



# **FPC Alderson Inmate Handbook**

*Updated*  
**August 2021**

**FEDERAL PRISON CAMP**  
POST OFFICE BOX A  
ALDERSON, WV 24910

## TABLE OF CONTENTS

Introduction/Admission and Orientation	3
Unit Staff	3
Inmate Daily Living	4-9
Boundaries	4-5
Dress Code	5-6
Unit Rules	9
Trust Fund/Laundry	10
Money/Telephone/Email/Commissary	10-13
Visiting Procedures/Schedule	13-15
Security Procedures	15-17
Inmate IDs	16
Count	16
Search Procedures/Contraband	17
Programs and Services	17-18
Jobs	17-18
Inmate Financial Responsibility Program	18-19
Inmate Voter Rights/Restoration of Rights	19
Escorted Trips/Furloughs	19-20
Food Service	20-21
Education	21-24
College Programs	22
Library Services	22
Recreation and Leisure	23
Religious Services and Study	24
Common Fare	24
Marriage	24
Psychology Services	24-26
Drug Abuse Programs (Residential/Non-Residential/Drug Education)	24-26
Resolve Program	26
Health Services	26-31
Medical Care Procedures	26-27
Patient Rights and Responsibilities	30-31
Safety/Standards/Accident Awareness	31-33
Correspondence/Mail Procedures	33-35
Telephone Procedures	34-35
Problem Resolution	35-36
Administrative Remedy Process	35-36
Disciplinary Procedures	37-45
Prohibited Acts/Disciplinary Severity Scale and Sanctions	38-41
Rights and Responsibilities	44-45
Commonly Requested Addresses	45
Sexually Abusive Behavior Prevention and Intervention	45-49
An Overview for Offenders	

## **INTRODUCTION**

The purpose of this handbook is to provide arriving inmates with information regarding the Bureau of Prisons (BOP), its programs, and the rules and regulations. It is not a specific guide to the detailed policies of the BOP. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, specifically FPC Alderson, and assist them in their adjustment to incarceration.

### **ADMISSION AND ORIENTATION**

Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse. Unit team is responsible for ensuring each inmate entering FPC Alderson receives the Bureau-issued pamphlet, Sexually Abusive Behavior Prevention and Intervention: An Overview for Offenders, during the intake screening process. The pamphlet will be available in English and Spanish. Psychology Services staff or a designee is responsible for ensuring that a presentation describing the Sexually Abusive Behavior Prevention and Intervention Program is provided during inmate Admission and Orientation (A&O). A presentation will include information about PREA, and sexually abusive behavior, including its recognition, methods of self-protection, and means of reporting, intervention, and treatment. A question and answer session will be offered at the end of each presentation. Staff will identify inmates who have issues that may prevent them from reading or understanding the pamphlet, A&O Handbook, and/or relevant policy. They will notify the PREA Compliance Manager, who will take appropriate steps needed, so these inmates can benefit from all aspects of the facility's efforts to prevent, detect, and respond to sexual abuse and sexual harassment.

During the orientation, you will meet staff and become familiar with the physical setting of the compound. You will be advised of the programs, services, policies and procedures regarding the facility. You are also pre-classified and assigned to your permanent Unit Team upon admission to the institution. You will attend an orientation with the correctional officer within 24 hours of arriving in the assigned housing unit. A unit orientation will be held within 7 days of your arrival with your assigned unit team members. You will then attend a daylong institutional orientation, which is held in the Chapel.

The A&O Program consists of lectures and group meetings to learn about regulations, programs and activities. You will also receive a thorough physical examination and complete educational and psychological tests. You will not be given a work assignment until cleared by Health Service Unit (HSU) staff, and complete Institution A&O. You are expected to complete housing unit assignments under the direction of the correctional officer.

Inmates are given a social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse/sexual harassment.

### **UNIT STAFF**

A housing unit is a self-contained inmate living area including housing areas and office space for unit staff. Each inmate is assigned to a specific housing unit. FPC Alderson has two Unit Teams, consisting of Ridge and Valley Units. Unit Team is directly responsible for the inmates living in the assigned unit. Unit offices are located in the units so staff and inmates can be accessible to each other. The unit staff includes a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. Psychology, Education, and the Unit Officer are considered members of the Unit Team for classification purposes. Generally, the resolution of issues or matters of interest are most appropriately initiated with your Unit Team. Each member of the Unit Team has a specific role. Unit staff are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while incarcerated. A unit staff member is usually available daily from 7:30 a.m. to 7:00 p.m. Each member of the Unit Team has specific roles as defined below.

**Unit Manager:** The Unit Manager has the overall responsibility for internal security, safety, sanitation, planning, implementation and evaluation of unit programs. He/she works with the unit staff, directing unit activities and serves as the chairperson of the Unit Discipline Committee (UDC). He/she coordinates unit functions with other departments and is responsible to the Associate Warden and the Warden.

**Case Manager:** A Case Manager is responsible for Classification and Program Review procedures, preparation for parole hearings, Financial Responsibility Program, and release planning. He/she works with Orientation and Pre-Release programs, correspondence requests (Ridge Unit), and incoming telephone calls and letters. He/she also coordinates the completion of study cases and prepares reports when requested by the United States Parole Commission, or U.S. Probation Office. The Case Manager is responsible to the Unit Manager and to the Case Management Coordinator with reference to specialized training. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager frequently serves as a member of the Unit Discipline Committee. Any inmate wishing to contact their respective Ambassador/Embassy should get with their respective Case Manager.

**Counselor:** The role of a Correctional Counselor varies with the assigned unit mission. He/she conducts formal and informal groups, individual counseling, and serves as liaison with other staff members, particularly work supervisors, processes visiting lists, housing and work assignments and correspondence. Counselors are responsible for setting up telephone calls to other institutions in emergencies (numerous BOP institutions do not authorize institution-to-institution calls) and/or countries when the inmate telephones cannot be used. He/she discusses grievances and assists you with administrative remedy procedures. The Counselor also serves as a member of the Unit Team and UDC and assists in the coordination of the A&O Program.

**Unit Secretary:** The Unit Secretary is responsible for clerical functions in the unit. This includes maintaining your central file, typing various reports, correspondence, and paperwork necessary for your release.

**Unit Officer:** A correctional officer is responsible for the day-to-day operation of the living unit. Officers are on duty 24-hours a day. They rotate quarterly to cover various posts and shifts. Officers inspect all areas of the living unit, promote sanitation, and report discrepancies. Officers are responsible for the security and orderly running of the living unit. Officers are supervised by the Lieutenants and the Captain.

**Communication with Unit Team:** Normally, a Unit Team member is available each day of the week and most evenings until 7:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Team will utilize Town Hall meetings, as necessary, to dispense information and foster improved communication. Open House hours for unit staff are posted in each living unit. If you require more time than that available, another appointment will be scheduled for you. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing, and Trulincs emails to staff.

**Classification and Program Reviews:** Unit Team meetings are held weekly. Your first meeting with your Unit Team will be within twenty eight (28) days of commitment and will be for classification purposes. During this initial classification meeting, your Unit Team will develop a plan with you and set goals to make the best and most productive use of your time while you are incarcerated. These goals will be established based on input from Psychology, Health Services, Education/Recreation, Unit Officer, Case Manager, and Counselor. After your first team meeting, you will be scheduled for Program Reviews. Program Reviews are held every ninety (90) to one hundred eighty (180) days, depending on the length of your sentence. At Program Reviews, you may discuss work assignments, classes, furloughs, transfer requests, good time, parole matters, security/custody matters, institutional adjustment, etc. Program Reviews also provide an opportunity for you to discuss your case and participate in making decisions regarding your individual programming and release needs. The inmate may not waive appearance with the Unit Team.

## **INMATE DAILY LIVING**

FPC Alderson consists of dormitory housing. All inmates will be placed in general housing for participation in Admission and Orientation. Male and female staff routinely work and visit inmate housing areas.

**Sexual Abuse/Harassment Prevention:** While incarcerated, you do not have to tolerate sexually abusive/sexual harassment behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Please report such behaviors to available staff members. For additional information, review: Sexually Abusive Behavior Prevention and Intervention.

Inmates are not permitted to sit or lay on any bed other than their specific bed assignment. NO two inmates are permitted on the same bed at any time.

**Boundaries:** Certain areas are “Out of Bounds” unless you work there or have been called by staff. If you are called to one of these areas, report immediately to the staff member on duty. Do not linger following the completion of your business. These areas include but are not limited to:

- Administration Building (except to specific areas during Open House hours)
- Any housing unit other than the one in which you reside
- Road in front of Cottages E toward Horticulture
- Road behind vacant cottages C-23 and C-24
- All parking lots or any area in close proximity to fenced areas
- Powerhouse/Garage area
- Rear area of “A” Building, all Facilities and Horticulture areas after 4:00 p.m.
- Fire Exit areas
- Lower Compound road in front of lower cottages unless working on a special detail
- Front entrance area of another range where you do not reside
- Staff bathrooms, all cottages, and all staff smoking areas
- Unit Staff Office area except during Open House hours or unless otherwise specifically authorized by a staff member

**FPC ALDERSON BOUNDARIES ARE CLEARLY MARKED WITH UNITED STATES GOVERNMENT PROPERTY SIGNS. INMATES BEYOND THESE BOUNDARIES ARE SUBJECT TO PROSECUTION.**

**Sanitation:** It is the inmate’s responsibility to check her cell immediately after being assigned and report damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for damage to her personal living area.

Cubicles will be swept and organized, trash will be emptied and beds must be tightly made, military style, with issued blanket being the top cover no later than 7:45 a.m. daily during the normal work week. There is no exception for those on vacations or days off. However, inmates may lie or sleep on top of their beds after making it; however, should not be covered with a sheet or blanket. Extra blankets and hobby craft blankets will be neatly folded at the bottom of the bed and nothing will be kept lying on the bed. (All crochet or knitted afghans/blankets will be of one color only) Living areas are to be swept daily. Walls and floors are to be washed and/or mopped regularly as needed.

**Change Sheet/Call-Out Sheets:** The change sheet reflects activity with the admission and release of inmates, changes in educational status, changes in living quarters, and changes in work assignments. Attached to the change sheet is the call-out. Call-outs are a scheduling system for appointments (which include medical, dental, educational, team meetings and other activities). This multi-listing is generally placed at the officer’s desk, in the front of each range, after 4:00 p.m., Monday through Friday. *It is the inmate’s responsibility to check for appointments on a daily basis for scheduled appointments, which must be kept.* Please note that call-outs can occur on weekends. Take note if your name is at the bottom of one page because the top of the next page may be a second or third call-out for you as well.

**Town Hall Meetings:** Housing unit or Town Hall Meetings are held at the discretion of staff. Attendance is required. These meetings provide an opportunity to discuss new policies and procedures, regulations, problems within the living unit, and other areas of concern.

**Energy Conservation:** Fire doors are to be closed unless a fire drill is in progress. Lights are to be turned off when you are not in the room. Televisions are to be turned off if no one is in the TV room.

**Personal Property Limits:** Items, which may be retained by an inmate, are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cubicle. Each housing unit has a photograph on the bulletin board on how each cell is expected to look. Inmates are not to give, receive or loan personal items or anything of value.

**Storage Space:** Inmates are allowed to purchase an approved locking device for personal property storage. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

**Clothing:** You will receive a personal care package in R&D containing the basic essentials. The Clothing/Laundry Room issues you institutional clothing in accordance with stated policy shortly after your arrival. Issued clothing is **not to be altered in any way** and must be returned to the Clothing/Laundry Room when it is no longer needed

The Clothing/Laundry Room Supervisor will issue clothing issued from the Clothing/Laundry Room. All clothes issued will be based on need and selected by the clothing room staff. You will not be permitted to select clothing based on style, color, etc. The clothing issued will be clean and presentable but not necessarily new or “in style”.

**Inmate Dress:**

***Programming Hours:***

Monday - Friday, 6:30 a.m. to 4:00 p.m.

All inmates must be in khaki uniforms to include pants or dress and khaki shirt, belt, work boots and have their shirts tucked in. The only exception to the attire will be those inmates with an authorized medical shoe pass certificate. The pant legs will not be rolled up, the belt is to be fastened at all times, shoes are to be laced and tied, and shirts (with the exception of sweat shirts) must be tucked in and should be buttoned to the second button from the top if the shirt has a collar button (if the shirt does not have a collar button, it should be button to the top button) any time the inmate is not in a recreation area. The commissary purchased grey fleece jacket and the khaki issued winter coats are authorized to be worn. Note that the brown t-shirt may be worn seasonally as approved by the Warden or designee.

When an inmate is on scheduled time off, not in a programming area, or lower compound, they may wear their workout attire. However, shirts (exception of sweatshirts) must be tucked in any time the inmate is not in a recreation area.

Full khaki dress uniform is required on escorted trips and in the visiting room. Additionally, the khaki uniform must be worn during all hours of work, visiting hours, Religious Services programming, Unit Team meetings, Commissary Sales, and the evening classes offered by the Education Department. These areas are considered programming activities for those who are participating.

After 4:00 p.m., weekends and holidays, inmates may wear khaki uniforms, their workout attire, or any combination of the two (i.e. t-shirt with khaki pants). Inmates are permitted to wear institution issue or commissary purchased T-shirts. However, they must be tucked into pants and no rolled up sleeves. Additionally, T-shirts whether personal or institution issued may not be altered in any fashion.

During programming hours in the winter months, inmates are permitted to wear a zippered sweatshirt over the top of their khaki shirts or shall wear any other sweatshirt underneath their khaki shirt. (ID must be visible)

All commissary purchased baseball type caps and knitted stocking hats may be worn in all outdoor areas of the institution. (Caps are to be removed upon entering the buildings.) When worn, the bill of the cap must be worn to the front and centered. Caps purchased through the Commissary may not be modified in any manner.

***Non-Programming Hours:***

Inmates may wear the institutional khaki or personal clothing to include shorts, sweats, and T-shirts. Undergarments (bra and underpants) must be worn at all times and will only be changed in the shower stall. Sleepwear will not be worn outside the units. Commissary purchased sweats or shorts will be worn right side out at all times. Clothing that is considered revealing, tight/extremely loose fitting, and/or of a provocative nature will not be worn at any time. Inmates must dress/undress in the shower stalls. Inmates must be fully clothed when entering and exiting the shower stalls. Inmates are NOT permitted to change their outer clothing (e.g. shirt, pants, and shorts) in their cubes. You will be held accountable for acts of purposeful indecent exposure. Boxer shorts are not considered outerwear. Inmates may not wear hair curlers, nylon skullcaps (doo-rags) on their head while outside of the housing unit, with the exception of approved religious headwear. Inmates are not required to cover their sleepwear (night gown/pajamas) going to/from their cube to the restrooms between the hours of 11:00 p.m. to 6:00 a.m. Inmates will be required to cover their sleep wear with either a robe or institution shirt anytime they leave their cube between the hours of 6:00 a.m. to 7:30 a.m. and 4:00 p.m. to 11:00 p.m. (Monday through Friday) and 6:00 a.m. to 10:30 a.m. and 4:00 p.m. to 11:00 p.m. (Saturday, Sunday, and holidays). All other times, the inmate must be dressed in either the khaki uniform (if programming/working) or personal clothing (if on off time or vacation). NOTE: At no time is sleepwear (night gown/pajamas) worn as an outer garment in the common areas, television rooms, during count times, and /or outside the living units.

Thermal underwear may be worn under the khaki shirt and pants only. Thermal clothing will not be worn as an outer garment. Bras (sports or otherwise) will not be worn as an outer garment. Inmates are required to wear bras at all times, except when sleeping or showering.

**Hair Care:** Hair care rooms are provided in each range. Electric hair dryers, hot combs, and curling irons are available. Additionally, hair care may be accomplished in the Cosmetology area as posted. Removal of curling irons, hair dryers and clothing irons from the assigned locations is prohibited. Hair Rooms are closed from 11:00 p.m. until after the 5:15 a.m. count. Hair Rooms are not to be used as social areas. Inmates are not permitted to cut hair on the compound or in housing units; this must be accomplished in Cosmetology. A Hair Care Sanitation Notice is posted in the Hair Room of each living unit. This notice is to be strictly observed. Inmates are not permitted to give one another pedicures or manicures except within the Cosmetology Program.

**Letters, Books, Photographs, Newspapers, and Magazines:** You may accumulate no more than five magazines, five books, and two newspapers. Nothing is to be tacked, stapled, or scotch taped to any surface except to bulletin boards. Letters, books, photographs, magazines, and newspapers, should be stored neatly. Inmates are not permitted to retain, receive, or possess a photograph in which the subject is partially nude, or when the photograph depicts sexual acts.

**Legal Materials:** Inmates may possess legal materials in accordance with the provisions regarding inmate legal activities.

**Hobby Craft Materials:** Inmates may not maintain several incomplete projects within their living areas or the housing unit. Crafting items such as yarn, polyester fiberfill, and crochet needles must be stored in the locker or in the gray bin. One completed crocheted or knitted hobby craft item or afghan (of one color) may be displayed in an inmate's living area. The hobby craft item can be no larger than 14 inches tall and 14 inches wide. The afghan must be folded neatly at the foot of the bed. Nothing should be stored behind or under the bed pillows

**Radios, MP3 Players, Watches:** When radios/MP3 players are played, the volume is to be low and heard only in your immediate area. Earphones must be used in such a manner that other inmates cannot hear the sound. For example, earphones cannot be laid on the desk with the volume turned up and "speakers" may not be constructed to amplify sound. The wearing of earphones during any count is expressly prohibited. Earphones are prohibited during programming hours on the lower compound and/or programming activities, to include work detail areas. Earphones may be used on the inmate's day off and on the upper compound. An inmate may possess only one approved radio or MP3 player, and watch at a time. An inmate must be able to demonstrate proof of ownership. Inmates are not authorized to loan or give other inmates radios/MP3 players at any time.

**Jewelry:** Married inmates may have in their possession one metal wedding band with no stones. Wedding bands can be worn on the third finger of the left hand only. Stud earrings or hoop earrings that are smaller than the size of a quarter are permitted. Homemade jewelry (bracelets, hair ties, earrings, necklaces) are not permitted. One appropriate religious medallion and chain without stones may be worn underneath the brown t-shirt, and outside of the t-shirt when in the Chapel.

**Sunbathing:** Sunbathing is not permitted.

**Smoking:** Inmate smoking is prohibited in all BOP facilities. Inmates are not permitted in designated staff smoking areas without staff permission. Smoking Cessation programs are available in Psychology Services on a volunteer basis. Nicotine Replacement Therapy is available for sale in the commissary; however, purchase must be approved through Health Services.

**Physical Contact:** Inmates are restricted from handholding, embracing, kissing, the placement of arms around shoulders or waist, or other forms of physical contact. Occasionally a **brief** embrace of friendship may be appropriate, such as in case of a farewell to an inmate being released. Should this embrace be considered prolonged or involve behavior determined to be of sexual nature, the inmates will be considered in violation and subject to disciplinary action. Touching, embracing, or other inappropriate physical contact with a staff member is expressly **PROHIBITED**.

**Sign-Out/Sign-In Sheets:** All inmates will sign-out/sign-in EXCEPT:

When going to:

- Food Service
- Scheduled Job Assignment
- Any Scheduled Call-Out

When going to any of the excepted areas mentioned above, the inmate must return to the living unit to sign out before going to a non-excepted destination.

Any person who fails to sign out of the living unit (to a non-excepted destination) WILL receive an Incident Report. Any authorized area can be listed as the destination. Most common will be Recreation, Chapel, Commissary, etc. Up to two (2) destinations can be listed at once. For example, if going to the Chapel, then to the Commissary, list "Chapel/Commissary". However, if the Chapel is listed as the destination and that individual is ultimately found elsewhere, an Incident Report may be written.

Walking or jogging in designated areas of the compound is permitted, however, when signing out you must list the destination as walking or jogging and specify the area as "Walking on Lower Compound", etc. (the term "Open Compound" or simply "Compound" is not acceptable. A more specific destination must be given.)

The individual signing out/in must record the information requested by the form themselves; no other person may do so. Print last name, first initial and full register number clearly. No nicknames may be used.

**Furniture:** Only the following furniture is to be in your cubicle: one (1) bunk bed, one (1) desk, two (2) lockers and one (1) trashcan. The arrangement of the furniture is established by Unit Staff and will not be moved in any other configuration in the cubicle.

**Lights:** Overhead and cubicle lights in the "A" and "B" Buildings will be turned on at 6:00 a.m. and turned off at 10:00 p.m. weeknights (Sunday – Thursday) and 11:00 p.m. weekends (Friday and Saturday). On Saturday and Sundays, lights will be turned on at 10:00 a.m. Small reading lights, purchased from the Commissary, may be used in the cubicle at any time.

### **Cubicle Rules:**

Inmates are not allowed to be in any unit they are not assigned to, unless they have a scheduled meeting with their Unit Team in another building.

Beds must be tightly made, military style, with issued blanket being the top cover no later than 7:45 a.m. daily during the normal workweek. There is no exception for those on vacations or days off. Extra blankets and hobby craft blankets will be neatly folded at the bottom of the bed and nothing will be kept lying on the bed. (All crochet or knitted afghans/blankets will be of one color only). Nothing is to be hung on the beds.

Window blinds are to remain down and open at all times.

Nothing is to be hung on the walls except on the bulletin board. Bulletin boards are available in each cubicle. The only items that will be allowed to be displayed are family photos, greeting cards, and calendars. These items are not to extend beyond the boundaries of the bulletin board. Photos in which the subject is partially or completely nude, suggestive in nature, or distasteful, are prohibited and will be removed.

Magazine cutouts, artwork, and religious items such as dream catchers, Easter palms, and affirmations are not allowed on bulletin board.

Nothing is permitted on the top of tall lockers (bus stop) for safety reasons. Lockers and other storage areas are to be kept orderly. The only items which may be stored on the top of short lockers or desks are as follows: one framed photograph, a clock, a plant (less than 10" tall), one religious book, and a fan. Plants found in cubicles that are more than 10 inches tall will be removed.

Only shoes, gray institutional storage boxes (1 per inmate, unless otherwise expressly approved by the Unit Manager), and one (1) laundry bag may be stored under the bed. (Laundry bags are to be placed at the head of the bed and out of sight.)

All food items from Commissary are to be stored in your locker – not on the windowsill, floor, ledge, or on the furniture. At no time is fruit allowed to be stored on top of locker.

Winter coats, sheets and towels will not be placed on the floor or used as rugs, mats, or extra cushioning for your bed area.

Inmates are not permitted to display celebratory banners, cutouts (such as pictures from magazines) or confetti in the housing unit unless directed by staff for programming such as RDAP.

Inmates are prohibited from altering lockers, to include but not limited to adding or removing shelves and/or hooks. Three uniform shirts and pants may be neatly stored on a coat hanger and hung on the wall hooks. All other clothing will be folded neatly and properly stored in the inmate's locker. All shoes not being worn will be neatly aligned under the bed. A towel, washcloth, and a jacket may be stored on the hooks provided. There should be no clotheslines hanging in cubicles. Inmates should only maintain five (5) clothes hangers each. All commissary items must be secured within the locker.

### **Unit Rules:**

Showering is permitted until 11:00 p.m. Showers are closed from 11:00 p.m. until after the 5:15 a.m. count. At 8:00 a.m., the hair room side of the restroom will be closed for cleaning. Once the floors are dry, this side will be open for the use of the hair room, toilets, sinks, and two showers (the handicap shower and the last shower) during program hours. The other side (the restroom closest to the front of the building) will be cleaned and remain closed until 5:00 p.m. If you are in closed showers during cleaning/closed times, you will be subject to an incident report. Handicapped showers are for handicap inmates only. This facility allows inmates to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks.

Unit television and recreation rooms will be open from 6:00 a.m. to 11:00 p.m. weeknights (Sunday – Thursday) and 2:00 a.m. weekends (Friday and Saturday). Selected TV programming or channels will be decided based upon the specific room and will remain unchanged, unless preempted by the Unit Manager. There will be no assigned TV nights for individual inmates.

Each living unit is provided with appliances (microwave ovens (when available), clothing irons, hair dryers, curling irons) Use them with utmost care as repair or replacement is often difficult. If you do not know how to use an appliance, ask any Unit team member. Appliances are not authorized to be taken out of their designated range. It is important that you report needed repairs in your cubicle or within the housing unit to the correctional officer so that work requests may be submitted.

Each housing unit has an ice machine to provide ice to that particular range. A designated ice scoop is the only instrument to be used to obtain ice from the ice machine. Inmates are not allowed to supply inmates from other living units ice without prior authorization from staff. Generally, there will be ironing boards in this area for inmate use. This area is not to be used as a social area.

When available, housing units will have a microwave oven for inmate use. Inmates are not allowed to cook/heat items for inmates that are not living in that designated range. Microwaves are not to be used to cook entire meals. Inmates are required to share this appliance with other inmates after each item is heated.

Excessive noise level in the housing units, i.e., loud singing, talking, and/or verbal conversation, yelling and/or screaming is not permitted and subject to disciplinary action.

The highest standard of sanitation in each unit is expected. The Unit Manager, Unit Staff, and the Unit Officer will conduct daily walk through inspections to ensure inmates are complying with high sanitation levels. The Duty Officer will conduct weekly walk through inspections, which will determine the order in which each range will be released for meals. The unit with the highest sanitation is called first, and the unit with the lowest rating is called last.

**Quiet Hours:** Quiet time begins at 10:00 p.m. on weekdays (Sunday – Thursday) and 11:00 p.m. on weekends (Friday and Saturday). After 10:00 p.m., on weekdays you must be in the TV Room or your sleeping quarters and 11:00 p.m. on weekends, except to use the bathroom area. No visiting in cubes during quiet time.

**HOUSING UNIT RULES AND REGULATIONS ARE POSTED IN ALL HOUSING UNITS**

**TRUST FUND/LAUNDRY**

**Clothing Exchange and Laundry:**

You are issued a set of linens (2 blankets, 1 sheet, 1 fitted sheet, and 2 pillowcases) upon your arrival. It is your responsibility to keep your linens and personal items clean. Inmates must submit an Inmate Request to Staff (cop-out) to the Laundry/Clothing Room or an E-mail to the Trust Fund box in order to receive clothing, or exchange clothing. The request must state the need of the inmate and housing unit assigned to.

A. CARE PACKAGE (One time issue)

2 towels	1 deodorant
2 washcloths	1 shampoo
1 toothbrush	1 comb
1 toothpaste or toothpowder	1 nightshirt

B. INITIAL CLOTHING ISSUE

5 bras	4 uniform pants
8 underwear	4 uniform shirts
8 socks	1 pair composite toe boot
5 brown T-shirts	1 belt

You are NOT authorized to alter your clothing. Altering or damaging U.S. Government property is a violation of institution rules, and the cost of the damage may be levied against the violator.

C. LAUNDRY FOR CLOTHING ARTICLES

All institutional issued clothing and personal clothing will be washed at the Laundry/Clothing Room. The scheduled for laundry wash days are as follows:

(By Last Name) A - D: Monday  
E - K: Tuesday  
L - R: Wednesday  
S - Z: Thursday

Clothing must be dropped off between the hours of 6:30 a.m. and 7:30 a.m.; Monday – Friday, on your designated laundry day. Under clothes and items that do not fit on loops must be in your laundry bag, all other clothing must be on your laundry loops. Your clothing may be picked up the following day. Fridays are designated for blanket and sheets exchange. You will exchange your linens every other week. A Building and B Building will alternate weeks.

You are not authorized to wash clothing in the housing units. If you are found washing items in the housing units, you may face disciplinary action.

D. CLOTHING RENEWAL

New underclothing (underwear, socks) are issued every six (6) months, all bras are issued once (1) a year. All other clothing issued should last much longer. Replacement on all other clothing will be determined by the laundry staff.

**MONEY, TELEPHONE, EMAIL, AND COMMISSARY**

**Account Information:** An account is established for you with your committed name and register number. An Inmate Account Card (Identification Card) is issued to you. This card must be on you at all times and given to the Commissary orderly at the window to pull your order that has already been shopped from your commissary sheet that was turned in the day prior. Lost, stolen, or severely damaged cards are replaced by attending R&D open house. Your account reflects all deposits and withdrawals. Deposits include money mailed to you from outside sources or Performance Pay. Withdrawals include, but are not limited to, commissary purchases, Special Purchase Orders (limit \$300 per month), money mailed out through a BP199 form that inmates can complete using the TRULINCS system, and funds used for community trips including furloughs.

**Commissary Sales Unit:** The Commissary Sales Unit is located at the side of the Activities Building adjacent to CDR. Shopping hours are posted on TRULINCS and in the housing units. Shopping lists contain the warning label “Prices are subject to change without notice.” These lists are completed and turned in to the box on the Commissary porch by noon the day prior to shopping and verbal orders are not accepted after your list is turned in. Stamps and photo tickets, may be purchased on your regular shopping day. No shopping bags are provided. Tote bags can be purchased or you may use the mesh laundry bag provided to you.

Borrowing commissary items from others is NOT PERMITTED.

**Inmate Telephone Systems II (ITS II):** The Inmate Telephone System will allow you to place a total of 300 minutes of direct dial calls and collect calls per month. Calls will ordinarily not be allowed to exceed 15 minutes. Procedures for making these calls are outlined and printed with the Phone Access Code (PAC). All phone numbers must be added to your telephone account by entering the number through the TRULINCS system. You may request up to 30 numbers. Telephone calls may be placed between 6:00 a.m. until 10:00 p.m. Telephone credits may be transferred through the telephone keypad in whole dollar amounts only. You may transfer credits a maximum of two times per day and funds may be transferred during scheduled times as posted.

**Stamp Limit:** You must keep your commissary card with you at all times. Ordinarily, you may not purchase more than (20) postage stamps per shopping day or have more than sixty (60) postage stamps (of the denomination for 1st class, domestic, one ounce mailing) in possession, or the equivalent, and a maximum of \$30.00 of any other denomination combined. Excessive stamps found on your person or in your living quarters can result in disciplinary measures.

**TRULINCS (EMAIL):** This program is for inmates to communicate with family and friends via e-mail. Inmates must request approval. The system is available seven days a week, 6:30 a.m. to 8:30 p.m. The cost of using TRULINCS is \$.05 per minute.

**Per Program Statement 4500.12, Trust Fund/Deposit Manual, Chapter 14, inmates who circumvent the TRULINCS application are subject to disciplinary action. Section 10 of this chapter indicates inmates may only exchange emails with contacts who have accepted the inmate’s request to communicate. Utilizing message forwarding services is a means communicating with someone other than the contact who accepted to request.**

### **Deposits to Accounts:**

#### *U.S. Postal Service*

Inmates' families and friends choosing to send inmates funds through the mail must send those funds to the following address and in accordance with the directions provided below:

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

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The BOP will return to the sender funds that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit.

The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure the funds can be returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The BOP shall dispose of all items included with the funds. In the event funds have been mailed but have not been received in the inmate's account and adequate time has passed for mail service to Des Moines, Iowa, the sender must initiate a tracer with the entity who sold them the money order to resolve any issues.

### *Western Union Quick Collect Program*

Inmates' families and friends may also send inmates funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 7:00 a.m. EST the following morning. Funds sent to an inmate through the Quick Collect Program may be sent via one of the following ways:

- 1) At an agent location with cash: The inmate's family or friends must complete a Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com).
- 2) By phone using a credit/debit card: The inmate's family or friends may simply call 1-800-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: The inmate's family and friends may go to [www.westernunion.com](http://www.westernunion.com) and select "Quick Collect".

For each Western Union Quick Collect transaction, the following information must be provided:

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes)
- 2) Inmate's Last Name
- 3) Committed Inmate Full Name entered on Attention Line
- 4) Code City: FBOP, DC

Please note the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The Code City is always FBOP, DC.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public). Questions or concerns should not be directed to the BOP.

### *MoneyGram ExpressPayment Program*

Inmates' families and friends may also send inmates funds through MoneyGram's ExpressPayment Program. All funds sent via MoneyGram's ExpressPayment will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 7:00 a.m. EST the following morning. Funds sent to an inmate through the MoneyGram ExpressPayment Program may be sent via one of the following ways:

At an agent location with cash: The inmate's family or friends must complete a MoneyGram ExpressPayment Blue Form. To find the nearest agent, they may call 1-800-926-9400 or go to [www.moneygram.com](http://www.moneygram.com).

For each MoneyGram ExpressPayment transaction, the following information must be provided:

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes)
- 2) Company Name: Federal Bureau of Prisons
- 3) City & State: Washington, DC
- 4) Receive Code: Must always be 7932
- 5) Committed Inmate Full Name entered on Beneficiary Line

Please note that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

Any questions or concerns regarding MoneyGram ExpressPayment transfers should be directed to MoneyGram by the sender (general public). Questions or concerns should not be directed to the BOP.

**Spending Limits:** You may spend up to \$360 monthly, \$180 bi-monthly, or \$90 weekly at the discretion of the Warden. Stamps, copy cards, and OTC medications are excluded from the monthly spending limit. *Special purpose item orders* are limited to a maximum of \$300.00 per month, which will be applied against the spending limit. Special purpose items include approved arts and craft supplies and religious items. Overspending or signing for withdrawal of funds when you have insufficient funds results in disciplinary action and/or loss of Commissary privileges.

When your monthly spending limit is depleted, you cannot shop until your validation period occurs. Validation periods are set by national policy.

**Withdrawals from your account:** Funds can be withdrawn from your account and mailed to persons in the community to contribute to child support, pay bills, or for authorized expenditures. The request to withdraw funds, a BP-199, must be completed on the TRULINCS system. After the request is printed, the form must be taken to Unit Staff and signed in front of the staff member. The form is hand carried to the Trust Fund Specialist or Trust Fund Supervisor for processing. Money will be scheduled out from your account and a government check, payable to your designee, will be issued from the U.S. Government's disbursing office in Birmingham, Alabama.

From the time the BP-199 reaches the Trust Fund staff, it generally takes no more than five (5) working days for your funds to be withdrawn and an additional 7-10 days for a check to reach its destination.

Funds cannot be sent to another inmate in another institution without prior approval of both Wardens.

**Financial Management:** The Cashier Office is located in the upstairs of the Activities Building. The Cashier Office open house is Monday – Friday from 8:00 a.m. to 9:00 a.m. Inmates may inquire about release questions in regards to their current funds and/or bus ticket procedures and Merry-Go-Rounds.

### VISITING PROCEDURES

It is the policy of the BOP and FPC Alderson that visiting privileges should be an integral part of an inmate's institutional program. However, the number of visitors must be kept within reasonable limits due to space limitations. There is a limit of four (4) adult visitors per person at one time unless prior approval is received from the Unit Manager. When the established capacity has been reached (131 total)(44-Main/42-Childrens Center/45-Middle), termination of visits will be as follows:

1. Frequency of visits
2. Friends opposed to family members
3. Distance traveled

#### Visiting Days/Hours:

Monday	8:15 a.m. - 3:15 p.m.
Friday	11:15 a.m. - 6:15 p.m.
Saturday	8:15 a.m. - 3:15 p.m.
Sunday	8:15 a.m. - 3:15 p.m.
Federal Holidays	8:15 a.m. - 3:15 p.m.

#### Processing of inmates for visits:

Friday	Processing cut off for out-count 3:20 p.m. Processing ends 5:30 p.m.
Sat/Sun and Holidays	Processing cut off for out count 9:20 a.m. Processing ends 2:30 p.m.
Monday	Processing ends 2:30 p.m.

**Approval of Visitors:** You are given a Visiting List form to complete and return to your Unit Counselor. Verified immediate family members will usually be approved promptly. Immediate family members include father, mother, stepparents, sisters,

brothers, husband, children, and stepchildren. Children age 16 and older must have an ID and must be on the approved visiting list.

**Children under Sixteen:** Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or a children's program. Exceptions in unusual circumstances may be made by special approval of the Warden. The signature of a parent or guardian on the Visitor Information form (BP-629) is necessary to process a request for an applicant under 18 years of age. Further completion of the questionnaire portion of this form by an applicant under 18 years of age ordinarily is not required if the applicant is an immediate family member of the requesting inmate. The Warden, after consultation with Regional Counsel, may make exceptions to the requirement for acknowledgment by parent or guardian.

**Attorney Visits:** Attorney visits generally take place in the Visiting Room during non-visiting days. Unit staff will arrange for attorney visits to coincide with their schedule. You may arrange with the unit staff to have a reasonable amount of legal materials taken to or from the Visiting Room. Prior arrangements must be made with unit staff before tape recorders or other recording devices are allowed.

**General Visiting Information:** Visits begin and end in the Visiting Room. Conversing with visitors and/or public outside of the Visiting Room is strictly prohibited.

A designated area in the visiting room will be provided for nursing of infants.

Visiting lists will be limited to TWENTY (20) VISITORS. This includes both immediate family members and friends. See your assigned Counselor to make changes in your visiting list. Questionnaires are sent to other family members and friends. The questionnaires must be completed, returned, and reviewed before these persons can be added to your approved visiting list. This process takes approximately three (3) weeks and you are notified of each visitor's approval via mail call. It is your responsibility to inform your prospective visitors when they are approved.

Kissing, embracing, and hand shaking are allowed only upon arrival and departure. Displays of affection must be within the bounds of good taste. Physical contact during the visit will be limited to handholding.

The presence of a prior arrest record does not automatically preclude visiting, but a law enforcement check may have to be done. This may take several weeks. Staff must consider the nature, extent, date of conviction, and security considerations of the institution. The Warden must approve visitors with a prior record. Visitors under parole or probation supervision must be approved by their probation officer, normally via letter, to be sent in with their application.

**Inmate Clothing:** Inmates are authorized to wear the institution issued khaki pants, bra, panties, khaki shirt, khaki dress and khaki shirt. When the khaki dress is worn the khaki shirt must also be worn. (T-shirt is not allowed to be worn with the khaki dress.) Additionally, commissary purchased t-shirts and sweat shirts will not be worn. Institution work or athletic type shoes will be worn in the visiting room. Inmates may wear approved religious headgear during the visit, i.e., kafaya/hijab, etc. Any request for special considerations (i.e., medical issues) will be addressed through a member of your Unit Team, and approved prior to the visit.

You may take the following items to the Visiting Room:

1. Commissary Card (required for identification).
2. Wedding ring and stud earrings may be worn. Inventoried when you enter and exit the Visiting Room.
3. Comb or hair brush.
4. Picture stubs. Unused picture stubs can be taken with you when you leave the Visiting Room.

**Visitor's Clothing:** Visitors are permitted to wear shorts in the visiting room. However, the shorts must be of the appropriate length (minimum must touch the top of the knee). Visitors may not wear open-toe shoes. Female visitors must wear a bra, and may not wear miniskirts, halter tops or see-through clothing of any kind. Any visitor dressed in clothing that is considered revealing by the Visiting Room Officer, or offensive to other visitors, will not be allowed in the visiting room. The items listed below reflect what an inmate's visitor may bring into FPC Alderson's visiting room. This list is not all-inclusive, in that it does not address those items that are part of the individual's person such as eyeglasses, rings, etc., for which are all authorized. These items and those listed below may be retained in the visitor's possession throughout the visit

except for prescription medication as noted below. Any request for special considerations will be addressed through a member of your Unit Team, and approved prior to the visit.

<u>ITEM</u>	<u>QUANTITY</u> (per visitor)
Clear Plastic purse/bag	1
prescription medication	to be maintained at the officer station while in the institution.

<u>ITEM</u>	<u>QUANTITY</u> (per baby)
baby carrier	1
diaper bag (clear plastic 12x12)	1
baby food	1 container (unopened)
baby bottles	1
baby formula/milk	2 containers (unopened)
baby lotion	1
baby powder	1
small blanket	1
baby hat	1
change of clothes	1
diaper rash ointment	1
baby wipes	1 (small container)
baby toy	1

Visitors may not leave packages, gifts, or money for you, nor may visitors receive items from you. All monies must be mailed to you. No items may be exchanged with visitors. Your visiting privileges may be denied or restricted for violation of Visiting Room regulations. Additionally, visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

**FEDERAL LAW AUTHORIZES IMPRISONMENT OF UP TO TEN (10) YEARS FOR ANY PERSON WHO INTRODUCES CONTRABAND INTO A FEDERAL FACILITY OR WHO TAKES, SENDS, OR ATTEMPTS TO TAKE OR SEND ANYTHING NOT SPECIFICALLY AUTHORIZED FROM A FEDERAL FACILITY.**

**Identification Of Visitors:** Staff shall verify the identity of each visitor, 16 and older (through driver's license, photo identification, etc.) prior to admission of the visitor to the institution. Photo identification must be a valid state or government issued photo identification. Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision. Persons without proper identification will not be permitted to visit. Visitors **must not** be dropped off at the Stone Gate. They **must always** be transported to the processing area of the Visiting Room. It is the responsibility of the inmate to advise their visitors of the rules and regulations governing the Visiting Room prior to their visit.

**Visits with News Media Representatives:** Requests for news media interviews must be requested by the news media representative to the Warden for approval. A reasonable amount of time should be given for review and approval of the request. Inmates will be notified of each interview request and must provide written consent before an interview can be scheduled.

**Prisoner Visitation and Support (PVS):** Throughout the BOP, PVS provides visitors for inmates. The visitors are volunteers from the community. The program is especially valuable for inmates who do not ordinarily receive visits. All visits take place in the Visiting Room during regular visiting hours. PVS volunteers do not have to be on the visiting lists of inmates they wish to visit. For more information, see the Reentry Affairs Coordinator.

For more information regarding visiting, see Institution Supplement 5267.09, Visiting Regulations

### **SECURITY PROCEDURES**

**Inmate Identification Cards:** Inmates are required to wear their commissary identification cards on the outermost garment of the inmate clothing attached on the upper chest, clearly visible to staff attached to the lanyard provided. Inmate

manufactured lanyards are not authorized. You are required to wear this identification card at all times when not inside your assigned housing unit (i.e. Must be worn to Recreation, Food Service, HSU, Team, Open House, at work, walking, etc.).

**Counts:** Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period. Count times are as follows:

- 10:00 a.m. – Standing Count (Weekends and Federal Holidays)
- 12:15 a.m.
- 3:00 a.m.
- 5:15 a.m.
- 4:15 p.m. – Standing Count
- 9:15 p.m. – Standing Count

You are not permitted to leave the living unit until the count is cleared via the PA system and the compound is opened after the 5:15 a.m. (approx. 6:30 a.m.) and 4:15 p.m. counts (approx. 5:00 p.m.). An announcement will be made over the staff radio to indicate count has cleared throughout the compound and you may leave the unit. The correctional officer will also make the open compound announcement.

You are subject to disciplinary measures if you leave the housing unit prior to an official count being cleared throughout the compound. You are not permitted to gather at the porch/front entrance areas of the housing units following a good verbal count. You will remain in your assigned area until the compound is opened or you are called for meals.

There is to be no talking and radios should not be played during a count. No movement of lockers, chairs, or the opening or closing of windows is permitted. Your bed should be visible to the correctional officers at all times. Do not arrange clothing, plants, or furniture in a manner which obstructs the view of the correctional officers.

During standing counts you will stand beside your bed until count is cleared by staff.

During late evening and early morning counts, correctional officers use flashlights to perform counts. You are not to be completely covered by bedding or any other items. The correctional officers must see human flesh. Inmates are not allowed outside of the housing units after the 9:15 p.m. count. Activities such as ironing and microwave use will end at this time.

Fifteen minutes prior to counts, phones will be turned off.

Inmates are required to be in their assigned cube 10 minutes prior to the official count time.

There are unit census counts at 8:40 a.m. and 12:40 p.m.; these counts occur Monday through Friday at the officer's station in the front of the unit. If you are on medical convalescence, medical idle, vacation or new commit status you are required to be present at this count. (If you are in A&O class at these times, you will be counted in the class – If not in A&O class, you must be present for this count.)

Census or special counts are announced at any time by an announcement via the PA system and staff. If you are on institution grounds, report to recreation to be counted or to your detail supervisor. There should be no movement or use of telephones during this count. A census or special count is cleared by radio and staff announcement.

Emergency counts may be announced by PA system and staff. You are to report immediately to your living quarters; if you are on the open compound, report to your housing unit. An emergency count is cleared by a radio announcement and staff.

There is to be no running on the compound at any time.

**Contraband and Searches (Shakedowns):**

Contraband is defined as anything not authorized for retention, not issued by the institution, not received through approved channels, or not purchased through the commissary. Staff is alert to the subject of contraband and makes an effort to locate, confiscate, and report contraband found in the institution.

Any item in your personal possession must be authorized and a record of receipt of the items should be kept in your possession. You cannot purchase/receive radios or any other items from another inmate. Items purchased in this manner are considered contraband and are confiscated. Contraband found in your personal property, storage lockers, bedding or in your personal living space is considered your property and subject to disciplinary action.

Any altered item is considered contraband. Altering or damaging U.S. Government property is a violation of institution rules, and the cost of the damage will be levied against the violator. Staff will search your cube/living area to locate contraband or stolen property on a regular basis. You will not be allowed to be present during the search. Your property and living area will be left in the same general condition as it was found. Inspections are conducted at random. Work sites will also be searched on a regular basis. You are not allowed to take or be in possession of personal property in your work area.

**Drug Surveillance/Alcohol Detection:** BOP Facilities operate drug surveillance and alcohol detection programs, which include mandatory random testing, as well as testing of certain other categories of inmates. You may be asked to give a urine or breathalyzer sample at any time. When called to give a urine sample, you have two (2) hours to provide the sample or an Incident Report will be written. You must remain under direct staff observation during those two (2) hours. Failure to submit to a urine sample or breathalyzer will be treated as if the sample were "dirty." Water or other fluid may be taken only upon permission of the Chief Correctional Supervisor (Captain). A breathalyzer test must be completed when called for testing. There is no delay permitted.

**Fire Prevention and Control:** Fire prevention and safety is everyone's responsibility. For the safety of all, you must exercise care and cooperation in the prevention of fires. Fire drills are announced at any time and are held at least once every three (3) months on each shift. When the fire alarm sounds, leave the unit immediately by the nearest exit. Do not stand in the roadway after you exit the building. Line up across from the living unit on or beyond the walking track and remain there until counted by staff. DO NOT return to the living unit until instructed to do so by staff. Failure to comply with fire regulations and to evacuate the building or area during a drill will result in disciplinary action. It is your responsibility to become familiar with fire exit routes. This is the only time fire exits are to be used by inmates. Staff will take every step necessary to ensure your safety in the event of a fire or emergency. Housing units and institutional buildings are equipped with smoke detectors, fire extinguishers, or water sprinkler systems. You are required to report fires to the nearest staff member so property and lives can be protected. Qualified personnel conduct fire inspections regularly in each building. Piles of trash or rags in closed areas, combustible materials, items hanging from fixtures or electrical receptacles, or other hazards are not tolerated.

## **PROGRAMS AND SERVICES**

**Job Assignments:** You are assigned to a job detail as soon as you have received medical clearance. Your initial job will be to meet an institution need, generally in Food Service or Landscape. This job assignment will be for a minimum of sixty (60) days. Upon completion of this mandatory job assignment, you may apply for the job of your choice as vacancies occur. Job changes are made through your Unit Team. It is mandatory that all inmates have a full-time job unless medically excused.

You are not permitted to actively engage in a business or profession during your incarceration. You must delegate authority for the operation of any business to a person in the outside community.

**Performance Pay:** If assigned to a regular work assignment, you will receive performance pay for the hours worked. Current rates range from a basic maintenance grade of no more than \$5.25 per month up to \$.40 per hour and are subject to change. Inmates in IFRP refusal status will be paid no more than \$5.25 per month. Performance pay is credited to your Commissary account monthly, usually within ten (10) working days following the payroll cut-off date. If you have any questions concerning your performance pay, see your work supervisor.

Jobs and training are available in the following areas:

- **Food Service:** Cooks, bakers, butchers, vegetable preparation, salad bar, dishwasher operators, beverage workers, maintenance workers, warehouse workers, dining room workers, and pots and pans workers.
- **Facilities Department:** Electricians, plumbers, mechanics, refrigeration, air-conditioning, welders, painters, carpenters, landscape workers, powerhouse helpers, pipefitter helpers, and general maintenance laborers.

- Business/Other Offices: Typists, accounting clerks, maintenance workers.
- Health Services Unit: Maintenance workers, van drivers, office clerks.
- Education: Librarians, teacher's aides, maintenance workers, recreation assistants, law librarians, ceramics aides, and fitness aides.
- Clothing Room/Laundry: Shipping and receiving workers, laundry workers.
- Unit(s): Orderlies and office clerks.

Apprenticeship training programs are available. As part of an apprenticeship program, participants receive daily of on-the-job training plus a minimum of 144 hours of related course work per year. Completion of a course entitles you to a certificate from the U.S. Department of Labor. Apprentices sign a written formal agreement with the U.S. Department of Labor before being indentured into the program. You should possess a high school diploma or GED certificate, and have worked at least sixty (60) days in the program for which you are applying, to be enrolled in an apprenticeship program. Further information may be obtained from your Educational Representative or Supervisor of Education.

**Inmate Financial Responsibility Program**: Unit staff assess your IFRP at initial classification. Based upon each inmate’s financial resources, a payment plan (contract) will be agreed upon to pay any assessments, fines, and/or restitution imposed by the court. You will be allowed \$75.00 for ITS use each month during the calculation of your payment plan, according to your Judgment and Commitment Order, you may have a financial obligation(s) that you are ordered to pay while incarcerated. If there are no special instructions on your Judgment and Commitment Order in regard to your payments the following will apply:

You are allotted \$450.00 every six months from outside resources and institution pay for ITS exclusion after the \$450.00 deduction you will be expected to pay according to the following example:

**Example: Inmate Smith received \$1,259.00 within the last six (6) months. She made a total of \$600.00 payments during the previous six (6) months.**

$$\begin{array}{r}
 1,259.00 \text{ (Deposits made last 6 months)} \\
 \underline{-600.00 \text{ (IFRP payments made in last 6 months)}} \\
 659.00 \\
 \underline{- 450.00 \text{ (ITS exclusion)}} \\
 209.00 \\
 \text{Divide by} \\
 \underline{\quad 6} \\
 \hline
 \$34.83 \text{ (Monthly IFRP Payments)}
 \end{array}$$

A minimum payment plan of \$25.00 is required every three months (quarterly). The quarterly payments are scheduled in March, June, September, and December. This payment is required regardless of your total resources.

It is your responsibility to monitor your total resources on a monthly basis and make adequate payments toward your obligation(s). Your contract will normally be updated at program review. However, you are required to update your contract if you miss a scheduled payment or if you need to increase your payments due to an increase in total resources before your scheduled program review. It is your responsibility to contact your counselor before the 25<sup>th</sup> of each month to adjust your contract if needed. Payments are normally taken out of your account by the first Friday of the month. You are encouraged to save your first available funds for payment or have your money in your account by the first day of each month to avoid a missed or partial payment. Keep in mind, the money is always taken out in the morning and your outside monies are not posted until the afternoon. If your payment is being made from the outside, the receipt needs to be mailed to the institution no later than the 1st of the month. Failure to maintain adequate payments will result in your placement in IFRP refuse status.

**Cost of Incarceration Fee (COIF)**: In 1992, Congress enacted Public Law 102-395, requiring the Attorney General to establish policy and procedures to collect fees for incarceration costs. In compliance with this law, the Bureau of Prisons established a Cost of Incarceration Fee (COIF) as outlined in Program Statement 5380.06 and Institutional Supplement 5380.08, Inmate Financial Responsibility Program.

An inmate who begins serving a period of incarceration after January 1, 1995, may be required to pay the COIF. To determine if the COIF applies, your Unit Team will review the Judgment and Commitment Order. If a fine is not imposed and not waived by the court due to inability to pay, your Unit Team will review financial information contained in the Presentence Report. Depending on the inmate's assets, the COIF may be imposed equal to the average cost to confine an inmate for one year. Unit Team will notify an inmate at initial classification or at subsequent program reviews if the COIF is applicable. The Warden may reduce or waive the COIF based on an inmate's inability to pay or a significant change in the inmate's financial status.

### **INMATE VOTING RIGHTS**

Currently, the District of Columbia (DC), Maine and Vermont allow incarcerated individuals to vote.

**District of Columbia:** You must have proper proof of residence (address must match the address listed on the voter application). Those in a federal facility may use your DC home address. If you do not currently have an address in DC (i.e., no family currently residing there), but are still returning to DC upon release, use your last known address.

**Maine:** You must have an *established* residence. Residence for the purpose of elections refers to “that place where the person has established a fixed and principal home to which the person, whenever temporarily absent, intends to return.” Meaning, you must intend to return to that address, and you will need to attest to that on the forms.

**Vermont:** Inmates vote by absentee ballot by using their last known address in Vermont.

Voting materials for DC, Maine, and Vermont are posted on TRULINCS. This and other material is also available in the Reentry Resource Library. Prior to release or transfer to a Residential Reentry Center or Home Confinement, you will receive additional information regarding Restoration of Voting Rights. The BOP will update information materials regarding changes in voting rights for relevant states as needed.

#### **Incoming and Outgoing Voter Mail**

Incoming mail from a Board of Election labeled "Official Election Mail," "Official Election Ballot," "Ballot Enclosed," or similar language indicating the contents of the envelope include an election ballot will be treated as legal mail and inmates will sign for the mail. Only incoming ballots will be treated as legal mail, other types of informational mail are considered general correspondence. All outgoing inmate mail addressed to a Board of Election will be treated as legal mail.

### **RESTORATION OF VOTING RIGHTS**

It has been a common practice within the United States to make felons ineligible to vote, and in some cases permanently. Over the past few decades, the general trend has been to reinstate the right to vote at some point, although this is a state-by-state policy choice. Below is a summary.

- In the District of Columbia, Maine and Vermont, felons never lose their right to vote, even while they are incarcerated.
- In 18 states, felons lose their voting rights only while incarcerated and receive automatic restoration upon release.
- In 19 states, felons lose their voting rights during incarceration, and for a period of time after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees or restitution before their rights are restored as well.
- In 11 states, felons lose their voting rights indefinitely for some crimes, or require a governor's pardon in order for voting rights to be restored; face an additional waiting period after completion of sentence (including parole and probation), or require additional action before voting rights can be restored.

### **ESCORTED TRIPS**

Escorted trips are sometimes granted to inmates who do not qualify for furloughs. These are restricted to attendance at the funeral of a verified immediate family member, for a bedside visit with a critically ill immediate family member, or for a court hearing involving the permanent termination of parental rights.

The institution will pay the salary of the available escort officer(s) for the first eight (8) hours only. You, your family, or other approved source will have to pay any overtime. You will also have to pay any transportation expenses for yourself, your escort, and other incidental expenses.

The trip will be directly to the hospital, funeral home, or courtroom only and return. If overnight lodging is required, you will be held at the closest federally approved jail. You must pay lodging expenses for the escort(s) and may be required to pay jail expenses for your lodging.

### **FURLOUGHS**

A furlough is any authorized absence from the institution when you are not on a work/study release program, or under escort of a staff member, U.S. Marshal, or authorized agent on writ. To qualify for a furlough, you must have Community Custody and be within two (2) years of a definite release date, have maintained a good institutional adjustment, and have established responsible program performance. Furlough applications are available from your Counselor.

There must be a verified need for a furlough. Furlough requests are investigated by the Probation Officer in both the district of sentencing and the district to be visited while on furlough. On occasion, the recommendation of the U.S. Attorney, Drug Enforcement Officers, and/or Sentencing Judge must be secured before furlough approval. Central Inmate Monitoring cases require Warden or Central Office approval. Inmates with detainers generally are not approved for furloughs.

You or another approved source must pay costs of furloughs. Furloughs may be granted for the following reasons:

- Visit to a dying immediate family member, attendance at immediate family member's funeral;
- Obtaining authorized medical services not otherwise available;
- Develop release plans (including employment interviews);
- Maintain or re-establish family and/or community ties prior to release - especially when release through a community program center is not available;
- Participate in approved educational or other activities which will facilitate release transition;
- Transfer directly to another institution or community program center; and
- For other significant reasons consistent with the public interest.

### **FOOD SERVICE**

The Food Service Department consists of an Administrator and Cook Supervisors. They are responsible for the entire Food Service Program, which includes meal planning, budgeting, procurement, preparation, serving, and sanitation. Inmate work assignments are available in a variety of areas of food service to include, cooking, meat cutting, dishwashing, and general cleaning. The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy, and no-flesh dietary options. Main Line is available to everyone except participants in the Common Fare Diet Program. For information on the Common Fare Diet Program, consult the Chaplain. Pork or pork-seasoned items are marked with an asterisk (\*) on the weekly menu. Meals are served at the following times:

Dining Hall Serving schedule:

#### Monday - Friday

Breakfast:	6:30 a.m. to 7:30 a.m.
Lunch:	10:40 a.m. to 11:40 a.m. During orientation, lunch is scheduled at 11:05 a.m. Once assigned to a permanent work detail, your lunch is designated by your work supervisor.
Dinner:	Following 4:15 a.m. count (approx. 5:00 a.m.)

***The serving line will remain open for one hour.***

#### Saturday/Sunday/Holidays

Coffee Hour: 6:30 a.m. to 7:30 a.m.  
Brunch: Following 10:00 a.m. count (approx. 10:45 a.m.)  
Dinner: Following 4:15 a.m. count (approx. 5:00 a.m.)

*The serving line will remain open for one hour.*

### **Dining Hall Rules and Regulations:**

There are certain rules and regulations you should become familiar with:

- No food other than one piece of fresh whole fruit shall be taken from CDR, and should be consumed the same day.
- No beverage containers are permitted in the CDR.
- Dishes, eating utensils, salt and pepper shakers, sugar packets, etc., are not to be taken from CDR.
- Do not trade or pass items on the serving line.
- Do not waste food; take only what you will eat.
- Do not save a table or chair for a friend.

You must be appropriately dressed to include the khaki uniform during programming hours. Sweat shirts and sweat pants may be worn in the dining hall during non-programming hours, i.e., evenings, weekends, and holidays. (See Inmate Clothing) Shorts, shower shoes, and sandals are NOT permitted in CDR. Hats must be removed. Coats/jackets must be unzipped with ID visible.

Entree and dessert items are limited to one portion per person. Extra portions of all other foods are available on the hot bar. You must obtain a clean tray from the Cook Supervisor on duty before returning to the hot bar located in the dining room. You must ensure you have all the items that are being served on your tray before you leave the serving line. If you are missing any items, you must show your tray to the Cook Supervisor on duty for corrections to be made to your tray before you exit the serving line.

No commissary items are to be brought into Food Service.

After eating, carry your tray to the dishwashing area at the rear of the Central Dining Room (CDR). Dispose of eating utensils properly and pass the tray to the worker or leave it on the counter. Due to space limitations, you are expected to vacate your table as promptly as possible.

Any questions or concerns you may have are to be directed to one of the Cook Supervisors or the Food Service Administrator, not the inmate workers.

### **EDUCATION**

Education has two locations. The main Education building is adjacent to the e-mail room and directly across from Laundry. The Education Annex building is located on the road toward the Facilities Department. Education-Leisure time operates under the philosophy that academic and vocational training and recreational programs can provide necessary skills and resources for self-improvement, academic and occupational training, preparation for future employment, and positive health and life experiences.

Courses currently offered are:

General Education Development (GED)	Apprenticeship Training
Correspondence	Recreational Activities
Vocational Training (Cosmetology and Building Trades)	English-As-A-Second Language (ESL)
Adult Continuing Education (ACE)	College (see below)
Career/Work Readiness Certificate Program (see below)	

Certificates are awarded for completion of GED, ESL, and vocational training courses. Assignments beyond the entry-level grade are contingent upon successful completion of a literacy program. Special classes are offered in high interest areas and

on an as-needed basis. Incentives include bonus pay upon completion of certain courses, special award, and recognition ceremonies. Your Educational Advisor will meet with you to plan course enrollment needs.

**Testing:** The following procedures will be used by the Education staff in determining administration of tests:

- a) Tests of Adult Basic Education (TABE) will be administered within 60 days of arrival to all newly committed inmates. The Comprehensive Adult Student Assessment System (CASAS) will be administered to non-English speaking inmates to determine grade level of basic skills. Inmates scoring less than 225 on the CASAS placement test will be required to enroll in the mandatory English as a Second Language (ESL).
- b) Inmates transferred to Alderson from other institutions are not normally tested, but may be administered the TABE and/or CASAS test battery, whichever is appropriate, depending on the inmate's capability to speak and read English. Retesting is determined in accordance with the inmate test records and program plans.

If you do not have a verified high school diploma or General Education Development (GED), you will be required to attend the Adult Literacy Program and fulfill the minimum requirements set forth by policy. It is the inmates' responsibility to verify their completion of High School or General Education Development. The following applies to PLRA and VCCLEA inmates:

- a) The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that an inmate with a date of offense on or after September 13, 1994 but before April 26, 1996 lacking a high school diploma must participate in and make satisfactory progress towards attainment of a GED credential in order to vest earned good conduct time.
- b) The Prison Litigation Reform Act (PLRA) provides that in determining good conduct time awards that 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.

**College Opportunities:** FPC Alderson's Education Department works in conjunction with New River Community and Technical College (NRCTC). Certified Customer Service Specialists College Program is offered to the inmate population. This certificate program is designed to provide training in basic technical and interpersonal skills for customer service positions.

### **1 Year Programs Certified Customer Service Specialist and Receptionist**

Admission Procedures:

1. Any student interested in a college course(s) must have either a verified High School Diploma or GED.
2. All students must sign up for the college course(s) with the College Coordinator.
3. Student must have six (6) months clear conduct prior to submitting an application for selection.
4. Students must obligate their time and effort in order to complete the courses; therefore, students must not be in other classes or programs that conflict with the college courses.

College instructors will assign grades to the class participants. Each course is one semester or 45 hours. In order to pass the course, a grade of "D" or above must be maintained by the student. CLASS ATTENDANCE IS REQUIRED unless the student is issued a medical idle. It is the responsibility of the student to provide a copy of this idle to the instructor.

Students CANNOT be enrolled in the Comprehensive Residential Drug Abuse Program (RDAP) or the Cosmetology Program and participate in these college courses.

**College Correspondence Course(s):** Additionally, inmates are encouraged to participate in correspondence courses. Information regarding these courses is available in the Career Resource Center (Room 4 of Education) to help you choose a correspondence school and/or curriculum. It is the inmate's responsibility to find a course to take and present it to the Correspondence Coordinator. The course cannot be on-line or computer-based courses and they must not conflict with the orderly running of the institution. After receiving approval for the course(s) from the Correspondence Coordinator, the inmate is responsible for payment of all course materials and fees, and is also responsible for mailing all course materials to the school or agency. After completion of the course work, all books and materials should be mailed home. Completion of any correspondence class(s) should be reported to the Correspondence Coordinator, as should withdrawal from any course(s). For questions, see Open House hours.

**Cosmetology:** The Cosmetology Program is accredited through the West Virginia Board of Barbers and Cosmetologists. The class consists of 1,800 classroom hours and upon completion, the state board exam is administered. All inmates passing the exam receive a cosmetologist's license from the state of West Virginia. The license can be transferrable to other states for a minimal fee. New commits may not request an appointment in Cosmetology until after A&O has been completed.

**Building Trades:** The Building Trades Program is accredited through the National Center for Construction Education and Research. The masonry course provides students with a comprehensive overview of the tools, equipment, materials, and trade practices used in the masonry trade. NCCER develops standardized construction and maintenance curriculum and assessments with portable credentials. These credentials are tracked through NCCER's Registry System that allows organizations and companies to track the qualifications of their craft professionals and/or check the qualifications of possible new hires. NCCER's Registry System also assists craft professionals by maintaining their records in a secure database.

**First Step Act Career/Work Readiness Certificate Program:** Under the First Step Act (FSA) initiative, this program will provide workforce skills measurement, assessment, curriculum, and social emotional learning tools to the inmate population seeking to fulfill employment/vocational needs of the FSA. The ACT WorkKeys curriculum helps build and identify essential career-relevant skills sought by employers for workplace success.

### **Library Services:**

**Law Library:** The Electronic Law Library is open Monday – Saturday from 12:30 p.m. to 3:20 p.m. and 6:00 p.m. to 7:15 p.m. Sunday from 7:30 a.m. to 9:30 a.m., 12:30 p.m. to 3:20 p.m. and 6:00 p.m. to 7:15 p.m. The Electronic Law Library is maintained by Central Office Staff and updated accordingly. Typewriters are available for legal use and a copying machine is available for your use at \$.15 per copy.

**Leisure Library:** The Library is located on the 2nd floor of Willebrandt Hall (Recreation Center) and is open from 12:30 p.m. to 3:30 p.m. and from 6:00 p.m. to 7:30 p.m. Tuesday, Wednesday, Thursday, and Friday. It will be open 12:30 p.m. to 3:30 p.m. and after 4:15 p.m. count until 7:30 p.m. on Saturday, Sunday and holidays. The collection includes fiction, non-fiction, basic legal reference materials, literary works in Spanish, current magazines, major newspapers, medical reference materials, and audio/video cassettes collection.

Books are checked out for two (2) weeks and renewed as needed. There is a four (4) book limit. Magazines, newspapers, basic references books, and video cassettes cannot be checked out or removed from the library. Required reference books not available may be borrowed from the local community library through an inter-library loan program. Request forms are available in the library.

**Recreation:** The Recreation Center is located on the 1<sup>st</sup> and 2<sup>nd</sup> floors of Willebrandt Hall. It is open Wednesday through Sunday from 7:00 a.m. to 7:45 p.m. and Monday and Tuesday from 10:00 a.m. to 7:45 p.m., hours are subject to change.

**Leisure Programs:** Recreation programs and leisure activities are supervised by the Recreation Department and are designed to develop an individual fitness concept. Programs include indoor/outdoor activities and range from individualized arts and crafts programs to intramural team sports (basketball, softball, and volleyball). Physical fitness and brisk walking programs are also important activities which contribute to good mental health, interpersonal relations, and stress reduction.

Activities include but are not limited to arts and crafts classes, aerobics, step aerobics, country line aerobics, Pilates, sweating to the oldies, fusion, low impact spinning, volleyball (indoor/outdoor), pool, basketball, ping pong, jogging, brisk walking, softball, table games, bingo, progressive relaxation and talent shows. Tournaments are held periodically with consumable prizes awarded to winners.

**Consequences for rule violation in recreation:** Inmates are strongly encouraged to participate in recreation activities. However, when inmate behavior violates established rules, consequences may include an incident report and/or suspensions from programs.

**Recreation and Zimmer:** The Zimmer Amendment was passed in 1996. The amendment does not allow the BOP to use appropriated and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform to guidelines set by the law. The main

sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate, or other martial arts or any body building or weightlifting equipment; and (3) electronic or electric instruments.

**Hobby Craft Mail Out:** Recreation staff will conduct a mail-out for hobby craft items every other Sunday between the hours of 1:00 p.m. - 3:00 p.m. Please refer to the current Hobby Craft Procedures, in the Institutional Supplement.

**Religious Services:** The Chapel is located on the lower level of Willebrandt Hall in the rear of the building. There are facilities for worship services, prayer and study areas, offices, and a religious library. The outdoor worship grounds is located in the yard behind Willebrandt Hall. We have one full-time Chaplain and a Religious Services Assistant available to provide for your spiritual needs.

**Services and Studies:** Religious programming includes worship, prayer, and study of various religions, as well as counseling and spiritual guidance. Schedules of religious services and activities are posted each week in living units and is also available on TRULINCS. Attendance at religious activities is open to all. Flyers for any special programs, Work Proscription day, and other notices are posted on TRULINCS. A hard copy of the schedules and other flyers is available in the chapel. It is prohibited to participate in any form of group prayer without the consent of the Chaplain.

**Religious Counseling:** Counseling services are available regularly to promote your spiritual growth and to discuss special needs, such as pregnancy, marriage, etc. The Chaplain may be called in times of crisis, such as serious illness or death in your family.

**Common Fare Program:** Information regarding religious dietary programs for those whose religion dictates eating kosher or halal food is obtained from the Chaplain.

**Marriage:** If it is your intention to get married while incarcerated, discuss your request to be married first with Unit Staff who will explain the procedure to you. All expenses of the marriage will be paid by you, your intended spouse, your family or other appropriate source approved by the Warden. U.S. Government funds may not be used for marriage expenses. If you request permission to marry:

- You must have a letter from your intended spouse which verifies his intention to marry.
- You must demonstrate legal eligibility to marry.
- You must be mentally competent.

The marriage must pose no threat to Institution security, good order, or the protection of the public.

## **PSYCHOLOGY SERVICES**

Psychology Services is located in the Activities Building. Upon your arrival at FPC Alderson, you will be seen for an intake screening within 14 days of your arrival by a member of the Psychology Services staff unless you have transferred from another institution and do not require an intake or are returning to this institution within a specific time frame. Psychology Services provides several groups, which you can submit a copout to join. These groups may include Anger Management, Assert Yourself for Female Offenders, Criminal Thinking, Emotional Self-Regulation, and Trauma in Life. Please see the bulletin board in the Psychology Services area for the most current list of available groups and their schedule. You can be seen for an individual session as needed by submitting a copout to Psychology Services. You are encouraged to utilize the psychology library, which has a variety of materials on several topics, such as depression, grief, anxiety, parenting, relationships, stress management, reentry concerns, and many others. Psychology Services also has an audio/visual lab where you may check out DVDs, videos, or cassette tapes, and these resources may guide you through relaxation or be more instructive, such as preparing you for reentry. You must utilize the resources during your free time, meaning you cannot miss your work assignment or callout to go to the library.

**Suicide Prevention:** It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or received bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff is trained to monitor inmates for signs of suicidality, and are trained to refer all concerns to the Psychology Department. However, staff doesn't always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of

enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that there is nothing to live for), PLEASE alert a staff member right away. Your input can save a life.

FPC Alderson has a suicide prevention program and inmates can be hired as suicide watch companions. Suicide watch companions' primary duties include observing inmates on suicide watch and maintaining a suicide watch log with entries completed every 15 minutes. Inmates in this position receive initial and refresher trainings and attend mandatory meetings. If you are interested in becoming involved in this program, please submit a copout to Psychology Services.

**Drug Abuse Programs:** Drug abuse programs are available in all Bureau of Prisons (BOP) institutions. The BOP offers several program options for inmates who may have abused alcohol and/or drugs. You may be an individual incarcerated for a violation of federal drug laws. If so, you may be required to complete the BOP's Drug Abuse Education Course. This course will help you determine if you need drug abuse treatment or another type of programming.

**Drug Abuse Education Course:** The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment. If your pre-sentence report documents a history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use you are required to take the Drug Abuse Education Course. Failure to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. The Drug Abuse Education Course is available in every Bureau of Prisons institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, you will be placed on call-out to do so. If you would like to enroll in the course, but are not required to participate, you may submit an Inmate Request to a Staff Member (cop-out) in order to place your name on the waiting list for the course.

**Nonresidential Drug Abuse Program:** Nonresidential Drug Abuse Treatment is also available in every Bureau institution. Nonresidential Drug Abuse Treatment is flexible to meet individual treatment needs. Typically, the following individuals choose to participate in nonresidential drug abuse treatment:

- inmates with a relatively minor or low-level drug abuse problem,
- inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Program (RDAP),
- inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,
- inmates with a drug use history who chose not participate in the RDAP, but want to prepare for staying sober in the community,

Program completion awards are available when you complete the nonresidential drug abuse program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards.

**Residential Drug Abuse Program:** The Residential Drug Abuse Program (RDAP) provides intensive drug abuse treatment to inmates diagnosed with a substance use disorder. Inmates in the RDAP are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum of 9 months; however, your time in the program may be extended depending on your progress in treatment.

To apply for the RDAP you must send an Inmate Request to a Staff Member to a drug abuse program coordinator to indicate your interest in the program. Staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of substance abuse or dependence. If so, you will be referred to a drug abuse program coordinator for an interview to determine if your drug and/or alcohol use rises to the level of a diagnosis of a substance use disorder. If so, you may qualify for the RDAP.

Qualified inmates for the RDAP are enrolled in the program based on their nearness to release. In order to be enrolled in the RDAP, you must have enough time left to serve on your sentence to complete the institution unit-based component AND community transition treatment when transferred to a residential reentry center (RRC) or to home detention. Follow-

up programming is provided to inmates after they complete the unit-based component of RDAP and are awaiting transfer to an RRC.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in the community. The RDAP demands much of all participants. It requires participants to be honest, to get along with one another, and to participate fully in all treatment activities. It requires inmates to be involved in programming activities seven days a week. Formal RDAP treatment sessions are conducted on a half-day schedule, with the rest of the day devoted to work, school, and/or other self-improvement activities.

**Early Release:** The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to 1 year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. 3621(e)(2)). For more information, talk to an institution drug abuse treatment specialist or drug abuse program coordinator.

**Community Transition Drug Abuse Treatment:** To successfully complete the RDAP, inmates are required to participate in Community Transition Drug Abuse Treatment. The Bureau ensures that inmates receive continued treatment when transferred to a RRC or Home Detention. The RRC, is structured to help you re-adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP (e.g., early release).

**Spanish Residential Drug Abuse Program:** The Spanish Residential Drug Abuse Program is available at FMC Carswell, TX. Inmates whose primary language is Spanish, and who do not speak English well enough to fully participate in an English-speaking RDAP, may volunteer to be screened for the female Spanish RDAP at FMC Carswell. To apply for the Spanish RDAP inmates should submit an Inmate Request to a Staff Member to a Drug Abuse Program Coordinator to be screened for the program.

**RDAP Follow-Up Program:** Everyone who completes the RDAP at any institution and still has time to serve before transfer to Residential Re-entry Center (RRC) placement must participate in the RDAP Follow-Up Program. The RDAP Follow-Up Program consists of a minimum of one group session per month for 12 months, or until you are transferred to your RRC placement. The topics covered are designed to review program concepts and skills. Other responsibilities and assignments may be required by the treatment staff as well.

**The Resolve Program:** Resolve is a group-based program focused on treating inmates with a history of traumatic life events. Participation requires completing a brief four-week workshop called Trauma in Life. After completion, you may request to be placed on the list to undergo a formal assessment with the Resolve Coordinator. Following that evaluation, if participation is determined to be appropriate, all participants will complete a 12-week treatment group called Seeking Safety. From there, participation will vary according to individual treatment needs with some participants considered to have completed the program after this initial group while others may require participation in additional groups (i.e., Dialectical Behavioral Therapy [DBT] and/or Cognitive Processing Therapy [CPT]). If interested, submit a paper or electronic cop-out to the Resolve Coordinator.

## **HEALTH SERVICES**

**Health Care Services:** The Health Services Unit (HSU) is located on the upper compound beside Ridge Unit.

**PCPT - Primary Care Provider Team Model:** Health care at this institution is provided in the same manner as a medical office in the community setting. Under the PCPT model, each inmate is assigned to a medical provider and associated support staff, according to the inmate register number. The Health Services Department provides urgent and routine medical care.

**Intake Screening:** Upon your arrival at FPC Alderson, you will be interviewed by a member of the Health Services staff. It is absolutely necessary you cooperate with them in supplying all requested medical data. If you are on maintenance medications, these will be continued until you can be evaluated by a clinical provider. All inmates must be screened for

tuberculosis. Refusal to participate in this screening will result in disciplinary action. You are to report to the Health Service Department two days from the date of receiving your PPD to have it reviewed by the nurse. Failure to return in two days will result in repeat testing and possible disciplinary action.

All inmates are screened upon arrival for psychological and emotional issues. If the screening is found to be abnormal by the provider, an immediate referral is made to the Psychology Department.

**Clinic Appointments and Callouts:** Medical appointment will be scheduled and you will be placed on the call-out (scheduled appointments through the SENTRY computer system). It is your responsibility to check the call-out daily and report for your scheduled visit. Failure to report for your appointments may lead to the issuance of an Incident Report. If you arrive late for an appointment, the provider may reschedule your visit for a later date. Health Services is not a walk-in clinic. You will be considered “out of bounds”, if you are in the area for reasons other than for attending sick-call, pill-line, or Open House, and will be issued an incident report.

**Physical Examinations:** Each inmate will receive a complete History and Physical within 14 days of arriving at the institution. Inmates will be evaluated by dental within 30 days of arrival to the institution. If you have transferred from another institution and a current physical examination is in your medical record, this will not be repeated. You will be assigned a medical duty status and cleared for work at the time of your physical examination. Inmates under the age of 50 will receive a complete physical exam every 3 years upon request. Inmates 50 years and older may receive a complete physical exam and mammogram every year. Mammograms and Pap Smears are available every 2 years for inmates ages 40-50, unless their medical condition warrants more frequent screening.

**Requests for Medical Care:** Inmates may seek medical attention via sick call, cop-out, or by notifying a staff member of your medical concern. Cop-out requests must identify your specific concern and an appointment will be scheduled for you within 30 days of your submitted request.

If routine triage hours are disrupted due to an unforeseen event, medical complaints will be addressed via telephone with designated on-call providers. Inmates will need to address their concern to any staff member, who will contact on-call staff. In cases of emergency staff will contact EMS, who will respond immediately. All emergencies will be evaluated. If your complaint is not categorized as an emergency, you will be instructed to return for routine care through the sick-call triage request system. If you should become injured or ill while on the job, you should notify your Detail Supervisor. Action will then be taken to have you evaluated. If you should become injured or ill after clinic hours, you should notify your Unit Officer. Again, action will be taken to have you evaluated. If you are evaluated and identified as needing specialty care, which falls within the Bureau of Prisons policy of providing medically mandatory or medically necessary care, you will be treated accordingly.

**Sick Call Procedure:** Medical sick-call is conducted Monday, Tuesday, Thursday, and Friday between 6:45 a.m. and 7:00 a.m. Sick call will not be conducted on Wednesdays, weekends, or holidays. You will be given a sick-call triage form during these hours, which must be filled out completely and legibly. A provider will review this form. Following your evaluation you will either be seen that day or scheduled a return appointment. Appointments will be scheduled according to the severity of your complaint. You may attend sick call for issuance of a commissary sheet to purchase over-the-counter medication the same day. Sick-call is not the time to address ongoing chronic care issues, medication changes or medical duty status renewals. Please submit a cop-out addressed to your assigned provider to address these issues. An appointment will be scheduled with the appropriate provider within a period appropriate for the inmate’s condition and medical needs. If no follow-up appointment is warranted, the inmate will be advised of other options (e.g. obtaining over-the-counter medications from Commissary, submitting an Inmate Request to Staff BP-A0148), etc.

Dental sick-call is on Monday, Tuesday, Thursday, and Friday between 6:45 a.m. and 7:00 a.m. and follows the same procedure as medical sick call. (Do not attend dental sick call for routine care such as dental cleanings.) Dental sick-call triage forms are given out between 6:45 a.m. and 7:00 a.m.

**Inmate Co-Pay:** The inmate co-pay fee has been established at \$2.00 per complaint. A co-pay fee is charged when an inmate initiates a health care visit; is found responsible for the injury of another inmate; when a medical evaluation is requested by non-clinical staff if the condition is not an emergency or any other non-emergent visit as outlined in Program Statement 6031.02, Patient Care. Inmates will not be denied health care services due to indigent status. If you ask a non-medical staff member to contact medical staff to be evaluated on your behalf, and it is deemed “non-emergent” by medical staff, you will be charged a \$2.00 co-pay fee for that visit. If you are being seen for a chronic care clinic and

discuss a triage (sick-call) complaint, you will not be charged for the chronic care visit, but you will be assessed a \$2.00 fee for the triage complaint.

Health care visits with no fee will include visits based on: health care staff referrals; health care staff-approved follow-up treatment for a chronic condition; preventive health care services; emergency services; prenatal care; diagnosis or treatment of chronic infectious diseases; mental health care; or substance abuse treatment. If a health care provider orders or approves any of the following, a fee will not be charged:

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

Your health care provider will determine if the type of appointment scheduled is subject to a co-pay fee. Indigence: An indigent inmate is one who has not had a trust fund account balance of \$6.00 for the past 30 days. If you are considered indigent, you will not have the co-pay fee deducted from your account. If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your inmate commissary account.

**X-Ray/Laboratory Results:** For normal laboratory results and diagnostic test results; you will be notified by institutional mail. For any abnormal results, you will be placed on the call out to discuss further by your medical provider. To obtain copies of your test results; you must submit a cop out to the Medical Records Department.

**Dental Examination/Treatment:** New commitments are scheduled for a dental examination during the Orientation Program within 30 days of arrival. Routine dental care will be provided based on the availability of dental staff and your ability to maintain good oral hygiene. If you require routine care, you must submit a cop-out and will be placed on a waiting list based on the date you submit your cop-out request. Anyone with a sentence of 18- months or less can submit a request for one (1) dental cleaning. Those with sentences longer than 18-months can submit a request for a dental cleaning every 12-months and routine dental care. For non-routine dental care such as dental pain or dental infection; you must report to dental sick-call to be evaluated.

**Eyeglasses and Contact Lenses:** In order to be evaluated for eyeglasses, you must submit a cop-out to Health Services. If your visual problem meets the criteria for referral to the Eye Care Specialist, you will be scheduled an appointment in the order the cop out request is received. All prescription eyeglasses will be obtained from Federal Prison Industries, FCI Butner, NC. Eyeglasses will not be authorized to be sent from other vendors or from private sources. Inmates may retain their eyeglasses at admission. All such glasses are subject to inspection for contraband. Eyeglasses may not have stones, brand name markings, or transitional lenses. Inmates may retain this pair of eyeglasses until the lenses or frames need to be changed or repaired, at which point the Bureau will furnish replacement eyeglasses through Federal Prison Industries. Contact lenses are permissible for use instead of glasses only when the optometrist determines your specific eye condition is best treated with contact lenses. Only clear lenses will be authorized. Health Services will provide supplies.

**Pharmacy Services:** If you self-carry medications you may pick them up at the Pharmacy Monday through Friday at 9:00 a.m. Self-carry medications will not be dispensed any other times unless otherwise instructed by a staff member. If you have a question for the pharmacist you may submit a cop out to the pharmacy or report to the 9 a.m. Pharmacy Open House and self-carry medication pick up line. Prescription refill is done via the TRULINCS system at e-mail. Fill out the refill request no more than 2-3 days before you are out of medications. Medication refills should only be requested when you have a small quantity left (3-4 days) and need more. You can place the request 3-4 days early to allow time for processing and pick-up. DO NOT REQUEST REFILLS IF YOU ALREADY HAVE MEDICATION, and do not throw away your medication in order to get another refill. If a medication refill is requested, it should be picked up within 10 days. Persons who request medication to be processed and do not pick it up will have disciplinary action taken against them.

You will receive instructions when your prescription is filled and dispensed to you by the Pharmacist. She/he will explain the medication and how you are to take it. Further medication education counseling is available when requested via cop-out or attending the Pharmacy Open House.

**Prescription Refills:** Prescription refill is done via the TRULINCS system at e-mail. Fill out the refill request no more than 2-3 days before you are out of medications. Please allow those 2-3 days to process your refill. Your medications will not be ready the same day or next day unless otherwise specified by a staff member.

**Over-the-Counter Medications:** Medication like: Motrin (Ibuprofen), Aspirin, Tylenol(Acetaminophen), Allergy Medication, Liquid Antacid, Hemorrhoid and Antifungal Cream (Athlete’s Foot Cream, etc.) are available for purchase in the Commissary. Unless the medical provider determines that a prescription of these or some other over-the-counter medications is clinically indicated, you will be expected to purchase them in the Commissary.

**Pill Lines:** Pill line is for any restricted medications (those which cannot be taken back to your unit) or insulin injections. Pill lines times:

Monday – Friday: 7:00 a.m. – 7:30 a.m.; 2:45 p.m. – 3:00 p.m.  
Saturday, Sunday, & Holidays: 8:00 a.m. – 8:15 a.m.; 2:45 p.m. – 3:00 p.m.

- Additional pill lines, if needed, are at 12:00 p.m. and 5:00 p.m.

Inmates may line-up 10 minutes before the start of each line. You are to be in line and not show up after the line has ended. The lines will end when the last person receives their medication. If you do not see a line pill line is over.

Insulin dependent diabetic lines are daily at 6:30 a.m. and 5:00 p.m., Monday through Friday and 7:45 a.m. and 5:00 p.m., on weekend and holidays. These lines are opened via announcement once the Operations Lieutenant has cleared the count and opened the compound. Do not report to this line until the overhead page has been made. Before you can receive any medication, you must provide a photo ID (commissary card) for identification purpose and state your name and register number.

**Possession of Unauthorized Medication:** An incident report will be written for any medications that are expired, unlabeled, or mixed in the same bottle. You are not authorized to have more than 1 month supply of medication in your possession. All expired medications must be returned to the pharmacy.

**Glucometer:** There will be a glucometer available for blood sugar checks at the morning and evening insulin line for insulin-dependent diabetics. Only diabetics that require insulin will be authorized to self-carry an HSU issued glucometer and testing supplies.

**Open House:** Medical Records and Health Services Administrator’s Open House will be held every Wednesday at 9:30 a.m., unless otherwise posted. If you wish to have a copy of your medical records at any time or prior to leaving the facility, you will need to submit a paper cop out to the Medical Records Department 30 days in advance of the date you wish to have your records. You will need to attend the HSA Open House to address concerns, or questions related to your medical treatment.

**Outside Hospitalization:** If you are moved to a local hospital, you may be placed on furlough status or under the direct supervision of institution staff and/or contract guard service. Visitors must have prior approval from the institution staff and will normally be restricted to immediate family only.

**Advanced Directive:** Advanced Directive, also known as a living will, is a written instrument by which a patient expresses his/her health care in the event of a terminal or irreversible condition, during which that individual is no longer able to communicate such wishes to the health care provider due to incapacitation. If you are interested in having an advanced directive in your file, you must submit a standard request to staff form (cop-out) to the Medical Records Department and you will be scheduled an appointment to stop in HSU and fill out the needed information. You will need to bring the name, address, and any phone numbers in which the person can be reached.

**Equipment Loans:** If you are given equipment to use as a result of illness or injury from the Health Services Department such as: crutches, canes, etc., you will sign for it upon receipt. If this equipment is not returned, you may be subject to disciplinary action and/or be required to pay for these items.

**Health and Wellness Programs:** Get Fit Buddy Program – 12 week exercise and nutrition program utilizing group support is offered by Health Services. Submit requests by cop-out.

**PATIENT RIGHTS AND RESPONSIBILITIES**

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

RIGHTS	RESPONSIBILITIES
1. You have the right to health care services, based on the local procedures at FPC Alderson. Health services include medical sick call, dental sick call and all support services. If Inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies at FPC Alderson. You have the responsibility to follow recommended treatment plans that are established for you by health care staff. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also incur the health care costs for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

RIGHTS	RESPONSIBILITIES
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider (s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons' policy to include preventive services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

**Social Worker Services:** The institution social worker, located in Psychology, is available to discuss potential resources for child and family related matters, such as inmates who have a child involved with social services. The social worker is also available to assist in locating community resources for inmates with specialized re-entry needs; such as significant medical/mental health concerns, homelessness, and domestic violence.

### **SAFETY**

FPC Alderson has an Environmental and Safety Compliance Department that consists of an Environmental and Safety Compliance Manager and a Safety Specialist.

Staff will make every effort to provide you with safe housing, work areas, and appropriate safety equipment. For your health and welfare, you are required to know and observe all Safety Rules and Regulations on the job, in accordance with Program Statement 1600.11, National Occupational Safety and Health Policy.

- You will perform only that work to which you have been assigned. Unauthorized use of machines or equipment, or performance of work in an area not specifically assigned, is forbidden and subject to disciplinary action. Machines or equipment in the work area shall not be used to fabricate or repair personal items.
- To protect against physical injury and/or health hazards, you are required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirator, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner.
- Safety goggles must be worn when performing any grinding, chiseling, filing, or sanding operations. Landscape operations involving the operation of weed eaters, edgers, chainsaws, and trimmers require the use of safety goggles and ear protection. The use of mowers require the use of ear protection.
- All vehicle drivers must be legally licensed. Vehicle drivers must obey all driving rules of the Institution. No passengers are allowed in the back of trucks. Only allowed numbers of passengers per number of seatbelts are permitted in the vehicle.
- Do not ride on tractors, forklifts, or any other tow vehicle. The operator is the only person authorized in the use of such machinery.
- Safety hazards are to be reported to your Work Supervisor immediately. If the Work Supervisor does not agree that an unsafe condition exists, you may report the unsafe condition to the Safety Office for further consideration.
- If you suffer a work injury and feel that your injury has resulted in some degree of physical impairment, you may file a claim for inmate accident compensation. To do so, you should contact the Safety Manager approximately forty-five (45) days prior to your release or transfer to a community program center (Example: half-way house, work release facility). The Safety Manager will assist you in completing your claim and will arrange a medical evaluation which must be performed with regard to your claimed injury.

**Inmate Accident Compensation Procedures:** Received in initial A&O packet upon arrival. See the Safety Department to request additional information.

**Asbestos Awareness:** FPC Alderson is an older institution, having been built in 1927. During that time, it was an acceptable and even preferred practice to mix asbestos into construction materials in order to enhance the fire resistance. This was done in all of the buildings here at FPC Alderson, with the exception of the housing units (A & B Building). Asbestos is known, or assumed to be present, in some floor tiles, roofing shingles, cementitious pipe insulation, and in some of the hard plaster walls and ceilings throughout the institution. Inmates are not allowed to tamper with, remove, or repair any asbestos-containing materials. This will only be done by trained staff members. Things you need to understand about asbestos include:

- *What is asbestos?* It is a natural mineral found in the soil, air, and water. You have been exposed to asbestos fibers, to some degree, all of your life.
- *What are the health hazards associated with asbestos?* Asbestos exposure is known to be a contributing factor in the development of lung cancer, asbestosis, and mesothelioma. All three of these diseases can eventually lead to death. These diseases can result in people that breathe in the asbestos fibers. It is important to remember that the fibers must be inhaled before they become hazardous to the body. Asbestos is only dangerous if it becomes friable (crumbled, pulverized, or reduced to powder by the pressure of an ordinary human hand).
- *How do you protect yourself from possible exposure risks?* We need to understand that the higher the concentration and the longer the duration that we are exposed to the airborne fibers, the higher the risk factor becomes. Therefore, we need to avoid work practices and activities that could increase our risk factor. Inmates within the Bureau of Prisons are prohibited from tampering with, removing or repairing asbestos containing materials. While you are here at FPC Alderson, you are not to tamper with, sand, remove, drill into, or damage any asbestos-containing

material. This does not mean that you cannot work on adjacent materials or on things that staff has determined to be safe for you to work on. You must always perform your assigned work using the prescribed work methods and procedures that you will be trained in.

Inmates who tamper with, remove or repair asbestos-containing materials will be subject to discipline in accordance with BOP Policy 5270.09, Inmate Discipline Program.

### **CONTACT WITH COMMUNITY AND PUBLIC**

**Incoming Correspondence:** Incoming mail is distributed by the correctional officer Monday through Friday immediately following the 4:15 a.m. Official Count. There is an additional “late” mail call proceeding 9:15 p.m. count. Incoming mail will be opened and inspected for contraband. Mail Room staff will place you on callout to receive Special Mail. Special Mail will be opened and inspected for contraband in your presence. Receipt of this mail is verified by your signature in a log book kept by Mail Room staff. Certified Mail, unless it meets Special Mail criteria, is opened in the Mail Room before you receive it.

All incoming correspondence will have the inmate’s full committed name and complete federal register number. Staff will use all available methods to identify the recipient, but if unable to positively identify the recipient, the correspondence will be returned to sender.

Due to using automated postal machines, the post office is requesting that all incoming inmate mail should be clearly addressed as follows:

Your Committed Name  
Register #12345-678, Housing Unit #, Range # (1,2,3, or 4)  
Federal Prison Camp  
Post Office Box A  
Alderson, WV 24910

It is imperative that P.O. Box A be the only information listed above the city, state and zip code, as this information is the determining factor for routing mail to the appropriate box. If these procedures are not followed, it will delay or cause non-delivery of mail.

Incoming general correspondence utilizing a label for either the recipient and/or sender will be rejected. All incoming general correspondence envelopes and paper must be white in color.

Mail that includes materials such as glitter, stickers, lipstick, crayon, or marker will be rejected. No card stock envelopes, card stock paper, letters, or greeting cards with excessive drawings, paintings, or colorings will be accepted. Correspondence that is saturated, wet, stained, contains an oily substance, or sprayed with fragrance, such as, but not limited to, perfume or cologne, will be rejected. All incoming correspondence meeting any of these criteria will be rejected, per P.S. 5265.14, page 7, section 5.

Mail received for you after your release date will be forwarded for thirty (30) days to the release address provided to Unit Staff or the address provided by you with your Change of Address Kit.

**Incoming Publications:** The Warden may reject a publication if it is determined detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity.

A publication may not be rejected solely because its content is sexual, religious, philosophical, political, social, or because its content is unpopular or repugnant. If a publication is found unacceptable, you will be notified in writing along with the reason for the exclusion. You may appeal this decision.

You may accumulate no more than 5 magazines, 5 books, and 2 newspapers. All hardback books and newspapers must come from the publisher.

**Special Mail:** See the current Program Statement on Correspondence, in order for incoming mail to qualify as "special mail", the sender must be adequately identified and the front of the envelope must be marked "SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE", or with similar language clearly indicated that the enclosed correspondence qualifies as special mail and that the sender is requesting that the correspondence be opened only in the presence of the inmate. Correspondence qualifying as special mail may be opened only in the presence of the inmate to be checked for contraband and the qualification of any enclosures as special mail.

Clearly identified correspondence from the President, the Vice President, members of the U.S. Congress, or the chambers of a Judge do not require the special mail markings in order to be afforded this privilege.

All outgoing legal mail must be given directly to a staff member during mailroom open house hours.

Legal correspondence to a paralegal, legal aid student, or attorney's assistant must be addressed to the attorney, legal aid supervisor, or legal organization directed to the attention of the student or assistant. Mail received from students or assistants must be identified on the envelope as being from the attorney or agency supervisor.

**Correspondence with News Media Representatives:** You may write, through SPECIAL MAIL, to representatives of the news media if the recipient is identified by name and title. Correspondence from news media representatives will be handled as general mail, including inspection for contraband, content, and qualification of the sender as a media correspondent. You may not receive compensation or anything of value for correspondence or interviews with the news media. You may not act as a reporter or publish under a by-line.

**Correspondence with Confined Inmates:** Correspondence with persons confined in other correctional facilities, including local jails, is restricted to verified immediate family members. You may correspond with a non-relative co-defendant concerning pending mutual legal matters only. Prior approval must be obtained in each separate case. Forms requesting correspondence approval (Institution Supplement 5265.14B, Correspondence, and Attachment 1) may be obtained from your Counselor.

**Packages:** The only packages an inmate may receive from home are those containing release clothing. Release clothing packages may only be received within the last 30 days of confinement. This clothing shall be stored in R&D and will not be released to the general population. Medical devices such as hearing aids, dentures, wheelchairs, braces, orthopedic/prescription shoes and artificial limbs are authorized if medically required and approved by the Health Services Administrator. Anything weighing over 16 ounces needs to be identified on the outside of the package i.e. magazines, picture, or books.

**Mail for Inmates on Writ or Released:** Before you leave on writ, you will complete a Form BP-Record 398 indicating how you wish your correspondence to be dealt with while on writ. You may have the:

- Mail Room hold your mail for up to 30 days;
- Mail returned to sender; or
- Mail forwarded to an address of your choice.

**Manuscripts:** A manuscript includes works of fiction, nonfiction, poetry, lyrics, and music, drawings, cartoons, and other writings. You do not need staff approval to prepare a manuscript for private use or publication, but you may use only non-work time in preparation of the material. A manuscript may be mailed as general correspondence. It may be circulated within the institution without staff authorization. Inmates are not allowed to receive anything of value for her manuscripts.

The Warden may set limits on the amount of accumulated manuscript material to ensure fire prevention and sanitation.

**Rejection of Correspondence:** The Warden may reject correspondence about, 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 (See current Institutional Supplement on Correspondence, section 8).

The sender of rejected mail will receive a written notice of the reason for rejection and may appeal this decision. Your rejected outgoing mail is returned to you by Mail Room Staff with an explanation of why it was rejected. You also have appeal rights.

**Outgoing Correspondence:** Outgoing mail may be sealed in accordance with the Bureau's open correspondence privileges. The following information must be in the left-hand corner of your envelope:

Your Committed Name  
Register #12345-678, Living unit # (and Range #, if A/B Bldg.)  
Federal Prison Camp  
Post Office Box A  
Alderson, WV 24910

A locked mail box is provided near the entrance of each housing unit for deposit of regular outgoing mail. Outgoing mail is picked up at 6:00 a.m. on regular workdays. When available, envelopes and writing paper will be distributed from the Correctional Officer and/or Counselor. Stamps are purchased at Commissary on your designated shopping day.

Indigent inmates may receive postage stamps from the Unit Managers. In making this determination, an inmate without funds means an inmate without sufficient commissary balance to purchase a postage stamp sufficient for first class, one ounce domestic mailing or postage for half-ounce international air mail for an inmate where community ties require such foreign correspondence.

Procedures for outgoing mail are subject to change at any time to meet the security needs of the institution. Inmates will be notified of these changes via Town Hall Meetings and memorandums.

**Telephones:** The institutional telephones are not to be utilized by inmates without the direct supervision of a staff member. Calls from inmates at FPC Alderson to inmates at other correctional facilities will only be made to immediate family members and only in the event of documented emergencies and then only if there are sufficient staff resources at both facilities to make the calls. In addition, emergency calls can be made to families in the community on authorized phones only.

**Inmate Telephone System:** The Inmate Telephone System (ITS) is a direct/collect dial system. You are authorized to make 300 minutes of telephone calls per month. This may be in any combination of collect and/or direct calls. Calls are limited to fifteen (15) minutes in duration. Telephone credits are purchased from your Commissary account through the telephone keypad in whole dollars amounts only. You may transfer credits a maximum of two times per day. You will receive a PAC number to access your account. Telephone numbers may be added to your account using the Trulincs computers. You may request up to 30 numbers. Telephone calls may be placed between 6:00 a.m. until 11:00 p.m., except fifteen minutes prior to official counts. Telephones will not be used to conduct a business.

Your PAC number is confidential. It is used to process a call and to obtain telephone account balance information. You are prohibited from distributing your PAC to other inmates. If you believe your PAC has been compromised, contact your Unit Manager immediately. There is a \$5.00 replacement fee if your PAC is misplaced. If you do not have sufficient telephone credits to place a 3-minute call, a call cannot be processed.

The ITS provides a warning tone approximately one (1) minute prior to expiration of the 15-minute time limit. Inmates are responsible for maintaining a personal list of the phone numbers they have requested to be placed in the phone system. Inmates are prohibited from making 3-way phone calls, conference calls, or threatening telephone calls. 800, 900, 976 telephone numbers will not be permitted on your approved list. All inmate telephones are subject to monitoring and recording.

### **PROBLEM RESOLUTION**

**Inmate Request to Staff Member (Cop-Out):** An Inmate Request to Staff Member form, 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. Paper cop-outs may be obtained in the housing units from the correctional officer on Duty or Electronic cop-outs can be submitted from TRULINCS stations.

## ADMINISTRATIVE REMEDY PROCEDURES

The Bureau of Prisons emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or through the use of an Inmate Request to Staff Member form.

When informal resolution is not successful, a formal complaint can be filed for Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, Parole Appeals, 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 informal resolution. Informal resolution is attempted through a discussion of the incident with the Counselor. At this time, all avenues are explored for a satisfactory resolution. If the issue cannot be informally resolved, then the Counselor will issue a BP-229 Form. The BP-229 Form is usually issued within forty-eight (48) hours of the time the inmate approached the employee with the problem. You will return the completed BP-229 Form to the Counselor, who will then review the material to ensure that an attempt at informal resolution was made.

The BP-229 Form must be filed within twenty (20) calendar days from the date of the incident or when the complaint occurred, unless it was not feasible to file within that period of time. Institution staff has twenty (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 twenty (20) calendar days; but, you 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 forty-eight (48) hours from receipt of the complaint.

If you are not satisfied with the response to the BP-229 Form, you may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-229 Form 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 thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. You must be notified of the extension.

If you are not satisfied with the response by the Regional Director, you may appeal to the Central Office of the BOP. The National Appeal must be made on a BP-231 Form and must have copies of the BP-229 and BP-230 Forms with responses attached.

The BP-231 Form may be obtained from the Correctional Counselor. The National Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days with notification to the inmate.

When writing a BP-229, BP-230, or BP-231 Form, three sections should be completed: (1) Statement of Facts; (2) Grounds for Relief; and (3) Relief Requested.

*Note: Statement of Facts, Grounds for Relief, and Relief Requested will be limited to the space provided on the forms and one (1) additional page. Supporting documents can be attached.*

**Sensitive Complaints:** If you believe a complaint is of such a sensitive nature that you would be adversely affected if the complaint became known to the institution, you may file the complaint directly to the Regional Director. You must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees 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, you will be advised in writing of that determination and the complaint form will be returned. You may then pursue the matter by filing a BP-229 at the institution.

**Federal Tort Claim Act:** Personal injury, property loss, or damage to you can be the basis of a claim under the Federal Tort Claim Act. To file a personal injury claim, you must complete a Standard Form 95 available from the Safety Office. All claims for damage under the Federal Tort Claim Act must be filed within two (2) years of the incident. To file a claim for damage to, or loss of, privately owned property a BP-A0943 (Small Claims Act) form must to be completed within one (1) year after accrual and cannot be settled for more than \$1000.

## DISCIPLINARY PROCEDURES

**Incident Report:** The first step in the disciplinary process is the Incident Report which is a written copy of the charges against you. This Incident Report will ordinarily be delivered to you within twenty-four (24) hours of the time staff became aware of your involvement in the incident. An informal resolution of minor charges may be attempted by the writer of the Incident Report, investigating supervisor, or Unit Staff handling the incident. If informal resolution is accomplished, the Incident Report is removed from your Central File. If informal resolution is not accomplished, the Incident Report is forwarded to the Unit Disciplinary Committee (UDC) for an initial hearing.

**Unit Disciplinary Committee (UDC):** Ordinarily, you must be given a hearing by the UDC within five (5) working days of the time staff became aware of your involvement in the incident, excluding the day staff became aware of the incident, weekends, and holidays. You are entitled to be present at this initial hearing and may make statements or present documentary evidence on your behalf. The UDC must give you its decision in writing by the close of the business day. The UDC will either formally resolve the incident and make final disposition, or refer the incident to the Discipline Hearing Officer (DHO) for final disposition. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The UDC will ensure the approval is documented and included in the discipline packet. You should be advised of the delay, and if appropriate, the reason for the delay.

**Discipline Hearing Officer:** The DHO, whose main office is at the Federal Correctional Institution (FCI) Beckley, West Virginia, or the Alternate DHO, assigned to FPC Alderson, is assigned to hear cases at FPC Alderson. The DHO may only hear cases that have already been heard by the UDC. At your DHO hearing, you may be provided with a full-time staff member of your choice to represent you. You may make statements in your defense and may produce documentary evidence. You have the right to make a list of witnesses and have them testify; but, you may not question a witness at a hearing. The staff representative will question any witnesses for you. You may submit a list of questions for the DHO to ask your witnesses if you have no staff representative. The DHO shall request written statements of all unavailable witnesses unless the information they have to offer is repetitive. You have the right to be present throughout the DHO hearing, except during deliberations. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Action imposed by the DHO is final but may be appealed through the Administrative Remedy Procedures.

**Appeals of Institution Discipline:** Appeals of all disciplinary actions may be made through the Administrative Remedy Procedures. Appeals are made to the Warden (BP-229), the Regional Director (BP-230), and the General Counsel (BP-231). On appeal, the following items will be considered:

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

The staff member who investigates the appeal must not have been involved in the incident in any way. These staff members include the UDC members, DHO, the investigator, the reporting officer, and a staff representative.

**Disciplinary Segregation:** FPC Alderson does not have a Disciplinary Segregation Unit. Inmates that are management problems at this institution will be transferred immediately to an approved local jail facility. UDC Hearings may occur prior to being transported to the jail or while at that facility.

**Escapes:** Escape can result in a fine up to \$5,000 and/or imprisonment up to five years.

**Quarters Restriction:** The DHO or UDC may direct that an inmate be confined to quarters or to the immediate area for a specified period of time. When on quarter restriction, movement to the other areas of the compound is restricted to work, assigned education classes, meals, medical appointments, scheduled religious services, visits, and scheduled shopping time at commissary. When on quarter restriction, the inmate is not permitted to view television or be in the common areas. Inmates are to reference the Housing Unit Restriction Guidelines for other specific guidance for areas such as law library and email room.

**PROHIBITED ACTS/DISCIPLINARY SEVERITY SCALE  
INCLUDING ALLOWABLE SANCTIONS**

The following is a list of prohibited acts and allowable sanctions to be taken when an inmate is found guilty of violating one or more of these Prohibited Acts. Most serious infractions are in the 100 Series of Code Numbers. Allowable sanctions for each level of infraction are listed below the infraction. Further explanation of sanctions follows the next section.

**100 SERIES--GREATEST SEVERITY CATEGORY**

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

<u>CODE</u>	<u>PROHIBITED ACT</u>
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 a secure institution, or escape from a minimum institution with violence
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, or any ammunition
105	Rioting
106	Encouraging others to riot
107	Taking Hostage(s)
108	Possession, manufacture, or introduction of a hazardous tool (tools likely to be used in an escape or escape attempt or serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety, e.g., hacksaw blade)
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 any individual by the medical staff
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for any individual by the medical staff
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for any 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 Greater category prohibited act
197	Use of the telephone for an illegal purpose or to commit or further a Greater 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 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.

**100 SERIES – SANCTIONS**

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

## 200 SERIES - HIGH SEVERITY CATEGORY

<u>CODE</u>	<u>PROHIBITED ACT</u>
200	Escape from 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
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
211	Possessing any Officer's or Staff Clothing
212	Engaging in or Encouraging a Group Demonstration
213	Encouraging others to refuse to work or to participate in a work stoppage
216	Giving or offering an official or staff member a bribe or anything of value
217	Giving money to, or receiving money from any person for purpose of introducing contraband or for any other illegal or prohibited 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 (i.e. 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 of 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
231	Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.
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 criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third party calling/billing; using credit card numbers to place telephone numbers to place telephone calls; conference calling; talking in code)(high severity)
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

## 200 SERIES - SANCTIONS

- 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 time sanction may not be suspended)
- B.1. Disallow ordinarily between 25 and 50% (14-27 Days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
- C. Disciplinary Segregation (up to 6 months)
- D. Make Monetary restitution
- E. Monetary Fine
- F. Loss of Privileges (e.g., visiting, telephone, commissary, movies, recreation)
- G. Change Housing (quarters)

- H. Remove from program and/or group activity
- I. Loss of Job
- J. Impound inmate's personal property
- K. Confiscate contraband
- L. Restrict to Quarters
- M. Extra Duty

### **300 SERIES - MODERATE SEVERITY CATEGORY**

<u>CODE</u>	<u>PROHIBITED ACT</u>
300	Indecent Exposure
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 her 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., failing to obey an order which furthers a riot would be charged as 105, Rioting; refusing an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered 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 false statement to a staff member
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper. May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)
315	Participating in an unauthorized meeting or gathering
316	Being in an Unauthorized Area 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
324	Gambling
325	Preparing or Conducting a Gambling Pool
326	Possession of Gambling Paraphernalia
327	Unauthorized Contacts with the Public
328	Giving money or anything of value to, or accepting money or anything of value from another inmate or any other person without staff authorization
329	Destroying, altering, or damaging Government property, or the property of another person, having a value of \$100.00 or less
330	Being unsanitary or untidy, failing to keep one's person and quarters in accordance with posted standards
331	Possession, manufacture, or introduction of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional 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 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 criminal activity which do not circumvent the ability 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 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 of Moderate Severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate Severity Prohibited Acts

### 300 SERIES -- SANCTIONS

- 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 sanction may not be suspended)
- B.1. Disallow ordinarily up to 25% (1-14 Days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
- C. Disciplinary Segregation (up to 3 months)
- D. Make Monetary Restitution
- E. Monetary Fine
- F. Loss of Privileges (e.g., visiting, telephone, commissary, movies, recreation)
- G. Change Housing -- Quarters
- H. Remove from Program and/or Group Activity
- I. Loss of Job
- J. Impound Inmate's Personal Property
- K. Confiscate Contraband
- L. Restrict to Quarters
- M. Extra Duty

### 400 SERIES -- LOW MODERATE SEVERITY CATEGORY

#### CODE      PROHIBITED ACT

- 402 Malingering/Feigning Illness
- 404 Using Abusive or Obscene Language
- 407 Conduct with a visitor in violation of Bureau regulations.
- 409 Unauthorized Physical Conduct (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. This 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

### 400 SERIES -- SANCTIONS

- 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 is 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 is 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

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

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, "We find the act of \_\_\_\_\_ to be of High Severity, most comparable to prohibited act 212, Engaging in a Group Demonstration."

### A FURTHER EXPLANATION OF SANCTIONS

1. DHO SANCTIONS - Upon finding that the inmate committed a prohibited act, the Discipline Hearing Officer (DHO) can impose the following sanctions:

A. RECOMMEND PAROLE DATE RESCISSION OR RETARDATION: All Incident Reports referred to the DHO must be reported to the U.S. Parole Commission which may result in rescission or retardation of Parole date.

B. FORFEIT EARNED STATUTORY GOOD TIME AND/OR TERMINATE OR DISALLOW EXTRA GOOD TIME: The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 USC 4161 (less any previous forfeiture or withholding outstanding). Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored.

The sanction of termination of disallowance of extra good time may not be suspended. Authority to restore forfeited statutory good time is delegated to the Warden. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Appendix 1/Sanctions by Severity of Prohibited Act with Eligibility for Restoration of Forfeited and Withheld Statutory Good Time).

This Sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. For those inmates, the applicable sanction is B.1.

C. DISALLOWANCE OF GOOD TIME: An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive SGT, but is eligible to receive 54 days good conduct time credit each year (18 USC 3624(b)).

Once awarded, the credit is vested, and may not be disallowed. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

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

A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act).

A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy procedures. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frame established in the Bureau's rules on Administrative Remedy Procedures.

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed.

D. DISCIPLINARY SEGREGATION: The DHO may direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for committed offenses that are part of different episodes only.

However, if the inmate was in an unauthorized area and set a fire, and later, on the way to administrative detention, struck an officer, the inmate could be separately charged, and punished for each consecutive offense. Similarly, an inmate may be serving a sanction in disciplinary segregation and commit a High Severity Prohibited Act, whereupon DHO can impose an additional segregation sanction.

Specific limits on time in disciplinary segregation are based on the offense severity scale. Each different or separate episode should be written on a separate Incident Report. Unless otherwise specified by the DHO, disciplinary segregation placement for different or separate acts, are to be imposed consecutively.

An inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. Where this is not practical, the transfer must be approved by the Regional Office. The inmate shall complete the remainder of any segregation period at the receiving institution.

E. MAKE MONETARY RESTITUTION: The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to. An inmate's commissary privileges may be suspended or limited until restitution is made. See Trust Fund Manual for instructions regarding the impoundment of inmate funds.

F. WITHHOLDING STATUTORY GOOD TIME (SGT): The DHO may direct that an inmate's good time be withheld. Withholding of good time should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs.

Some offenses, such as refusal to work at the assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an ongoing offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy Procedures (Part 542). Only the Warden may restore withheld SGT. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale.

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or the Warden's delegated representative for final decision.

This Sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days of good conduct time credit (18 USC 3624(b)).

This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the discipline policy and by inmate appeal through Administrative Remedy Procedures.

2. SANCTIONS OF THE DHO/UDC - Upon finding that the inmate committed a prohibited act:

G. LOSS OF PRIVILEGES (COMMISSARY, MOVIES, RECREATION, ETC.): The DHO or UDC may direct that an inmate forego specific privileges for a specified period time. Ordinarily, loss of privileges, e.g., loss of telephone privileges for a specified period of time for an abuse of the telephone privilege is used as a sanction in response to an abuse of that privilege will be imposed.

However, loss of leisure privileges such as movies, television, and recreation may be appropriate sanctions for misconduct which is not related to the privileges.

H. CHANGE HOUSING - QUARTERS: The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing. (This includes loss of a private room and placement in a dormitory).

I. REMOVAL FROM PROGRAM AND/OR GROUP ACTIVITY: The DHO or UDC may direct that an inmate forego participating in a program or group activity for a specified period of time.

J. LOSS OF JOB: The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.

K. IMPOUND INMATE'S PERSONAL PROPERTY: The DHO or UDC may direct that an inmate's personal property be stored in the Institution (when relevant to offense) for a specified period of time.

L. CONFISCATE CONTRABAND: The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately, in accordance with P.S. 5580.6, Personal Property of Inmates.

M. RESTRICT TO QUARTERS: The DHO or UDC may direct that an inmate be confined to quarters or to the immediate area for a specified period of time.

N. EXTRA DUTY: The DHO or UDC may direct that an inmate perform tasks other than those performed during her regularly assigned institutional job.

### **ADDITIONAL SANCTIONS**

When the appropriate committee, UDC or DHO, finds that an inmate has committed a prohibited act in the 400 Series--Low, 300 Series--Moderate, or 200 Series--High Category; and when there has been a repetition of the same offenses within recent months (offenses for violation of the same code), the DHO may impose additional sanctions according to the following chart. An informal resolution may not be considered as a prior offense for the purpose of this chart.

#### 400 SERIES -- LOW MODERATE SEVERITY CATEGORY

Prior Offense (Same Code) within Time Period -- 6 Months

Second Offense: 400 Series—Low; Sanction plus disciplinary segregation (up to 1 month) 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).

Third Offense or More: Any sanctions available Moderate severity level sanction (300 series).

300 SERIES -- MODERATE SEVERITY CATEGORY

Prior Offense (Same Code) within Time Period -- 12 Months

Second Offense: Disciplinary segregation (up to 6 months). Forfeit earned SGT or non-vested GCT up to 37 ½ % or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).

Third Offense or More: Any available High severity level sanction (200 series).

200 SERIES -- HIGH SEVERITY CATEGORY

Prior Offense (Same Code) within Time Period -- 18 Months

Second Offense: Disciplinary segregation up to 12 months. 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).

Third Offense or More: Any available Greatest severity level sanction (100 series).

100 SERIES – GREATEST SEVERITY CATEGORY

Prior Offense (Same Code) within Time Period – 24 Months

Second Offense: Disciplinary Segregation up to 18 months.

**RIGHTS AND RESPONSIBILITIES**

The following list of Rights (things you can expect to enjoy) and Responsibilities (what the institution expects from you) will provide guidance in developing self-discipline within the Institution and establish the foundation for identification of disciplinary infractions and sanctions.

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

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

**RIGHT:** You have the right to be informed of the rules, procedures, and schedules concerning the operation of the Institution.

**RESPONSIBILITY:** You have the responsibility to know and abide by the rules.

**RIGHT:** You have the right to freedom of religious affiliation and voluntary religious worship.

**RESPONSIBILITY:** You have the responsibility to recognize and respect the rights of others in this regard.

**RIGHT:** You have the right to health care which includes nutritious meals, proper bedding and clothing, 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.

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

**RIGHT:** You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and Institution guidelines.

**RESPONSIBILITY:** It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law, Bureau rules, or Institution guidelines through your correspondence.

**RIGHT:** 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).

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

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

**RESPONSIBILITY:** It is your responsibility to use the services of an attorney honestly and fairly.

**RIGHT:** 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.

**RESPONSIBILITY:** 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.

<b>RIGHT:</b>	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.
<b>RESPONSIBILITY:</b>	It is your responsibility to seek and utilize such material for your personal benefit, without depriving others of their equal rights to the use of this material.
<b>RIGHT:</b>	You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interest, needs, and abilities.
<b>RESPONSIBILITY:</b>	You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the Institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
<b>RIGHT:</b>	You have the right to use your funds for commissary and other purchases, consistent with institutional security and good order, for opening and/or savings accounts, and for assisting your family.
<b>RESPONSIBILITY:</b>	You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

**COMMONLY REQUESTED ADDRESSES**

FPC Alderson  
 Post Office Box A  
 Alderson, WV 24910  
 (304) 445-3300  
 (Emergency Calls Only-  
 Control/Staff Will  
 Give Message to You)

Joe Manchin, III, Senator  
 900 Pennsylvania Ave, Ste. 629  
 Charleston, WV 25302

Patrick Morrissey, WV Attorney Gen.  
 State Capitol Complex  
 Bldg. 1, Rm. E-26  
 Charleston, WV 25305

Michael D. Carvajal, Director  
 Federal Bureau of Prisons  
 320 First Street, N.W.  
 Washington, DC 20534

Shelly Capito, Senator  
 500 Virginia Street East, Suite 950  
 Charleston, WV 25301

U.S. Parole Commission  
 90 K Street, N.E., 3<sup>rd</sup> Floor  
 Washington, D.C. 20530

J. C. Petrucci, Regional Director  
 Mid-Atlantic Regional Office  
 302 Sentinel Drive, Suite 200  
 Annapolis Junction, MD 20701

Alderson is in the 3<sup>rd</sup> Congressional  
 District of the State of West Virginia  
 Representative Carol Miller

Beth Reese, Chief  
 Office of Internal Affairs  
 320 First Street, N.W., Rm 600  
 Washington, DC 20534

Merrick B. Garland, Attorney General  
 U.S. Department of Justice 950  
 Pennsylvania Avenue, N.W.  
 Washington, DC 20530-0001

**Federal Bureau of Prisons**

**Sexually Abusive Behavior  
 Prevention and Intervention**



*An Overview for Offenders*

December, 2019

**You Have the Right to be Safe from Sexually Abusive Behavior.** The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse and sexual harassment. 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/ harassing 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.

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

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

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

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

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

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

### **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** or have been a victim of sexual harassment. 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 certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. 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  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, D.C. 20530**

- **E-mail OIG.** You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours, Monday – Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

Note: These e-mails:

- are untraceable at the local institution,
- are forwarded directly to OIG
- will not be saved in your e-mail ‘Sent’ list
- do not allow for a reply from OIG,
- if you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP’s public website, specifically [https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp)

### **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. Additionally, if you prefer to contact outside sexual abuse emotional support services, you can call 304-255-2559 or 1-888-825-7836 or write: WOMEN’S RESOURCE CENTER AT PO BOX 1476, BECKLEY, W.V. 25802 OR CONTACT THE NATIONAL SEXUAL ASSAULT HOTLINE 800-656-4673. Additionally, we have a MOU agreement with FAMILY REFUGE CENTER, 213 Coleman Drive Lewisburg, WV 24901, 304-645-6324. Please have your Counselor, Religious Services, or Psychology Services call this number for you. You cannot call it yourself.

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

Anyone who sexually abuses/assaults/harasses 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 114/ (A): Sexual Assault by Force**

**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 229/ (A): Sexual Assault without Force**

**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:

**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.

**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).

**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.

**Sexual Harassment:** repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

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

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

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

party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.

**\*\* Please be aware that both male and female staff routinely work and visit inmate housing areas. \*\***

**Contact Offices:**

<p><b>U.S. Department of Justice Office of the Inspector General Investigations Division</b> 950 Pennsylvania Avenue, NW Suite 4706 Washington, D.C. 20530</p>	<p><b>Federal Bureau of Prisons Northeast Regional Office Regional PREA Coordinator</b> U.S. Customs House 7th Floor 2nd and Chestnut Streets Philadelphia, Pennsylvania 19106</p>	<p><b>Third-party reporting (outside of institution):</b> <a href="https://www.bop.gov/inmates/custody_andcare/sexual_abuse_prevention.jsp">https://www.bop.gov/inmates/ custody_andcare/ sexual_abuse_prevention.jsp</a></p>
<p><b>Federal Bureau of Prisons Central Office National PREA Coordinator</b> 400 First Street, NW, Room 4027 Washington, D.C. 20534</p>	<p><b>Federal Bureau of Prisons South Central Regional Office Regional PREA Coordinator</b> U.S. Armed Forces Reserve Complex 344 Marine Forces Drive Grand Prairie, Texas 75051</p>	
<p><b>Federal Bureau of Prisons Mid-Atlantic Regional Office Regional PREA Coordinator</b> 302 Sentinel Drive, Suite 200 Annapolis Junction, Maryland 20701</p>	<p><b>Federal Bureau of Prisons Southeast Regional Office Regional PREA Coordinator</b> 3800 North Camp Creek Parkway, SW Building 2000 Atlanta, GA 30331-5099</p>	
<p><b>Federal Bureau of Prisons North Central Regional Office Regional PREA Coordinator</b> Gateway Complex Tower II, 8th Floor 400 State Avenue Kansas City, KS 66101-2492</p>	<p><b>Federal Bureau of Prisons Western Regional Office Regional PREA Coordinator</b> 7338 Shoreline Drive Stockton, CA 95219</p>	