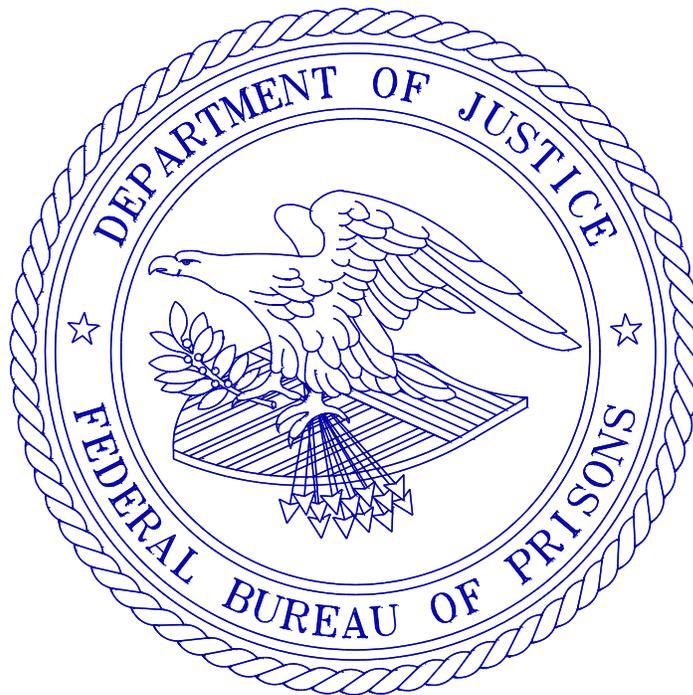


**Federal Correctional Institution  
(Medium)  
and  
Satellite Camp  
Williamsburg, South Carolina**



**ADMISSION AND ORIENTATION MANUAL**

**September 2011**

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### INTRODUCTION

Since you have been committed to the custody of the Attorney General, the Federal Bureau of Prisons (BOP) has designated you to this facility. Our goal is to make this a safe and clean environment for both staff and inmates. However, to do this, we need the cooperation of everyone. Therefore, we have prepared this Admission and Orientation (A&O) Booklet so you may understand more about this institution, its policies, and procedures.

This booklet is designed to give you a brief overview of this institution and the services that are available to you. It will inform you of your rights and responsibilities during your stay at FCI or SCP Williamsburg. Many of the topics will be discussed during the A&O lectures.

The orientation and classification process will take approximately two weeks. During this time, you will be given information by staff regarding programs and services of various departments. You will also receive a case management, medical and mental health screening.

During your confinement, we encourage you to ask questions or submit an Inmate Request to Staff Member (BP-A148.055) outlining your concerns. Staff will assist you any way they can. If they are unable to answer your question(s), they will either find the answer or direct you to the appropriate staff member. We encourage you to develop goals which will make a positive difference in your life. You should begin planning for your eventual release, now. Your Unit Team will provide you with the assistance necessary to prepare for your return to society.

## ADMISSION AND ORIENTATION

### ADMISSION:

When you first arrive at the Federal Correctional Institution (FCI), or the Satellite Prison Camp (SCP) Williamsburg, you will be processed by the Receiving and Discharge (R&D) staff on duty, a medical staff member, and a unit staff member. In general, this interviewing process involves obtaining a synopsis of your social and medical history, filling out identification forms, and completing personal property inventories. Additionally, during the admission process, you will be issued an inmate account card necessary for commissary, trust fund, and inmate telephone system transactions. **You are also required to carry this card on your person at all times.** After the initial screening in Receiving and Discharge, you may be placed in Administrative Detention pending an Admission and Orientation review panel. This panel consists of the Captain and the Special Investigative Supervisor. This panel will determine if you are suitable to be released to general population.

### ORIENTATION:

The purpose of the Admission and Orientation Program is to familiarize you with the programs and operating procedures of this institution. The A&O lectures will ordinarily be scheduled by Unit Team and you will be placed on the call-out.

### UNIT MANAGEMENT/CASE MANAGEMENT:

The functions of the unit staff are to assist you with program goals formulation, release planning, personal problem solving, and to provide you with a clean, safe place to reside while you are incarcerated at the FCI and Satellite Camp Williamsburg. To accomplish this, you must contribute to your own individual and unit progress and make every effort to treat others with respect and concern. Violations of institution rules or regulations will not be tolerated.

### ACCESS TO UNIT STAFF:

There are three units: Unit 1, Unit 2, and Unit 3. They are subdivided into four separate teams. The A-Lower Quad, B-Lower Quad, A-Upper Quad, and B-Upper Quad.

The Satellite Camp is established as one team.

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

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

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

**Correctional Counselor:** The Counselor provides counseling and guidance for you and other inmates in areas concerning institutional adjustment, personal difficulties and plans for the future. They play a leading role in all

segments of unit programs and is a voting member of the Unit Team. The Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. As a senior staff member, the Counselor provides leadership and guidance to other staff in the unit. The Counselor is a frequent member of the Unit Discipline Committee.

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

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties for the respective unit.

Each member of the Unit Team is a professional who will assist you in planning and accomplishing your program goals in preparation for your release. You are the most important member of the team and your accomplishments depend upon your own desires and motivation. The "Inmate Request to Staff Member" form, commonly called the "Cop-out," can be obtained from your Unit Team. This form is used to request appointments and to provide other written communication to staff. Staff members who receive these forms will reply on the bottom portion of the form within a reasonable time, normally not to exceed five working days.

Problems or complaints should be discussed freely with your Case Manager, Counselor, or Unit Manager. All problems should be resolved informally through direct communication and staff intervention. If you cannot resolve complaints informally you may file an Administrative Remedy (BP-229). These forms are supplied by your Counselor and must be returned to the Counselor.

**Schedule of Unit Services and Activities:** A Schedule of Unit Activities and Programs is posted on each unit bulletin board throughout the institution to inform you of that particular unit's unit based activities and programs developed and implemented by the Unit Manager.

**Provisions for Housing Disabled Inmates:** For those inmates that have disabilities, see your Unit Manager for any housing or other needs you feel are necessary.

**Articles for Hygiene:** Any inmate who is need of hygiene items, see your Unit Team within the unit you are staying.

**INMATE REQUEST TO REVIEW CENTRAL FILE:**

An inmate seeking to review his Inmate Central File shall submit a request to his Case Manager via Inmate Request to Staff Member. The inmate's request will be acknowledged and will be permitted to review the file whenever practicable. All file reviews must be done under constant and direct staff supervision. Those materials which have been determined to be non-disclosable shall be removed from the folder before inmate review. An entry shall be made on the Inmate Activity Record (BP-381) to show the date the inmate reviews the file. The staff member monitoring the review shall initial the entry and the inmate shall be asked to initial it.

**PROGRAM REVIEWS:**

Program reviews will be conducted every 90 to 180 days. These are conducted by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. As stated previously, these program reviews or team meetings are generally where you will initiate most of your requests and/or concerns. It is recommended you submit an Inmate Request to Staff

Member (cop-out) form to your Unit Case Manager prior to your scheduled program reviews, stating your concern. This will allow for your Unit Team to discuss the issue and prepare properly prior to the meeting. You will be placed on a team docket and call-out which will be posted on the inmate bulletin board.

**UNSCHEDULED PROGRAM REVIEWS:**

Pursuant to CFR §524.14, upon request of either the inmate or staff, a Program Review may be advanced. An inmate must provide a compelling rationale to the Unit Team demonstrating his need for an unscheduled Program Review. The Unit Manager is the approving official.

**UNMONITORED LEGAL TELEPHONE CALLS:**

In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call. Unmonitored legal calls will be scheduled in advance with a member from your Unit Team. Each Housing Unit will designate a room in the Unit Team office area specifically for unmonitored telephone calls.

**POSTAGE FOR INDIGENT INMATES:**

An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided the postage stamps for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be made to the Unit Manager.

**UNIT PROGRAMS:**

The following programs are initiated or monitored by Unit Management. An Inmate Request to Staff Member form will need to be submitted, or seek your Unit Team, as appropriate.

**Notary Services:** Unit Teams are to be contacted if these services are required.

**Attorney Visits:** Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. Your attorney must contact your Unit Team to arrange an attorney visit. During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described below. You are expected to handle the transfer of legal materials through the mail as often as possible.

**Central Inmate Monitoring Program:** The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be so notified by their Case Manager. Inmates in this category who apply for community activities should apply in ample time to allow the institution to obtain necessary clearances from the appropriate office.

**Communications:** Ordinarily there is a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest. Unit Managers may utilize Town Hall meetings at their discretion to foster improved communications.

**Town Hall Meetings:** Town hall meetings are held periodically in each unit.

These meetings are held to make announcements and to discuss changes in the policies and procedures of the unit. All inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be resolved by unit staff members during the regular working hours which are posted in each unit. An "Open Door" policy is usually in effect at these times.

**Community-Based Residential Programs:** The community-based residential programs available include both typical community corrections centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during Residential Re-Entry Centers (RRC) residence is 25 percent of the inmate's income. Most Bureau of Prisons community-based programs are provided in RRC's. These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. Each RRC provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is designed as a more restrictive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC, where recreation, visiting, and other activities are provided in-house. The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the RRC's, serving to facilitate the transition from the institution to the Community.

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

**Cost of Incarceration Fee:** In 1992, Congress enacted Public Law 102-395, requiring the Attorney General to establish policy and procedures to collect fees for incarceration costs. This policy applies to prisoners who are convicted in United States District Courts and committed to the custody of the Attorney General at any time; however, prisoners must begin serving a period of incarceration on or after January 1, 1995, in order to be subject to this policy. Unless exempted, the Cost of Incarceration Fee (COIF) is a financial obligation that sentenced inmates are encouraged to satisfy at the earliest possible time. Fees generated shall be used to "enhance alcohol and drug abuse prevention programs." Collection of the COIF should be viewed within the larger context of the Inmate Financial Responsibility Program (IFRP).

**Escorted Trips:** Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an immediate family member is seriously ill, in critical condition, or has passed away. The number of

officers necessary to escort the inmate is dependent upon the inmate's custody classification. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons' staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

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

**Access to Diplomatic Representation:** Pursuant to Program Statement 5140.40, Transfer of Offenders to or from Foreign Countries, an inmate who is qualified for and desires to return to his or her country of citizenship for service of a sentence imposed in a United States Court shall indicate his or her interest by completing and signing the appropriate form and forwarding it to the Warden at the institution where the inmate is confined.

**Unit Based Programs:** A Copy of Unit Based Programs developed and implemented by Unit Managers within their units will be posted in the unit bulletin boards. All inmates may sign up for any class via an Inmate Request to Staff form. Any inmate not following the posted unit rules and regulations will be Subject to disciplinary action.

**Consular Visits:** When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.

**Financial Responsibility Program:** Through the Inmate Financial Responsibility Program (IFRP), you are required to demonstrate a responsible effort and attitude toward satisfying your identified Court-ordered financial obligations. During initial classification and subsequent program reviews, the Unit Team will evaluate your financial obligations and establish a financial responsibility plan regarding payment. Obligations will generally include: Court-ordered fines, assessments, restitution, court costs, other government obligations, state or local court obligations, and child support. The financial responsibility plan must reflect a "responsible effort" toward addressing the financial obligation. If you refuse to participate toward your financial obligations you will not receive a performance pay above the maintenance level, and may preclude you from other programs and activities. In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 U.S.C., Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not

required for release from prison or transfer to a contract community corrections center.

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

**Furloughs:** A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other federal or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest, and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs. You may address furlough requests through your Unit Team.

**Halfway House Transfers:** Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a community corrections program. The Bureau's Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, state and local governments, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator. Community programs have three major emphases: residential community-based programs provided by Community Corrections Centers and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

**Inmate Access to Other Documents:** You can request access to the "Non-Disclosable Documents" in your central file and medical file or other documents concerning yourself that are not in your central file or medical file, by submitting a "Freedom of Information Act Request" to the Central Office, Office of General Counsel, Freedom of Information (FOI) Section, 320 first Street, NW, Washington, D.C. 20534. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your registration number and date of birth for identification purposes. A request on behalf of an inmate by an attorney, for records concerning an inmate will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

**Legal Copies:** In accordance with institution procedure, you may copy materials necessary for your research or legal matters. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free duplication to the Unit Team or Education Supervisor.

**Marriages:** The state of South Carolina statues on marriage require both parties to appear in the license office in order to obtain a marriage license. The state of South Carolina has the right to regulate marriages within their borders. The federal government has no control over Marriages of Inmates. However, Horry County is willing to issue a marriage license to

incarcerated inmates. The inmates intended spouse will need to report to the county courthouse located in Conway, SC to acquire the required paperwork that needs to be completed by both the inmate and intended spouse. The procedures are outlined in the Institution Supplement 5326.04B, Inmate Marriages.

**Parole:** Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term sentence. Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1997 and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file. All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole hearing must be made at least 60 days before the first day of the month of the hearings. Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager. Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Parole Commissioner. This confirmation usually takes three to four weeks and is made through the mail on a form called a "Notice of Action." This decision may be appealed by the inmate. Forms for appeal may be obtained from your Case Manager. If granted a presumptive parole date (a parole date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Board three to six months before the parole date. Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and approved employer before being released on parole.

**Program Reviews:** Program review meetings will be held every 90 to 180 days. These meetings are held by the Unit Team to review programs, work assignments, transfers, custody, institutional adjustment, etc. You will be placed on a team docket and call-out which will be posted on the inmate bulletin board.

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

**Selective Service Program:** Males are exempt from the registration requirement while incarcerated. However, if you are released before the age of 26, you will be required to register. You may contact the Unit Team for registration procedures.

**Team Participation in Parole Hearings:** The Case Manager prepares progress reports with input from the Unit Team, and compiles other information in the inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies. The inmate's Case Manager will ordinarily be present at that inmate's parole hearing. The Case Manager's function at the hearing is to assist the parole examiners, not as a staff representative for the

inmate.

**Treaty Transfer:** In December 1977, the United States entered into its first treaty (with Mexico) for international offender transfer. Since that time, the United States has entered into treaties with a number of other foreign countries. Generally, a treaty provides for a non-citizen, convicted of a crime and sentenced to imprisonment or some form of conditional release (probation, parole, etc.) in another country to be transferred to the individual's country of citizenship for sentence completion. While the term "prisoner-exchange" may be used, most actions under this Program Statement will be transfers and not offender for offender exchanges. The Unit Team can inform you if your home country has signed this kind of agreement with the United States and how to apply for transfer.

During the initial application process, unit staff will suggest the inmate contact the nearest foreign consular office to advise them of his or her desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate and can also assist the inmate in providing proof of citizenship. Consular officials may request to visit the inmate at the institution.

**Violent Crime Control Law Enforcement Act:** Section 20417 of Public Law 103-322, signed by the President on September 13, 1994 (18 U.S.C. § 4042(b)), requires the Bureau to notify state and local law enforcement officials at least five days prior to releasing to Supervised Release, probation or parole, of prisoners who have been convicted of a drug trafficking crime or a "crime of violence."

**Work Assignments and Work Reports:**

After completion of the A&O Program, you will be assigned to a permanent work detail, a training program, or a combination of both, based primarily on institution needs. For initial arrivals you remain unassigned until you are medically cleared. Factors considered in determining a specific work assignment are: your physical condition, educational level, previous work experience, general aptitude, ability to benefit from training, and plans for the future. Job assignments and changes are made by the Job Assignment Committee which consists of the Associate Warden of Programs, Case Management Coordinator, and Unit Manager.

Reports which evaluate your work performance will be prepared by your supervisor every 90 days or every 30 days if work reports are below-average. These performance reports are also used to help determine your eligibility for participation in community activities (i.e., furloughs). Unsatisfactory work reports may result in restriction from community programs.

**Performance Pay:** Each inmate who satisfactorily performs his work is eligible for pay based on the grade level for the particular job as established by his work supervisor. You may be awarded performance pay, generally at the rate of **\$.12** to **\$.40** per hour of satisfactory work performed, depending on the designated grade level. Pay grade levels range from 1 to 4, with 1 being the highest. Inmates receiving performance pay will be paid monthly. The pay period runs from the 1st through the end of the month.

**Call-Outs/ Change Sheet:** These items will be posted on the inmate bulletin board in the housing unit. Each inmate is responsible to review these changes daily.

**Chairs:** Chairs must be left in the individual cells when not in use. At no time will chairs be left to save places for the televisions or the telephones. Any markings other than the bed number are not authorized. Disciplinary action may be taken against inmates who mark or otherwise alter their chairs. Chairs are not allowed on the upper tears for television

viewing.

**Clothing:** Proper attire is mandatory Monday through Friday, 7:30 a.m. to 4:00 p.m., all inmates will wear authorized institutional issued clothing except for those inmates going to the recreation yard. The authorized institutional clothing is defined as the following for the FCI, Medium inmates; khaki pants, khaki shirts, khaki coat, safety-toed shoes, and belt. The authorized institutional clothing is defined as the following for the Satellite Camp inmates; green pants, green shirts, green coat, safety-toed shoes, and belt. Institution belts must be worn. Long pants will be worn neatly around the waistline and will not be worn around the buttocks. Pant legs will not be rolled/bloused, or worn inside the shoes/boots. All shirts will be buttoned with shirt tails tucked in. Thermal under shirts/sweat shirts may be worn under the khaki/green shirt tucked into the pants. Thermal underwear will not be worn as an outer garment, except in the individual's cell. Additionally, thermal underwear and sweat pants will not be worn under shorts except in the individual's cell. During the evening meals, weekends and holidays, inmates may wear sweat pants, athletic shirts, t-shirts and institution clothing to the dining hall. At no time is altered clothing permitted. Shirt or jacket collars must be left out - cannot be rolled under. Shoes must be laced and tied, and pant legs must be worn over the outside of the shoe. Religious headgear may be worn in authorized areas of the institution. Other headgear may not be worn in the Dining Hall. Excessively tight or loose fitting clothes (no sagging/bagging) will not be worn in any area of the institution. Personal or institutional clothing will not be altered in any manner, i.e., writing, sewing, cutting, etc. In addition, clothing items shall be worn only for their intended purpose, i.e., clothing will not be used for headgear. Shower caps may only be worn in the shower or individual rooms. Hairnets are not sold in the commissary, and therefore are not to be worn outside of the Food Service area. Authorized wave caps ("do-rags") are only allowed to be worn in the cell/room. Any item intentionally damaged or altered in an effort to gain a new item will result in an incident report and you may be held accountable for the replacement cost of the item.

**Coffee Cups:** Coffee cups may be taken to work details; however, they are not authorized at mainline.

**Common Recreation Area (FLATS):**

Sunday - Thursday

06:30 a.m. - 10:00 p.m.

Friday, Saturday and the Day Preceding Federal Holidays

06:30 a.m. - 10:00 p.m.

**Contraband:** Each inmate will be held accountable for any unauthorized item located in their individual locker. All occupants of a cell will be held accountable for any contraband discovered in the common area of the cell.

**Doors:** Rooms will be unlocked at 6:30 a.m. Unit Officers will not lock individual rooms for inmates during the workday. Rooms will be secured at 10:00 p.m., every evening.

**Emergency Button:** Each room is equipped with an emergency button to alert the Unit Officer of an emergency. **These buttons are to be used for emergency purposes only.**

**Hobby Craft:** Drawings and crochet are authorized hobby crafts allowed in the housing units. Materials will be restricted as outlined by the Recreation Department and maintained in your locker.

**Horseplay:** Horseplay will not be tolerated in any area of the institution.

**Laundry:** All laundry will be washed and dried in the institution Laundry Department. It is your responsibility to keep all your personal clothing clean. Inmates are issued two laundry bags for all clothing. The institution Laundry Department will accept linens (sheets and pillowcases) on a one-for-one exchange. The laundry exchange schedule is posted on the inmate bulletin boards in the housing units. An accumulation of dirty clothing will result in disciplinary action.

**Legal Materials:** Ordinarily legal material will be stored in the locker located in the room. Inmates requiring additional storage space for legal material will contact their Unit Team to request a legal storage box. Only inmates with a current active case will be issued a storage box, which will be stored under the inmate's assigned bunk. NOTE: Only legal work can be stored in the legal box.

**Mail Procedures:** Institution (Federal Correctional Institution), full name, register number, and institutional address must appear in the upper left hand corner of all outgoing mail. Regular mail must be unsealed when placed in the mailbox located outside the unit officer's station. Legal mail must be hand carried to the institution mail room located in the CSD Department between the hours of 11:00 a.m. to 12:00 p.m., Monday through Friday (except holidays). The unit officer will issue the regular incoming mail prior to or following the 4:00 p.m. count. The Unit Team will issue all accountable/legal mail.

**Noise:** Any noise above normal discussion level is prohibited throughout the unit. Radios require the use of headphones at all times. Quiet hours are from 9:30 PM to 6:30 AM.

**Official Counts:** There are five Official Counts everyday (12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m., 10:00 p.m.), plus a 10:00 a.m. count on Saturday, Sunday and Federal Holidays. Inmates will be in their rooms during all counts. The daily 4:00 p.m. count, 10:00 p.m. count and the 10:00 a.m. count will be "stand-up counts." Inmates will stand by their bed in plain sight of the officer. Correctional Services will conduct Picture Card counts at infrequent times. Do not distract those counting by talking or moving about. All radios and television sets will be turned off. When you are on out-count (for example, on kitchen duty, etc.) respond quickly and accurately if asked for your name and register number so the out-count can be promptly reported. At no time will inmates be counted in the television rooms.

**Personal Property:** All personal property including commissary items must be maintained in your locker. The only items allowed on the top of the locker are an alarm clock, and a religious book. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the locker. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. Locks may be purchased in the institution commissary to secure property stored in the locker.

**Rooms:** Monday through Friday, rooms must be clean and ready for inspection from 7:30 a.m. to 4:00 p.m. Saturday, Sunday and federal holidays, rooms must be clean and ready for inspection by 10:00 a.m. Rooms will be arranged as depicted in the picture posted on the bulletin board in the unit. Pictures, cards, notes, etc., will not be posted anywhere in the room, outside the lockers. Sexually explicit material is prohibited. Medical slips will be posted on the front side of the locker. Letters, books, photographs, newspapers, and magazines will be limited in the number that can be stored in the locker in accordance with the National Program Statement for Inmate Personal Property.

- Laundry bags cannot be hung from the beds or from the lockers at the FCI and on the hooks on the lockers at the Camp with the exceptions of outside rows.
- Beds are to be made daily as depicted in the picture posted on the bulletin board. Inmates off-duty, on vacation, or on medical lay-in, may lay on top of the bed; however, the bed must still be made by the prescribed time. Shoes, laundry detergent, and authorized musical instruments are allowed to be placed under the bed. No items will be stored on top of the bed (i.e., newspapers, magazines, etc) or under the mattress.
- Food items that are left open create a health hazard. These items must be properly sealed at all times and stored in its original container or a container purchased through commissary. Empty containers may not be used as drinking containers, cooking containers and/or chemical containers. They are to be thrown away.
- Except for the vent air deflector, no items may be placed in or on the air vent.
- No towels, blankets, or sheets may be placed on the floor or in the window.

**Two (2) - Man Room and Three (3) - Man Room:** The room must be kept as shown in the picture posted on the bulletin board. The only items allowed on the lockers are an alarm clock, and a religious book.

**Room Assignment:** The Correctional Counselor will approve all room assignments.

**Sanitation:** Rooms, television dorms and common recreation areas will be maintained at a high sanitation level at all times. These areas will be temporarily closed and cleaned whenever the sanitation level is not acceptable.

**Shakedowns:** Inmates will go through the metal detector upon entering and exiting the unit. Inmates and rooms are subject to shakedowns at anytime.

**Showers:** Showers will be closed periodically for cleaning throughout the day. Only two showers on the first and second floor will be open 7:30 AM - 4:00 PM.

**Telephones:** There are telephones located in the housing unit for inmate calls. All telephone calls will be limited to 15 minutes. Your telephone privileges are administered through the Inmate Telephone System (ITSII). You will be allowed to make calls to any number on your approved phone list. In the event the phone privilege is abused, calls may be limited to specific numbers or phone privileges may be denied. No third party telephone calls will be permitted. The BOP reserves the authority to monitor (this includes recording) conversations on any telephones located within its institutions. The daily monitoring is to preserve the security and orderly management of the institution and to protect the public. Your use of institution telephones constitutes consent to this monitoring. One telephone will remain on from 6:45 a.m. until lock down. You may contact your Unit Team to make an unmonitored legal call.

**Telephone Hours:**

Monday through Friday

6:45 a.m. - 7:30 a.m.

10:30 a.m. - 12:00 p.m. (general work call)

4:30 p.m. - lock down for the count

Saturday & Sunday

6:45 a.m. - lock down for the count

**TV Schedule:**

Sunday-Saturday, including Federal Holidays

6:45 a.m. - lock down for the count

Anytime staff determines a television was purposefully damaged or made inoperable, the inmate(s) will receive an incident report. If staff are unable to identify the inmate(s) responsible, the television will be removed and may not be replaced for an appropriate amount of time. Disruptive conduct, poor sanitation, and excessive noise in the television areas may result in termination of viewing privileges. Remote controls will be controlled by the Unit Officers.

On a quarterly basis the inmate population will be provided an opportunity to vote for four channels to be viewed on the televisions located in the common areas. These channels will not be changed unless authorized by the Unit Manager.

**Visitation:** Visiting in cells will not be permitted. Only inmates assigned to a particular cell are authorized to be in the cell. The door must remain open. Visitation by inmates from other wings or units is prohibited.

**Wake-Up:** A general wake-up for all inmates is 6:45 a.m. The unit is called to breakfast by Correctional Services. The Unit Officer will announce breakfast when notified, and the Control Center will announce meal times. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to prepare their room for inspection and/or arrive at work on time are subject to disciplinary action.

**Windows:** At no time will items be placed in any windows, to include the cell door windows.

**Unit Sanitation:** Inmates are informed of the rules regarding the maintenance of their individual rooms through the inmate A&O Handbook, the Unit A&O program, and referencing the rules posted on the unit bulletin board.

The following areas will be inspected:

- \* Floors Clean, swept, mopped, and buffed.
- \* Walls Clean, dusted and wet wiped.
- \* Beds Made properly.
- \* Lockers Clean, dusted and wet wiped.
- \* Desks Clean, dusted and wet wiped.
- \* Lights Clean, dusted and wet wiped.
- \* Vents Clean, dusted and wet wiped. Not blocked in any way.
- \* Windows Clean, dusted and wet wiped. No items on window or sills.
- \* Waste Basket Clean and emptied daily.
- \* Chairs Clean and free of markings.
- \* Sink and Mirror Clean, dusted and wet wiped.
- \* Toilet Clean
- \* Ledges Clean, dusted and wet wiped.
- \* Furniture Clean, dusted and wet wiped.

If a room receives a "failed" inspection, all occupants will be subject to disciplinary actions.

### POSTED UNIT RULES AND REGULATIONS

All unit regulations are intended to ensure the orderly running of the unit and are only minimal guidelines. Each inmate is expected to do his part in complying with the rules and guidelines as outlined below:

1. **Living Quarters**: Cells will be ready for inspection each morning at 7:30 a.m. The bed will be made at the time of inspection.

Nothing will be hung, pasted, taped, tied etc. to the beds, lockers, and walls (i.e., clothes lines, pictures, privacy sheets, etc.). Only pressed institution uniforms (Khakis/Whites), one (1) institution coat, one (1) hat, one (1) laundry bag, one (1) wet towel and washcloth per inmate may be hung on the provided hooks. **Nothing will be placed in the third locker or on the top empty bed in the multi-occupancy cells.**

- b) Lockers and desk tops will be clean and orderly, nothing is to be stacked or placed on top or under the desk top. Nothing will be maintained under your locker except the issued gray property box. The only items authorized to be maintained on top of your locker are an alarm clock, and a religious book. **Neither homemade shelving nor organizers are authorized in your assigned locker.**
- c) Trash cans will be emptied daily and kept clean. No plastic liners are authorized in the trash cans or in cells. Plastic liners are a fire hazard.
- d) Chairs will be stacked neatly at the back of your cell under the window unless being used in the common area during television viewing. Chairs should not be left outside the cell at any time except as noted above. Chairs will be confiscated if left unattended. Chairs will not be utilized on the upper tier hallway for television viewing nor will chairs be utilized for sitting while talking on the telephones. No markings other than the cell number should be on the chair. No pillows/cushions or other material is to be fastened to the chairs or chair legs.
- e) Chairs and trash cans are assigned by cell number to each cell. Chairs nor trash cans are permitted to be moved to other cells or other housing units.
- f) Windows will be clean and neat. Window sills will be free of any debris. No laundry, fruit, shoes, or other items should be kept on the window ledge or on the bars. No items are to be placed inside or outside cell windows. **This includes covering any part of the window on cell doors and window of the cell at any time.**
- g) **Nude or sexually suggestive pictures/photographs are not to be displayed in any manner, including inside your locker (i.e., bulletin boards, wall, beds, etc.). These pictures/photographs will only be stored inside a book or photo album.**
- h) All lights are to be turned off when no one is occupying the cell. Nothing is to cover the light at any time.
- i) Inmates are required to carry their commissary cards at all times. Failure to comply with this requirement may result in disciplinary action.

- j) **Vents should not be blocked to restrict the air flow** (i.e., cardboard, tape, paper).
- k) All commissary items will be maintained in your lockers. This includes anything purchased in the Commissary or received through Recreation (i.e., laundry detergent, thermos, drinks, plastic bowls, etc.)
2. **Visiting:** Visiting in cells will not be permitted. Only inmates assigned to a particular cell are authorized to be in that cell.
3. **Radios:** Radios are to be played with headphones only. Headphones are to be worn when radio is in use. No other method of listening to the radio is authorized. Battery packs are not authorized. Walkman type radios are the only authorized radios.
4. **Lockers:** Inmates in cells are authorized one (1) locker. **No homemade shelving nor organizers are authorized in your assigned locker. No items are to be placed in vacant lockers.** Any items found in a vacant locker will be considered contraband and confiscated.
5. **Mattresses & Pillows:** Inmates are only authorized one mattress and one pillow. Nothing will be stored under that mattress or pillow.
6. **Photos:** Each inmate may display appropriate personal (individual must be known by the inmate-no commercial pictures/photos) photos on the provided bulletin board. Handmade frames are not permitted. **Nude or sexually suggestive pictures/photographs are not to be displayed in any manner, including inside your locker (i.e., bulletin boards, wall, beds, etc.). These pictures/photographs will only be stored inside a book or photo album.**
7. **Boxes:** **Wood or cardboard boxes are not permitted in the cells.** Only authorized legal boxes are permitted with prior approval of unit staff. The legal box will be maintained under the bed against the wall.
8. **Cell Changes:** All cell changes will be coordinated through the appropriate Correctional Counselor. **The Unit Manager may remove an inmate from his quarters for management reasons.**
9. **Shoes:** Shoes or boots are to be stored on the floor in a straight line under the bed with heel facing out. Also, they may be secured in the locker.
10. **Towels:** All wet towels or washcloths will be hung on the hook provided.
11. **Books:** 5-Books (hard/soft), 5-magazines (not over 90 days old), and 5-newspapers (not over 1 week old) will be stored in the locker. Any excessive material is considered a fire hazard and unauthorized.
12. **Quiet Hours:** The hours from 9:30 p.m. until 6:30 a.m. are designated as quiet hours.
13. **Counts:** There will be no talking, movement, radio playing, etc., during counts. The 4:00 p.m., 10:00 p.m., and 10:00 a.m. count will require inmates to be in a standing position with their

feet on the floor and lights on in the cell.

14. **Telephone**: Three telephones are located on each tier of the housing unit. Inmates are expected to use the telephone in a responsible, orderly manner. Each call will be limited to fifteen minutes. Failure to comply may result in disciplinary action. Inmate requests for unmonitored legal calls will be made through the unit Counselor (**Three-way phone calls and sharing pin numbers are not authorized**).
15. **Mail**: Regular mail will be passed out after the 4:00 p.m. count by the unit officer. Legal mail will be posted and distributed by unit staff each week day. Outgoing mail will be given to the unit officer. All outgoing mail, except legal mail, must be unsealed.
16. **Showers**: All showers will terminate at lockdown until 6:30 a.m.. Only two showers on the lower and upper tier designated by staff will be open 7:30 a.m. until 2:30 p.m..
17. **Television**: Television viewing is designated during the following times:  
Monday through Friday: 6:45 a.m. until lockdown; however, 8 a.m. through 10 a.m. the televisions will be turned off except for the News and two (2) Spanish television.  
  
Weekends and Federal Holidays: 6:45 a.m. until lockdown
18. **Cards and Games**: Cards and games are only permitted to be played in the activity rooms.
19. **Microwaves**: Microwaves located in the unit are for all inmates' use. Microwaves must be kept clean at all times. **Failure to keep the microwaves clean may result in the loss of that privilege.** Items containing metals are prohibited.
20. **Inmate Supplies**: Inmate supplies are distributed by the Unit Counselor as needed.
21. **Bulletin Board**: The bulletin board located by the ice machine and officer's station in the unit will be reviewed daily by all inmates.
22. **Laundry Room**: No laundry Rooms are available at this Institution.
23. **Clothing**: Inmates are to wear appropriate clothing at all times. The minimum amount of clothing permitted outside the cell is a t-shirt, shorts, and shoes. No headgear of any type except authorized religious headgear is to be worn in the common area of the housing unit except in your cell. This includes do-rags.
24. **Restricted Area**: You are restricted to the pod you live in. You are out of bounds if you are located in another pod or unit, without staff permission.
25. **Personal Property**: All personal property will be maintained in your locker. Refer to Program Statement 5580.07 and Institutional Supplement WIL 5580.07 (Inmate Personal Property) regarding specific limitations.

- 26. Unit Sanitation Inspection:** During unit inspections, the unit entrance way and common areas will be cleared of inmates. All inmates will report to their assigned cell and remain there until the inspection is completed.
- 27. Workouts:** No type of workout is authorized in the housing unit at any time. This includes individual cells with the exception of pushups and sit-ups.
- 28. Census Counts:** There will be no inmate movement during the AM and PM Census Counts.
- 29. Special Purchase Items:** Each time an inmate purchases a major item, such as a radio, shoes, watch, or headphone, the inmate must bring an Inmate Request to Staff Member and item to be disposed of to the Unit Counselor. The item will be discarded by the Unit Counselor or mailed home at the inmate's expense. The Inmate Request to Staff Member will provide the inmate with authorization to purchase a replacement item. The Commissary Staff will forward a copy of the sales receipt to the Unit Team for placement in the inmate's central file. This receipt will be in place of the BP-383 form.

**HEALTH SERVICES UNIT (HSU):**

**Health Services Duty Hours:** Regular duty hours are from 7:30 a.m. until 4:00 p.m., Monday through Friday, however, urgent or emergency care is available to all inmates 24 hours a day.

**Administrative Remedy:** The administrative remedy process will work the same at this institution for health services issues as it does for any other issue in accordance with established policy.

**Organization:** Clinical care of inmates at FCI and SCP Williamsburg is under the direction of the Clinical Director, who provides direct patient care and supervises other clinical health care providers. Administrative responsibility and supervision of non-clinical staff is under the Health Services Administrator's (HSA) direction.

**Privacy:** Staff will see inmates individually in a private examination area. Other inmates will not be present, except in emergencies or other unusual circumstances (i.e., as an interpreter when staff interpreters are not available). Staff will provide inmates the opportunity to discuss their medical complaints without other inmates being present.

**INTAKE SCREENING:**

**Newly Incarcerated Inmates:** Health Services clinical staff will conduct an initial assessment of each newly committed inmate upon his arrival which will include the completion of a physical examination.

**Bureau Intra-system Transfers:** The Medical Summary of Federal Prisoners/Aliens In Transit form (BP-S659.060) or the Bureau of Prisons Electronic Medical Record (BEMR) Exit Summary will be reviewed. A comprehensive Intake Assessment will be completed in BEMR as well.

Newly incarcerated or intra-system transfer inmates with perceived immediate medical/dental/mental health needs will be referred to the appropriate health care staff for evaluation.

## **PHYSICAL EXAMINATION:**

**Newly Admitted Inmates:** An initial complete physical examination to determine medical needs will be done within 14 days of admission and TB screening will be initiated within two working days. The initial complete physical examination includes, but is not limited to, the Mid Level Practitioner (MLP) or Physician performing a physical examination, annotating this examination in BEMR, and ordering appropriate laboratory and diagnostic tests, if clinically indicated.

**Transfer Inmates:** Unless clinically indicated, Health Services staff do not need to complete a new physical examination on an inmate who has had one documented, provided the inmate has been in continuous custody. A complete physical examination will be required for inmates who are out of BOP custody for more than 30 days (e.g. furlough, writ, or a halfway house failure). For an inmate transferred from another Bureau institution, staff need not conduct a second complete initial history and physical assessment if the inmate has already had a complete health assessment for this period of confinement.

**Periodic Health Examinations:** Age-specific preventive health examinations (e.g., cancer screening) for the inmate population are available. Inmates may request an examination through the submission of an Inmate to Staff Request. Approval by the Clinical Director or his designee(s) will be given, if the examination is clinically indicated.

**Food Handlers' Examinations:** Inmates will not be assigned to Food Service work details until they are cleared by Health Services. If a complete history and physical examination has been documented but is more than one year old, a brief in-person examination will be conducted to update the inmate's history and screen for the conditions listed below.

Annual Food Handler examinations will not be required, however, upon orientation to Food Service, Food Service staff will provide inmates with an information sheet instructing them to report to their detail supervisor should they display symptoms of any of the following:

- Acute or chronic inflammatory conditions of the respiratory system;
- Acute or chronic skin conditions;
- Acute or chronic intestinal infections (vomiting or diarrhea); or
- A communicable disease.

**Note:** HIV, HBV or HCV infection or latent TB (positive PPD without active tuberculosis) pose no risk of food borne transmission, and **are not precluded from working in Food Service based on this status alone.** The primary care provider will determine the inmate's suitability for Food Service.

**Chronic Care:** Chronic Care Clinics (CCC) are a means for inmates with ongoing medical needs to be tracked and examined by a health care provider at clinically appropriate intervals. A physician will see all inmates assigned to a CCC every six months, or more often if clinically indicated.

High risk or medically complex chronic care inmates will be seen more frequently in accordance with good clinical judgment, in addition to or in conjunction with regular visits with their primary provider.

## **SICK CALL/TRIAGE/ACCESS TO CARE:**

Triage is defined as the classification of patients according to priority of

need for examination and/or treatment. Triage allows truly urgent conditions to be addressed adequately on the same day, while also allowing more routine conditions or concerns to be addressed at a scheduled appointment.

Sick Call is a time provided to allow for the triage of conditions of a sudden, acute, or urgent nature (e.g. chest pain, asthma attack, active bleeding, sudden pain or swelling after injury). Misuse of sick call may result in disciplinary action.

- An appointment will be scheduled with the appropriate provider within a time frame appropriate for the inmate's condition and medical needs; or
- If no follow-up appointment is warranted, the inmate will be advised of other options (e.g. obtaining over-the-counter medications from the Commissary), etc.

**FCI Sick Call:**

10:30 a.m. Monday, Tuesday, Thursday, and Friday  
(Except Federal Holidays)

**SCP Sick Call and Triage Request Drop Off Time:**

3:00 p.m. Monday, Tuesday, Thursday, and Friday  
(Except Federal Holidays)

**Special Housing Unit (SHU) Sick Call:** Sick Call Triage Requests will be passed out during the evening rounds by a Health Services staff member per the inmate's verbal request. Requests will be collected during the morning SHU pill line by Health Services Staff. The HSU will triage the inmates request and schedule appointments, as stated above.

**Appointments:** Virtually all clinical services provided to the inmates will be by appointment, scheduled several days to weeks in advance through a request from the inmate or follow-up appointments determined by the providers. Failure to report for an appointment may result in disciplinary action.

**Emergency / Urgent Care Needs:** It is the responsibility of the inmate to seek medical attention, when possible, for conditions requiring prompt medical attention. Examples of conditions requiring prompt medical attention include, but are not limited to: chest pain, loss of vision, active bleeding, sudden loss of bowel or bladder control, and acute pain.

During normal working hours or after hours, inmates will report to the detail supervisor or nearest staff member. The staff member notified will contact Health Services or the Operations Lieutenant. During normal working hours, Health Services will coordinate transportation to the Health Services Unit for evaluation. After hours, the Operations Lieutenant will contact Health Services and/or coordinate transportation to local hospital services, as the inmate's condition requires.

**Consultant Services:** Health Services Unit clinical staff may request evaluation of an inmate by a specialty consultant. The Utilization Review Process will approve or disapprove the request, and inmates will be notified in writing as to the disposition and decision of the UR committee. Bureau physicians are not obligated to follow all consultant recommendations.

**Pharmacy Services:** Provides medications and treatments in accordance with the Bureau of Prisons Formulary. Medications will be provided as self-carry items or as observed medication administration (Pill Line). The Pharmacist will provide patient education privately at the point of issue. The education is to be private, and only one inmate is permitted at the pharmacy window at a time. At anytime, the Pharmacist in consultation with the Clinical Director or designee, may restrict a medication from a self-carry item to pill line.

Over-the-counter medications, such as those provided at the Commissary (e. g. acetaminophen, aspirin, and antifungal cream) will be provided to indigent inmates per the Over-the-Counter guidelines.

Inmates will be referred to the commissary to purchase vitamins when their use is for general prevention or health maintenance or for conditions when their use has been promoted but not scientifically proven (e.g. Peyronie's disease, macular degeneration.) When a vitamin supplement is clinically indicated as part of a treatment regimen, the vitamin will be considered medication and will be supplied by the HSU, subject to restrictions in the National Drug Formulary.

Health Services staff will not prescribe, nor will the commissary sell, nutritional supplements such as glucosamine/chondroitin, fish oil, herbal preparations, and other non-Food and Drug Administration (FDA) approved substances.

**FCI Pill / Insulin Line Times:**

6:45 am	Morning Pill Line& Insulin Line
10:45 am - 12:30 pm	Medication Pick-up / Refill Drop / Pill Line
5:30 pm	Insulin Line
8:30 pm	Evening Pill Line

**SCP Pill / Insulin Line Times:**

6:45 am	Morning Pill & Insulin Line
3:00-3:30 pm	Medication Pick-up and Refill Drop Off /Evening Pill Line / Insulin Line

An inmate assigned to Pill or Insulin line time is required to show at the prescribed time. All medication received is by inmate consent and may be refused at the pill line. Failure to report to pill line may result in disciplinary action.

Possession of: expired medication, two or more medications in a single vial, another inmate's medication, or medication without a label is not authorized. Such will result in confiscation and may result in disciplinary action.

**DENTAL SERVICES:**

**Dental Examinations:**

**Admission and Orientation (A&O) Examination:** All inmates designated to the FCI or SCP, will receive an A&O examination within 14 days of arrival. This examination is performed only once during an inmate's current incarceration. Any examination performed after the A&O Examination is either a periodic or

comprehensive treatment planning examination.

**Comprehensive Treatment Planning Examination:** This examination will be completed prior to providing non-emergency treatment.

**Periodic Examination:** A periodic oral examination is performed to reassess the oral health of the inmate. Inmates who transfer to another Bureau institution may request a periodic examination only if the initial A&O examination is more than six months old.

**Dental Treatment:**

**Emergency Dental Care:** Emergency care includes treatment for relief of severe dental pain, traumatic injuries, acute infections, sedative fillings, extraction of non-restorable teeth, and gross debridement of symptomatic areas. Emergency dental care will be available to all inmates on a 24-hour basis. Emergency dental care is of the highest priority and will be provided during dental triage/sick call.

**Dental Triage/Sick Call:** Dental triage will occur during normal work hours. Dental staff will triage and prioritize inmate requests for services and schedule appointments based on need. Only emergency care will be provided during triage.

**FCI Dental Sick Call / Triage**

10:30 a.m. Monday - Friday (Except Wednesday and Federal Holidays)

**SCP Dental Sick Call and Triage Request Drop Off Time:**

3:00 p.m. Monday - Friday (Except Wednesday and Federal Holidays)

**Special Housing Inmates:** Inmates being housed for less than a 12 month period will have access to dental triage and emergency care only. Health care staff assigned to these areas will notify dental services of emergency cases requiring evaluation, as requested using the Sick Call / Triage Request form. At the end of this 12 month period, the inmate will be eligible to receive routine care.

**Non-Emergency Dental Treatment:** Institutions will provide access to non-emergency dental care for sentenced inmates, as resources of staff, time, and materials are available, and commensurate with the inmate's ability to maintain good oral health.

Non-emergency dental treatment is elective and an inmate may request this care through the Inmate Request to Staff Member procedure. Dental prophylaxis (hygiene appointment) is considered non-emergency care. Prophylaxis will not occur more than once a year for healthy patients.

**Consultants/Specialty Services:** If the dental services require a dental specialist's assistance, arrangements will be made through the Health Services Administrator.

**Continuation of Outside Treatment:** The Bureau is not responsible for completing dental care or therapy initiated prior to incarceration. Care will be provided as policy and resources dictate.

Fixed or removable prosthetics fabricated as part of outside care may be sent to the Chief Dental Officer. However, the inmate will be informed that the Bureau is not responsible for any unsatisfactory prosthesis from an outside source.

Previously started endodontic and periodontic therapy will be evaluated for treatment continuation. The Chief Dental Officer will determine maintenance or completion according to professional judgment and available resources.

**Refusal of Treatment:** If an inmate refuses a procedure recommended in the treatment plan, the dentist may deny elective care. Inmates refusing care will be eligible for emergent care only.

**MISCELLANEOUS INFORMATION:**

**Advance Directives and "Do Not Resuscitate (DNR) Orders":**

Increasingly, inmate and health care providers are confronted with difficult and sensitive decisions regarding health care, including the decision to have extraordinary means of care and life support withheld or withdrawn in cases of a terminal condition or irreversible illness.

- Inmates may direct, in advance, to withhold or withdraw certain medical treatments when recovery or cure is not possible.
- Inmates may appoint, in advance, proxy decision makers who will make critical health care decisions for them should they become incapacitated and unable to make such decisions for themselves.

The patient's right to refuse medical treatment is not absolute and, in all cases, will be weighed against legitimate governmental interests, including the security and orderly operation of correctional institutions. To protect the interests of both the inmate and the Government, the Government may, in some cases, seek judicial or administrative review of the declaration in an Advance Directive.

Inmates must submit an Inmate to Staff Request regarding additional information and assistance from the Health Services Administrator, in order to properly complete required documentation in accordance with Bureau of Prisons Policy and South Carolina state law.

**Eyeglasses:** The Bureau will furnish prescription eyeglasses to any inmate requiring them, as documented through a professional prescription. Federal Prison Industries, FCI Butner NC, is the only approved vendor at Government expense.

Inmates may purchase reading glasses at commissaries which stock them. If approved, inmates may retain their eyeglasses at admission. An inmate desiring more than one pair of glasses, or a pair of a different style than the Bureau provides, will obtain a copy of his prescription for purchase at personal expense. Repair of privately obtained glasses will be at inmate expense.

**Contact Lenses:** Contact lenses will only be prescribed when, in the clinical judgment of a Bureau or contract optometrist or ophthalmologist, with the concurrence of the Clinical Director and Health Services Administrator, an eye-refractive error is best treated with the prescription of contact lenses. HSU staff will evaluate sentenced inmates arriving at an institution with contact lenses and refer them to a Bureau or contract optometrist or ophthalmologist to determine whether they may retain the lenses. Unless contact lenses are medically necessary, HSU staff will inform the inmate that prescription glasses must be obtained from home; or an appointment will be made with the institutions optometrist for an eyeglass prescription. Once the glasses are received, the contact lenses must be returned to the inmate's personal property or mailed home.

**Exposure to Blood borne Pathogens:** Inmates exposed to another person's blood

or body fluids need to report to the nearest staff member immediately, so that they can be assessed and provided medical treatment by Health Services, if clinically indicated.

**Hearing Aids:** Hearing aids can be justified only by bona fide clinical indication. The Clinical Director, in consultation with an audiologist or otolaryngologist, will determine if a hearing aid is medically necessary.

The Health Services Administrator will ensure that batteries are available for inmates with hearing aids. If an inmate brings a personal hearing aid into the institution, after verification, he will be allowed to keep it. However, the inmate may not purchase a personal hearing aid once committed to an institution.

**Medical Duty Restrictions/Idle/Convalescence:** Medical Duty Status restrictions must be consistent with the inmate's medical and/or mental health condition.

**Medical Idle:** Maximum of three calendar days for recuperation from an acute illness or injury. The inmate is restricted to his quarters except for meals, religious services, and medical call-outs or pill lines.

**Medical Convalescence:** Maximum of 30 calendar days for extended recuperation from an illness, injury, or surgery. Convalescence is specifically indicated to facilitate recuperation by not subjecting the inmate to the rigors of his job assignment, or to minimize the risk of injury to the inmate, other inmates, or staff at the work site due to the inmate's medical condition.

Inmates on convalescent status may attend other programs including education classes, drug awareness programs, etc. Restrictions on recreational activities may be written on a case-by-case basis. (For example, an inmate who is rehabilitating from orthopedic surgery may need access to the recreation facilities to walk, or to do specific exercises prescribed by their health care providers.)

**Medical Footwear:** The Bureau is responsible for providing one pair of safety shoes to each inmate, suitable for their job assignment. The Program Statement on Inmate Personal Property lists other types of shoes which inmates may bring into the institution, or purchase at their own expense.

Occasionally, custom shoes or orthotic devices may be medically necessary to accommodate a significant foot deformity or to decrease the chance of injury to feet with impaired sensation (e.g. an inmate with a diabetic neuropathy may need an extra deep, extra wide toe box in their work shoe in order to minimize irritation.

- The Clinical Director must approve all requests for purchase of custom shoes and/or orthotic devices.
- Custom shoes or orthotic devices will be purchased through the institution Health Services Cost Center.

**Medical Records - Release of Information:** You may review your medical record in the presence of a clinical member of the Health Services staff. With receipt of an Inmate Request to Staff Member (cop-out) form to the Health Services Administrator or the Medical Records Technician, you may request copies of your medical record. Portions of your medical record may be Freedom of Information exempt. You will be informed of exempted materials and provided information on how you may obtain these additional copies. The first 240 pages of your record are provided at no cost. Copies in excess of the 240 free pages are charged at the rate of ten cents per page after the first 100 and deducted from your commissary account. Please be specific when

requesting materials, referencing either a particular time frame of care or specific documents.

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

## **PSYCHOLOGY SERVICES**

### **PSYCHOLOGY SERVICES:**

The Staff Psychologist is responsible for performing diagnostic, therapeutic, research, educational and evaluation functions related to psychology. The Psychologist plans, organizes, participates, and provides professional expertise for counseling programs. This includes assessing your needs and designing corresponding programs for you. The Psychologist is available by submitting an Inmate Request to Staff Member, or in an emergency, by alerting a staff member. Psychology services perform a variety of functions for the inmate population. Some of these functions include presenting psycho-educational classes on Anger & Stress Management, Drug Education, Sexual Abuse/Assault Prevention and Intervention, Smoking Sensation and programming related to the Comprehensive Residential Drug Treatment Programs.

**Counseling Activities:** There are many alternatives for inmates who have personal problems, and desire to correct them. These options include Alcoholics Anonymous, Narcotics Anonymous, People in Prison Entering Sobriety, self image groups and other voluntary groups. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary. Unit staff are available for informal counseling sessions and they also conduct formal group counseling activities.

## **FOOD SERVICES**

### **FOOD SERVICES:**

The goal of the Food Service Department is to provide nutritious, appetizing meals and meaningful work assignments for those inmates desiring to enhance their skills in Food Service.

**Food Service Work:** The morning shift positions include Bakery, Cook, Dining Room, Vegetable Preparation, Pots and Pans, and Dish Room with working hours in three shifts such as: Bakery 4:40 a.m. - 12:30 p.m. and 5:30 a.m. - 1:30 p.m. Positions available for the afternoon shift include Cook, Dining Room, Dish Room and Utility. Working hours are from 10:30 a.m. - 6:30 p.m. and 11:30 a.m. - 7:30 p.m. Proper uniforms will be worn by all Food Service workers, including beard guards, hair nets or paper hats and steel-toed boots. Pay grades are based on job assignments within the Food Service Department. A minimum of 90 days will be required before any job changes.

**Menus:** All menus are based on a five week cycle, which includes a variety of selections from different food categories utilizing a heart healthy concept. Special meals may be served on holidays. A Certified Program is offered for religious diets. Inmates utilizing this program must be approved by the Chaplain. This program includes five hot entrees per week, along with cold entrees. This program is recognized by religious groups and is in accordance with all nutritional requirements of the American Dietetic Association. Insulin dependent diabetics will be allowed an evening snack according to policy.

**Meal Schedules**

Weekday	Breakfast:	6:45 a.m. - Until completed
	Lunch:	10:30 a.m. - 12:00 p.m.
	Dinner:	After 4 p.m. count
Weekend	Coffee Hour:	7:00 a.m. - 08:00 a.m.
	Brunch:	After 10 a.m. count
	Dinner:	After 4 p.m. count

**CORRECTIONAL SYSTEMS (CSD)**

**CORRECTIONAL SYSTEMS DEPARTMENT (CSD) :**

The CSD Department is located between the Lieutenant's office and the Special Housing Unit. The CSD Department consists of the Mail Room, Receiving and Discharge (R&D), and the Records Office.

**Mail Operations:** Regular outgoing mail at the FCI may not be sealed. All outgoing inmate mail will be picked up Monday through Friday in the units and delivered to the Mail Room for processing. You must place your full committed name, register number, and the institution's return address on all outgoing mail by attaching a printed label from Trulincs. The address is as follows:

**FCI**

Committed Name/Register  
Federal Correctional Institution, Williamsburg  
Post Office Box 340  
Salters, SC 29590

**SATELLITE CAMP**

Committed Name/Register Number  
Federal Prison Camp, Williamsburg  
Post Office Box 340  
Salters, SC 29590

If this information is not on your letters, they will be returned to you. All incoming mail for the inmate population must be received through the United States Post Office. This includes all letter mail and packages. You are not allowed to correspond with inmates confined at other federal institutions without prior written approval by the Unit Manager of each inmate at each facility. Correspondence with inmates confined in non-federal institutions, requires prior written approval by the Warden at each facility.

Incoming legal/special mail must be clearly marked "**Special Mail - Open only in the Presence of the Inmate.**" This will avoid possible opening and screening as general mail. Mail is treated in accordance with the United States Postal Service Regulations. The BOP Program Statement on Correspondence and the Mail Management Manual are on file in the law library. Mail is delivered Monday through Friday before or after the 4 p.m. count in the common area of each housing unit by the Unit Officer. On Saturdays, Sundays, and federal holidays, there is no mail delivery. Incoming mail is opened and inspected. Delivery of legal mail will be conducted by the Unit Team. You may receive hard cover publications directly from the publisher, a bookstore, or a book club. The package must be marked "Books" or "Media Mail" or it will be rejected at the post office. Newspapers are allowed to be received by subscription only. All postage requirements are your responsibility. Postage stamps are to be purchased through the commissary and cannot be received through the mail.

**Incoming Publications:** (see current policy) You may subscribe to, and receive, publications without prior approval. The term "publication" means a

book, single issue of a magazine or newspaper, or materials addressed to you, such as advertising brochures, fliers, and catalogs. In subscribing to, or requesting such materials, you are to use your correct address as described previously in this handbook.

Inmates that are housed at the Satellite Camp may receive soft-cover publications such as books and magazines from any source. Inmates housed at the Medium facility must receive soft-cover publications from the publisher, book store, or book club. **All** inmates must receive hardcover books and newspapers (including publications on newsprint) from the publisher or a book club only. Inmates can only receive five books (soft-cover or hard-cover) or magazines in a single mailing. For safety and sanitation reasons, accumulation of the publications will be limited to five magazines, five newspapers, and not more than ten books in any combination of hard and soft covers. When sending soft cover books, magazines, or legal material, correspondent shall write the contents on the outside of the mailing container.

Inmates must receive prior approval for correspondence course materials. Approval is determined by the Education Department, and a current list will be provided to the Mail Room. Those that are not on the approved list will have their correspondence materials sent back to the sender.

**Inmate Correspondence with Representatives of the News Media:** An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody. Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

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

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). Correspondence privileges must be approved at both facilities.

This policy is not limited to federal institutions. It includes any known penal facilities.

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

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

**Mailing of Inmate Property:** Inmates may not have personal items mailed into the institution, with the exception of release clothing, or medical needs. Inmates wishing to have these items mailed into the institution must send a written request to their counselors, or Medical staff. The department will inform the inmate of the decision. If the request is approved, the department head, or their designee, will complete the appropriate authorization form. Athletic items are available in the Commissary for purchase and may not be mailed in except as a special purchase order. In other words, you may not receive tennis shoes, athletic clothing, etc. from family or friends. The Mail Room Officer will not approve any item or package for delivery unless this approval form is on file.

**Change of Address/Forwarding of Mail:** All general mail will be forward to the last known address, for a period of 30 days after the inmate departs. After the 30-day period, general mail will be returned to sender. All Legal/Special mail will be forward to the last known address indefinitely. However, it is strongly advised that the inmate contacts those individuals with their new address as soon as possible.

**Certified/Registered Mail:** You may use certified, registered or insured mail at your own expense. You may contact your Unit Team or the mail room for the proper form. You may not be provided services such as express mail, private carrier service, COD, or stamp collecting while confined.

**Receiving Property:** If you transferred from another federal institution, the R&D Officer will place you on call-out when your property arrives.

**Sentence Computations:** The Records Office reviews all files for possible warrants and detainers. All sentence computations, jail credit, Good Time sanctions, and changes to release dates are reviewed and calculated by the Designation and Sentence Computation Center (DSCC) in Grand Prairie, Texas. New commitments should have their release date computed within 30 days of arrival. If you have any questions about mail, property, or your sentence computation, they can be answered at the ISM open house on Tuesdays and Wednesdays from 10:30 am to 12:00 pm, or by submission of an Inmate Request to Staff Member form.

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

**Detainers:** Warrants (or certified copies of Warrants) based on pending charges overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can effect institutional programs. Therefore, it is very important that you initiate efforts to clear up these cases to the degree you can.

Case Management staff may give assistance to you in your efforts to have detainers disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence.

The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Federal and state detainees may be quickly processed under the procedures of the "Interstate Agreement on Detainers". This agreement applies to all detainees based on pending untried charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainee was lodged. For you to use this procedure, the warrant on an untried charge must be lodged with the institution. If no detainee is actually lodged at the institution, but you know of pending charges, it is important for you to contact the court and district attorney because, in some states, the detainee notice may start the time running for a Speedy Trial Act agreement.

**Good Conduct Good Time:** This applies to inmates sentenced for an offense committed after November 1, 1987. The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be fifty-four (54) days per year based on time served, not on the length of your sentence. This is not awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

**THE GOOD TIME DISCUSSION BELOW DOES NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.**

**Good Time:**

"Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence -- that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date. The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done, however, even when it is, the extent of the benefit to the offender may not be equivalent to the good time earned.

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

- \* Not greater than one (1) year:  
Five (5) days for each month of the not less than six (6) months or more than one (1) year sentence.
- \* More than one (1) year, less than three (3) years:  
Six (6) days for each month of the stated sentence.
- \* At least three (3) years, less than five (5) years:  
Seven (7) days for each month of the stated sentence.
- \* At least five (5) years, less than ten (10) years:  
Eight (8) days for each month of the stated sentence.
- \* Ten (10) years or more:  
Ten (10) days for each month of the stated sentence.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions. If the sentence is for five (5) years or longer, 18 USC 4206(d)

requires the Parole Commission to release an offender after he or she has served two-thirds of the sentence, unless the Commission determines that he or she has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he or she will commit a crime. For offenders serving sentences of five (5) to ten (10) years, this provision may mandate release before the date established by subtracting good time from the sentence. Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six (6) months; a shorter period does not qualify for good time under the statute, and a longer period cannot be part of a split sentence.

**Extra Good Time:** The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold extra good time. The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A "disallowance" means that an inmate does not receive an extra good time award for only one calendar month. A "disallowance" must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which extra good time has been disallowed or terminated.

**Industrial Good Time:** Extra good time for an inmate employed in Federal Prison Industries, Inc., is automatically awarded, beginning on the first day of such employment, and continuing as long as the inmate is employed by Federal Prison Industries, unless the award is disallowed. An inmate on a waiting list for employment in Federal Prison Industries is not awarded industrial good time until actually employed.

**Community Corrections Center Good Time:** Extra good time for an inmate in a Federal or contract Community Corrections Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

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

**Lump Sum Awards:** Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of extra good time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than thirty (30) days. If the recommendation is for more than thirty (30) days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award. No award will be approved if the award would be more than the maximum number of days allowed under 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is

calculated. Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons: an act of heroism; voluntary acceptance and satisfactory performance of an unusually hazardous assignment; an act which protects the lives of staff or inmates or the property of the United States; a suggestion which results in substantial improvement of a program or operation, or which results in significant savings; or any other exceptional or outstanding service.

**Good Time Procedures:** Extra good time is awarded at a rate of three (3) days per month during the first twelve (12) months, and at the rate of five (5) days per month thereafter (i.e., the first twelve (12) months, as stated, means eleven (11) months and thirty (30) days - Day for Day - of earning extra good time before an inmate can start earning five (5) days per month. For example, if an inmate were to stop working, transfer from industry to an institution job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in the calculation of the first twelve (12) months). If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made. An inmate may be awarded extra good time even though some or all of the inmate's statutory good time has been forfeited or withheld. Extra good time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainer Act. Extra good time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action. An inmate committed for civil contempt is not entitled to extra good time deductions while serving the civil contempt sentence. An inmate in an extra good time earning status may not waive or refuse extra good time credits. Once extra good time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

## **TRUST FUND**

### **TRUST FUND OPERATIONS:**

The Office of Financial Management is composed of two sections: Accounting and Inmate Services. The Accounting Section handles receipts; Inmate Services handles Trust Fund Sales, Laundry Operations, Inmate Telephone System, and Inmate Photo Program, payrolls, withdrawals, releases, etc.

### **Accounting Overview and Specifics:**

#### **Receipt of Funds:**

#### **Upon commitment of return from Writ or furlough and self surrenders:**

- A Temporary Receipt (BP-197) is issued. Inmate receives white copy. Money is put in night deposit box near control room.
- The money will be forwarded and sent to the Centralized Lock Box.

**General Description of Flow of Inmate Funds:** All inmate money is processed through the Centralized Lock Box program.

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

LOCKBOX picks up funds

Receipts from the public

- Approved Types of Negotiable Instruments
- Money orders
- Government checks
- Foreign negotiable instruments (U.S. currency only)
- A 15 day hold will be placed on all deposits except those received that are Post Office Money Orders & U.S. Treasury Checks.
- Inmate name
- Eight digit inmate register number
- Bureau of Prisons
- Department of Justice
- U.S. Treasury Department
- Federal Bureau of Prisons
- Trust Fund
- Any reasonable variation of the above

Money from other Federal Institutions is transferred electronically. If after five working days, an inmate has not received funds from another institution, the inmate should complete a Request to Staff and send it through institution mail to the Business Office. The Business Office will forward to the institution which has the funds.

**Payrolls:** Both Institution & Unicor Payrolls are received in the office of Financial Management and posted by the 10<sup>th</sup> of each month.

**Withdrawals:** Inmate obtains a BP-199 (45) Request for Withdrawal of Inmate Personal Funds. Address should be complete and include a zip code. Amounts of up to \$500 the BP-199 (45) can be approved and signed by Unit Manager. Amounts over \$500 the BP-199 (45) must be approved and signed by Associate Warden (Programs).

Checks are issued by US Treasury Department. Check should be received by payee in 2 to 3 weeks from receipt of BP-199(45) in the Office of Financial Management. Should the payee not receive the check after 6 weeks, the payee must submit a letter to the Office of Financial Management stating that they did not receive the check. The Office of Financial Management will request that US Treasury issue a tracer. The check will be cancelled and the money placed back on the inmate's account (approximately 10 to 12 weeks). If the check has been cashed, Treasury will provide a copy of the cancelled check.

**Sales:** The commissary is open from Monday to Friday. Sales hours are posted by memorandum for both the FCI and Camp in the Housing Units. Your shopping day is determined by the 4 & 5<sup>th</sup> digit 00011-000, of your registration number. Shopping days will be rotated each Quarter. The shopping schedule is indicated on the shopping form. Any change brought about by holidays, inventory, etc., will be made known to the inmate population by memorandum posted on the unit and commissary bulletin boards. Only one inmate at a time is allowed at the sales window. All sales are final upon leaving the sales window. No item can be exchanged once the sale is made.

Special Housing Unit sales are conducted on Thursday. All order forms are approved by the Special Housing Unit/Operations Lieutenant before the order is processed.

Any questions concerning your account will be handled by the Automatic Inquiry Machine (AIM) located in the Commissary lobby. If a problem exists with your account, you may submit a BP-148 (Inmate Request to Staff Member) form to the Business Office.

All inmates must be in possession of their Inmate Account card for all transactions associated with the Trust Fund Sales Unit. Any changes of appearance or destruction of the card will require that the inmate be charged a \$5 replacement fee.

**Note: You are to shop on your day! The ONLY exceptions will be for first time shoppers.**

**Monthly spending limitation:** January through November, the maximum spending limit is \$320, in December the maximum spending limit is \$370.

**Validation dates:** Validations are based on the formula of the fifth digit of the register number X 3 plus 1. This equals your validation day.

**Mark up:** All commissary items are marked up by multiplying the cost of the item by 1.3 and carrying to the next highest five cent denominator (example: ice cream purchase cost is 70 cents X 1.3 = 91 cents. We would then round to the next highest nickel for a selling price of 95 cents. All profits support the operation of the commissary and are distributed by Central Office.

**Stamps:** You may purchase up to and have in your possession the dollar amount of 20 first class postage stamps at any time.

**Order procedure:** All orders will be filled from the commissary list only. All items are on this list with the exception of new items, which appear on the daily list and are posted in the commissary lobby. Upon completion of the sale, you will sign a receipt and one copy of the receipt will be given to you. Once your shopping list is submitted you cannot add to the list. It is your responsibility to keep your receipt for proof of purchase.

**Hobby craft/Special Purpose Orders:** All orders are requested through the recreation department. Prior to the order being placed, your account will be frozen for the amount of the order including mark-up. If you do not have sufficient funds in your account, the order will be cancelled and returned to recreation. If you still wish to purchase the item, you must reorder. Exceptions include religious and educational items, which must be requested through the respective departments.

**Local Use Only Items:** A list of items approved for local use only is posted in the Commissary lobby. These are items which are sold in our local commissary which may not be transferred between institutions. If at the time of transfer an inmate has these items in his possession, the inmate will bear the cost of mailing these items home.

**Inmate Telephone System:** The inmate telephones will normally be activated between 6:45 a.m. and 10:00 p.m. each day. Only one telephone per housing unit will be available for inmate use between the hours of 7:30 a.m. until 10:30 a.m. and from 12:30 p.m. until 3:30 p.m., Monday through Friday. All phones will be turned off at 3:30 p.m. and turned back on at 4:30 p.m. An inmate may not place calls to telephone numbers for which all the actual expenses for the call cannot be directly and immediately deducted from the inmate's account, except for collect telephone calling. This prohibition includes three-way calling, third party billing and electronic transfer of an ITS call, regardless of whether the call was placed either debit or collect. Inmates may not receive or retrieve voice mail messages, subscribe to a voice

mail or other recorded messenger service.

**Direct Dial/Debit Calls:** Direct dial rates for local long distance and international telephone calls are set at a standard per minute flat rate for each type of service. All rates are established at the national level.

**Collect Calls:** Every inmate is allowed to make collect calls. SHU inmates may place collect calls; however, their access to the telephone is limited depending on their detention status. Collect calling rates will be charged in accordance with the ITS II contract requirements.

**Legal Calls:** Unmonitored collect legal calls or any other type of legal call can be arranged through your Unit Staff.

**Call limits:** All telephone calls (direct or collect) are limited to maximum of (15) minutes per call. A warning tone is programmed to sound at the end of (14) minutes. After completing any telephone call, regardless of duration of the call, each inmate is subject to a 15 minute waiting period before he may place another call. The waiting period cannot be waived. The Warden reserves the authority to modify or extend the waiting period without advance notice.

**Telephone Numbers:** Upon gaining access to TRULINKS inmates can update their phone numbers and email addresses list as needed.

**Phone Access Code:** A Phone Access Code (PAC) is established for each inmate upon his arrival. The PAC number is provided to the inmate through their Unit Team. If an inmate reports his PAC has been compromised, staff will immediately notify the Trust Fund Supervisor. There is a \$5 fee for issuing a replacement PAC, if the PAC is lost, stolen, or otherwise compromised as determined by the Trust Fund Supervisor.

**Deposits to ITS Accounts:** Each inmate will be responsible for transferring his funds from his commissary account to his TRUFONE account. All transfer of funds will be accomplished by using any of the inmate telephones located in the inmate's housing unit. Only two transfers of funds will be allowed per day. Inmates shall transfer funds only in whole dollar amounts. An inmate may not purchase phone credits if disciplinary sanctions specifically restrict his telephone privilege. However, inmates with commissary privilege restriction may purchase phone credits. Once funds are transferred to an inmate's TRUFONE account, funds may **NOT** be transferred back to his Trust Fund account.

**Releases:** Inmates should try to expend all telephone credits before release or transfer. An inmate being released will have his telephone funds transferred to his inmate Trust Fund account on the working day preceding his release. Direct dial debit calls cannot be placed after this transaction. Payment of funds remaining in the inmate's commissary account is paid to the inmate in accordance with Federal Bureau of Prisons policy.

Transferred inmates ITS accounts are not closed. The new designated institution will transfer in the ITS account. When this is completed the ITS account is ready to use with the same PAC and phone numbers.

**Phone Room Open House:** There are NO open house hours for the Inmate Telephone Office. However, if you have any questions or concerns pertaining to your phone account you may submit a BP-148 (Inmate Request to Staff Member) and your questions will be answered.

**Vending Operations:** Copiers are available for inmate use with a Purchase Copy Card. A prepaid card operated machine is located in Education. Individuals utilize machines at their own risk. No refunds will be offered. A maximum of two copy cards may be purchased during each commissary sale with a total of three cards in your possession at any given time.

**Inmate Photography Program:** Ten (10) photo vouchers can be purchased each week. An inmate may not have more than ten (10) vouchers in his possession at any time. All vouchers will be sold for \$1.00. One photograph will be given per photo voucher. Inmates are not allowed to give photo voucher(s) to any other inmate. All photo vouchers must be signed prior to use. Inmates must personally be in each photo.

**Laundry Operations:** A centralized laundry for the inmate population is provided by FCI Williamsburg for all institutional-issued clothing articles. In order to use the FCI laundry services, each inmate will put his soiled laundry into his issued laundry bag, cinch it tightly, and deliver it to the laundry according to the schedule below:

FCI Laundry:

Monday	6:45 a.m. to 7:30 a.m.	All Units
Tuesday	6:45 a.m. to 7:30 a.m.	All Units
* Wednesday	6:45 a.m. to 7:30 a.m.	All Units
Thursday	6:45 a.m. to 7:30 a.m.	All Units
Friday	6:45 a.m. to 7:30 a.m.	All Units

\*Note: Wednesday is the morning designated for linen exchange and issuance of hygiene items.

The laundry is closed on weekends and Federal holidays.

Inmates will be permitted to pick up their clean laundry the next working day. During the hours of 6:45 am. - 7:30 a.m. and from 10:30 a.m. - 12:30 p.m. If your clothing is not labeled, contact the laundry via an Inmate to Staff Member Request form, to get this corrected. The institution dress standards require all institutional clothing to be labeled with inmates name and number. The labels are not to be defaced. All clothing and jackets without labels are considered contraband.

All institutional clothing and linen, to include blankets, are to be washed in the institutional laundry. Inmates can exchange sheets, pillowcases, and blankets for clean ones each Wednesday between 6:30 a.m. and 7:30 a.m. on a one-for-one basis only. Authorized clothing exchange must be requested by the inmate in a request to staff. The request to staff will be answered, and a date and time will be given for the exchange. This exchange typically occurs when a size correction is needed.

Under garments	Every 6 months
(T-shirts, Socks, Boxers)	Every 6 months
Khaki shirts/pants	Every 9 months
Jacket	Every 12 Months
Boots	Every 12 Months

Clothing requiring alterations/repairs must be clean and turned in daily from 6:30 a.m. to 7:30 a.m. After the alteration/repair has been completed, the item(s) will be placed in the respective numerical bin for pickup.

**RELIGIOUS SERVICES:**

Religion can be a significant influence in a person's life, especially during imprisonment when more time for thought and reflection is available. To assist you in this regard, the Chaplains are available to assist you in meeting your spiritual needs as well as providing pastoral counseling on an individual basis. Participation in religious programs is voluntary. There are regular organized religious services in most major faiths. The schedule of regular religious activities is posted on bulletin boards in the Chapel and in the housing units. Approved volunteers and contract clergy will assist the Chaplains.

The FCI Williamsburg Religious Services Department offers the following services:

**Religious Services:** A weekly Religious Services schedule is posted in each Housing Unit, as well as the Chapel, indicating when the various faith groups meet.

**Religious Property:** Religious Property must be approved by the Chaplains. Religious Property can be purchased by contacting the Chaplains and receiving a Special Purchase Order. A list of vendors and approved religious articles is available from the Chaplains.

**Religious Diets:** An inmate wishing to participate in a religious diet must fill out an "Inmate Request to Staff Member" to the Chaplain requesting to be interviewed for the Religious Diet Program.

**Religious Fasts:** If an inmate wishes to participate in a religious fast, he must request to do so by writing to the Chaplain at least 45 days prior to fasting.

**Religious Ceremonial Meals:** An inmate must request to participate in a ceremonial or commemorative meal in writing 60 days in advance. Only inmates whose religious preference reflects the specific religion celebrating the meal may attend.

**Special Religious Visits:** The Chaplains may approve a special religious visit from an area clergy person or religious leader. These visits will take place in the Visiting Room and all regulations regarding visiting will apply.

**Pastoral Counseling:** The Chaplains will be available during scheduled and non-scheduled periods of time to provide inmates with religious and spiritual guidance. Inmates desiring to speak with a Chaplain should submit an "Inmate Request to Staff Member" or stop by during open hours.

**Chapel Library:** The Chapel library is open most evenings and some afternoons. (See Chapel Activities Schedule for evenings and afternoons when Chapel Library is open). Inmates may utilize the tape players, video players, and chapel literature during this time.

**Special Housing Unit:** Chaplains will make regular visits to the Special Housing Unit and provide inmates with specific religious materials.

**Emergency Notifications:** Generally, a Chaplain will notify an inmate of a serious illness or death in the family. When the Chaplain is not available a member of the Unit Team or Lieutenant's Office, will notify the inmate. Inmate families should call the Bureau of Prisons at 843-387-9400 to notify the Chaplain of an emergency.

**Life Threshold Program:** This program is open to inmates from all faiths. It is a Residential program for inmates who are within 24 to 60 months of

their projected release date. All interested inmates meeting the above criteria should contact the Chaplain.

### **EDUCATION SERVICES:**

**Philosophy:** The Philosophy of the Education Department at FCI Williamsburg is to provide a flexible education program in the belief that a coherent pattern of courses will help the inmate attain an education that will enhance effectiveness, success and productivity as a person and a citizen. Inmates can, and do, change their behaviors only when they themselves are motivated to do so. It is with these principles in mind that the education staff is personally committed to assist each inmate in attaining personal, educational, occupational and life skill goals. The Education Department supports these principles as well as those governing the occupational, recreational, and personal dimension of the inmate's lifestyle. In fulfilling its function as a center of learning, the Education Department offers programs and services in the following areas; General Equivalency Diploma; English as a Second Language; Post-Secondary Education; Vocational Education; Social Education - Life Skills; Parenting; Adult Continuing Education; Career Counseling/Release Preparation; Recreation/Leisure Activities; Law and Leisure Library Services.

**Admission Policy:** The Unit Team, including a representative from Education, programs and approves all course work. In most cases, inmates will be mandatorily enrolled in the General Education Development (GED) Program for 240 hours if the individual was sentenced on or after May 1, 1991, and does not have a documented High School Diploma or GED Certificate. Inmates will have 60 days from the date of their arrival at Williamsburg to provide verification of a GED or High School Diploma. Inmates may elect to withdraw from the program upon completion or when the required time in class has been satisfactorily fulfilled. Further, all inmates sentenced after May 1, 1991, will be required to obtain a GED or show documentation of a high school diploma to be eligible for promotion above pay grade 4. In addition, the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA) mandates that any inmate, with a date of offense on or after September 13, 1994, but before April 26, 1996, who does not have a high school credential, must participate and make progress toward attainment of a General Education Development (GED) in order to vest earned Good Conduct Time. The Prison Litigation Reform Act (PLRA) provides that in determining Good Conduct Time Awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress toward attainment of a GED credential. Inmates with Deportation Detainers who were sentenced under either act must participate and make satisfactory progress in order to vest Good Conduct Time (VCCLEA), or be eligible to earn the maximum amount of Good Conduct Time (PLRA). An alien who is subject to a final order of removal, deportation, or exclusion is eligible for, but is not required to, participate in a literacy program, or to be making satisfactory progress toward earning a General Educational Development (GED) credential, to be eligible for a yearly award of good conduct time. The amount of good conduct time awarded for the year is also subject to disciplinary disallowance.

An inmate makes satisfactory progress unless one of the following occur:

1. The inmate refuses to enroll in the literacy program.
2. The inmate is 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.
3. The inmate withdraws from the literacy program.

Likewise, all inmates who are not proficient at an 8th grade competency level will be mandatorily enrolled in English as a Second Language (ESL) if the individual was sentenced on or after May 1, 1991. Individuals with a

deportation detainer are not required to attend. Participation in all other classes is voluntary. All course work is recorded and entered into a reporting system, and a complete file is maintained by the Education Department. The Education Coordinator for each program initiates the scheduling procedures necessary for actual enrollment.

**Selection of Courses:** The selection of secondary or post-secondary courses is made by the individual inmate in cooperation with the Education Department. Inmates wishing to enroll in any of these courses must have completed their GED or possess a high school diploma.

**Educational Advisors:** The Testing Administrator functions as an Educational Advisor and will interview you prior to your classification with the Unit Team. During this meeting, they will go over your test scores and discuss educational programming based on your educational/vocational needs or desires. Your Educational Advisor will answer any questions you have concerning school and explain the programs offered. The Educational Advisor is primarily responsible for monitoring your educational progress and reporting any needs or problems to your Unit Team. This is the first person you should contact on any education related problems, concerns, requests or questions.

**Attendance:** Education programs at this institution are considered an assignment. Unless you have a verified medical excuse in writing or are on call-out, you must be in class during your assigned class. Inmates will be notified by call-out when enrolled in any education program. Once enrolled in a course, the inmate is expected to report promptly to class and work toward completion of the course.

**First-Day Attendance Procedures:** Inmates scheduled for classes are placed on the call-out and/or the change-sheet for the first day of enrollment. In most cases, GED and ESL students begin classes on Monday. Once enrolled in a course, the inmate is expected to be prompt to class and to work toward completion of their program. **Call-Out Sheets are posted daily. It is your responsibility to check Call-Out and Change Sheets each day!**

**Testing Requirements:** All inmates who do not have a high school diploma or a GED are required to complete the Test of Adult Basic Education (TABE) or the Spanish Assessment of Basic Education (SABE). Once this test is taken, inmates will be enrolled into the appropriate GED class. These tests should be taken seriously and completed to the best of your ability. A high score could lead you straight to the GED Examination. The **GED Examination** will be administered at the FCI and SCP for those inmates successfully completing the GED program or achieving a high passing score on the TABE test.

### **Course Descriptions:**

**Literacy:** The low level reading skills course is designed for those inmates who score below the 5th grade reading level as determined by the TABE test. These courses are held Monday through Friday. This course involves more intense individualized prescriptive instruction. A conglomerate of testing assessments will be utilized to determine each student's strengths and weaknesses, including learning styles.

**General Equivalence Diploma (GED):** The General Equivalence Diploma (GED) program is designed to help each inmate attain a High School Equivalency or GED. Those inmates who have not completed high school and were sentenced to a BOP facility on or after 05/01/1991 are required to complete the GED program. An alien who is subject to a final order of removal, deportation, or exclusion is eligible for, but is not required to, participate in a literacy program, or to be making satisfactory progress toward earning a

General Educational Development (GED) credential, to be eligible for a yearly award of good conduct time. The amount of good conduct time awarded for the year is also subject to disciplinary disallowance. The GED program is designed as preparation for the GED Exam. Within the program, the student pursues a course of study that enables him to develop a more advanced general knowledge in the five GED test areas; writing, mathematics, reading, science, and social studies. Specialized instruction and workbooks are available to the student. Academic level placement is determined by the results of the TABE exam administered to all applicable inmates within 90 days after arrival. Once the course work and testing is successfully completed, a High School Equivalency Certificate will be issued.

English as a Second Language (ESL): This program affords inmates who do not speak English the opportunity to learn. Non-English speaking inmates are required to attend this program if the Comprehensive Adult Student Assessment System (CASAS) placement test is not passed with a score of 225 or higher. The exception to this requirement is inmates who have a detainer and are deportable. The first objective of the program is to teach basic vocabulary and conversational skills. As the student progresses, the vocabulary is expanded and written English is added to the curriculum. This program will have beginning and advanced levels.

Vocational Training: Vocational Training (VT) is provided for inmates who want to acquire marketable job skills. Each VT program consists of live work and classroom instruction. Upon completion, the inmate will be prepared for an entry level position in the field of study and a general knowledge of related career options. The Education Department currently offers Introductory and Advanced Carpentry, Introductory and Advanced Cabinet Making, and Introductory and Advanced Culinary Arts.

Apprenticeship Programs: The Education Department is currently approved for Electrical, Plumbing, HVAC, and Industrial Housekeeping apprenticeship programs through the State of South Carolina. You must be on the appropriate work detail to participate in these programs. See the program coordinator for additional information.

Post Secondary Education: Correspondence courses are authorized at FCI Williamsburg. However, all correspondence courses must be approved through the Education Department prior to enrollment and delivery of any materials.

Social Education: The purpose of the Social Education Program is to provide inmates an opportunity to learn skills for their personal use. These can be in a variety of areas concerning development of the skills and knowledge necessary to be a successful and productive independent member of society. Topics may include: developing and maintaining various relationships; managing a budget; health and fitness; increasing personal knowledge and self-control, parenting skills and family support.

Parenting Course: This course is presently being offered through the Education Department. This program offers a variety of workshops and activities. The course is designed to assist individuals in many areas including but not limited to the following:

- a. Maintaining a positive relationship with your child while incarcerated.
- b. Learn and recognize the various stages of human development and how to contribute to your children's needs.
- c. Individuals will learn how to develop and foster self-esteem and self-worth in your children.

- d. Individuals will learn to recognize safety concerns which will assist them in preventing and responding to childhood emergencies.

Life Skills/Release Preparation: The Release Preparation course was organized to assist inmates who have less than two years remaining on their sentence, with the transition of reentering the mainstream of society. The course involves the following subjects: interviewing, resume writing, job hunting, completing applications, job retention skills, personal financial management, and pursuing further education and training.

Adult Continuing Education: Students interested in refresher skills or continuing education may sign up for various courses that are offered on a rotating basis throughout the year. Schedules of upcoming courses are posted on the Education and Unit Team Bulletin Boards for your review.

Library Services: The Leisure Library offers a wide variety of book selections for check out. Reference books, magazines, and newspapers are available for check-out in the library only. An Inter-Library Loan program is being offered in conjunction with the SC State Library System. Specific questions or concerns should be addressed to appropriate Education Staff.

Law Library: Materials in the law library may not be removed from the building. Electric typewriters are available in the law library for legal use only, on a first come first served basis. Typewriter ribbons and correction ribbons are sold through the Commissary. Procedures for check-out of books with the inmate law clerk are as follows: Fill out required information on the form provided and submit it to the inmate Law Clerk. The books will be issued after notation of the books condition has been made. Your completing and signing the sheet, acknowledges that it will be returned in good condition. A photocopy machine is available and requires a vending card, with funds, in order to operate. This machine is for inmate use only, and if damaged may result in unwanted downtime. Specific questions should be directed to the appropriate Education staff member.

Awards and Recognition: Monetary Awards: a monetary award will be recommended for inmates who complete the GED or the ESL program. Each month a Student of the Month will be selected from the GED, Literacy, and ESL classes. These inmates will receive a Certificate of Achievement recognizing this accomplishment. Annually, the Education Department will conduct a graduation ceremony recognizing inmates who have completed the GED program, ESL program, VT program, and/or other courses deemed appropriate by the SOE.

Veteran's Benefits: Veteran's/Social Security Benefits may be limited to individuals during incarceration; however, veterans' dependents may apply to receive veteran benefits. After release from incarceration, individuals may apply again, and possibly be entitled to benefits, which include home loans, college, vocational training and medical. Upon release, individuals are encouraged to visit the nearest Veterans/Social Security Office or Job Service. The following information can be obtained in the Education Department on Veterans/Social Security benefits: Application for a Social Security Card, Social Security How You Earn Credits, Social Security Disability Benefits, Social Security Benefits for People with HIV Infection, Social Security Supplemental Security Income and What Prisoners Should Know About Social Security.

**RECREATION PROGRAMS:**

Leisure time is free time available to inmates not having scheduled daily work or program assignments. A well-rounded recreation program has been established to meet inmate needs. Programs include but are not limited to

intramural sports, community based sports (at the discretion of the Executive Staff), informal sports, physical fitness and wellness, special events, hobby craft, music, movies and other leisure time activities. Specific interests and additional recreational activities will be considered when a demand appears to be sufficient to make other programs feasible. A gymnasium, softball fields, jogging track, soccer field, handball, bocce ball, basketball, and volleyball courts are available. A passive recreation area for board games; a wellness resource library; and sports television viewing is also available. All hobby craft programs require enrollment into the program and compliance with all regulations. Specific rules are posted in Recreation. Those hobby craft programs that are not restricted to the recreation area require inmates to enroll with recreation staff and inmates must comply with the same Special Purpose Order (SPO) and mail-out procedures as other hobby craft programs restricted to the Recreation area. Please refer to the Institution Supplement regarding Recreation Programs, for specific rules and procedures and also a listing of approved hobby craft SPO items. Various card and table games are available for use in the housing units. Flagrant unsportsmanlike conduct of a verbal or physical nature will not be tolerated, and may result in a seasonal suspension from the activity and/or disciplinary action. The official rules and regulations governing all structured and informal activities are posted on the recreation bulletin board and are available in the recreation office.

**BARBER SHOP:** You are expected to keep your hair neat and clean. You may not wear an artificial hairpiece. Mustaches and beards are permitted. The Barber Shop hours are posted in the unit. The Barber Shop is closed during all official counts. There will be no hair cutting anywhere other than the Barber Shop.

### **CORRECTIONAL SERVICES:**

**Count Procedures:** Five official counts of the inmate population are made during each 24 hour period. On weekends and holidays, a sixth official count will be conducted.

1. 12:00 a.m.
2. 3:00 a.m.
3. 5:00 a.m.
4. 10:00 a.m. (Saturday, Sunday, and Holidays - Stand-up Count)
5. 4:00 p.m. (Stand-up Count)
6. 10:00 p.m. (Stand-up Count)

All inmate movement will cease when count begins and will not resume until the count is correct and cleared by the Control Center. In the inmate living quarters, inmates are required to be in their cells for all counts. Inmates will not be counted in the showers. The 4:00 p.m. count, 10:00 p.m. count and the "10:00 a.m." count (on Saturday, Sunday and Holidays) are lockdown stand-up counts. All inmates will be secured in their cells and required to STAND by their beds facing the staff members during the count.

**Call-Out:** "Call-Out" rosters of appointments are prepared and distributed to all housing units for posting on a daily basis. Call-Outs usually involve an appointment you must keep other than your regular duties. It is your responsibility to check the Call-Out roster daily. After determining that you have an appointment at a specific place and time, **BE PROMPT**. Notify your immediate supervisor prior to departing for an appointment. Failure to keep appointments may result in disciplinary action.

**Controlled Movement:** All inmate movement throughout the institution is regulated by controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly. The beginning and end of

each move will be announced over the institution speakers or public institution address system. During the 10 minute period of controlled movement, inmates may move from one area of the institution to another without staff escort. During weekday evening hours, the first controlled movement usually will begin after the 4:00 p.m. count has been cleared. On Saturdays, Sundays, and Federal holidays, the first controlled movement will begin at the end of the morning meal.

**Restricted Areas:** Restricted areas are those areas which you will not have access to when not on an assigned work detail. Signs are posted for areas out of bounds to inmates.

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

**Alcohol Detection:** A program for alcohol surveillance is in effect at this institution. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to the test will result in disciplinary action.

**Contraband:** Contraband is anything that is not issued to you by a staff member, purchased by you in the commissary, purchased through approved channels, and/or approved for issue by an appropriate staff member. Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action.

**Shakedowns:** It is the policy of the BOP that you and your property can be searched at any time by a staff member. You do not have the right to be present during any search of your living area.

**Special Housing Unit Status:** There are two types of special housing: Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates in the Special Housing Unit are authorized one phone call every thirty days, provided the inmate does not have a current phone restriction.

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

**in the Special Housing Unit and inmates in the general population is strictly prohibited.**

"Each cell is equipped with an **"Emergency Duress Button."** The duress button is reserved for critical medical or life threatening emergencies. Misuse of this emergency response mechanism can have a detrimental effect on the population as a whole and encourage others to participate in this same behavior. If others participate in this inappropriate behavior for non emergency situations, the response time to an actual emergency may not be immediate as staff are tending to a non emergency situation. Therefore, disciplinary measures may be exercised to curtail this behavior."

**Visiting Information:** It is the policy of the BOP to encourage visiting by family and friends to maintain your morale and to develop closer relationships between you and your family and others in the community. Some of your basic questions concerning visiting will be answered in this handbook. However, we recommend that you consult with your Correctional Counselor or other Unit Team members and become fully aware of the visiting regulations. Upon your arrival, you will receive a form on which to list the persons you wish to visit you. The proposed visitors are screened and your Correctional Counselor will notify you once a visitor has been approved or denied visitation. Contact your Correctional Counselor if you wish to add or delete an individual from your list. The Visiting Room is located next to the AW's complex.

**Directions:** The Federal Correctional Institution and Federal Prison Camp are located at 8301 US Hwy 521, Salters, SC 29590. Once you enter the property the Camp visit will be on the right and FCI on the left, follow posted signs to the appropriate location. Visitors are to park only in established parking slots in the parking lot.

**Local Transportation:** There are a number of local taxi cab companies offering service to and from the institution. The Visiting Room Officer can assist you in contacting a taxi cab company. Bus service is unavailable.

**Hours of Visiting:** On Saturday, Sunday, and Federal Holidays, visiting hours will be held from 8:00 a.m. to 3:00 p.m. On Friday, visiting hours will be held from 5:00 p.m. to 8:00 p.m.

The number of persons allowed while visiting one inmate is limited to five adults. The Visiting Room Officer will not allow more than five visitors to visit one inmate at any given time without prior approval of the Associate Warden (Programs).

**Visiting Regulations:** Visitors will not be processed until 8:00 a.m. on weekends or federal holidays nor will they be processed into the FCI and SCP after 2:00 p.m. For visiting during the evening on Fridays, visitors will be processed into the FCI and SCP starting at 5:00 p.m. On Friday, visitors will not be processed after 7:00 p.m. Visitors will not be allowed into the Administration Building of the FCI prior to these times. Children less than 16 years of age must be accompanied by an adult family member. If the Visiting Room becomes too crowded, visits for persons from the local area will be terminated according to the time of arrival, with the first to arrive being the first to be terminated. Anyone wishing to visit an inmate at this institution must be on an inmate's approved visiting list.

A kiss and embrace are permitted at the beginning and end of the visiting period. Filing finger nails, braiding of hair, etc., are not appropriate activities in the Visiting Room and are not permitted.

Once seated inmates are not allowed to walk around the visiting room, nor are they allowed to accompany the visitor to the vending area or restroom. Unnecessary lingering, walking the aisles, etc., is distracting to other visitors and interferes with staff supervision of the Visiting Room.

**Identification Required:** For identification purposes, visitors will be required to present a state or federal issued picture identification card, i.e. valid drivers' license and/or current passport. Your identification is subject to be scanned for authenticity. Visitors possessing altered or false identification will be denied entry into the facility. Visitors entering the institution may be subject to a search.

Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. Title 1001, Title 18, U.S. Criminal Code states, "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

At the FCI, all visitors must clear the metal detector. The hand held metal detector may be used at the Camp. A search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member. The visitor will be present during the time when all items are being searched. The visitor may be required to be checked with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates. Inmates will be required to possess their inmate commissary card for identification purposes while in the Visiting Room.

**Approved Dress Code:** Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit at the institution. Visitors are prohibited from wearing shorts and/or culottes, low cut, or see-through clothing, tube or tank tops, backless clothing, sleeveless apparel of any kind, or any kind of top that reveals the midriff area of the anatomy (this applies to male and female visitors), swim suits, sweat suits, opened shoes, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, etc.). If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearers leg, at the back of the knee. This requirement includes any type of slit or cut in the dress. No hats may be worn during visits, except religious headgear. All visitors are required to wear footwear.

All visitors are also required to wear undergarments to include bras (it is recommended that no underwire bras be worn). Inmates are responsible for advising their visitors of the dress requirements in the visiting room, including not wearing clothing khaki in color. **Visits may be denied by the Institution Staff Duty Officer or Operations Lieutenant for noncompliance.** Excessively provocative attire is reason to deny and/or preclude visiting.

Inmates are required to be in appropriate uniform [khaki shirts and pants (FCI), green shirts and pants (SCP), belt, black work shoes, or tennis shoes] before they will be processed into the Visiting Room.

**Items Authorized:** Visitors are allowed to bring no more than \$25 into the Visiting Room. A small, see-through (clear), coin purse and wallets are allowed. One small collapsible stroller (umbrella type) will be allowed. One small blanket will be allowed for infants. Only the amount of food necessary for an infant will be permitted for the infant's consumption during visiting hours.

**Items not Authorized:** Visitors are not allowed to bring in anything to give to an inmate. Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, or packages into the Visiting Room. Any item that cannot be thoroughly searched will not be allowed into the FCI. Items purchased in the Visiting Room vending machines will be consumed inside the Visiting Room. It is requested that visitors not bring excessive items with them to visit an inmate (i.e., suitcases, large/oversized bags or purses, packages, etc.). These items should remain in the local hotel room or automobile.

Business transactions and written messages may not be exchanged during a visit. Inmates are not allowed to receive food from outside sources.

Visitors are not allowed to bring in food items to be consumed by themselves to include gum, candy, and breath mints. There are vending machines in the Visiting Room from which food snacks can be purchased. The use of tobacco products is strictly prohibited. No cigarettes, cigars, chewing tobacco, lighters, matches, or other related items will be allowed into the Visiting Room.

Inmates may not receive money through the Visiting Room. All monies for an inmate must be mailed to the Lockbox (Post Office Box 474701, DesMoines, Iowa, 50947-0001).

**Special Rules for Children:** It is the responsibility of the adult visitor to supervise their children at all times. Children should be supervised to ensure they do not disrupt other inmates and their visitors. The children's play area is for children only. No inmates are permitted in this area without a staff escort. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. No toys will be allowed to be brought inside the institution.

**Visits for Special Housing Unit Inmates:** Visitors will be processed through the front lobby. The Front Lobby Officer will contact the special housing unit and the visit will take place in the visiting room.

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

**Special Visits for Family Emergencies:** At the inmate's request, the Unit Team may submit a special visit request to the Unit Manager for approval. Details of the visit should be written in an Inmate Request to Staff Member (Cop-Out) and submitted to your Unit Team Member.

**Fire Prevention and Control:** Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so that property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards are not acceptable. Regular fire inspections are made in each unit by qualified professionals. Each inmate is responsible for reviewing the fire evacuation plans posted in the housing units, recreation, food service, work sites and all general areas for the nearest escape route.

### **PROBLEM RESOLUTION:**

**Inmate Request to Staff Member:** The Inmate Request to Staff Member form (BP-A148), commonly called a "Cop-Out," is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the living units from the Correctional Officer or Unit Team member on duty. Staff members who receive a "Cop-Out" will answer the request in a reasonable period of time. The answer will be written on the bottom of the request form or by an attached memorandum. In addition, you can use TRULINKS to

send an electronic message (email) to executive staff (Warden, Associate Wardens, Executive Assistant, Captain). However, issues should be addressed at the lowest level possible, prior to addressing them with executive staff.

**Administrative Remedies:** The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by communication or Inmate Request to Staff Member forms. When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure. The first step of the Administrative Remedy procedure is to attempt an informal resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-229, commonly referred to as a "BP-9." The inmate will return the completed BP-229 to the staff member designated by the Warden, who will review the material to ensure an attempt at informal resolution was made. The BP-229 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have 20 calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional 20 days, but the inmate must be notified of the extension. When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within 48 hours from receipt of the complaint. If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 form, and must have a copy of the BP-229 form and response attached. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. The inmate must be notified of the extension. If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 form and must have copies of the BP-229 and BP-230 forms and responses. The National Appeal must be answered within 40 calendar days, but the time limit may be extended an additional 40 days. The inmate must be notified of the extension. These forms may be obtained from the Unit Team.

**Federal Tort Claims:** If the negligence of institution staff results in personal injury or property loss or damage to an inmate, such actions can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. This form can be obtained from the Unit Team.

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

**DISCIPLINE:** You should review the BOP Program Statement concerning "Inmate Discipline," (P.S. 5270.10). A copy may be obtained in the Law Library. This publication lists your rights and responsibilities, all prohibited acts according to the severity of the offense, and the sanctions available to be imposed against any violator.

## **INMATE RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

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

### **RESPONSIBILITIES**

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

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.

## **INMATE DISCIPLINE**

### **INMATE DISCIPLINE:**

Inmates must have respect for the rights and property of others. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to ensure an orderly operation of this facility. Certain privileges are granted to eligible inmates provided the privileges are not abused. Violation of regulations may result in an Incident Report (BP-288) and imposition of sanctions, as outlined later in this handbook. In the event of misconduct, an incident report may be written by staff. Reports are first investigated by the lieutenant on duty and the results forwarded to your Unit Team. The team meets as the Unit Disciplinary Committee (UDC) and may impose limited sanctions for most misconduct; for example, taking of privileges, removal from preferred quarters, job change, assigning extra duty, etc. For minor prohibited acts, staff may suspend disciplinary proceedings for a period of time not to exceed two weeks, while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage they were suspended. The time requirements then begin again, at the same point in which they were suspended. If charges are more serious, the case may be referred to the Discipline Hearing Officer (DHO) who can impose more serious sanctions among which include: disallowance of good conduct time, forfeiture of good time, or recommendation of transfer to a higher level institution. Additionally, it should also be noted that at any stage of the disciplinary process, policy provides referrals to other outside law enforcement agencies (i.e., FBI, DEA, ATF, etc.) for further investigation and/or prosecution of any criminal activity if warranted. The internal disciplinary system is outlined in detail in Program Statement 5270.09, Inmate Discipline & Special Housing Units, which is available in the Law Library.

### **SUMMARY OF DISCIPLINARY SYSTEM**

Table 2 provides a summary of the disciplinary system, while Table 3 provides a listing of prohibited acts by level of severity and shows the range of sanctions which may be imposed for violating institutional rules.

### **TIME LIMITS IN DISCIPLINARY PROCESS TABLE 2**

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution—ordinarily maximum of 24 hours.
2. Staff gives inmate notice of charges by delivering Incident Report—maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)
3. Initial review (UDC) minimum of 24 hours (unless waived.)
4. Discipline Hearing Officer (DHO) Hearing.

**NOTE:** Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

### **Table 3. 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 inmates 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 officers 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.
- 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 inmates 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.
- P5270.09 6/9/2011 Federal Regulations are shown in this type. Implementing instructions: this type. 53
- 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.

**Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL**

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

## Sexual Abuse

U. S. Department of Justice  
Federal Bureau of Prisons

### **Sexually Abusive Behavior Prevention and Intervention** *An Overview for Offenders*

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

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

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

#### **What Can You Do To Prevent Sexually Abusive Behavior?**

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

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

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

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

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

#### **How Do You Report an Incident of Sexually Abusive Behavior?**

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed

sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust.

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

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

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

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

**Office of the Inspector General**

**P. O. Box 27606**

**Washington, D.C. 20530**

#### **Understanding the Investigative Process**

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

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

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

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

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

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

#### **Policy Definitions**

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

**Code 101/(A): Sexual Assault**

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

**Code 206/(A): Making a Sexual Proposal**

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

**Code 300/(A): Indecent Exposure**

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

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

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

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

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

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

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

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

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

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

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

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. An individual who sexually abuses or assaults an inmate can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

## **Contact Offices**

### **U.S. Department of Justice**

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

### **Central Office**

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

### **Mid-Atlantic Regional Office**

302 Sentinel Drive, Suite 200  
Annapolis Junction, Maryland 20701

### **North Central Regional Office**

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

### **Northeast Regional Office**

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

### **South Central Regional Office**

4211 Cedar Springs Road, Suite 300  
Dallas, Texas 72519

### **Southeast Regional Office**

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

### **Western Regional Office**

7338 Shoreline Drive  
Stockton, CA 95219