINCS. Once funds are transferred to your ITS-II account, they may not be transferred back to your commissary account. Each inmate is provided a unique 9-digit PAC (phone access code) number for access to his ITS-II account and instructions on using the telephones (if you transferred from an institution which has the ITS system you will maintain your previous PAC number). A fee of \$5.00 will be charged when a replacement PAC is required due to negligence (lost or compromised.) Telephone call rates are posted in each housing unit.

Trust Fund Limited Inmate Computer System (TRULINCS)

Inmates are provided with individual TRULINCS accounts. They will be able to perform various functions such as, contact list management, messaging, account transaction viewing, electronic law library research, completing form BP-199(Request for Withdrawal of Inmate's Personal Funds) and BP-505(telephone

Number Requests)

LAUNDRY

Inmates may visit the laundry for clothing issue/exchange once per week, excluding the first full week of every month. The first full week of every month is set aside for hygiene issue and linen exchange only. Inmates may utilize the institution central laundry system by dropping off dirty laundry bags on one day and picking up clean laundry on another day. Hours of operation for Laundry are posted in housing units. Inmates who maliciously or otherwise alter their clothing, bedding, mattresses or any other issued items are subject to disciplinary action.

Inmates will be issued the following laundry items upon arrival at FCC Victorville:

5 sets of underclothing	2 blankets	1 belt
3 sets of khakis	2 sheets	1 jacket
1 pair of boots	2 towels	1 pillow case
1 beanie	2 face clothes	

Two days prior to releasing or transferring, inmates are responsible to return all of the above items to the laundry with the exception of:

1 set of khakis	1 towel	
2 sets of underclothes	1 face cloth	1 pair of boots
2 blankets	2 sheets	1 belt

These remaining items will be carried to R&D on the day of your release or transfer. Funds will be frozen for inmates that do not comply.

DEPOSITS TO INMATE ACCOUNTS

The Federal Bureau of Prison has an interagency agreement with the United States Treasury to operate a LOCKBOX program to receive inmate funds for deposit.

The public sends funds to the LOCKBOX at the following address:

Federal Bureau of Prisons
Insert Inmate Register number
Insert Inmate Name
Post Office Box 474701

Des Moines, Iowa 50947-0001

Negotiable instruments need to conform to the following requirements: money orders, government checks, foreign negotiable instruments, and business checks. Cash will not be accepted. There may be some cases (furlough returns, self commitments, etc.) where funds will be received at the local facility; these funds will be processed locally. All funds received via the LOCKBOX program will be processed within 24 hours. Any and all enclosures with the negotiable instruments (letters, pictures, etc.) will be discarded. Inmates' families and friends should allow for additional mail time to Des Moines, Iowa. Funds cannot be brought into the institution by visitors. Transfers from other Bureau of Prisons (BOP) facilities should expect to receive their personal funds within 24 hours of arrival to the facility. Transfers from non-BOP facilities should expect to receive funds between five and seven days. If your funds have not been posted to your account within these times frames, please notify your unit team or the Business Office.

UNICOR

Overview:

UNICOR at FCC Victorville is a vehicular component factory that rebuilds and reconditions various types of motorized and non-motorized equipment such as but not limited to; trailers, forklifts, HMMWVs', 5 tons and various other Military and commercial vehicles. UNICOR provides this service for the Department of Defense and the Department of Homeland Security.

There are two factories, an outside Paint\Wash\Blast operation and a warehouse operation. Each factory has its own mission and is managed under separate financial records. The USP primarily supports the Department of Defense while the FCI-1 primarily supports the Department of Homeland Security.

Content:

1. Vehicular component factory:
Assembly and rebuilding of trailers, forklifts, HMMWVs, radiators and various types of sub components.
2. Support Operations:
UNICOR Business / Production Office, Inside / Outside Warehouse, Maintenance Department and Quality Assurance Department.
3. Hiring Procedures:
All Hiring Procedures are done in reference to Program Statement 8120.02 and by

obtaining a UNICOR application from your counselor, completing it, and submitting it to UNICOR or Unit Team. You will then be placed on one of two waiting list; Non-Prior UNICOR, and Prior UNICOR.

4. Hours of Operations:

We work a 7 ½ hour day from 7:10am until 3:15pm, Monday thru Friday, there is a Thirty five minute lunch period.

5. UNICOR Pay:

Normal entry level grade 5 is for those inmates who have never worked at UNICOR before. Those inmates with prior UNICOR work experience will enter at grade 4. All inmates will be promoted according to ability, seniority, attendance and grade availability. The pay rate is as follows:

Grade 5 = .23 per hr.	Grade 2 = .92 per hr.
Grade 4 = .46 per hr.	Grade 1 = 1.15 per hr.
Grade 3 = .69 per hr.	Premium = 1.35 per hr.

Non prior UNICOR employees will earn a half day vacation per month their first year of employment and 1 day vacation per month thereafter. Prior UNICOR employees will earn 1 day vacation per month. Longevity pay of .10 per hr. will be awarded after 18 months. An additional .05 per hr. will be added at 30, 42, 60, and 84 months. All the information about UNICOR pay and time in grade requirements is contained in your pamphlets.

6. Education Requirements / FRP Requirements

Education: UNICOR encourages all inmates to continue their education. Inmates that do not possess a High School diploma or GED will be restricted to a grade 4 until their completion and passing of their GED.

FRP Requirements for employment: You must make arrangements for financial obligations with your Unit Team.

7. Work standards/Clear Conduct:

Each inmate assigned to FPI shall comply with all work standards pertaining to his or her work assignment. Adherence to the standards should be considered in evaluating the inmate's work performance and documented in individual hiring, retention, and promotion/demotion situations.

INMATE WORKER STANDARDS

In general, inmate industrial workers should engage in all activities that promote workplace safety and avoid all activities that could result in injury to self or others.

- a. Inmate Worker Safety: Minimum Acceptable Standards. Staff are to advise inmates to:
- (1) Follow posted safety rules and procedures at all times while on work assignment;
 - (2) Report all injuries to the work supervisor immediately, no matter how minor or trivial the injury may appear to be;
 - (3) Use equipment, tools, or machinery only when directed by the work supervisor and only in the manner told to use them;
 - (4) Keep the work area neat and orderly as required by local safety rules and by the work supervisor, so as to not pose a safety hazard to self or to others;
 - (5) Always use required protective equipment provided at the work site. Such equipment includes, but is not limited to, safety shoes, eye protection, ear protection, respirators or face masks, protective clothing, and other items which may be designated by the SOI;
 - (6) Actively participate in regularly-scheduled safety talks and other safety-related training; and
 - (7) Maintain a personal appearance that meets FPI factory safety requirements, e.g. hair may not be so long as to create an unnecessary safety hazard in the judgment of the SOI.
- b. Quality Assurance Activities: Minimum Acceptable Standards. Staff are to advise inmates to:
- (1) Perform the work exactly to the specifications the supervisor assigns;
 - (2) Be attentive in performing the work so as to minimize the chance of error(s);
 - (3) Make no changes in materials and/or production procedures without the work supervisor's explicit permission for each change made; and
 - (4) Repair or correct product defects resulting from defective workmanship; whether done by oneself or by others.
- c. Personal Conduct and Hygiene: Minimum Acceptable Standards. Staff are to advise inmates to:
- (1) Work without causing friction with other inmate workers, and cooperate fully with peers;
 - (2) Obey and cooperate fully with the work supervisor and/or training instructor by successfully completing assigned tasks in the manner prescribed;
 - (3) Not bring prohibited items to the work area; and
 - (4) Observe basic standards of grooming and good hygiene.
- d. Punctuality and Productivity: Minimum Acceptable Standards. Staff are to advise inmates to:

- (1) Report to the assigned work or training area promptly when coming to work at the beginning of a shift, after meal(s) and/or after breaks;
 - (2) Remain at work during the time designated by the local work schedule;
 - (3) Use work time efficiently and keep nonproductive time to a minimum during hours of FPI factory operation;
 - (4) Meet work requirements (production) the work supervisor establishes for those work stations having no specific production standards;
 - (5) Meet all established production standards;
 - (6) Demonstrate an ability to adapt to changing work conditions to meet the goals of the FPI factory (including job reassignments); and
- (7) Demonstrate a willingness to develop additional skills through participation in, and completion of, on-the-job training and formal education and training programs.

Your employment in UNICOR is dependent upon clear conduct. If you receive an incident report your employment at UNICOR can be terminated. If you do any Disciplinary Segregation time, your employment can be terminated. It's important that you follow the rules of UNICOR and the institution to remain employed by UNICOR. Four things you will need to remember if you intend to work for UNICOR:

1. Report to work wearing SAFETY SHOES.
2. Report to work ON TIME.
3. Be ready to WORK when you arrive.
4. Wear SAFETY GLASSES while in production areas.

INMATE DISCIPLINE

TIME LIMITS IN THE DISCIPLINARY PROCESS

- **Staff become aware of inmate's involvement in incident.**

The Incident Report is ordinarily written within 24 hours.

- **Staff give inmate notice of charges by delivering Incident Report.**

Ordinarily given within 24 hours from the time staff become aware of the incident.

- **Initial Hearing (UDC)**

Ordinarily within 5 working days from the time staff become aware of the incident excluding weekends, holidays

and the day staff become aware of the inmate's involvement in the incident.

Discipline Hearing Officer (DHO)

Minimum of 24 hours, unless waived by inmate.

<u>THE DISCIPLINARY PROCESS: PROCEDURES</u>	<u>DISPOSITIONS</u>
Incident involving possible commission of prohibited act.	Except for prohibited acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges.
Staff prepares Incident Report and forwards it to Lieutenant	Except for prohibited acts in the greatest or high severity categories, the Lieutenant may resolve informally, or drop the charges.
Appointment of investigator who conducts investigation and forwards material to Unit Discipline Committee.	
Initial hearing before Unit Discipline Committee	Unit Discipline Committee may drop or resolve informally any Moderate or Low Moderate charge, impose allowable sanctions or refer to the Discipline Hearing Officer.
Hearing before Discipline Hearing Officer	The Discipline Hearing Officer may impose allowable sanctions, or drop the charges.
Appeals through Administrative Remedy Procedure	The appropriate reviewing official (the Warden, Regional Director, or General Counsel) may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

NOTE: DHO Appeals are to be filed directly to the Regional Office.

PROHIBITED ACTS 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.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

100 Killing.

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

197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

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

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200** Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201** Fighting with another person.
- 202** (Not to be used).
- 203** Threatening another with bodily harm or any other offense.
- 204** Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205** Engaging in sexual acts.
- 206** Making sexual proposals or threats to another.
- 207** Wearing a disguise or a mask.
- 208** Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209** Adulteration of any food or drink.
- 210** (Not to be used).
- 211** Possessing any officer's or staff clothing.
- 212** Engaging in or encouraging a group demonstration.
- 213** Encouraging others to refuse to work, or to participate in a work stoppage.
- 214** (Not to be used).
- 215** (Not to be used).
- 216** Giving or offering an official or staff member a bribe, or anything of value.
- 217** Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218** Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.

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

charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.**
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).**
 - B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).**
- C. Disciplinary segregation (up to 6 months).**
- D. Make monetary restitution.**
- E. Monetary fine.**
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).**
- G. Change housing (quarters).**
- H. Remove from program and/or group activity.**
- I. Loss of job.**
- J. Impound inmate’s personal property.**
- K. Confiscate contraband.**
- L. Restrict to quarters.**
- M. Extra duty.**

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.**
- 301 (Not to be used).**
- 302 Misuse of authorized medication.**
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.**
- 304 Loaning of property or anything of value for profit or increased return.**

- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.**
- 306 Refusing to work or to accept a program assignment.**
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).**
- 308 Violating a condition of a furlough.**
- 309 Violating a condition of a community program.**
- 310 Unexcused absence from work or any program assignment.**
- 311 Failing to perform work as instructed by the supervisor.**
- 312 Insolence towards a staff member.**
- 313 Lying or providing a false statement to a staff member.**
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).**
- 315 Participating in an unauthorized meeting or gathering.**
- 316 Being in an unauthorized area without staff authorization.**
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).**
- 318 Using any equipment or machinery without staff authorization.**
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.**
- 320 Failing to stand count.**
- 321 Interfering with the taking of count.**
- 322 (Not to be used).**
- 323 (Not to be used).**
- 324 Gambling.**

- 325 Preparing or conducting a gambling pool.**
- 326 Possession of gambling paraphernalia.**
- 327 Unauthorized contacts with the public.**
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.**
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.**
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.**
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).**
- 332 Smoking where prohibited.**
- 333 Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).**
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.**
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.**
- 336 Circulating a petition.**
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.**
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.**
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.**
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used**

only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (*e.g.*, kissing, embracing).

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

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

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

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

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

			level sanction (300 series).
Moderate Severity (300 level)	12 months	2nd offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2nd offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2nd or more offense	Disciplinary Segregation (up to 18 months).

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, 298, 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 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 prohibited 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).

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that you will be treated in a

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.

respectful, impartial, and fair manner by all staff.

2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.

3. You have the right to freedom of religious affiliation and voluntary worship.

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

5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.

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

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

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

2. You have the responsibility to know and abide by them.

3. You have the responsibility to recognize and respect the rights of others in this regard.

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

5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.

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

7. It is your responsibility to use the services of an attorney honestly and fairly.

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the

a legal assistance program.

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

materials and assistance.

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

10. You have the responsibility to take advantage of activities which will aid you to 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 participation in such activities.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and 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.

Sexually Abusive Behavior Prevention and Intervention



An Overview for Offenders

May 2005

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

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

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

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

however slight.

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

- b. **Sexual Assault with an Object**: the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE**: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).
- c. **Sexual Fondling**: the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.
- d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.

Your Right to be Safe from Sexually Abusive Behavior

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts**. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

Your Role in Preventing Sexually Abusive Behavior

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

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

What to do if you are Afraid or Feel Threatened

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

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

What to do if you are Sexually Assaulted

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

Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom**. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be

disciplined and/or prosecuted if the abuse is reported.

How to Report an Incident of Sexually Abusive Behavior

It is important that you **tell a staff member if you have been sexually assaulted**. It is equally important to inform staff if you have witnessed sexually abusive behavior . You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

Write directly to the Warden, Regional Director or Director.

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

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

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

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

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Counseling Programs for Victims of Sexually Abusive Behavior

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

Management Program for Assailants

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

BOP Policy Definitions

Prohibited Acts: Inmates who engage in inappropriate sexual behavior with or direct it at others, can be charged with following Prohibited Acts under the Inmate Disciplinary Policy.



U.S. Department of Justice

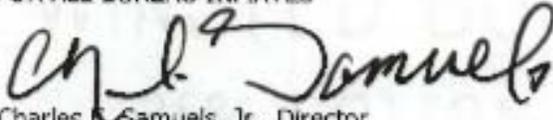
Federal Bureau of Prisons

Office of the Director

Washington, DC 20534

July 20, 2012

MEMORANDUM FOR ALL BUREAU INMATES

FROM: 
Charles L. Samuels, Jr., Director

SUBJECT: Suicide Prevention

As Director of the Federal Bureau of Prisons, I am committed to ensuring your safety, the safety of staff and the public. I am also committed to providing you with programs and services that can contribute to your ability to successfully reenter society. In this message, I would like to specifically address your state of mind, an important part of your overall well-being.

Incarceration is difficult for many people; many individuals experience a wide range of emotions – sadness, anxiety, fear, loneliness, anger, or shame. At times you may feel hopeless about your future and your thoughts may turn to suicide. If you are unable to think of solutions other than suicide, it is not because solutions do not exist; it is because you are currently unable to see them. Do not lose hope. Solutions can be found, feelings change, unanticipated positive events occur. Look for meaning and purpose in educational and treatment programs, faith, work, family, and friends.

Bureau staff are a key resource available to you. Every institution is staffed with psychologists who provide counseling and other supportive mental health services. Anytime you want to speak with a psychologist, let staff know and they will contact Psychology Services to make the necessary arrangements. Psychologists are not the only Bureau staff available to provide you support. Your unit officer, counselor or case manager, work supervisor, teacher, and treatment specialist are available to speak with you and provide assistance, as are the other staff in the institution, including recreation specialists and lieutenants. Help is available.

Every day, inmates across the Bureau find the strength and support to move ahead in a positive direction, despite their challenging circumstances. You may be reading this message while in a Special Housing Unit or Special Management Unit cell, thinking your life is moving in the wrong direction. But wherever you are, whatever your circumstances, my commitment to you is the same. I want you to succeed. I want your life to go forward in a positive direction – a direction personally fulfilling to you, but also a direction which ensures the safety of the staff and inmates who interact with you each day.

I know your road ahead is not an easy one. Be willing to request help from those around you.

"Learn from yesterday, live for today, hope for tomorrow."
~ Albert Einstein