

SCP ALICEVILLE, ALABAMA
ADMISSION AND ORIENTATION
HANDBOOK



Revised July 2013

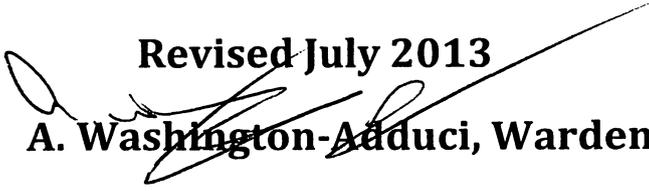

A. Washington-Adduci, Warden

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INTRODUCTION

The purpose of this handbook is to provide you with general information regarding SCP Aliceville's programs and the rules and regulations you will encounter during confinement. The material in this handbook will help you quickly understand what you may encounter when entering prison and hopefully assist you in your initial adjustment to institution life.

UNIT TEAM INFORMATION

CAMP ADMINISTRATOR

The Camp Administrator is the administrative head of the SCP and oversees all unit programs and activities. He/she is an Executive Staff at the institution and has a close working relationship with other departments and personnel. The Camp Administrator occasionally is the "Chairperson" of the team, and reviews all team decisions.

CASE MANAGER

The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans and other materials relating to your commitment. He/she is responsible to the Camp Administrator on a daily basis. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

COUNSELOR

The Counselor handles your daily needs such as processing visiting lists, correspondence, job assignments, bed changes, phone lists, etc. They also provide counseling and guidance to you concerning your adjustment to the institution. Counselors monitor unit sanitation and inmate unit orderlies. The Counselor is a frequent member of the Unit Discipline Committee.

UNIT SECRETARY

The Unit Secretary performs clerical and administrative duties.

UNIT OFFICER

The Unit Officers have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units.

INTAKE, CLASSIFICATION, AND THE UNIT TEAM ORIENTATION

Within seven days of arrival, you will receive an orientation by your assigned unit team. You will be participating in the institution's Admission and Orientation (A&O) program within the next 30 days. Upon completion of the institution's Admission and Orientation program, you will be assigned to a work detail; if you are medically cleared. Additionally, you will be screened by Psychology Services within the next 30 days. Within approximately 28 days, you will attend an initial classification/program review (commonly referred to as team).

CLASSIFICATION

All inmates regardless of type of commitment will receive initial classification and/or program review. Each inmate is required to be present for Program Review/Initial Classification. The reviews will be held 90 days or 180 days, depending on release date. Over one year to release requires 180 day reviews; less than one year requires 90 day reviews. Some of these reviews will be held during the evening hours.

Program Reviews are conducted by the Unit Team to review programs, work assignments, transfers, custody, institutional adjustment, etc. These program reviews or team meetings are generally where you will initiate most of your requests and/or concerns. It is recommended you submit an Inmate Request to Staff Member (cop-out) form to your Case Manager prior to your scheduled program reviews, stating your concern. This will allow your Unit Team to discuss the issue and prepare properly prior to the meeting.

CLASSIFICATION TEAMS (UNIT TEAMS)

The Camp Unit Team consists of the following staff members: Camp Administrator; Camp D Case Manager, Camp E Case Manager, Camp Correctional Counselor and the Camp Unit Secretary. Each member of the unit team is responsible for inmates assigned to their caseload. The Staff Psychologist, Education Advisor, and Unit Officer also are considered to be a part of the team and may be present during team reviews. Unit Team members are available to assist in many areas, including release planning, counseling and assistance in setting and attaining goals while in prison. Unit Staff work schedules will be posted on bulletin boards in the unit.

PRESENTENCE REPORTS (PSR)/ STATEMENTS OF REASONS (SOR)

Program Statement 1351.05, Release of Information dated 9/19/2002, states the following: "For safety and security reasons, inmates are prohibited from obtaining or possessing photocopies of their PSRs, SORs, or other equivalent non-U.S. Code sentencing documents (e.g., D.C., state, foreign, military, etc.). This prohibition applies only to the SOR portion of an inmate's Judgment in a Criminal Case. The rest of the Judgment document remains releasable unless circumstances or policy dictate otherwise. PSRs and SORs received by mail will be treated as contraband, and handled according to the Mail Management Manual.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

Working closely with the Administrative Office of the Courts and the Department of Justice, we administer a systematic payment program for court imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed pursuant to 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government, and other court ordered obligations. You are responsible for making all payments required, either from your inmate trust fund account or from outside resources. If you choose to pay through outside resources; you must provide documentation of compliance and payment. If you refuse to meet your obligations, you will be placed on FRP Refuse status. You will be scored with "0" for program participation on your BP-338. You cannot receive performance pay above the Maintenance Pay level. Your commissary spending limit will be \$25 monthly, and you may receive a change in your bed assignment. The status of any financial plan will be included in the Inmate Skills Development Plan (ISDS), and will be considered by staff when determining job assignments, eligibility for community activities, and institutional program changes.

FURLOUGHS

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal or other federal or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. All requests will be evaluated and granted per policy.

CENTRAL INMATE MONITORING SYSTEM

The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Classification as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are classified as CIMS cases will be notified by their Case Manager.

COMPASSIONATE RELEASE CRITERIA

Under 18 U.S.C. § 3582 (c) (1) (A) & 4205 (g) institutions may request an inmate be given consideration for a reduction in sentence (compassionate release) due to “extraordinary and compelling” medical conditions. Information for the request for reduction in sentence is gathered from several departments within the institution.

PROCEDURES:

Initiation of Request for Compassionate Release can be requested in writing to the Warden by the inmate or someone on behalf of the inmate will submit a written request to the Warden. The request will be forwarded to inmate’s case manager. The inmate’s request shall, at minimum, contain the following information:

1. The “extraordinary” or “compelling” circumstances the inmate believes warrant consideration.
2. Proposed release plans, including where the inmate will reside, how the inmate will support herself, and, if the basis for the request involves the inmate’s health, information on where the inmate will receive medical treatment, and how the inmate will pay for such treatment.

REENTRY PROGRAMMING

The Release Preparation Program is designed to assist you in preparing for release. You will be given aid in developing plans for your personal life and for work. The Release Preparation Program will be held quarterly, to include, U.S. Probation Officers, and RRC Staff. Reentry planning starts the day you enter the institution. In all units, reentry programming will be emphasized, and staff will address concerns about readjustment, current community issues, and educational/vocational opportunities. If you are eligible, furloughs and RRC (halfway house) placements will be considered. The Career Resource Center (CRC) is located in the Education Department. The CRC is dedicated to preparing inmates for reentry. The CRC also contains various materials to assist in reentry. These items include resource books and DVDs on subjects such as dress for success, developing interviewing skills, conducting job searches, career development, empowerment, keeping a job, and communication skills.

RESIDENTIAL RE-ENTRY CENTER TRANSFER

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a Residential Reentry Center. The Bureau’s Residential Reentry Management Branch supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and local Governments, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs. Community programs have three major emphases: residential community based programs provided by Residential Reentry Centers and local detention facilities, programs that provide intensive non-residential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

COMMUNITY BASED RESIDENTIAL PROGRAMS

The community based residential programs available include both typical Residential Reentry Centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender’s activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. Your payment rate during RRC residence is 25 percent of your gross income. Most Bureau of Prisons community based residential programs are provided in Residential Release Centers (RRCs). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender’s home community. RRCs are used primarily for three types of offenders: Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties. Each RRC now provides two components within one facility, a pre-release component and a Community Corrections Component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The Community Corrections Component is designed as a more restrictive setting.

COMMUNITY BASED RESIDENTIAL PROGRAMS (CONTINUED)

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

TREATY TRANSFERS FOR NON-U.S. INMATES

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. The Unit Team is the source of information about these transfers, and can tell an inmate if their home country has signed this kind of agreement with the U.S., and if so, how to apply for the transfer.

ATTORNEY VISITS

Attorneys should ordinarily make advance appointments with your Unit Team for each visit. Attorneys are encouraged to visit during the regular visiting hours. Visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval of the Camp Administrator. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. You are expected to handle the transfer of legal materials through the mail as often as possible. In order to make an unmonitored phone call to an attorney, you must provide documentation why the call must be unmonitored. Your request will be reviewed by your Camp Administrator for approval/denial. Phone calls placed through the regular inmate telephone system (ITS) are subject to monitoring and recording.

NOTARY PUBLIC

Case Managers are authorized to authenticate/verify signatures when necessary. A recent change in the law allows that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. It will be necessary to contact Unit Team for Notary public services.

FEDERAL TORT/SMALL CLAIMS

If the negligence of institution staff results in personal injury to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, you must complete a Standard Form 95. You can obtain this form from your Unit Team.

PROPERTY CLAIMS

You may file a claim if you are the owner of detained property that you feel BOP staff have damaged or lost by completing form BP-A0943. This form is available in the inmate law library or from a member of your Unit Team. The claim must be filed within one year after the claim accrues.

INMATE ACCESS TO CENTRAL FILES

You may request review of your central file (plus Presentence Report and/or Summary). Contact your Unit Team through a cop-out to review your central file.

INMATE ACCESS TO OTHER DOCUMENTS

You may request access to the "Non-Disclosed Documents" in your Central File and medical file, or other documents concerning yourself that are not in your Central File or medical file, by submitting a "Freedom of Information Act" request. This request must be submitted to the Central Office in writing, or may be submitted online. The request must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your register number and date of birth for identification purposes. A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

COMMUTATION OF SENTENCE

This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms which are available from the assigned Unit Team. The rules governing these petitions are available in the Law Library. A pardon may not be applied for until the expiration of at least five years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury and violation of Public Trust Involving Personal Dishonesty, fraud involving Substantial Sums of Money, violations involving Organized Crime, or crimes of a serious nature, a waiting period of seven years is usually required.

INMATE REQUESTS TO STAFF MEMBER

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

ADMINISTRATIVE REMEDY PROCESS

A copy of the Administrative Remedy procedures is located in the Law Library.

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. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, you will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. You may then pursue that matter by filing a BP-229 (BP-9) at the institution.

DAILY INMATE LIFE SANITATION

It is your responsibility to check your living area immediately after being assigned there and to report all damage to the Correctional Officer. You may be held financially liable for any damage to this personal living area. You are responsible for making your bed in accordance with unit rules and regulations, before work call (including weekends and holidays when leaving the area). You are also responsible for sweeping and mopping your personal living area, removing trash, and ensuring it is clean and sanitary. Cardboard boxes and other paper containers will not to be used for storage due to their combustible nature. Any container which no longer holds its original contents is considered contraband and is prohibited. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Combustible materials will not be stored under the mattress. No rugs, in any form, are allowed on the floor. Calendars must be posted in your locker. Maxi pads, razors and bar soap are available in the housing units. Hygiene items are passed out from the Unit Team or Unit Officer on an as needed basis. Linen and other laundry exchange procedures are posted on the bulletin board in your unit.

SMOKING

This is a nonsmoking facility for inmates. Possession of any tobacco items by inmates is considered contraband and will be subject to disciplinary action.

PERSONAL PROPERTY LIMITS

Items which may be retained are limited for sanitation and security reasons and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area.

STORAGE SPACE

Storage space in most units consists of an individual locker. Locks may be purchased in the institution Commissary. The amount of personal property allowed is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. Should you require further storage space for legal materials contact the Camp Administrator.

CLOTHING INMATE DRESS STANDARD

Inmate clothing at all times must conceal the buttocks, midsection, and the breasts. Upon departure from your living area and/or shower area, you must, at a minimum, be wearing pants/shorts and a shirt. "See through" or transparent clothing that reveals these areas is not permitted. Inmates may remove their bras only while in their assigned living quarters prior to bed time, and must sleep in nightshirts. Clothing fitting too tight, too loose, or altered is considered contraband and will be confiscated by staff. No graphics will be allowed. The Laundry Department places labels with the inmate's name and register number on all institution pants, shirts, and coats. They should not be defaced. "Doo Rags" are a cosmetic item and are not to be worn anywhere except in the living quarters. Sunglasses will not be worn inside the buildings unless medically indicated. Ball or knit caps will not be worn inside any buildings (except housing units or recreation) unless it is required in the performance of the job assignment. Ball caps must be worn with the bill to the front center and must have been purchased through the Commissary or provided by the institution (for example, food service ball caps.) No homemade hats are allowed. Religious head wear must be approved according to policy. Religious medals must be tucked inside shirts at all times. Shower shoes will be worn in the housing units only and for sanitation reasons. Sweatshirts may be worn at any time, as long as they are worn under the green shirt. There is no mixing or matching of uniforms. Inmates must have their inmate identification/commissary card anytime they are out of the housing unit. ID cards will be color coded to the assigned unit color. ID card holders with ID must be clipped to the right side collar area of your shirt. After 4:00pm, on weekends and holidays ID cards must be in your possession. Replacement ID holders can be obtained from Correctional Systems. When entering the Administrative Area for any reason you must be in proper uniform.

T.V. VIEWING

Televisions in the unit will be designated for specific channels. Unit televisions may be viewed during established hours. The Unit Officer will monitor the noise level.

JOB ASSIGNMENT AND JOB CHANGES

Your job assignment is made by the Counselor. Job changes are not ordinarily approved unless the inmate has remained on the job for 90 days. Any job changes require the approval of both work supervisors prior to consideration by the Unit Team.

SHOWERS/BATHROOM STALLS

At no time should more than one inmate occupy a shower or bathroom stall. The unit showers are closed from 7:30 a.m. through 9:00 a.m. for cleaning. The showers are also closed from 10:00 p.m. to 5:00 a.m. Every inmate is required to pick up after herself. Upon departure from your living quarters/shower area, you must be wearing pants/shorts and a shirt. Those with documented medical or religious reasons may shower any time during the normal work day. Note: no clothing, shoes, or personal belongings should be left in the shower.

WAKEUP

General wake-up for all inmates is 5:45 a.m. All units are called to breakfast by the Correctional Supervisor at one time Monday - Friday, excluding holidays. You are given a reasonable amount of time to leave the unit if you desire breakfast. It is your responsibility to leave the unit for work on time. Inmates who miss work call are subject to disciplinary action.

VISITING INSTRUCTIONS

- Inmates are only authorized to wear green shirts, green pants, T-shirt, undergarments, and institution shoes, to include boots sold in Commissary during visiting.
- Inmate visitors are allowed to wait in the institution parking lot for the Inmate Visiting Room to open.
- The Visiting Room will be open Friday, Saturday, Sunday, Monday and all federal holidays from 8:00 a.m. to 3:00 p.m. each week.
- Visitors will not be processed in after 2:00 p.m.
- All persons must obtain permission to visit in advance of a planned visit.
- Once a person's name is placed on the approved list, the requesting party will be notified by the inmate. Visiting limitations may be imposed due to overcrowding or inclement weather.
- Five adults and five children are permitted to visit an inmate at one time. Exceptions must be approved in advance by the inmate's Unit Team. All children under the age of 16 must be accompanied by a responsible adult who is on the inmate's visiting list.
- Individuals 16 and older, not accompanied by an adult, must have a current driver's license, current state identification, current military ID or Passport and be on inmate's visiting list. Visitors and inmates are responsible for the actions of their children while visiting.
- Visits may be terminated and/or sanctions taken if children are not supervised or affect the orderly running of the Visiting Room.
- All visitors are expected to display good judgment concerning clothing worn during visits. To implement this, specific consideration and limitations will be recognized and adhered to by all visitors of the inmate population.
- Specifically, all visitors will wear shoes in the Visiting Room to ensure their safety.

The following attire will not be allowed:

- Tight clothing
- Spandex clothing
- Halter tops/sleeveless shirts
- Holes in clothing
- Hats or caps
- Wrap-around skirts
- Camouflage clothing
- Transparent clothing
- Tank tops
- Plunging necklines
- Opened toed shoes (i.e. sandals)
- Shorts and skirts must be no higher than the top of the knee when standing.
- No attire with questionable wording, i.e., gang affiliation, profanity, etc.

The following items are not permitted in the Visiting Room:

- Handbags (Purses)
- Lotion
- Paperwork
- Wallets
- Lipstick/Chapstick
- Packages
- Toys
- Newspapers
- Greeting Cards
- Food/Candy/Gum

VISITING INSTRUCTIONS (CONTINUED)

- Magazines
- Photographs
- Umbrellas
- Baby Strollers
- Pagers
- Infant Carriers
- Cellular Phones
- Tobacco Products
- Diaper Bags
- No electronic devices

(Inmate visitors will leave items of this type in their automobiles)

A brief embrace and kiss is permissible at the beginning and end of the visit. Inmates and visitors may hold hands during visits, but no other physical contact is allowed. However, it may be appropriate for the inmate to hold small children. Visiting privileges could be terminated for any improper conduct. On occasion, inmates may receive special visits. Special visits ordinarily are for a specific purpose and ordinarily not of a recurring nature. Inmates may request special visits through their unit team. The Unit Team will be responsible for arranging and supervising special visits. The Unit Team will submit a memorandum for the Warden's approval requesting a special visit.

Cameras and tape recorders are not permitted in the Visiting Room. Inmates will not be permitted to sign or exchange any papers during the visit without prior authorization of the Camp Administrator. Under no circumstances will any other forms of ID be allowed. Items for infant needs (i.e., small receiving blanket, diapers, baby food, baby bottles, baby wipes and Sippy cups) are permitted, but must be inspected for contraband prior to permitting them into the Visiting Room. Any infant food product that has been opened will not be allowed to enter the institution. Pre-mixed bottles of infant formula will be allowed in the Visiting Room. One visitor per group will be allowed to bring in one car key and/or remote into the visiting room. Lockers are for visitors using public transportation, i.e., bus, taxi, etc. Ordinarily, only medicine which is necessary to sustain life, such as heart medication and asthma inhalers, will be allowed into the Visiting Room. Visitors will be allowed \$30.00 per adult spending money.

Clear plastic coin purses, no larger than 8 inches by 8 inches, may be used to store money. If a visitor incurs a name change different than what our visiting list indicates, the visitor will be required to submit a copy of their current government issued ID to the facility to update our records/visiting program.

FEDERAL CORRECTIONAL INSTITUTION

P. O. BOX 445
 Aliceville, AL 35442
 (205) 373-5000

DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION, ALICEVILLE, AL

FROM COLUMBUS, MS: Directions from Highway 82: Take Highway 82 from Columbus, MS, to ALABAMA HWY 86. Take exit toward Aliceville to ALABAMA HWY 17 toward Carrollton, AL. When you arrive within the city limits of Aliceville, take 3rd street to HWY 14 east bound toward SCP Aliceville. OR, take MISSISSIPPI HWY 69 which turns into ALABAMA HWY 14W for approximately 27 miles to SCP Aliceville, AL.

Directions from TUSCALOOSA, AL. Interstate 20/59: Take Interstate 20/59 from Tuscaloosa, AL, toward Meridian MS, to Exit 40 Eutaw/Aliceville turns right toward Morgantown, Turn Right on highway 14 East. Take this for approximately 20 miles into the town of Aliceville. Make a left turn back to Highway 14 West. Make a turn right on Highway 14 West go for approximately 6 miles SCP Aliceville is on the right hand side of the highway turn into the complex. The SCP parking lot will be on the right side of the road.

There are no taxi, bus or airline services in the immediate area of the institution. However, taxi and airline services are available in Tuscaloosa, AL, which is approximately 55 miles from SCP/FCI Aliceville.

CORRECTIONAL SERVICES

PERSONAL CONDUCT CONTACT BETWEEN INMATES

Inmates are restricted from hand holding, embracing, kissing, and the placement of arms around shoulders or waist or other forms of physical contact. No massages of any kind are permitted. Inmates will not use language considered to be abusive or obscene.

WORK HOURS

During normal duty hours, Monday through Friday, 7:30 a.m. to 3:30 p.m., appropriate dress will be as follows: all inmates assigned to work details must be properly dressed in their institution issued work clothing. Shirts must be tucked into the pants while on the work detail and in all areas of the institution, other than the Housing Units and Recreation. All shirts must be buttoned up to the second button. The t-shirt will be worn under the uniform at all times. Additionally, inmates are required to wear undergarments, which include bras and underpants. If a sweatshirt is worn, it will be worn under the Uniform Shirt. Pants will be worn appropriately at the waist, no sagging. Inmates must wear safety shoes for their work assignments. The white food service uniforms are only authorized to be worn to and from work. No open toe shoes are authorized to be worn in the Food Service area. Due to the hot weather conditions, inmates working outdoors will be permitted to remove uniform shirt, and wear t-shirt while working. ID and ID card holders must be clipped to the right side collar or right side area of your shirt, so it is visible to staff.

LEGAL MATERIALS

Inmates are allowed to maintain legal materials and supplies, not to exceed locally established volume limits, in their locker.

COMMISSARY ITEMS

The total value of your accumulated commissary items (excluding special purchases) will be limited to the monthly spending limitation. Special limits may apply. Commissary items must be stored in your assigned locker.

FOOD STORAGE

Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty food containers not used for their intended use will be confiscated. Removal of food from the dining room is not permitted.

LETTERS, BOOKS, PHOTOGRAPHS, NEWSPAPERS AND MAGAZINES

A total of 10 books/magazines may be neatly stored in your locker. Excessive newspaper will not be stored in the locker. Upon release or transfer, inmates will be permitted to donate books to the leisure library.

SPORTS AND MUSICAL EQUIPMENT

Only a harmonica is allowed to be stored in your locker. Instruments are not allowed to be played in living quarters.

RADIOS AND WATCHES MP3-PLAYERS

You may not own or possess more than one radio, one watch, or one MP3 player at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios, watches, or MP3 player may not have value exceeding established limits. Radios with a tape recorder and/or tape player are not authorized. Only Walkman type radios are permitted, and head phones are required at all times. You may not give any items of value to another inmate i.e., radio, watch, sneakers, and MP3 player and/or commissary items. MP3 Players and radios are not authorized to be taken to the work sites.

JEWELRY

Inmates are permitted to only possess and wear one plain wedding band and one pair of earrings (both without stones or engravings). Hoops are to be no larger than a quarter, single hooped, and be of a plain design. Earrings must be worn on the lower earlobe. No homemade earrings are permitted. A small metal chain with religious medallion may also be worn, subject to approval of Religious Services and the Warden. The chain and medallion must be worn under all clothing. These items may not have a value that exceeds \$100.00.

INSPECTIONS

Your assigned quarters are expected to be clearly ready for inspection from 7:30 a.m. to 4:00 p.m. There are several unannounced sanitation inspections weekly. The Unit Officer will have you return to the unit if your area has been left in an unsatisfactory manner. Note: for security purposes staff may shake down inmates, personal property, and living quarters as deemed necessary.

STORAGE

Clothing must be neatly hung on the wardrobe hook or stored in your locker. Soiled laundry will be placed in laundry bag and wet towels must be hung on the assigned hook. Wastebaskets are to be emptied by 7:30 a.m. daily.

BED MOVES

All bed moves are made by your unit Counselor. Unit to Unit moves can only be authorized by the Camp Administrator. Any bed movements without approval from unit team are subject to disciplinary action.

COUNTS

It is necessary for the staff to count inmates on a regular basis. Official counts will be conducted Monday through Friday at 4:00 p.m., 10:00 p.m., 12:00 a.m., 3:00 a.m. and 5:00 a.m. Additionally, counts will be conducted on weekends and holidays at 10:00 a.m. Other census counts occur during the day. Random and emergency counts will also be conducted.

You are not to move from your bed area until a clear count is announced. Stand up counts are conducted at 4:00 p.m. and 10:00 p.m., Monday through Friday. Stand up counts are conducted at 10:00 a.m., 4:00 p.m., and 10:00 p.m. on weekends and holidays. Accountability is of the utmost importance. When a count is announced, you must return to your bed area and remain there quietly until it is announced that the count is clear. When conducting a count, it is imperative that flesh and a living, breathing body are seen.

CHANGE SHEET AND CALLOUTS

Change sheets and callouts will be placed on a designated area by staff member by 6:00 p.m. each day. This is often your only official notification of an appointment or job assignment. Inmates must dress in the appropriate uniform attire to include government issued shoes for all call-outs. It is your responsibility to check for appointments on a daily basis to avoid disciplinary action. All scheduled appointments are to be kept.

UNIT LEISURE GAMES

No games of any kind will be played in the common area after 10:00 pm. You are reminded that gambling is not permitted. Yelling or loud talking is disruptive and will not be tolerated. Noise should be kept to a minimum after 10:00 p.m.

INSTITUTION STYLING SALONS/UNIT HAIR CARE ROOM

1. Institution Styling Salon is by appointment only with an inmate stylist. (no self service)
The Unit Hair Care Room is for self-service styling only.
Hours: Institution Salons:
open 7:30 a.m. until 8:00 p.m. daily
Unit Styling Room:
opens 6:00 a.m. until 8:00 p.m. daily
 - Both salons are open during the lunch period.
 - Both salons are closed during all counts.
2. Equipment will not be removed from the salon for any purpose. All equipment will be cleaned and sanitized per the manufacturer's instructions. All equipment will be used in the manner for which it was designed. Unauthorized use of equipment will result in disciplinary action and the inmate's permanent removal of using the salons and/or the removal of the equipment. Thereby affecting the entire inmate population.
3. The maximum rated capacity of 6 inmates in the Institution Salon and 6 inmates in the Styling Room will be enforced. Inmates without an appointment/assignment to this area or recognized as "hanging out" may face disciplinary action.
4. Stylists are responsible for keeping the salon and their assigned kits orderly and clean. Inmates using the self-service salon are responsible for cleaning up after themselves before leaving the salon.
5. There will be no eating or drinking in the salons. Minimal personal items are allowed.
6. No lettering or designs will be shaved into an inmate's hair.
7. Inmates requesting their hair to be dyed by a stylist may bring their purchased dye to the Institution Salon. All dye is to be used per the approved institution hair dye procedures.
8. Horseplay will result in permanent removal from the salon for each person involved.
9. Inmates certified or experienced in working in a salon should submit a cop-out to the Captain.

CONTRABAND

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary or any approved item which has been altered. All staff is alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. You are responsible for all items found in your assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in your personal possession must be authorized, and a record of the receipt of the item should be kept in your possession. You may not receive radios or any other items from another inmate; items received in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator. No personal clothing or footwear is to have names, "nicknames", or altered logos. Only the original logo from the company is authorized.

SEARCHES

Any staff member may search your assigned quarters to retrieve contraband or stolen property at their discretion. You are not allowed to be present for searches. The property and living area will normally be left in the same general condition as found. These searches will be unannounced and random.

DRUG SURVEILLANCE

A drug surveillance program is in effect at this facility. If a staff member orders an inmate to provide a urine sample for this program and the inmate is unable to do so within the allotted time, she will be subject to an incident report. A program for alcohol surveillance is also in effect at this facility. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the breathalyzer test will also result in an incident report.

SPECIAL HOUSING UNIT

There are two types of special housing. These are Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection or is finishing confinement in Disciplinary Segregation. Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation and Administrative Detention shall be seen by a member of the medical staff daily, including weekends and holidays. A Unit Team member will visit the special housing unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular review of their housing status. Communication between inmates housed in the Special Housing Unit and inmates in the general population is strictly prohibited.

FOOD SERVICES

MEALS

You will be provided three (3) nutritionally, balanced meals per day. Self-service meal operations include a salad and beverage bar in addition to a hot bar, which contains an assortment of rice, beans, soup, pasta and/or vegetables. Special religious meals may be received through the Religious Diet Program. Removal of food from the dining room is prohibited.

MEAL TIMES

- Breakfast 6:00 a.m. – 6:30 a.m. (Monday through Friday)
- Continental Breakfast 7:00 a.m. to 10 minutes after last call is announced (Saturday, Sunday, Holidays)
- Brunch after 10:00 a.m. count clears to 10 minutes after last call is announced (Saturday, Sunday, Holidays)
- Lunch 10:45 a.m. to 10 minutes after last call is announced.
- Dinner after 4:00 p.m. count clears to 10 minutes after last call is announced.

DINING ROOM RULES

THE RULES OF THE DINING ROOM ARE ESTABLISHED BASED ON INSTITUTION POLICIES:

- Inmate dress codes will be strictly enforced and monitored during mainline. (Shirt tails tucked in, unauthorized headgear removed, proper foot wear)
- Jogging/sweat suits will not be authorized for wear Monday through Friday, during normal duty hours.
- Shower shoes/slides are not authorized
- The only headgear that will be authorized other than that of the Food Service workers will be headgear which is "approved" by the Religious Services Department.
- No portable radios are allowed inside of the Food Service Department at any time.
- No personal cups or thermos containers are allowed at any time inside of the Food Service Department.
- No food is to be removed from Food Service.
- Religious diet food items will be consumed in the dining room and not removed at any time.
- No commissary items will be brought into Food Service.
- Religious diets will be provided to those participants that are authorized by the staff Chaplain. ID cards must be presented to receive your meal. This program is closely monitored by Religious Services staff, as well as the Food Service staff.

TRUST FUND

LOCKBOX INFORMATION

The Federal Bureau of Prisons has centralized the processing of all incoming inmate funds. This requires the establishment of a National Lockbox location. All funds being sent to inmates must be sent to the National Lockbox location at the following address:

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

Please notify all persons who send you funds that they must send all funds to the national Lockbox mailing address as shown above and adhere to the following instructions: Instruct them NOT to enclose cash, personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument (money order, cashier check). The National Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons institution where the inmate is housed. Instruct them that they must have the inmate's committed name (no nicknames) and register number printed on all money orders; U.S. Treasury, state, and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes. Instruct them that their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they cannot be posted to the inmate's account. Insurance, trust, and all other similar types of negotiable instruments which require an inmate's endorsement will be processed locally. Whenever such negotiated instruments are received locally, they are held in the Mail Room and the Unit/Case Manager notified.

CLOTHING EXCHANGE & LAUNDRY

You will be issued clothing that is properly fitted. You will be responsible for issued clothing and may be held accountable for replacement costs of your clothing if items become lost. Issued items may be brought to the Laundry during open house hours to be repaired or exchanges must be submitted via copout. Any item intentionally damaged or altered in an effort to gain a new item will result in an incident report and you may be held accountable for the replacement cost of the item. The institution dress standards require all institutional pants, shirts and coat to be labeled with the inmate's name and register number. The labels are not to be defaced. All clothing and coats without labels are considered contraband. If your clothing is not labeled, please contact the laundry via copout to get this corrected. Laundry is open from 6:15 a.m. - 7:00 a.m. weekdays. A centralized laundry for the inmate population is provided to wash clothing articles. Inmate's soiled personal laundry will be picked up from the unit on Mondays/Thursdays mornings to be washed and returned the same day to the units. Inmates soiled institution issued laundry will be picked up from the units on Tuesdays/Fridays to be washed and returned the same day to the units. All laundry must be attached to the designated laundry issued loop to be washed (yellow-personal, pink-institution and white-food service). Linen exchange will be conducted on Wednesdays during the breakfast and noon mainline.

INMATE TRUST FUND COMMISSARY

Commissary sales will be conducted Wednesday and Thursday. Inmates will shop by register number and the current schedule will be posted outside of Commissary. Inmates will submit their commissary list through the slot provided at the commissary. Each inmate will have the opportunity to purchase commissary items once per week. Shopping days are determined by the last digit of the first five numbers of your inmate register number. The rotation changes every month. The rotation will be posted on the Commissary Bulletin Board. When your order is ready to be picked up, you will be called to the appropriate window by your name on your commissary list. You will be called three times only, if you don't show up at the window by the third time your name is called, you will lose your shopping privileges for that week. Your account balances may be obtained by accessing the TRULINCS stations located in the housing units.

HAIR DYE PROCEDURES

The institution Commissary will sell hair color/rinse in shades of black, brown, blonde, and red. Inmates will be required to sign an inmate acknowledgment of receipt of institution rules for the use of hair color.

OVER THE COUNTER MEDICATIONS

Over the Counter (OTC) Medications may be purchased during sales hours Wednesday-Thursday. Inmates purchasing OTC medications on days other than their scheduled shopping day must utilize the "OTC Medications Only Form" provided by medical.

SPENDING VALIDATION

Your monthly spending validation is \$320.00. Inmate's spending validation will validate on a monthly basis. Stamps, OTC medications, NRT patches, kosher/halal entrees, and copy cards are the only items that do not affect your spending limit. Suggestions for new items are handled via Inmate Request to Staff Member (copout) to Commissary. Suggestions received will be addressed at the next Commissary Committee Meeting for approval or disapproval.

SPECIAL PURPOSE ORDERS (SPO)

Hobby craft items (Recreation staff), and certain religious items (Chaplain) are ordered using the SPO form. No hobby craft items will be transferred between institutions.

LOCAL USE ITEMS ONLY

Certain items which are sold in the Commissary are deemed local use only. This will be noted on the Commissary list. These items cannot be transferred between institutions.

POSTAGE STAMPS

Inmates are limited to 20 postage stamps, or the equivalent per week. In the event of a valid need, additional purchases of stamps may be authorized by the Camp Administrator. Request indigent stamps through the Camp Administrator.

COPIER CARDS

Copy cards are available for purchase in the Commissary with a limit of 2 cards per shopping day. The cards are use at your own risk and can only be purchased on your shopping day. These prepaid cards allow you to make 50 copies per card. When copy card empties discard.

PHOTO VOUCHERS

The inmate photo program is supervised by the Recreation staff at SCP Aliceville. You may purchase up to 10 photo vouchers during a sale at \$1.00 each. You will receive a commissary receipt for each photo voucher requested. This receipt is considered your photo voucher. You will not be reimbursed for unused tickets. Another inmate is not allowed to use your ticket.

INMATE ACCOUNTS

When an inmate transfers from another Federal Institution their TRUFACS inmate account will be available the following day. Personal letters must be mailed to the institution. All non-postal money orders and non-government checks processed through the lockbox will be placed on a 15 day hold. Foreign negotiable instruments will be placed on a 45 day hold. Inmates may have funds sent to them by Western Union. Western Union instructions are posted in the housing units. There is a fee for Western Union transactions which varies depending on the location and type of transaction. If you should transfer to another institution, your Trust Fund account is electronically transferred to that institution. When you are released from custody, your remaining funds will be given to you on a bank card.

TRUST FUND LIMITED INMATE COMPUTER SYSTEM (TRULINCS)

You will need your Register Number without hyphen (-), Phone Access Code (PAC), and Personal Identification Number (Commissary PIN) to login to TRULINCS. Inmates are responsible for creating and maintaining their own contact list in TRULINCS, which consists of all telephone, postal mail, and email contacts. Inmates must enter a name and postal mailing address along with the telephone number and/or email address for each contact they wish to call or email. Inmates may have 100 total contacts, 30 total telephone numbers, and 30 total email addresses.

You will be charged 1 unit per minute while in the Public Messaging Service. All TRULINCS email contacts created will receive an invitation to register at www.corrlinks.com. They must register within 10 days with the appropriate identification code before electronic messaging will be activated. All outgoing postal mail must contain a mailing label printed from TRULINCS. Labels are for postal mail only and no return address labels should be printed. Inmates may print 10 labels per day. Inmates may view their current Commissary, TRUFONE, and TRULINCS balances and transactions for the past 90 days. Account statements can be printed for a fee. Inmates wishing to send Commissary funds to an outside person will generate the BP-199 Form in TRULINCS. Print the form for free, sign it in the presence of Unit Management staff, and give the form to Unit Management staff. No forms will be sent through inmate mail.

INMATE TELEPHONE SYSTEM (TRUFONE) PROCEDURES

Camp inmates will have phone access Monday through Friday from 6:00 a.m. until 11:30 p.m. On weekends and holidays they will have phone access from 6:00 a.m. until 11:30 p.m. The phones will be turned off thirty minutes prior to the 10:00 p.m. count and turned back on after the count is cleared. On weekends and holidays phones will be turned off thirty minutes prior to the 10:00 a.m. count. Inmates wishing to make telephone calls through the Inmate Telephone System (ITS) will be issued a Phone Access Code (PAC) and must register a sample of their voice via the Inmate Voice Verification Feature (V-PIN).

Inmates transferring from TRUFONE institutions will keep the same PAC number issued and voice recording that was registered at their former institution. It is of the utmost importance that the recipient of this PAC number keeps it confidential by not sharing the number with other inmates. In the event that the PAC number is compromised the inmate should immediately report it to a unit staff member, who shall contact the Trust Fund Supervisor or Inmate Telephone Technician who will immediately restrict telephone access for the affected account. To obtain a new PAC number, an inmate must forward an Inmate Request to Staff Member (copout) to the Trust Fund Supervisor through the unit team. A fee of \$5.00 will be charged, using a Request for Withdrawal of Inmate Personal Funds (BP-199), Inmates may transfer funds from their TRUCFACS account to their TRUFONE account during scheduled phone hours by utilizing the automated 118 and following the voice commands. Inmates may transfer funds twice in any 24 hour period and all transfers must be in dollar amounts.

All inmate telephone calls will be recorded with the exception of inmate calls to attorneys as long as the inmate makes prior arrangement with the unit team for an unmonitored and unrecorded call to an attorney. Inmates who place unauthorized telephone calls, i.e. three-way/third party calls; call forwarding, to include telephone calls made through private service providers using Voice Over Internet Protocol (VOIP), or similar technology, will be subject to an incident report and action will be taken according to the inmate disciplinary policy. You are authorized 300 minutes of call time per month to be used for direct and collect/prepaid calls. Inmates 300 minutes will re-validate based on the fifth digit of their register number, (see chart below).

INMATE TELEPHONE SYSTEM (TRUFONE) PROCEDURES (CONTINUED)

5th Digit of Register Number	300 Minute Revalidation Day
0	1st
1	4th
2	7th
3	10th
4	13th
5	16th
6	19th
7	22nd
8	25th
9	28th

All calls will be up to 15 minutes in duration. Waiting period between calls (direct and collect/prepaid) is set at 15 minutes for back to back calls. The person you are calling will have the capability of blocking all of your calls. When a telephone number is blocked at the request of the intended recipient, that number may be returned to the inmate's telephone list only upon receipt of a written request for reinstatement by the intended recipient, and a copy of their telephone bill. This information must be mailed to the ITS department. Inmates are responsible for creating and maintaining their own telephone list in TRULINCS. Current TRUFONE rates per minute will be posted in each of the units along with the hours of phone operation.

ENVIRONMENTAL & SAFETY COMPLIANCE DEPARTMENT

Fire prevention, sanitation, and safety are everyone's responsibility. You are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards will not be tolerated. Regular fire inspections are made daily in this institution by staff. Fire drills will be conducted quarterly in each living area and work detail. Your participation is required. Safety rules and regulations will be followed on all work details, failure to obey safety standards will result in an incident report.

ENVIRONMENTAL MANAGEMENT SYSTEM

All inmates need to be aware that SCP Aliceville has an Environmental Management System (EMS). It is important that all inmates understand why we have EMS and to become familiar with the EMS Policy. Federal agencies are required by Executive Order 13148 to have EMS at appropriate facilities. An EMS helps an organization not just reduce its impact on the environment, but also to improve its efficiency of operations. An EMS is a set of processes and practices used to achieve these goals. An Environmental Management System (EMS) is "that part of the overall practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the environmental policy." EMS focuses on environmental management practices rather than the activities themselves. It provides the structure by which certain activities can be carried out; it ensures operator training and that proper procedures are in place but doesn't specify methods or frequency of sampling. The EMS allows federal agencies and facilities flexibility to adapt the system to their needs and priorities.

The benefits of an effective EMS are: demonstrates commitment to good environmental practices, reduces environmental liabilities by early identification of potential risks, provides a standard for measuring and reporting against environmental performance, maintains an effective approach to environmental management, and places an emphasis on prevention rather than correction. SCP Aliceville's EMS provides the framework for establishing objectives and targets to progress toward continual improvement, effectiveness, and efficiency. SCP Aliceville is committed to preventing pollution, training and education, legal compliance, going green, recycling, and continual improvement. It is each inmate's responsibility to do their part to reduce the impact on the environment. Each inmate is required to report any environmental issues to the nearest staff member. The institution has a recycling program. It is each inmate's responsibility to participate in the recycling program to reduce waste and meet environmental concerns at local, state, and federal levels.

EDUCATION & RECREATION

LAW LIBRARY

The law library contains a variety of legal reference materials for use in preparing legal papers. Reference materials including the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prison's Program Statements, Institution Supplements, Indexes, and other legal materials may be accessed through TRULINCS. The Law Library is open during convenient non-working hours, including weekends and holidays. An inmate law library clerk is available for assistance in legal research. Legal materials are also available to inmates in the special housing unit. Inmates must submit an Inmate Request to the Education Department. You should also be reminded that inmates may assist each other with legal matters, but it is not permitted to pay or receive any gratuity for this assistance.

COPIES OF LEGAL MATERIALS

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copy machine is available in the Law Library for inmates use. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of duplication to the Camp Administrator.

EDUCATION PROGRAMS

SCP Aliceville's Education Department offers a variety of programs for inmates to improve their knowledge and gain valuable skills. The Education programs include: GED, Spanish GED, English-As-A-Second Language (ESL), Adult Continuing Education, Parenting, Vocational, Apprenticeships, and Release Preparation. As educators, we understand that people learn through different means and at different rates. We provide a Special Learning Needs (SLN) program for inmates who demonstrate learning difficulties and we incorporate different learning methods, including the use of technology, into the literacy course curriculum.

Literacy

Program Statement 5350.28, Literacy Program, requires all federal prisoners who do not have either a verified high school diploma or a General Education Development (GED) certificate must enroll in a Literacy Program for 240 hours or until a GED is achieved, whichever occurs first. Inmates may request to be released from this program after 240 hours; however, could result in a loss of Good Conduct Time (GCT).

A high school diploma is the basic academic requirement for most entry level jobs. People who function below this level often find it very difficult to get a job and carry out daily activities. The literacy program is designed to help inmates develop foundational knowledge and skills in reading, math, written expression, and to prepare inmates to get a General Educational Development (GED) credential.

ESL Programs

Program Statement 5350.24, English As A Second Language Program, requires that limited English proficient inmates attend ESL classes. The ESL program is designed to teach non English speaking students the English language. Students must attain an eighth grade level in reading and listening comprehension. This program is mandatory for all non-English speaking U.S. citizens and may be taken by citizens of other countries. Program completion requires the student to earn a score of 225 on the CASAS Reading Certification test and a score of 215 on the CASAS Listening Certification test.

SCP Aliceville offers mandatory Literacy and ESL programs accordingly.

EDUCATION PROGRAMS (CONTINUED)

Vocational Programs – VT

The Vocational Training Programs require a high school diploma or GED. Participants are also expected to be fluent in English. Graduates will receive a Certificates of Completion.

Graduation Ceremony

A graduation ceremony is conducted annually at each facility. Graduates are recognized for program achievements in GED, ESL, and Vocational Training Programs. Graduates are awarded \$25.00 and placed in their account.

Library Services

The leisure library has hundreds of reading and reference books in English and Spanish, newspapers, and magazines. These reading materials are highly utilized by the inmate population and enhance their knowledge while reducing idleness during their incarceration. Inmates are allowed to check books out of the library for two week periods. The Education Department has partnered with Aliceville Public Library. If an inmate is unable to locate a particular book, she may submit an Interlibrary Loan Form to request the book from the library. This service gives an inmate an opportunity to increase their reading skills, broaden their horizons, and learn through reading. The Law Library is available to the inmate population as well. The Law Library consists of legal reference materials, Bureau of Prison policies, copy machine, and typewriters.

SCP Aliceville – Library Services Hours of Operation

SCP Aliceville Camp	Weekdays	Saturday	Sunday
Law & Leisure Library	8:00 a.m. – 3:30 p.m. 5:30 p.m. – 8:30 p.m.	7:30 a.m. – 8:30 p.m. 11:00 a.m. – 3:30 p.m. 5:00 p.m. – 8:00 p.m.	11:00 a.m. – 3:30 p.m.

Parenting Program

The parenting program is a very popular program and involves inmates from all backgrounds. The objective for the Parenting Program is to enhance the relationship between the inmates and their children. Inmates are encouraged to maintain contact with their children. Parenting instruction encourages and strengthens the ongoing relationship between family members and involves presentations from community organizations. Topics covered in this program include: child development, parenting at a distance, self-discipline, self-control, consistency and goal setting.

Adult Continuing Education Program – ACE

The ACE classes are special interest courses taught by inmates. ACE classes offer information on various subjects that may interest the inmate in learning more about such as Corporate Law, Spanish, Small Business or Political Science.

Release Preparation Program – RPP

RPP classes are geared towards preparing inmates for their return to society. RPP classes are taught by inmate tutors. RPP class examples are Job Search, Job Skills, Resume Writing, Budgeting, and Buying a Home.

College Correspondence Programs

College correspondence courses are available for those interested in pursuing post-secondary studies. Scheduled examinations by the school may be proctored by Education Services staff upon request. All requests to participate in Correspondence programs must be approved by the Supervisor of Education

RECREATION DEPARTMENT

A wide variety of athletic and leisure time activities are offered for the inmate population. The recreation yard, and hobby craft are open on a daily basis. Leisure activities are supervised by the Recreation Department Staff and these programs are important activities for inmates and contribute to good mental health, good interpersonal relations, and stress reduction. Recreation at SCP Aliceville is a vital element of the institution's enrichment activities. It is our mission as the Recreation Department at SCP Aliceville to encourage all inmates to make constructive use of their leisure time, by offering a variety of games, sports, social activities, arts and hobby crafts, wellness and other group and individual activities. Furthermore, we will strive to adapt our recreation programs in accordance with the needs of the ever changing population of this institution and the Federal Bureau of Prisons.

Hours of Operation

The Recreation Yard

Monday-Friday, 6:00 a.m. - 3:00 p.m. and 5:00 p.m. - 8:45 p.m.
 When First Unit is released for the Afternoon Meal until 3:30 p.m.
 When First Unit is released for the Evening Meal until 8:45 p.m.

Weekends and Holidays, 7:30 a.m. - 9:30 a.m.
 When First Unit is released for the Afternoon Meal until 3:30 p.m.
 When First Unit is released for the Evening Meal until 8:45 p.m.

The Inside Recreation Areas

Monday-Friday, 8:30 a.m. - 3:15 p.m. and 5:00 p.m. - 8:45 p.m.
 When First Unit is released for the Evening Meal until 8:45 p.m.

Weekends and Holidays, 7:30 a.m. - 9:15 a.m.
 When First Unit is released for the Afternoon Meal until 3:15 p.m.
 When First Unit is released for the Evening Meal until 8:45 p.m.

Housing Units Cardio Rooms

Open When 5:00 a.m. count clears and closes as 11:30 p.m.

PSYCHOLOGY SERVICES

PSYCHOLOGY, DRUG ABUSE, AND PSYCHIATRY PROGRAMS

Inmates will receive Psychology Services A&O within a month of their arrival. Certain inmates are also required to receive an intake interview within 14 days or within 30 days upon arrival. Psychology Services staff work with inmates who have mental health concerns or significant emotional and behavioral problems. Psychology Services staff also encourage inmates without such problems to engage in self-improvement activities. Inmates who need to be seen by a psychiatrist for psychotropic medications are referred through Health Services, with input from Psychology Services. Typical groups offered include drug treatment groups and trauma treatment groups.

Brief counseling sessions are also available to address individual needs. To see a psychologist or to participate in a group, you may submit a copout or see staff at noon mainline. If it is an emergency, such as when reporting a sexual assault or reporting that yourself or another inmate is potentially suicidal, contact your closest staff person or a Lieutenant who will contact Psychology Services. In these emergency circumstances, please let staff know immediately.

SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION

An Overview for Offenders, October 2012

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

The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse. While you are incarcerated, no one has the right to pressure you to engage in sexual acts.

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

What Can You Do To Prevent Sexually Abusive Behavior?

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

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

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 members, 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 who 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. Individuals who sexually abuse or assault other 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. 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.

SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION (CONTINUED)

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

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

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

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

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

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Management Program for Inmate Assailants

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

Policy Definitions

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

Code 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.

SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION (CONTINUED)

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

- a) Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury. Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight. Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.
- b) Sexual Assault with an Object: the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (NOTE: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).
- c) Sexual Fondling: the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.
- d) Sexual Misconduct (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

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.

Contact Offices:

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

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

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

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

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

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

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

Western Regional Office
7338 Shoreline Drive
Stockton, CA 95219



U.S. Department of Justice

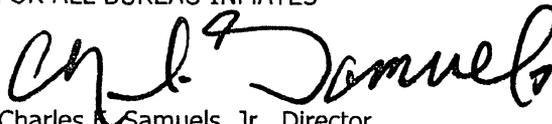
Federal Bureau of Prisons

Office of the Director

Washington, DC 20534

July 20, 2012

MEMORANDUM FOR ALL BUREAU INMATES

FROM: 
Charles E. Samuels, Jr., Director

SUBJECT: Suicide Prevention

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

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

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

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

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

"Learn from yesterday, live for today, hope for tomorrow."

~ Albert Einstein

RELIGIOUS SERVICES

MARRIAGES

Under certain circumstances, inmates may get married while incarcerated. The inmate's fiancé must be approved for the inmate's visiting list. The Warden must also approve the marriage. For a complete explanation of the process, contact a Chaplain or your Unit Team.

RELIGIOUS PROGRAMS

Chapel Schedule

The Chapel Schedule is posted in the Chapel and in the housing units. If your religious preference is not reflected in the schedule, contact the Chaplains.

Service Attendance Policy

If you wish to attend a religious service during the regular workday and you are assigned to work during that time, submit a copout to the Chaplain. We will put you on callout for that service. You must attend the service and return to work immediately afterward. Inmates absent without excuse will be subject to disciplinary action. If you wish to attend a religious service but you are NOT assigned to work during that time, you may simply attend the service.

Uniform policy

Inmates entering the Chapel will comply with the Warden's current dress policy. Food Service whites are not authorized in the chapel area at any time.

Religious property

Each religion recognized by the BOP has a list of authorized religious items that inmates may acquire. Some religious items, such as headwear and oils, may be purchased from the Commissary if authorized by the Chaplains. All other religious property may be purchased through approved catalogs using Special Purchase Orders (SPO's). The religious property you possess or purchase must match the religious preference in your records. See the Chaplains for further details. **No religious property may be sent from home.**

Religious Literature

Inmates may purchase religious literature as they would for non-religious literature. At minimum security and low security institutions, an inmate may receive softcover publications (other than newspapers) from any source. Religious literature counts towards the maximum number of books, magazines and newspapers an inmate may keep in her possession.

Common Fare

Common Fare is a religious diet program that provides food which conforms to the dietary restrictions of certain religions. Those restrictions include forbidding pork and pork products. If you wish to participate in the Common Fare diet, you may contact a Chaplain to schedule the required interview. Based on your answers to the questions in the interview, the Chaplain will determine whether to place you in the Common Fare Program. For those who seek a vegetarian diet, a no-meat alternative entree is offered at every meal at your request. There is no need to participate in Common Fare.

Emergency Telephone Calls

Inmates are encouraged to inform their families to call the institution in case of a family emergency. The Chaplains, Unit Team, or the Lieutenants are authorized to provide **emergency** telephone calls to inmates. Emergencies are defined as a death or hospitalization of an inmate's family member. In order to receive an emergency telephone call, you must provide the Chaplains, Unit Team, or the Lieutenant with the name of the hospitalized or deceased relative, and city of either the hospital or the funeral home. The mentioned authorized staff will confirm the death or hospitalization before a call is given.

Abortion Counseling

Chaplains are available for abortion counseling upon request by the inmate.

RELIGIOUS PROGRAMS (CONTINUED)

Life Connections Program

The Life Connections Program (LCP) is open to inmates seeking grounding in positive values and responsibility, whether or not they have a religious affiliation. It is a residential program located at five different Institutions throughout the Bureau of Prisons. Inmate participants in LCP live in the same housing units as other inmates and work in the same job assignments in the mornings. However, in the afternoons, evenings and weekends, LCP participants separate into small groups for in-depth instruction and mentorship. Inmates must apply for this program, interview, when they have at least 30 months left on their sentence, and be qualified to transfer to a LCP Institution. Other conditions also apply – see the Chaplain or Reentry Affairs Coordinator. There is no sentence reduction for this program.

FACILITIES DEPARTMENT

The Facilities Department is responsible for the maintenance and new construction of the institution and outside grounds. The Facility Manager is department head and the General Foreman is the assistant department head.

- Welding
- Garage
- Landscape/General Maintenance
- Utility Maintenance

WORK REQUEST PROCESS

Inmates are not required to pay for repairs unless warranted due to a direct result of negligence and or destruction of property by said inmate.

HEALTH SERVICES DEPARTMENT

MEDICAL SICK CALL

Sick Call Request forms are utilized by inmates to obtain medical care for routine, non-emergency conditions. Sick Call is held in Health Services on Monday, Tuesday, Thursday, and Friday from 6:45 a.m. to 7:15 a.m. You will come to Health Services to be screened by the triage nurse. This time is not for treatment. After your assessment by the triage nurse, you will be schedule for a complete assessment by a provider via call out. The more urgent and serious conditions will be scheduled and seen prior to less urgent and serious conditions. Inmates who request medical appointments will be charged \$2.00 co-pay. Inmates, who meet the indigent guidelines as determined by TRUWEB, will not be charged a fee for referrals from medical staff, prescribed follow-up appointments, treatment of injuries, emergency medical problems, and treatment of infectious disease, chronic care clinics, or periodic health assessments. When placed on “call out” for a requested appointment, you must be prompt and possess your ID card. If you are late or do not show up, your appointment will be cancelled and incident report may be written. The purpose of sick call is to triage or assign a priority to your illness or injury. Many over the counter (OTC) medications are available in the commissary for your purchase. Inmates are encouraged to prepare for the flu and allergy seasons, recreational injuries, and other minor ailments by purchasing comfort medications ahead of time. Inmates, who are on indigent status, carrying a balance of less than \$6.00 in their accounts over the previous thirty days, may request OTC medication through Sick Call. Inmates in Special Housing will utilize the same general form to request sick call appointments. Clinical staff will make rounds in the Special Housing Unit every morning to assess inmate medical needs and collect sick call request forms. These forms will be collected and your appointment scheduled according to the national scheduling guidelines. Policies regarding PCPT, co-pay, and use of OTC medications generally apply to inmates in Special Housing.

DENTAL SICK CALL

Inmates wishing to be seen for dental sick call must appear at the Health Services Department between 6:45 am until 7:15 am on Mondays, Tuesdays, Thursdays and Fridays. There is no dental sick call on Wednesdays, Saturdays, Sundays or holidays. You will either be seen immediately, or given an appointment slip, or placed on the Call-out for your sick call appointment; if warranted. The majority of dental appointments appear on the Call-outs. It is the inmate's responsibility to check the Call-outs each day to see if they are scheduled for an appointment. New commitments and those inmates who have been away from the institution for more than 30 days are seen by the dentist within 30 days of your arrival for a dental A&O exam. Emergency dental care is considered to be of the highest priority and is available to all inmates. Emergency dental care includes treatment for relief of pain, swelling, traumatic injuries, and acute infection. Routine dental care (requests for cleaning and other routine dental work: fillings, replacement of missing teeth, etc.) is elective and is requested by each inmate through an inmate request to staff or "cop-out". Each request is responded to by dental staff and the inmate is placed on a national chronological waiting list for treatment. Please note that routine care is provided base on the available resources at the institution. Accessory dental care includes crown and bridge work, orthodontics, implants, and TMJ surgery; are not provided. Questions regarding dental care should be taken care of through sick call. Questions regarding the Dental Department should be addressed to the specific person via Cop-out. All correspondence directed to the Dental Department must be on the standard form entitled Inmate Request to a Staff Member, (Cop-out). In accordance with Program Statement 6031.02, inmates must pay a \$2.00 co-pay per dental care visit; including but not limited to sick call.

CHRONIC CARE APPOINTMENTS

During your intake physical, all medical conditions will be assessed by the Health Services staff to determine if your medical conditions require regular monitoring. If so, you will be placed into a chronic care clinic for your specific condition. During this clinic visit your condition will be assessed and you will be prescribed medication, lab ordered, and restrictions given if needed. Your clinic visit is very important because this allows for both you and our staff to assess the success of your treatment plan and make adjustments as needed. When you come to a clinic visit, you will need to bring all of your medications and restriction documentation. There will be no co-pay for chronic care clinic visits.

PHARMACY SERVICES

Pharmacy hours for controlled medication pill line, insulin line, and prescription pick up are posted outside of the pharmacy. There is no pick up line on weekends or holidays. YOUR ID IS REQUIRED AT ALL PILL LINES. No over the counter medication will be given at pill line. Prescriptions written at a sick call visits will normally be filled and dispensed within 24 hours. Instructions and information about the medication will be provided. Authorized prescriptions for refills can be accessed and submitted through TRULINCS. Pharmacy open house will be conducted on Wednesdays at 1:00 p. m. The open house is available for you to discuss any medication concerns and questions.

MEDICATION

Prescription medication is provided to help you manage an acute or chronic medical/dental condition. Any medication can have severe side effects and can cause death if not taken as directed or abused. You are responsible for your own medications to ensure they are not stolen or sold to anyone else. Keep your medications secured on your person or in your locker at all times. Do NOT share them with anyone. If your medication is lost or stolen, you must report it immediately to a staff member. You will be held accountable if your medications are found in possession of another inmate. All expired medication must be returned to the pharmacy

PRESCRIPTION MEDICATIONS

There are two types of prescription medications that can be provided to you by Health Services Staff. The first type is a medication you can carry and take on your own. This medication must be kept in the issued container. The second type is a medication that is not authorized to be taken outside of the Health Services Department (i.e. Pill line medication). Below are the procedures you must follow to receive a pill line medication. All expired medication must be returned to pharmacy. If the medication is not returned, it will be confiscated and may result in an incident report.

PILL LINE PROCEDURES

You will be assigned to a specific pill line to receive medication not authorized to be on the compound. You are to report to pill line when pill line is announced with your inmate ID card. This card will be utilized to identify you and the specific medications you take. You can take a water cup from the window and get water from the fountain next to the pill line window. Your medication may be crushed and then floated in water by the medical staff and then handed to you. You must take and swallow your medication in front of the medical staff. All medication and water cups will be disposed of in the trash bin next to the pill line window. You cannot remove either cup or any pill line medication from the Health Services area. Prior to leaving the area, you will be required to open your mouth and hands to show that your medication is not being concealed. If it is determined you have failed to follow the above procedures, you will be held accountable through the inmate disciplinary process.

TUBERCULOSIS (PPD) TESTING

All inmates new to the Bureau of Prisons are tested for tuberculosis exposure via the placement of a PPD. All inmates with previous negative results from a PPD test will be re-tested annually. Those inmates with a history of a positive PPD skin test will have an annual chest x-ray. Inmates will be placed on call-out for their appointments for testing or chest x-ray.

IMMUNIZATIONS

The Bureau of Prisons follows the recommendations of the Centers for Disease Control (CDC) regarding immunization schedules and doses. Notification of the immunization availability and procedures for obtaining immunization will be posted in each housing unit prior to the dates of immunization.

PHYSICAL AND PERIODIC HEALTH EXAMINATIONS

Upon arrival, an initial medical examination, including physical and dental examinations, laboratory testing, PAP smears, mammograms, pregnancy testing and vision screening, will be offered when clinically indicated. Those inmates transferring from other institutions will not undergo these initial tests again, unless a review of the medical record indicates that the tests are necessary for preventive healthcare or clinical indications. Inmates may request an initial preventive health assessment through the triage process. Physical exams are offered once every two years under 50 years of age and once a year for 50 years or older. A pre-release physical may be requested 2-3 months prior to release if an inmate has not had a physical in the prior year. Once the request is received, the physical will be scheduled within two months of the release date, and the inmate will appear on call-out.

MEDICAL DUTY RESTRICTIONS

Medical staff may restrict certain activities due to medical conditions. This may be done during a physical examination or sick call appointment. Medical staff may also apply recreation restrictions as medically indicated. Special authorization from medical staff is necessary for canes, crutches, wheelchairs and other medical equipment (i.e. ACE wraps, knee braces, ankle braces, and slings). Medical restrictions initiated in previous institutions are not automatically continued at this facility. A request for a work restriction will require re-evaluation from a member of our medical staff.

MEDICAL IDLE/MEDICAL CONVALESCENCE

A medical idle or "lay in" removes you from your job duties for up to three days. During that time, you are restricted to the unit except for meals, visits, call-outs, pill lines, law library visits, and religious activities. You will be considered out of bounds if you are in the inside or outside recreation areas. You may receive an incident report and be returned to work status. A bed rest restriction means that you must remain in your room. A medical convalescence removes you from your job duties for a maximum of 30 days. Convalescence is specifically indicated to facilitate recuperation by not subjecting you to rigors job assignments and/or to minimize the risk of injury.

SOFT SHOES

Soft shoes are authorized only when medically necessary. Clinical practitioners refer to a specific set of criteria when determining the need for soft shoes.

LOWER BUNKS

Lower bunks are authorized only when medically indicated. Clinical practitioners refer to a specific set of criteria for issuance of these permits. You will not automatically have a lower bunk continued from a previous institution. If you meet the criteria for a lower bunk one can be issued by your clinician.

EYE CARE

If you are having difficulty with your vision, please sign up for sick call triage. Inmates under 40 years of age may request an eye examination every two years. Inmates age 40 years and older may request an eye examination every year. If you are interested, submit a request (cop-out) to Health Services. If you arrive at the institution with unauthorized eyewear, you will be examined by the optometrist and if corrective lenses are indicated, the Bureau of Prisons will provide you with one pair of eyeglasses every two years. Dark, or transitional lenses are not approved for use in the institution, unless medically indicated. Contact lenses are not authorized, unless medically indicated and approved by an ophthalmologist and the Clinical Director.

MEDICAL RECORDS - RELEASE OF INFORMATION

You may review your medical record in the presence of the Health Services staff. You may request copies of your medical record by an Inmate Request to Staff Member (cop-out) form to the Medical Records Department. Portions of your medical record may be Freedom of Information exempt. You will be informed of exempted materials and provided information on how you may obtain these additional copies. The first 240 pages of your complete medical record are provided at no cost. Copies in excess of the 240 pages are charged at the rate of ten cents per page after the first 100 of the 240 pages. A memorandum of total charges will be provided for you to present to your counselor so these charges can be deducted from your commissary account. Once charges have been deducted, you will return a receipt to medical records to receive your copies. In order to maximize time effectiveness, please be specific when requesting materials, referencing either a particular time frame of care or specific documents.

LIVING WILLS AND ADVANCED DIRECTIVES

An advance directive is a written instrument (sometimes referred to as a living will) by which you as a patient express your health care wishes in the event of a terminal or irreversible condition where you are no longer able to communicate such wishes to the health care provider due to incapacitation. Also, advance directives may address your wishes concerning the withholding or withdrawal of resuscitative, life-sustaining, or other types of medical care. Assistance with living wills and advanced directives can be obtained through the Health Services Administrator or through your private attorney.

HIV AND AIDS

HIV stands for Human Immunodeficiency Virus. It is the virus that causes AIDS - Acquired Immunodeficiency Syndrome. HIV is spread from one person to another through sex and/or blood-to-blood contact. When someone becomes infected with HIV, the virus attacks that person's immune system. A person develops AIDS when her immune system becomes so damaged that it can no longer fight off diseases and infections. These diseases and infections can be fatal. The following categories are used for HIV testing:

Mandatory:

Mandatory testing is performed when there are risk factors and the test is clinically indicated and/or surveillance testing is required. Inmates must participate in mandatory HIV testing programs. If an inmate refuses mandatory testing, staff will initiate an incident report for failure to follow an order. Inmate written consent is not required.

1. All inmates leaving a Federal prison for a RRC (halfway house);
2. All inmates leaving on a furlough;
3. All inmates assigned to work cadres working in the community;
4. All newly committed inmates.

Voluntary:

Voluntary testing is done when the inmate requests testing via an Inmate Request to Staff Member (BP-S148) form, which will be turned into Health Services. **Any inmate may request an HIV test annually.**

Involuntary:

Involuntary testing is performed following an exposure incident. Written consent of the inmate is not required. If an inmate refuses testing, testing will be conducted in accordance with the Program Statement on Use of Force.

Medical Staff will provide HIV counseling to inmates in accordance with guidance from the Medical Director and CDC recommendations. All inmates testing positive will be referred to the Psychology Department for follow-up counseling. Pregnant inmates who test positive will be advised the virus may be transmitted to the fetus and of current treatment options to prevent perinatal transmission.

HEALTH PROMOTION AND DISEASE PREVENTION

While you are in the custody of the Bureau of Prisons, every effort will be made to provide you with medical care of a similar level and quality that you would receive from the same type of clinic in the community. One of the most important changes occurring nationwide, both in the Community and within the prison system, is an increasing emphasis on maintaining health and preventing disease rather than merely treating disease after it develops. Many of the leading causes of disease and death are conditions that can, at least to some degree, be prevented. The goal of a health promotion and disease prevention program is to assist those interested (and encourage those who aren't interested) to work toward attaining and maintaining a state of "wellness." What is "wellness?" It is a state of wellbeing in all the important areas of one's life, including the physical, mental, emotional and spiritual. Recreation has excellent programs at SCP Aliceville to assist you in starting on your own road to wellness. If you have questions about specific programs or about health promotion and disease prevention, you may direct them to any member of the Health Services or Recreation staff.

HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health Care Services include medical sick call, dental sick call and all support services. Sick call at this institution is conducted as posted. 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.
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.
3. You have the right to address any concern regarding your health care to any member of the clinical staff.
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.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
12. You have the right to a preventive health screen once every three years if under the age of 50 and every year if age 50 or over.
13. You have the right to dental care as defined in B.O.P. policy to include preventative services, emergency care and routine care.
14. You have the right to a safe, clean, and healthy environment, including smoke free living areas.
15. You have the right to refuse medical treatment in accordance with B.O.P. policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill effects of refusing medical treatment.
16. You have the right to question or appeal a co-payment charge for medical services rendered to you or to someone you injured.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.

RESPONSIBILITIES (CONTINUED)

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 responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the responsibility to maintain your health and not endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staffs that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to notify health services regarding any ill effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You are responsible for a \$2.00 payment for medical services you request and for services rendered to someone you injured according to BOP policy.

CORRECTIONAL SYSTEMS

INMATE CORRESPONDENCE

First class mail is distributed Monday through Friday (except holidays) evenings by the evening watch officer in each housing unit. Newspapers and magazines will generally be delivered at this time also. Legal and special mail will be delivered by a member of your Unit Team as soon as possible after it is received. The number of incoming letters you may receive will not be limited unless the number received places an unreasonable burden on the institution. You may not have an accumulation of more than 25 letters (including greeting cards) in your living quarters. You may have 25 loose photos. The rest must be placed in a photo album and stored in your locker.

INMATE MAIL

Your correct mailing address is listed below. It is your responsibility to inform your correspondents of it. Your committed name, register number, institution name, post office box, city, state, and zip code must be placed in the upper left return address portion of the envelope. If you fail to place the correct identification in the return address, your mail will be opened in an attempt to determine the sender. If the sender cannot be identified from either the envelope or its contents, the correspondence will be annotated as to the circumstances and filed for two years. After two years it will be destroyed.

INMATE MAIL (CONTINUED)

Jane Doe # 12345-678
 SCP ALICEVILLE
 P.O. BOX 487
 ALICEVILLE, AL. 35442

Jane Doe
 5123 Any Street
 All town, AL. 12340

Jane Doe
 5123 Any Street
 All town, AL. 1234

Jane Doe # 12345-678
 SCP ALICEVILLE
 P.O. BOX 487
 ALICEVILLE, AL. 35442

Out Going**Special Mail Notice****To the Inmate:**

It is suggested you provide this instruction for Special Mail privileges to your attorney(s) who is representing you, at the earliest, when you write to or visit with your attorney.

To the Attorney:

The Bureau of Prison Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail-Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

SPECIAL MAIL & LEGAL MAIL

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law Enforcement Officers, Attorneys and Representatives of the news media. Special mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate; this is usually done by a member of your Unit Team. These items will be checked for physical contraband and for qualification as Special Mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope as an attorney (the title "Esquire" does not qualify) and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

In Coming

OUTGOING SPECIAL MAIL AND LEGAL MAIL

Inmates may place their outgoing special/legal mail directly in the Camp mail depository. Camp inmates outgoing correspondence may be sealed. Special mail may also be delivered during Correctional Systems Department Open House, Tuesdays and Thursdays during mainline. If the piece of mail does not belong to you, if the return address on the envelope is inaccurate, or if it does not qualify as outgoing Special Mail (refer to the Correspondence Program Statement, 5265.11, Page 4,) it will not be accepted by the Correctional Systems Officer as special mail. Inmates housed in the Special Housing Unit will continue to give their Special Mail to the Officer and request it be treated as Special mail. All mail is delivered to the U.S. Post Office Monday – Friday excluding weekends and federal holidays.

INMATE CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA

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

CORRESPONDENCE BETWEEN CONFINED INMATES

You may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of your immediate family, or is party in a legal action (or witness) in which both parties are involved. The following additional limitations apply: Such correspondence may always be inspected and read by staff at the sending and receiving institutions. Correspondence privileges must be approved at both facilities. This policy is not limited to federal institutions. It includes any known penal facilities and Residential Reentry Centers.

REJECTION OF CORRESPONDENCE

The Warden may reject correspondence sent by or to you if it is determined to be detrimental to the security, good order, or discipline for the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include: Matter which is not authorized to be mailed under law or postal regulations; Matter which depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption; Information of escape plots, of plans to commit illegal activities, or to violate institution rules; Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined; this does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of your commitment. Thus, for example, you may correspond about refinancing a mortgage for your home or sign insurance papers; however, you may not operate (for example) a mortgage or insurance business while confined in the institution. We encourage you to settle these matters as soon as possible after your arrival.

NOTIFICATION OF REJECTION

The Warden or designee will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of the rejection of correspondence and the reasons for it. You also have the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

MAILING OF INMATE PROPERTY

Inmates wishing to have release clothes mailed into the institution will request through the Camp Administrator 60 days prior to their release date. If approved, the Camp Administrator will sign the appropriate authorization form and the inmate will send it out. The Mail Room Officer will not accept any item or package for delivery unless the authorization is on file. Athletic items are available in the Commissary for purchase and may not be mailed in except as a special purchase order. You may not receive tennis shoes, athletic clothing, etc. from family or friends. The only exception is, if it is for release clothing.

CHANGE OF ADDRESS/FORWARDING OF MAIL

The U.S. Postal Service will not accept change of address cards for multiple user P.O. Boxes. You must contact the sending company of any subscriptions to notify them. Newspapers, magazines, and bulk mail will not be forwarded. Special/legal mail will be forwarded immediately. General Mail will be forwarded for only 30 days, while Special Mail will still be forwarded after 30 days. Any general mail received after 30 days will be returned to sender.

CERTIFIED/REGISTERED MAIL

Inmates desiring to use certified mail (with return receipt requested) should obtain supplies from the mail room during open house. An inmate is not provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

COMPUTATIONS/WRITS/RELEASE SENTENCE COMPUTATION

The Designation and Computation Center is responsible for the computation of your sentence. You will be given a copy of your sentence computation as soon as it is certified by DSCC. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, can be resolved by Aliceville's Correctional Systems Department (CSD) upon inmate request for clarification. Issues which are not resolved by CSD staff can be appealed through the Administrative Remedy process. The CSD staff conduct open house for your benefit on Tuesday and Thursday during mainline.

COST OF INCARCERATION FEE

The Cost of incarceration Fee (COIF) has been mandated by law to be enforced by the Bureau of Prisons. This act requires that each inmate who was sentenced after January 1, 1995, be reviewed to determine if he is eligible to pay for the cost of her incarceration.

DISCIPLINARY PROCEDURES

TABLE 1: TIME LIMITS IN DISCIPLINARY PROCESS

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Therefore, it is necessary for institution authorities to impose discipline on those inmates whose behavior is not in compliance with Bureau of Prisons rules. The provisions of this rule apply to all persons committed to the care, custody, and control (direct or constructive) of the Bureau of Prisons. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). If a staff member observes or believes he or she has evidence that you have committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against you. The incident report shall ordinarily be delivered to you within 24 hours of the time staff become aware of your involvement in the incident. An informal resolution of the incident may be attempted by staff. If an informal resolution is accomplished, the incident report will be removed from your central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violation in the greatest severity category must be forwarded to the Disciplinary Hearing Officer for the final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing.

Initial Hearing: You will ordinarily be given an initial hearing within five work days of the time staff become 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 the initial hearing and may make statements or present documentary evidence on your behalf. The UDC must give its decision in writing to you by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five days. You must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

Disciplinary Hearing Officer (DHO): The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of inmates in Disciplinary Segregation. You will be provided with advance written notice of the charges not less than 24 hours before your appearance before the DHO. You may waive this requirement.

TABLE 1: TIME LIMITS IN DISCIPLINARY PROCESS (CONTINUED)

You may request a full-time staff member as staff representative of your choice to represent you at your DHO hearing. You may make statements in your own defense and may produce documentary evidence. You may present a list of witnesses and request they testify at the hearing. You may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for you. You may submit a list of questions for the witness(s) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. You have the right to be present throughout the DHO hearing, except during deliberations. You may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions: Appeals of DHO disciplinary actions are made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

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

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative. Appeals of the UDC disciplinary actions are made through the Administrative Remedy Procedures also. Appeals are made to the Warden (BP-9) Regional Director (BP-10), and the General Counsel (BP-11).

Ordinarily, after becoming aware of an inmate's involvement in an incident, staff will have a maximum of 24 hours to give the inmate notice of charges, by delivering an Incident Report.

The initial hearing (UDC) ordinarily is a maximum of five work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement. Weekends, and holidays.) After staff gives the inmate notice of charges, by delivering the Incident Report, there is a minimum of 24 hours before the Discipline Hearing Officer (DHO) Hearing, unless waived.

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

TABLE 2: INMATE RIGHTS AND RESPONSIBILITIES 541.12

RIGHTS:

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

RIGHTS: (CONTINUED)

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

RESPONSIBILITIES:

1. You have the responsibility for treating inmates and staff, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing participation in such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

TABLE 3: PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**1) PROHIBITED ACTS AND DISCIPLINARY SCALE 541.13**

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed a prohibited act.

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

3) High Severity Level of Offenses: The DHO imposes one or more of sanctions (A-M), and, except as noted in the sanction, may also suspend one or more additional sanctions (A-M). Sanctions B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. All high severity level offenses must be referred to the DHO.

TABLE 3: PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (CONTINUED)

4) Low Severity Level of Offenses: The DHO imposes at least one sanction (A-M), but may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the UDC shall impose at least one sanction (F-M), but may suspend any sanctions imposed. The UDC ordinarily refers to the DHO a moderate severity level offense for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate has been found to have committed two moderate severity level offenses during his/her current anniversary year. (i.e., the twelve month period for which an inmate may be eligible to earn good conduct time.) The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.

5) Low Severity Level Offenses: The DHO shall impose at least one sanction B.1, or (D-M). The DHO may suspend any sanctions imposed (a B.1 sanction may not be suspended). The UDC shall impose at least one sanction (F-M), but may suspend any sanction imposed. The UDC ordinarily shall refer to the DHO a low severity level offense for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed three low severity level offenses during the inmate's current anniversary year. (i.e. the twelve month period of time for which an inmate may be eligible to earn good conduct time.) The UDC must document the reasons why the charge for such an inmate was not referred to the DHO.

6) 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. In these cases, the letter "A" is combined with the offense code. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions (A-E).

The DHO or the Unit Discipline Committee: The Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions (F-M). Revocations and execution of suspensions may be made only at the level (DHO or UDC). When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the suspended sanction. If the UDC has previously imposed a suspended sanction and subsequently refers a case to the DHO, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. Either UDC or DHO may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.

7) Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time is presented in Table 6.

GREATEST CATEGORY

(THE UDC SHALL REFER ALL GREATEST SEVERITY PROHIBITED ACTS TO THE DHO WITH RECOMMENDATIONS AS TO AN APPROPRIATE DISPOSITION.)

CODE	PROHIBITED ACTS
100	Killing
101	Assaulting any person (includes sexual assault) or an armed assault on the institutions 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 or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218 or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
105	Rioting
106	Encouraging others to riot

CODE	PROHIBITED ACTS
107	Taking hostage(s)
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade, body armor, maps, homemade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device.
110	Refusing to provide a urine sample; refusing to breathe into a breathalyzer; refusing to take part in other drug abuse testing.
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by medical staff.
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants or related paraphernalia, not prescribed for the individual by medical staff.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by medical staff
197	Use of the telephone for an illegal purpose or to commit or further a Greatest Category Prohibited Act

CODE	PROHIBITED ACTS
198	Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of
199	Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest Severity Prohibited Acts. Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable. For possession of "large quantities" of tobacco code 199/113 Conduct Which Disrupts, most like possession of any Narcotics, Drugs or Related Paraphernalia not prescribed for the individual by medical staff.

SANCTIONS

A	Recommend parole date rescission or retardation
B	Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
B1	Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good time sanction may not be suspended)
C	Disciplinary segregation (up to 12 months)
D	Make monetary restitution
E	Monetary fine
F	Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation)
G	Change housing (quarters)
H	Remove from program and/or group activity
I	Loss of job
J	Impound inmates personal property
K	Confiscate contraband
L	Restrict to quarters
M	Extra duty

HIGH CATEGORY

CODE	PROHIBITED ACTS
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
201	Fighting with another person.
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 officers or staff clothing.
212	Engaging in, or encouraging a group demonstration
213	Encouraging others to refuse work 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 purposes of introducing contraband or for any other illegal or prohibited purposes.
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life safety devices (e.g., fire alarm) regardless of financial value.
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications device, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)
221	Being in an unauthorized area with a person of the opposite sex without staff permission
224	Assaulting any person (charged with this act only when a 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, or having been previously warned to stop such conduct.
226	Possession of stolen property.

CODE PROHIBITED ACTS

227	Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g. DNA, HIV, tuberculosis).
228	Tattooing or self-mutilation
229	Sexual assault of any person, involving non-consensual touching without force or threat of force.
296	Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g. use of the mail to commit or further a High Category prohibited act, special mail abuse, writing letters in code; direction other to send, sending, or receiving a letter or mail through unauthorized means, sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence.
297	Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High Category prohibited act.

CODE	PROHIBITED ACTS
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 charge must be charged as "most like" one of the listed High Severity prohibited acts.

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 sanction may not be suspended)
B1	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 transfer (recommend)
D	Make monetary restitution
E	Monetary Fine
F	Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation)
G	Change housing (quarters)
H	Remove from program and/or group activity
I	Loss of job
J	Impound inmate's personal property
K	Confiscate contraband
L	Restrict to quarters
M	Extra duty

MODERATE CATEGORY

CODE	PROHIBITED ACTS
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 him through regular channels
306	Refusing to work, or to accept a program assignment.
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged would be charged as Code 110)
308	Violating a condition of a furlough
309	Violating a condition of a community program
310	Unexcused absence from work or any program assignment
311	Failing to perform work as instructed by the supervisor
312	Insolence toward a staff member
313	Lying or providing a false statement to a staff member
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper, (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102)
315	Participating in an unauthorized meeting or gathering

CODE	PROHIBITED ACTS
316	Being in an unauthorized area without staff authorization (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
317	Failure to follow safety or sanitation regulations
318	Using any equipment or machinery which is not specifically authorized without staff authorization
319	Using any equipment or machinery contrary to instructions or posted safety standards
320	Failing to stand count
321	Interfering with 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 or less
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (tool not likely to be used in an escape attempt or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; other nonhazardous contraband includes such items as food or cosmetics).
332	Smoking where prohibited
333	Fraudulent or deceptive completion of a skills test (e.g. cheating on a GED, or other education or vocational skills test).
334	Conducting a business; conducting or directing an investment transaction without staff authorization.
335	Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
336	Circulating a petition
396	Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail (moderate)
397	Use of telephone for abuses other than criminal activity
398	Interfering with a staff member in the performance of duties, most like another moderate severity act. This charge is to be used only when another charge of moderate severity is not applicable
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another moderate severity prohibited act. This charge is to be used only when another charge of moderate severity is not applicable

SANCTIONS

A	Recommend parole date rescission or retardation
B	Forfeit earned statutory good time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an EGT sanction may not be suspended)
B1	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
H	Remove from program and/or group activity

SANCTIONS

I	Loss of job
J	Impound inmates personal property
K	Confiscate contraband
L	Restrict to quarters
M	Extra duty

LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS
402	Malingering, feigning illness
404	Using abusive or obscene language
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)
408	Conducting a business
409	Unauthorized physical contact (e.g., kissing, embracing)
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list)
498	Interfering with a staff member in the performance of duties. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable

SANCTIONS

B1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended)
E	Make monetary restitution
F	Withhold statutory good time
G	Loss of privileges: commissary, movies, recreation, etc.
H	Change housing (quarters)
I	Remove from program and/or group activities
J	Loss of job
K	Impound inmate's personal property
L	Confiscate contraband
M	Restrict to quarters

SANCTIONS (CONTINUED)

N	Extra duty
O	Reprimand
P	Warning

TABLE 3 LOW MODERATE CATEGORY

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 on 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 of Engaging in a Group Demonstration." Sanction B1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate.

**TABLE 4
SANCTIONS**

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

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

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

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

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

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

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

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

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

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

**TABLE 4
SANCTIONS**

- a) **Recommend Parole Date Rescission or Retardation.** The DHO may recommend retardation or rescission of parole grants to the U.S. Parole Commission or respective parole authority.
- b) **Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, or Terminate or Disallow Extra Good Time.**

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

**TABLE 4
SANCTIONS (CONTINUED)**

An application for restoration of statutory good time is forwarded from the inmate's unit team, through the DHO and Captain for comments, to the Warden for final decision. Inmates who committed their crimes on or after November 1, 1987, and are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act, are only eligible to receive 54 days GCT credit (18 U.S.C. 3624(b)). This credit is given at the end of each year served and, once given, is vested. For these inmates, the DHO's authority is final and subject only to review by the Regional Director to ensure conformity with the discipline policy and by inmate appeal through Administrative Remedy procedures. The statutory good time available for forfeiture is limited to an amount computed by multiplying the months served at the time of the offense for which forfeiture is taken, by the applicable monthly rate specified in 18 U.S.C. 4161 (less previous forfeiture or withholding). The amount of GCT available for forfeiture is limited to total days in "non-vested" status at the time of misconduct (less previous forfeiture). Forfeiture of GCT may not be suspended. Disallowance of extra good time is limited to extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited GCT will not be restored.

Authority to restore forfeited statutory good time is delegated to the Warden, and may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 2.) To ensure an inmate's case is not overlooked when statutory good time has been forfeited, the Camp Administrator will ensure the eligibility requirements are reviewed for restoration per the time frames in the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team for or against restoration is forwarded to the Warden through the DHO and Captain. Except as noted, eligibility for restoration of forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO. An inmate who has escaped and receives forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to Bureau custody. The Warden refers to the Regional Director any case where exceptional circumstances support restoration of statutory good time before completion of the eligibility requirements. Sanction B does not apply to inmates committed under the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987, and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1. **(B.1) Disallowance of Good Conduct Time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days GCT credit each year (18 U.S.C. 3624(b)). Once awarded, the credit is vested, and may not be disallowed. Crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is exempt because of a learning disability). For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate's service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored, except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

A TABLE 4 SANCTIONS

Sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance guidelines in making a determination. A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g., within 24 months for a greatest severity level prohibited act, 18 months for a high severity level prohibited act, and 12 months for a moderate severity level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines is justified in the DHO report.

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

Greatest Severity Level Offenses. A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.

A TABLE 4 SANCTIONS

High Severity Level Offenses. A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.

Moderate Severity Level Offenses. A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.

Low Severity Level Offenses. A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

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

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

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

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

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

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

Greatest severity level offense – Up to \$500, or 75% of the inmate's trust fund balance.

High severity level offense – Up to \$300, or 50% of the inmate's trust fund balance.

Moderate severity level offense – Up to \$100, or 25% of the inmates trust fund balance.

Low severity level offense – Up to \$50, or 12.5% of the inmate's trust fund balance.

C TABLE 4 SANCTIONS

Commissary privileges should be suspended until the fine is paid. See the Trust Fund/Deposit Fund Manual for instructions regarding impoundment of inmate funds. This sanction cannot be used as a form of monetary restitution. The UDC is prohibited from imposing the sanction of monetary fine.

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

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

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

C TABLE 4 SANCTIONS

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

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

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

(I) Loss of Job. The DHO or UDC may direct that an inmate be removed from his/her present job or assigned to another job. **(J) Impound Inmate's Personal Property.** The DHO or UDC may direct that an inmate's personal property be stored in the institution for a specified time.

(K) Confiscate Contraband.

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

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

**SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY
(TABLE 5)**

Category	Prior Offense (Same Code) Within Time Period	Frequency of Repeated Offense	Sanction Permitted
Low Moderate (400 series)	6 months	2nd 3rd or More	Low Moderate Sanctions, plus 1 Disciplinary Segregation, up to 7 days 2 Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). Any sanctions available in Moderate (300) series and Low Moderate (400) series.
Moderate (300 series)	12 months	2nd 3rd or more	Moderate Sanctions (A, C, E-N) 1 Disciplinary Segregation, up to 21 days 2 Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended) Any sanctions available in Moderate (300) and High (200) series.
High (200 Series)	18 months	2nd 3 rd or more	High sanction (A, C, E-M) plus 1 Disciplinary segregation, up to 45 days. 2 Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any sanction available in High or more (200) and Greatest (100) series.

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY (CONTINUED)

(See Table 5, SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY. Forfeited good conduct time will not be restored ("GT" in Table 6 represents both good conduct and statutory good time.)NOTE: In Table 6 headings, "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.

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

Severity of Act	Sanctions	Max. Amt. Forfeited (SGT (1))	Max. Amt. W/hld SGT	Eligibility Restoration Forf. SGT	Eligibility Restoration w/hld/SGT	Max. D/S (1)
Greatest	A-F	100%	GT credit for single month during which violation occurs. Applies to all categories.	24 months	18 months	60 days
High	A-M	50% or 60 days, whichever is less		18 months	12 months	30 days
Moderate	A-N	25% or 30 days, whichever is less		12 months	6 months	15 days
Low/Mod	E-P	N/A		N/A (1st offense) 6 months (2nd or 3rd offense in same category within 6 months)	3 months	N/A (1st offense) 7 days (2nd offense) 15 days (3rd offense)

To ensure an inmate's case is not overlooked when statutory good time has been forfeited or withheld, the case is to be reviewed for eligibility requirements in accordance with the time frames established by the Program Statement on Classification and Program Review of Inmates. A recommendation of the Unit Team, whether for or against restoration, is to be forwarded (On BP 389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO. An inmate who has escaped and receives forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements. An inmate with an approaching parole effective date or an approaching mandatory release or expiration date who has forfeited good time may be placed in a Community Treatment Center only if that inmate is otherwise eligible under Bureau policy, and if there exists a legitimate documented need for such placement. The length of stay at the Community Treatment Center is to be held to the time necessary to establish residence and employment.

UNIT RULES AND REGULATIONS

Updated: June 2013

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

1. Personal Conduct:

Inmates are restricted from hand holding, embracing, kissing, and the placement of arms around shoulders or waist or other forms of physical contact. No massages of any kind are permitted. Occasionally, a brief embrace of friendship may be appropriate.

2. Living Quarters:

- a) Living Quarters will be ready for inspection each morning at 7:30 a.m., Monday through Friday. This includes the floors being swept and mopped. Exceptions to this rule are those inmates who are on a medical convalescence.
- b) Beds will be made with a collar. The bed is to be made by 7:30 a.m. each morning, Monday through Friday. On weekends and holidays, the bed is to be made by 9:00 a.m. Inmates on scheduled days off may sleep on top of the properly made bed. At no time are inmates allowed to sit/lie on a bed assigned to another.
- c) Nothing will be hung, pasted, taped, etc. to walls. The exterior of inmate personal property lockers are also to be free of any postings. No rugs, blankets, or towels are to be placed on the floor. A prayer rug will be placed in the locker after use.
- d) Lockers, and desk tops will be clean and orderly. Chairs will not contain any markings, nicknames, or symbols on them other than the assigned area number assignment.
- e) No paper or plastic bags are to be used as liners in personal trash cans. Trash cans are to be emptied daily and kept clean. No trash bags used to cover shoes or clothing.
- f) Nothing will be hung, pasted, taped, or tied to bedposts, including any article of clothing. A second blanket may be neatly folded and placed at the foot of the bed. No makeshift clotheslines are allowed.
- g) Quiet hours will begin promptly at 10:00 p.m. and conclude at 6:00 a.m. On Friday, Saturday, and holidays, quiet hours will begin at 12:01 a.m., and conclude at 7:00 a.m. There is no congregating in the bathroom or shower area after lights out.
- h) Living quarters inspections will be conducted during normal duty hours by staff to ensure the highest possible sanitation levels are maintained.
- i) No game playing will be allowed in the common area after 10:00 p.m.
- j) The dorm layout is permanent and will not be rearranged by inmates.
- k) Inmates will store all property in their assigned locker.
- l) Ice machines will be located in all units. Any item that is placed in the ice machine for cooling is not permitted and will be confiscated.

The only exceptions are as follows:

- One laundry bag on side of locker or on assigned hook
- Soiled towel on assigned hook
- Shoes under bed
- Legal material in assigned legal boxes
- Winter coat on assigned hook or head of bed
- No cardboard will be allowed for inmate retention
- Water jugs may be neatly stored beside the lockers

Excess property will be confiscated and disposed of in accordance with established Federal Bureau of Prisons policy. No additional hooks may be installed or existing hooks moved without approval of the Camp Administrator.

UNIT RULES AND REGULATIONS (CONTINUED)

3. **Smoking:**
The use of all tobacco products is prohibited per I.S. 1640.04a.
4. **Visiting:**
Visiting in other units is not authorized.
5. **Lockers:**
One metal type storage locker is authorized per inmate. No items are to be placed in vacant lockers. Any items found in vacant locker(s) will be considered contraband and confiscated. No extra shelves or locker buddies are allowed inside the lockers.
6. **Boxes:**
No wooden or cardboard boxes are authorized or permitted in the rooms for storage purposes.
7. **Room Changes:**
All room/bed changes will be requested via Copout to the Correctional Counselor.
8. **Inmate Mail:**
Inmate mail-call will be conducted by the Unit Officer once the 4:00 p.m. count has cleared.
9. **Unit Showers/ Toilets:**
At no time should more than one inmate occupy a shower and/or toilet stall. The unit showers are closed from 7:30 a.m. through 9:00 a.m. for cleaning. The showers are also closed from 10:00 p.m. through 5:00 a.m. Every inmate is required to pick up after herself. During normal work hours, inmates will be allowed to shower anytime for religious or documented medical reasons.
10. **Unit Bulletin Boards:**
Items of interest are placed on the unit bulletin boards on a regular basis. It is the inmate's responsibility to check the bulletin boards daily. This will ensure inmate awareness of policy revisions, callouts, work assignment changes, unit and institution activities, etc.
11. **Unit Dress Code:**
Inmate clothing at all times must conceal the buttocks, midsection and the breasts. All inmates assigned to work details will wear issued uniforms between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday. Green shirts must be tucked in. A green t-shirt must be worn under the green shirt. Inmates in off duty status may wear athletic clothing or casual clothing such as sweat pants, t-shirts, or shorts in the housing units, in recreation areas and enroute between the two. Upon departure from your room and/or shower area you must, at a minimum, be wearing pants/shorts and a shirt. Tied bathrobes with undergarments are acceptable to and from the shower area only. Inmates may remove their bras only while in their rooms prior to bedtime and must sleep in their nightshirts.
12. **Musical Instruments:**
No musical instruments will be stored in the housing unit. The Harmonica is the only exception. All musical instruments will be played outside the housing unit, within the designated areas. Presently, these areas include the chapel and the recreation music room.
13. **Hobby Craft Items:**
Hobby craft classes will be offered. Once items are completed, they must be mailed out. Hobby craft items are not authorized in the housing unit must be maintained in Recreation hobby craft area. Only unit based hobby craft is authorized.

UNIT RULES AND REGULATIONS (CONTINUED)**14. Unit Television Viewing:**

The television rooms may be utilized during the scheduled daily open periods. The unit television rooms will be secured at 12:00 p.m., Sunday through Thursday, and reopened after the 5:00 a.m. count has cleared. On Friday, Saturday, and holidays, the television rooms will be secured at 12:00 p.m. and reopened after the 5:00 a.m. count has been cleared. If the Camp Administrator determines that the television room(s) are not being used appropriately, he/she may close the room(s) completely.

15. Fire Alarm/Evacuation:

Fire evacuation routes are posted in English/Spanish throughout the unit. Under no circumstances will inmates be permitted to remain in the unit during a fire alarm activation. The unit officer and any available staff will assist in unit evacuation. All inmates will follow staff instructions without hesitation.

16. Severe Weather Procedures:

Instructions will be issued by the Operations Lieutenant.

17. Recreation:

The Recreation Department will periodically offer scheduled tournaments, movies, events, games, etc., within the unit. Board games and cards are available for check out with the unit officer.

18. Inmate Telephone Usage:

It is not acceptable for inmates to use the telephone to engage in criminal activity. Telephones will be monitored and consequences will be initiated when unlawful activity is discovered.

19. Unit Recreation:

Limited exercising will be allowed in the unit's exercise room only.

20. Cleaning Supplies:

Chemicals, or spray bottles will not be stored in the cubical area, locker, or under the bed.

21. Desk/Shelf:

A bible or religious book, and one picture frame containing family pictures may be placed on your shelf. Any chairs left unattended in the common area or outside of the cell will be confiscated by unit staff.

IMMEDIATE FAMILY VISITING REQUEST

List all requested information of immediate family members you wish to have added to your approved visiting list. Immediate family members are defined as: **(Mother, Father, Brothers, Sisters, Spouse and Children)** return this completed request to your assigned Counselor who will verify your relationship with the requested visitors prior to placing them on your approved list. You will be advised when your approved visiting list has been established. It is your responsibility to notify family members not to visit until they are authorized.

INMATE NAME _____ REGISTER NUMBER _____

Name		Name	
Relation		Relation	
Birth Date		Birth Date	
Race		Race	
Phone		Phone	
Address		Address	
City/State/Zip		City/State/Zip	

Name		Name	
Relation		Relation	
Birth Date		Birth Date	
Race		Race	
Phone		Phone	
Address		Address	
City/State/Zip		City/State/Zip	

Name		Name	
Relation		Relation	
Birth Date		Birth Date	
Race		Race	
Phone		Phone	
Address		Address	
City/State/Zip		City/State/Zip	

Heat Wave Information And Safety Tips

		Relative Humidity (%)												
°F		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature	110	136												
	108	130	137											
	106	124	130	137										
	104	119	124	131	137									
	102	114	119	124	130	137								
	100	109	114	118	124	129	136							
	98	105	109	113	117	123	128	134						
	96	101	104	108	112	116	121	126	132					
	94	97	100	102	106	110	114	119	124	129	135			
	92	94	96	99	101	105	108	112	116	121	126	131		
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	88	88	89	91	93	95	98	100	103	105	110	113	117	121
	86	85	87	88	89	91	93	95	97	100	102	105	108	112
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
82	81	82	83	84	84	85	86	88	89	90	91	93	95	
80	80	80	81	81	82	82	83	84	84	85	86	86	87	

Level	Flag	Heat Index	With Prolonged Exposure and/or Physical Activity	Activity Restrictions
Extreme Danger	Black	116 ⁰ -136 ⁰	Heat stroke or sunstroke highly likely.	All outdoor sports and work activities shall stop until the heat index lowers.
Danger	Red	106 ⁰ -115 ⁰	Sunstroke, muscle cramps, and/or heat exhaustion likely.	All activities shall be carefully watched.
Caution	Yellow	85 ⁰ -105 ⁰	Sunstroke, muscle cramps, and or/ heat exhaustion possible, fatigue.	All activities shall be carefully watched.

Heat Index/Heat Disorders

Heat Index / Heat Disorders	
Heat Index	Possible heat disorders for people in higher risk groups
116°F or higher	Heatstroke/sunstroke <i>highly likely</i> with continued exposure.
106° - 115°F	Sunstroke, heat cramps or heat exhaustion <i>likely</i> , and heatstroke <i>possible</i> with prolonged exposure and/or physical activity.
85° - 105°F	Fatigue, sunstroke, heat cramps and heat exhaustion <i>possible</i> with prolonged exposure and/or physical activity.

The "Heat Index/Heat Disorders" table relates ranges of H.I.(Heat Index) with specific disorders, particularly for people in the higher risk groups.

HOW HEAT AFFECTS THE BODY

Human bodies dissipate heat by varying the rate and depth of blood circulation, by losing water through the skin and sweat glands, and -- as the last extremity is reached -- by panting, when blood is heated above 98.6 degrees. The heart begins to pump more blood, blood vessels dilate to accommodate the increased flow, and the bundles of tiny capillaries threading through the upper layers of skin are put into operation. The body's blood is circulated closer to the skin's surface, and excess heat drains off into the cooler atmosphere. At the same time, water diffuses through the skin as perspiration. The skin handles about 90 percent of the body's heat dissipating function.

Sweating, by itself, does nothing to cool the body, unless the water is removed by evaporation -- and high relative humidity retards evaporation. The evaporation process itself works this way: the heat energy required to evaporate the sweat is extracted from the body, thereby cooling it. Under conditions of high temperature (above 90 degrees) and high relative humidity, the body is doing everything it can to maintain 98.6 degrees inside. The heart is pumping a torrent of blood through dilated circulatory vessels; the sweat glands are pouring liquid including essential dissolved chemicals, like sodium and chloride -- onto the surface of the skin.

TOO MUCH HEAT

Heat disorders generally have to do with a reduction or collapse of the body's ability to shed heat by circulatory changes and sweating, or a chemical (salt) imbalance caused by too much sweating. When heat gain exceeds the level the body can remove, or when the body cannot compensate for fluids and salt lost through perspiration, the temperature of the body's inner core begins to rise and heat-related illness may develop.

Ranging in severity, heat disorders share one common feature: the individual has overexposed or over exercised for his/her age and physical condition in the existing thermal environment. Sunburn, with its ultraviolet radiation burns, can significantly retard the skin's ability to shed excess heat. Studies indicate that, other things being equal, the severity of heat disorders tend to increase with age -- heat cramps in a 17-year-old may be heat exhaustion in someone 40, and heat stroke in a person over 60.

Acclimatization has to do with adjusting sweat-salt concentration, among other things. The idea is to lose enough water to regulate body temperature, with the least possible chemical disturbance.

KNOW THESE HEAT DISORDER SYMPTOMS

Heat Disorder	Symptoms	First Aid
Sunburn	Redness and pain. In severe cases, swelling of skin, blisters, fever, headaches.	Ointment for mild cases if blisters appear. If breaking occurs, apply dry sterile dressing. Serious, extensive cases should be seen by a physician.
Heat Cramps	Painful spasms usually in muscles of legs and abdomen possible. Heavy sweating.	Firm pressure on cramping muscles, or gentle massage to relieve spasm. Give sips of water. If nausea occurs, discontinue use.
Heat Exhaustion	Heavy sweating, weakness, skin cold, pale and clammy. Pulse thread. Normal temperature possible. Fainting and vomiting.	Get victim out of sun. Lay down and loosen clothing. Apply cool wet cloths. Fan or move victim to air conditioned room. Sips of water. If nausea occurs, discontinue use. If vomiting continues, seek immediate medical attention.
Heat Stroke (or sunstroke)	High body temperature (106°F, or higher). Hot dry skin. Rapid and strong pulse. Possible unconsciousness.	<p><u>Heat stroke is a severe medical emergency. Summon medical assistance and get the victim to a hospital immediately. Delay can be fatal.</u></p> <p>Move the victim to a cooler environment. Reduce body temperature with cold bath or sponging. Use extreme caution. Remove clothing, use fans and air conditioners. If temperature rises again, repeat process. Do not give fluids.</p>

HOW TO PROTECT WORKERS

The Occupational Safety and Health Administration (OSHA), states the following procedures on how to protect workers:

- Train the workforce about heat-induced illnesses.
- Perform the heaviest work in the coolest part of the day.
- Slowly build up tolerance to the heat and the work activity (two weeks is recommended).
- Use the buddy system, work in pairs.
- Drink plenty of cool water (one small cup every 15-20 minutes).
- Wear light, loose-fitting, breathable clothing (like cotton).
- Take frequent short breaks in cool shaded areas; allowing your body to cool down.
- Avoid eating large meals before working in hot environments.
- Avoid caffeine (caffeine makes the body lose water and increases the risk of heat illnesses).
- Know your medications; learn how heat may have an effect.

PREVENTING HEAT-RELATED ILLNESS

Elderly persons, small children, chronic invalids, those on certain medications or drugs (especially tranquilizers and anticholinergics), and persons with weight and alcohol problems are particularly susceptible to heat reactions, especially during heat waves in areas where moderate climate usually prevails.

HEAT WAVE SAFETY TIPS

Slow down. Strenuous activities should be reduced, eliminated, or rescheduled to the coolest time of the day. Individuals at risk should stay in the coolest available place, not necessarily indoors.

Dress for summer. Lightweight, light-colored clothing reflects heat and sunlight, and helps your body maintain normal temperatures.

Put less fuel on your inner fires. Foods (like proteins) that increase metabolic heat production also increase water loss.

Drink plenty of water or other nonalcoholic fluids. Your body needs water to keep cool. Drink plenty of fluids even if you don't feel thirsty. Persons who (1) have epilepsy or heart, kidney, or liver disease, (2) are on fluid restrictive diets, or (3) have a problem with fluid retention should consult a physician before increasing their consumption of fluids.

Do not drink alcoholic beverages.

Do not take salt tablets unless specified by a physician. Persons on salt restrictive diets should consult a physician before increasing their salt intake.

Spend more time in air-conditioned places. Air conditioning in homes and other buildings markedly reduces danger from the heat. If you cannot afford an air conditioner, spending some time each day (during hot weather) in an air conditioned environment affords some protection.

Don't get too much sun. Sunburn makes the job of heat dissipation that much more difficult.