

**INMATE INFORMATION
HANDBOOK
2013-2014**

**U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Satellite Camp**

Big Spring, Texas



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FIRE EXITS AND FIRE EXTINGUISHER LOCATIONS

All fire exits are identified by a Fire Exit Sign and are noted on the Emergency Evacuation Diagram located throughout each floor of the unit. Please take the time to become familiar with emergency exit locations and procedures.

The units are equipped with fire extinguishers capable of extinguishing class A, B, or C type fires. These extinguishers are located in the Unit Officer's station. All fires or suspected fires will be reported immediately to the nearest staff member.

Fire Drills/Fire Evacuation Alarms: Fire drills will be conducted at a minimum of once per quarter. Upon hearing the fire alarm, you will immediately exit the facility using the nearest exit. It is imperative that you follow the directions of staff members and that this exit be orderly and quick. Once you have evacuated the building, you will assemble at the picnic tables in front of the housing unit unless directed to another location by a staff member.

SATELLITE CAMP STAFF

Camp Administrator

The Camp Administrator and Camp Unit Manager supervises the management of all Camp operations in accordance with policies established by the Warden. The Camp Administrator and Camp Unit Manager may be seen to discuss issues of concern via a verbal or written request.

Case Manager

The Case Manager is responsible for handling all phases of an inmate's particular case. The duties include classification at team meetings, release planning, and transfers. Additionally, the Case Manager also acts as a liaison with the community and criminal justice authorities. All inmate emergencies regarding their individual cases may be referred to the Case Manager at any time by immediate supervisors.

Correctional Counselor

The Correctional Counselor is available to discuss with inmates any problems or issues of concern. If a solution cannot be immediately reached, the Counselor will refer inmates to the appropriate staff member. The Counselor handles inmate visiting lists, furlough applications, Administrative Remedy Procedures, and other duties assigned by the Camp Administrator or Camp Unit Manager.

Camp Secretary

The Camp Secretary performs clerical and administrative duties. The Secretary continually resides as a member of the Camp Unit Team, and is available to discuss with inmates any problems or issues of concern, and any other duties assigned by the Camp Administrator or Camp Unit Manager.

Camp Officer

The Correctional Officer has the direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They are responsible for the safety, security, and sanitation of the Camp Housing Unit.

ADMISSION AND ORIENTATION PROGRAM

Admission and Orientation

Upon arrival at the Camp, either by direct admission or transfer from another institution, all inmates will be placed in an Admission and Orientation Program. During this period, information about all areas relating to incarceration at the Camp is provided through lectures given by various institution staff members. Specific jobs may or may not be assigned to inmates during this period; however, all inmates are required to attend the lectures and call-outs (hospital and education), and perform any temporary work assignments as specified by staff. With a job assignment of ground orderly, one commences the workday at 7:30 a.m., picking up trash around the housing unit, checking in with the assigned unit officer at 8:00 a.m., unless on call-out at that time.

Commissary

An I.D. card, which is issued upon arrival, must be carried at all times and presented when shopping at the Commissary.

Commissary staff will answer questions concerning the amount of money in an inmate's account and the purchasing of special items not included on the regular commissary list. Inmates may also check their accounts via TRULINCS or the inmate telephones Account machine located in the lobby area of the housing unit.

Deposits to Commissary accounts from outside sources will be sent to the Lock Box in Des Moines, Iowa. The best way to send money is via Western Union. The form to send money via Western Union is provided in the Unit Officer's office. All monies sent to the institution for deposit in the inmate's account will be returned to the sender. The Satellite Camp sales schedule will be Wednesday and Thursday for the general population. The 5th digit of the inmate identification card determines which day to shop. The schedule is posted on the bulletin board in the housing unit. Sales hours are 11:00 a.m. until 12:00 p.m. Sales for Debitex credits, special purpose orders, tickets and stamps, will be open to the population.

Camp Boundaries

The Satellite Camp is situated to the Southeast adjacent to the main institution. Inmates are free to move outside the Camp building, but are not allowed to roam at will to all areas of the institution grounds. One exception to this rule is during working hours, Monday through Friday, when inmates report to their assigned work details and are under supervision of their respective detail supervisors. After the 4:00 p.m. count, inmates are not allowed past the handball court or near the garage. Inmates are not allowed to walk beyond the road behind Food Service; the wooden fence east of the Camp Housing Unit; and are not allowed past the road between the Housing Unit and Warehouses unless approved by the Unit Officer or have a medical need. Perimeter Road is always out of bounds. Inmate movement is limited to the housing unit, to the west of the housing unit and not past the Recreation building. Inmates are not allowed on the softball field, unless supervised by staff. Inmates caught beyond these boundaries are subject to disciplinary action.

Work Assignments

Every inmate is given a work assignment at the Camp. The first assignment may be made on the basis of Camp needs or job availability upon an inmate's arrival. When possible, jobs will be determined through an evaluation of an inmate's skills and past job experiences. Inmates should inform the Counselor of these skills.

Bed Assignments

The Unit Team will make initial bed assignments. Any further movement, to include bottom bunk assignments, will be requested through the Camp Counselor, via Inmate Request to Staff.

How to Change Jobs

Any inmate who has had a job for at least 90 days and wants a job change may fill out an Inmate Request to Staff, better known as a Cop-Out. This request must contain the following information: the job requested; a brief reason for the change; an indication and signature by the current supervisor that there is no opposition to the change; and signed approval by the accepting supervisor. If the request is reasonable and the type of work is available, the Counselor will affect the change.

Type of Jobs

In some cases, the offense committed will be taken into consideration for assignment to a community detail. Some of the jobs available at the Camp include: Education, Food Service, Facilities, Recycle, General Warehouse and Orderlies positions.

To work on a community detail, inmates generally must have community custody and have been at the Camp for at least six months and exhibit exemplary conduct, demeanor and responsibility. Additionally, the inmate must have no pending charges with other law enforcement agencies and must be participating or have successfully completed any programs in which they are enrolled.

Town Hall Meetings

Town Hall meetings are routinely held quarterly to make announcements and to discuss changes and procedures of the Camp. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the Camp as a whole, rather than personal questions or problems. Personal problems/questions should be brought to the attention of the Camp staff at appropriate times other than at Town Hall meetings.

Schedule for Unit Services and Activities

A schedule of unit activities and programs are posted on unit bulletin boards throughout the institution to inform you of particular unit based activities and programs developed and implemented by the Unit Manager.

Inmates With Disabilities

All dormitories have space to accommodate inmates with most disabilities. A&B Dormitory bathroom is equipped with a handicap shower. For those inmates that have disabilities, see a member of your Unit Team for any housing or other needs you feel are necessary.

Articles for Hygiene

Inmates are expected to exercise good personal hygiene practices. Hygiene items can be obtained from the Clothing Room on Thursdays or purchased from the Commissary.

Unit Recreation

Walking/Jogging Track is open for use from sunrise to 10:00 p.m., every day. On weekdays, the multi-purpose building is open from sunrise until 8:00 a.m., Monday through Friday. The building will close at 8:00 a.m. for cleaning and reopen at 10:00 a.m., Monday through Friday. The Recreation building and weight pile will close at 3:30 p.m. for the 4:00 p.m. stand-up count, and will reopen when the officer releases the dorms. The multi-purpose building will close at 10:00 p.m. each day. Inmates will only be allowed in front of the housing unit (the west side) and not further than the Recreation building.

Counseling Groups

The Case Manager and Counselor each offer a counseling group periodically throughout the year. These groups may include Life Skills, Choices and Consequences, Self Discovery, Parenting, Stress Management, etc. Inmates will be able to sign up for these groups as they are offered.

Grooming

Each inmate is responsible for his personal appearance. Clothing should be clean and neat. Dirty clothes should be laundered immediately. Poor personal hygiene will result in unit staff intervention. Uniforms will be worn properly in all areas, Monday through Friday, excluding holidays, during business hours to include tucking in shirts. No clothing will be worn inside out. Uniforms will be worn when entering the Unit Team Office during normal business hours.

Unmonitored Legal Telephone Calls

When requesting an unmonitored telephone to an attorney, the inmate must submit an Inmate Request to Staff at least one day in advance of the desired date of the call. The inmate will need to demonstrate that communication with their attorney by other means is not adequate. To ensure that the inmate's attorney is available to take the call, it is recommended that inmates have the attorney send a letter to a member of the inmate's unit team indicating that they have a need to communicate with the inmate concerning legal matters, dates and times that the attorney would be available. Normally, the Unit Manager will be the approving official for unmonitored legal telephone calls.

Postage for Indigent Inmates

An inmate must be indigent nor have sufficient postage to be considered eligible to receive stamps. Indigent is defined as "an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days." Upon verification of this status by staff, an inmate may be provided the postage for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be made to the Unit Manager.

CLASSIFICATION AND REVIEWS

The Camp Unit Manager, Case Manager, and Correctional Counselor will conduct Team Classification and Reviews as scheduled.

1. Inmate Access to Camp Staff
 - a) Camp staff will be available from 6:30 a.m. to 4:00 p.m., Monday - Friday. Staff are available each Monday and Thursday until 9:00 p.m.
2. Purpose
 - a) You should come to Team Classification and Reviews prepared to discuss custody, transfers, furloughs, visiting list changes, work assignments, program participation, the Financial Responsibility Program and any other matters that require a Team decision. When needing to review your central file, send a cop-out to the Case Manager. Copies from your central file are handled in the same manner.
3. Frequency
 - a) If your sentence is one year or less, you will be reviewed every 90 days by Camp staff. If your sentence is more than one year, you will be reviewed by Camp staff every six months (180 days) until you are within a year of your release date. If for any reason, you cannot attend a scheduled review, you should contact your Case Manager or Counselor to be re-scheduled.
 - b) Your attendance at Initial Classification is mandatory. Failure to appear will result in disciplinary action.

FEDERAL CORRECTIONAL INSTITUTION

SATELLITE CAMP

RULES AND REGULATIONS

Every inmate assigned to the Satellite Camp is required to know and abide by the rules and regulations set forth by the Camp Administrator and Unit Manager. Inmates are expected to maintain their personal and individual area of responsibility in a high state of sanitation. Sanitation is strictly enforced, both throughout all Camp areas and the housing unit. Any violation of the following rules and regulations will be met with appropriate disciplinary action.

1. Call-Out
 - a) A Call-Out sheet is printed daily and is posted on the bulletin board. The Call-Out sheet will officially notify you of any scheduled Call-Outs you may have for the following day. You are responsible for reviewing the Call-Out daily. You are also responsible for notifying your detail supervisor of call-outs prior to the Call-Out.
 - b) It is your responsibility to make sure you are at your scheduled appointment on time. Failure to report to a scheduled appointment will result in disciplinary action.
2. Change Sheet
 - a) A roster Change Sheet is also printed each day and posted on the bulletin board. You are responsible for reviewing the Change Sheet daily.
3. Common Areas
 - a) All mops, mop buckets, floor buffers and general cleaning supplies must be stored in the utility room behind the barbershop when not in use. The buffers, mops and buckets are to be cleaned prior to storing them in the utility room.

4. Equipment
- a) Irons and Ironing Boards are available. There is a one-hour limit on the use of irons. Cleaning equipment will be inspected upon return. These may be checked out through the Unit Officer.
5. Sanitation of Individual Areas
- a) Beds will be made in the prescribed manner: prior to work-call which is 7:30 a.m., Monday through Friday, and upon arising but not later than 9:00 a.m. on weekends and holidays. Bottom sheets will be tucked in on all sides; top sheets and blankets will be tucked in on the bottom and sides of the bed.
- b) Lockers are to be kept in a neat and uniform manner. No food service items will be stored in the lockers. All perishable food items out of their original containers will be confiscated. Dirty bowls are not permitted to be stored in lockers or on shelves. All clothing is to be folded and stored in lockers; no clothing is to be left on beds, chairs, etc. Shoes are to be placed neatly under the beds. Cardboard boxes or paper bags are not allowed in the living areas. Pictures are not to be hung on walls or outside of lockers. The outside of the lockers should be clean at all times. All bowls, water jugs, radios, headphones, etc. must have your last name and register number on them or are considered contraband.
- c) Each inmate is responsible for the cleanliness of his area, which includes under and around his bed and locker. Only 1 cup, 1 picture, 1 book, and a clock are allowed on the shelves. Living areas must be swept and mopped daily. When assigned chair is not in use, the seat will be placed in the up position, and the chair will be placed leaning against the side of the assigned wall locker.
- d) Newspapers, books, and magazines are not to be accumulated to excess and must be stored inside the lockers. (maximum of 10)
- e) Each inmate is allowed the maximum of one mattress, one pillow, one pillow case, two sheets, and one blanket. Under no circumstances are these items to be taken outside or to another area. Upon release, bedding is to be returned to the Laundry.
- f) No musical instruments are to be stored or played in the dormitories.
- g) Only battery operated radios and MP3 players with earphones, purchased in the Commissary, are allowed at the Camp. Radios and MP3 players must have your register number on them.
- h) Designated walkways have been established when going to and from all areas of the Camp.
- i) Only the following inmates are permitted in the Camp Housing area during working hours:
- Unassigned Commitments
 - Those with the day off
 - Camp Orderlies
 - Those called out by Camp Staff
 - Those who work an early or late shift
 - Those on vacation

- Those on a work detail within the Camp

In addition, during morning sanitation clean-up (7:30 a.m. - 10:00a.m., Monday through Friday), only unit orderlies and those designated as medical convalescence are permitted to remain in the Unit.

j) No towels or other items may be hung from the bunks for the purpose of “tenting up.” Nothing should obstruct the view of the bunk. Inmates found with towels or other items hanging for this purpose will be subject to disciplinary action.

6. Accountability a) Inmates in the housing unit during normal business hours are to check in with the Camp Officer at 8:00 a.m. and 12:30 p.m. for accountability purposes.
7. Smoking a) Tobacco products are strictly prohibited in all areas of the Camp. Inmates caught using tobacco products are subject to disciplinary action.
8. Legal Mail a) Legal, certified, and express mail will be distributed by staff when received. You will be notified or placed on call-out by the mailroom. Should your name appear on call-out for the mailroom, let the Camp Officer know and report to Control for that call-out.
9. Other Mail a) The Camp Officer will announce Mail Call once he/she has sorted the mail. Mail Call will take place in the Camp Officer’s Office.
10. Chairs a) Chairs have been placed in each dorm for use by those who have an upper bunk. No writing is allowed on the chairs.
11. Counts a) Institutional Counts are conducted every weekday at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m. and 10:15 p.m. On weekends and holidays, an additional 10:00 a.m. stand-up count will be conducted. A stand-up count is required for the 4:00 p.m., and 10:15 p.m., counts.
b) Inmates are to remain in their dormitory until count has cleared. Nothing should obstruct the view of the officer during count.
12. Lights On a) Lights will be turned on at 6:00 a.m., Monday through Friday. On weekends and holidays, lights will remain off until needed.
13. Lights Off a) Dormitory lights are to be turned off at 10:00 p.m., Sunday through Saturday. This is to accommodate Food Service workers.
b) All activities will cease at 10:00 p.m., Sunday through Thursday. On Friday, Saturday and nights preceding a holiday, activities in the Housing Unit common areas will cease at 11:30 p.m. Common area lights are to be turned off at 10:00 p.m., Sunday through Thursday, and at 11:30 p.m., Friday and Saturday.
14. Camp Sick-Call a) All inmates will sign up for sick-call at the Health Services Unit. Sign-up time is from 6:00 - 6:30 p.m. Sick-Call will be held Sunday, Monday, Wednesday and Thursday. Pill Line is daily at 6:00 p.m., at the Health Services Unit.
15. Meal Schedule a) Camp inmates are afforded three meals per day. Meals are to be eaten in the Dining Hall only. Under no circumstances is food to be taken beyond the dining area

(exception: fresh fruit). The serving schedule is as follows:

Breakfast	6:00-7:00 a.m.
Coffee Hours (Weekends only)	6:30-7:30 a.m.
Brunch (Weekends only)	10:30-11:30 a.m.
Lunch - F/S Workers	10:30 a.m.
All others	11:00-11:45 a.m.
Dinner	Immediately follows 4:00 p.m. count

b) Inmates must be attired in appropriate institutional green clothing and footwear for all noon meals except weekends and holidays at which time they may wear personal clothing. No hats, headbands, or sleeveless shirts of any type are authorized in Food Service unless approved by the Chaplain. Shirts are to be tucked into trousers.

16. Television Rooms a) Camp Television Rooms are opened at sunrise until 8:00 a.m. You are not authorized to “save” seats. Water jugs, books, etc. if left unoccupied will be confiscated.
17. Washers and Dryers a) Washers and dryers are opened for use a 6:00 a.m., and are closed at 10:00 p.m., Monday through Friday (except for cleaning between 8:00 a.m. and 9:00 a.m). Washers and dryers are off limits from 10:00 p.m. until 6:00 a.m. Weekends, the washers and dryers will remain open until 11:30 p.m.
18. Inmate Visiting a) Visiting is permitted on weekends and holidays from 8:00 a.m.-3:00 p.m. in the Camp Visiting Room.
- b) All inmates going into the visiting room must be attired in the green issued clothing and appropriate footwear (Black Shoes).
- c) The following items are the only items allowed into the visiting room: a comb, wedding band, and a religious medal.
- d) Only visitors on the authorized list will be admitted. Those visitors 16 years and older must have proper photo. Only five visitors may visit at one time.
19. Laundry a) Clothing and bedding exchange is the 1st and 3rd Fridays of the month. The Laundry is located in Bldg. 322 north side of Warehouse).
20. Clothing items an inmate may be authorized a) The following list is not all-inclusive, but is a guide:
- Two (2) Sweat Suits (no blue, black or logos) (under \$100 in value)
 - Two (2) Pair of Athletic Shoes (under \$100 in value (1 pair may be steel toes)
 - Two (2) Pair Athletic Shorts (no logos) (solid color only)
 - Two (2) Baseball Caps (no blue, black or logos) (solid color only)
 - One (1) Pair of Shower Shoes or Thongs
 - One (1) Wedding Band, Plain (no gems or stones)
 - One (1) Religious Medal (under \$100 in value)
 - One (1) Watch (under \$80 in value)

Ten (10) Books, newspapers or Magazine (accumulative total)
 One (1) Religious Headgear (approved by Chaplain)
 One (1) Walkman type radio
 One MP3 Player engraved with your Register Number and not altered in any way
 One (1) Large Insulated Plastic Cup
 One (1) Plastic Shaker Glass with Lid
 One (1) Insulated Water Jug, ½ gallon
 One (1) Plastic Jug
 One (1) Book Light
 One (1) Roll of Stamps, 60 stamps total
 One (1) Pair of Sunglasses
 Two (2) Pair of Eyeglasses (must be authorized by Health Services Admin.)
 One (1) Photo Album
 One (1) Combination Lock
 One (1) Laundry Bag
 One (1) Alarm Clock
 One (1) Pair Headphones
 One (1) Sewing Kit

STANDARD ISSUE

Four (4) Pair Trouser (green pants)
 Four (4) Shirts (green shirts)
 Four (4) T-Shirts (solid color, no collar)
 Four (4) Pair Undershorts
 Four (4) Pair Socks
 One (1) Belt and Buckle (no solid buckles)
 One (1) Coat (in season)
 One (1) Pair Safety Shoes
 Four (4) Towels
 Four (4) Washcloths
 One (1) Pillow Case
 Two (2) Sheets
 One (1) Mattress Cover
 One (1) Blanket

Telephones

- a) The Trust Fund ITS offers debit and collect calling. The inmate is allotted a total of 300 minutes per calendar month for phone calls. This includes collect calling and debit calling. The inmate's ITS account is accessed by using a Personal Access Code (PAC). Called parties that cannot receive collect phone calls may contact Value Added Communications (VAC) at 1-800-913-6097 to set-up a prepaid account. International called parties can contact VAC by dialing 972-367-0070.
- b) Inmates may submit a list of up to 30 names and telephone numbers to be included on their telephone list using the TRULINCS computer. Attorneys may be included on an inmate's telephone list with the understanding that all calls made through the Trust Fund Telephone System (ITS) are subject to monitoring.

- c) The placement and duration of any telephone call (this includes calls to a foreign country) is subject to the availability of inmate funds. The maximum length for a telephone call is 15 minutes. Inmate telephone calls are automatically disconnected after 15 minutes or when ITS funds are depleted on direct dial calls. If adequate ITS credits for at least a three minute direct dial call are not available, the system will not allow the call to be placed. There will be a 15 minute delay between calls.
 - d) From 7:30 a.m. until 10:30 a.m. and 12:30 p.m. until after 4:00 p.m., during working hours, the telephone system will be inoperable. For inmates not assigned to a detail, on vacation, or on medical idle, phone #2845 is accessible. Anyone found in the units using the inmate telephones when they should be on their work detail will be subject to disciplinary action.
22. Education
- a) The Education Programming at the Camp provides the mandatory GED program, as well as Pre-GED and English as a Second Language (ESL). All programming is carefully monitored by the Education Coordinators as to adherence to course content and student progress.
 - b) At initial classification, each inmate has his educational, vocational, and recreational needs and interests assessed by the education representative and the unit team. The inmate is then assigned to the appropriate programs and his progress is monitored thereafter. Those inmates without a high school diploma or GED completion verification will be enrolled in the GED Program.
 - c) The Education Department is located in the Education Building.
 - d) An Electronic Law Library is located in the main camp. A typewriter and legal books are available to inmates. An Education staff member is responsible for the operation of the Law Library, and they may be contacted (via Cop-Out) regarding additional materials needed. At no time is the Law Library to be used for playing games, visiting, eating/drinking. A copy machine is available and Xeroxing costs 20 cents per page. Copy card are available at Commissary.
23. Dormitory Assignments
- a) All inmates will be assigned a bed and locker by number. Inmates may not change beds or lockers without Camp staff approval. Camp staff may remove or place an inmate in any dormitory or bunk as they determine necessary.
 - b) Inmates who require bottom bunks must have a slip from the Medical Department. These individuals have priority on bottom bunks due to their medical needs. All other inmates will be placed on a seniority list in order to obtain a bottom bunk.
24. Leisure activities
- a) The Multi-Purpose building shall open each day for leisure activities until 10:00 p.m. The building will be available for television viewing, pool playing, hobby craft activities and card playing. Activities will only be allowed on the west side of the housing unit, not past the Recreation building.
25. Barber Shop
- a) The Barber Shop is located in the main building. Haircuts are given on a first come-first serve basis. Only authorized barbers are allowed to cut hair or use the equipment.

- b) No hair trimming will be done outside the Barber Shop. Inmates are expected to maintain a high standard of personal appearance and hygiene. We will not regulate the length of hair, but will require a neat and clean appearance.
26. Court Security Improvement Act Uniform Commercial Code (UCC) Lien Documents Personal Information of Enforcement Officers
- a) UCC filings or other lien documents are not authorized for inmate possession and will be considered contraband. Also, documents listing unauthorized personal information for “covered persons” defined by 18 U.S.C. 119 are prohibited and will be considered contraband. Offenders found in possession of these documents will be subject to disciplinary action.
27. Prohibition of Retaining PSR & SOR
- a) Program Statement 1351.05, Release of Information , states that for safety and security reasons, inmates are prohibited from obtaining or possessing photocopies of their Pre-sentence Reports and Statement of Reasons. Refer your questions to your Case Manager.

CAMP DAILY ACTIVITIES

10:00 pm	Lights out in the dorms/Noise levels in dorms kept to a minimum
10:15 pm	COUNT
12:01 am	COUNT
3:00 am	COUNT
4:30 am	F/S Wake up (Weekday only)
4:45 am	F/S Movement (Weekday only)
4:55 am	F/S Wake up (Weekends and Holidays)
5:00 am	COUNT
5:15 am	TV rooms unlocked
5:30 am	F/S Movement (Weekends and Holidays)
6:00 am	Lights On in Unit (Weekdays only)
6:30 am	F/S Opens (Weekdays)
7:00 am	F/S Opens (Weekends and Holidays)
7:30 am	Work Call (Weekdays only)
8:00 am	CENSUS COUNT (Weekdays)
	Inmate Visiting (Weekends and Holidays)
10:00 am	COUNT (Weekends and Holidays) Stand Up Brunch Meal when Count clears (Weekends and Holidays) Lunch (F/S workers weekdays only)
11:00 am	F/S Opens (Weekdays only)
12:30 pm	Census count (Weekdays)
3:00 pm	Visiting Terminates (Weekends and Holidays)
3:30 pm	Work Release
4:00 pm	COUNT (STAND UP)
DUSK	Walking/Jogging track closes, population to remain on the west side of the housing unit, not past the Recreation Building.
10:00 pm	Recreation closes (Weekdays only)

INMATE DISCIPLINE

In addition to the general guidelines listed in this booklet, this section is concerned with specific rights and responsibilities you have while in this prison community. There is a list of prohibited acts supplied with this booklet describing what constitutes a violation and the action which may be taken if you are found to have committed one or more of the prohibited acts. The Bureau of Prisons' Program Statement covering inmate discipline can be found in the inmate law library.

To provide for due process, there is a Discipline Hearing Officer (DHO) and a Unit Discipline Committee (UDC) which will, depending on the seriousness of the act, issue a decision if you are found guilty of committing a prohibited act. All decisions are subject to appeal at the institutional, regional, and central office level, through the administrative remedy procedure.

The UDC is composed of unit staff members who attempt to resolve violations in a program context. The UDC is designed to consider all available facts and evidence to determine if a violation has been committed, and if so, the seriousness of the offense.

UDC members may not impose sanctions which involve the withholding of good conduct time, the forfeiture of statutory good time, disciplinary segregation, disciplinary transfers, or a recommendation to the Parole Commission for a rescission or retardation of a parole date. However, if the UDC determines that a violation has occurred and the offense is serious enough to warrant review by the DHO, the committee will refer the case with a recommendation of specific sanctions. You are allowed to present evidence in your behalf at a UDC hearing; however, no witnesses are allowed.

The DHO is a regional appointee empowered to issue appropriate sanction(s) in an effort to prevent the incident from recurring and deter other inmates from engaging in similar activities. You may elect a staff representative for such hearings or have one appointed for you by the Warden. You may also call witnesses in your behalf.

INMATE RIGHTS AND RESPONSIBILITIES

You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel. You have the responsibility to treat others, both employees and inmates, in the same manner.

You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. You have the responsibility to know and abide by them.

You have the right to freedom of religious affiliation, and voluntary religious worship. You have the responsibility to recognize and respect the rights of others in this regard. 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. 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.

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

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

You have the right to legal counsel from an attorney of your choice by interviews and correspondence. It is your responsibility to use the services of an attorney honestly and fairly.

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. 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.

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. 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.

You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.

You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

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. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have. The Violent Crime Control Act was passed into law on September 13, 1994. This act is known as VCCLEA. The Prison Litigation Reform Act was passed into law and became effective April 26, 1996. This act is known as PLRA. The enactment of these laws has changed inmate discipline requirements significantly.

All inmates with a VCCLEA Violent or PLRA sentence procedure must have all 100 and 200 level charges referred to the DHO. VCCLEA Violent offenses are those determined to be violent offenses committed between the dates of September 13, 1994, and April 25, 1996. PLRA sentences are those committed on or after April 26, 1996. To determine whether or not you have a VCCLEA Violent or PLRA sentence, please consult with your Unit Team or reference P.S. 5162.05, Categorization of Offenses.

- ! If a VCCLEA Violent or PLRA inmate is found to have committed a 100 level act, a minimum of 40 days or 75% of available GCT must be disallowed for each act committed.
- ! If a VCCLEA Violent or a PLRA inmate is found to have committed a 200 level act by a DHO, a minimum of 27 days or 50% of available GCT must be disallowed for each act committed.
- ! If a VCCLEA Violent or a PLRA inmate is found to have committed a second or subsequent 300 level act by a DHO, ordinarily a minimum of 13 days or 25% of available GCT will be disallowed for each act committed.

! If a VCCLEA Violent or PLRA inmate is found to have committed a third or subsequent 400 level act by a DHO, ordinarily a minimum of 7 days or 12 ½% of available GCT will be disallowed for each act committed.

Ordinarily, an inmate with a VCCLEA Violent or PLRA sentence must have any 300 level charge referred to the DHO if the inmate has been found to have committed two other 300 level acts previously during his current anniversary year. The new charge does not have to be the same exact act as the previous act committed. Please consult your unit team to determine your specific anniversary year.

Ordinarily, an inmate with a VCCLEA Violent or PLRA sentence must have any 400 level charge referred to the DHO if the inmate has been found to have committed at least two prior 400 level acts previously during his current anniversary year. The new charge does not have to be the same exact act as the previous acts committed. Please consult your unit team to determine your specific anniversary year.

Inmates who are determined to be PLRA inmates may also be subject to forfeiture of non-vested GCT. Under the Prison Litigation Reform Act, inmate's GCT will not vest until the inmate's release date. Therefore, the 54 days earned per year by an inmate are not awarded until his release date. If the inmate is involved in prohibited behavior and is found to have committed an act, he may be appropriately sanctioned to a forfeiture of this GCT that has not yet vested.

Finally, the forfeiture or disallowance of GCT from an inmate sentenced under the VCCLEA and the PLRA, may not be restored. Once forfeited or disallowed, the GCT may only be restored through the Administration Remedy process within the appeal time frame.

HEALTH SERVICES

Satellite Camp inmates desiring medical attention will be responsible for signing up for sick call at the Camp Health Services Unit between 8:00 a.m., and 8:30 a.m., each Monday, Tuesday, Thursday, and Friday (except holidays). A Physician Assistant will see inmates on Thursdays and Fridays from 8:00 a.m., to 10:00 a.m. The inmate will then report to the Camp Medical Clinic at the appropriate time for his sick call appointment.

Inmates are required to present their inmate commissary card as a means of positive identification when reporting for medical/dental care and/or picking up medication.

Wednesdays are normally reserved for Admission and Orientation (A & O). Routine medical/dental sick call will not be conducted.

Inmates who become ill after the regular sick call appointment sign-up period should request that their work supervisor or unit officer call the physician's assistant on duty for an emergency appointment. Inmates will not be seen by the physician's assistants without first obtaining an appointment.

Dental:

Inmates with acute dental problems such as severe dental pain and/or swelling should sign up for dental sick call at the same time as regular sick call. Routine dental requests such as cleaning, fillings, dentures and partials should be submitted by "Inmate Request to Staff" (cop-out) to the Chief Dental Officer. Any inmate desiring routine dental care will be placed on a waiting list until he can be treated.

Emergency Medical Treatment:

Emergency services are available at all times. Emergencies or injuries will be given priority for treatment. Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only. Inmates, who become ill after the regular sick call appointment sign-up period is over, should request that their work supervisor or unit officer call the physician's assistant on duty for an emergency appointment.

If you are injured while performing work assignment, no matter how minor it may seem, report the injury to your work supervisor. You then should report to the medical department so your injury can be treated. Your detail supervisor will call ahead to inform the PA of your injury. Failure to immediately report a job related injury to your work supervisor may disqualify you from eligibility for lost-time wages or compensation.

Clinics and Specialists:

Evaluation for eyeglass examinations, hearing aids, specialty shoes or other medical devices should be pursued through routine sick call procedures. Patients who have chronic medical problems will be monitored and followed up in a chronic care specialty clinic by medical staff every six months or as recommended by the provider. Patients requiring further evaluation by a specialist will be placed on call-out for all medical appointments and must report on time. Missed appointments or visits may result in an incident report being written.

Consultations in the community will be scheduled by medical staff if deemed necessary.

Camp inmates wishing to discuss or address non-emergency medical concerns or issues, can submit an Inmate Request to Staff to the Health Services Administrator or Assistant Health Services Administrator. In addition, inmates may address these issues during open house in Camp Health Services on the second and fourth Thursday of each month between 11:30 am and 12:00 noon.

Medications – Pill Line:

Pill line is provided so that inmates can receive individual doses of medication that cannot be issued to the inmate to carry back to the housing unit. Inmate receiving medications will be required to present their inmate commissary card as a means of positive identification prior to receiving these medications.

Satellite Camp Pill Line:

Monday through Friday	8:30 a.m. – 8:45 a.m. 6:00 p.m. – 6:30 p.m.
Weekends & Holidays	9:30 a.m. – 9:45 a.m. 5:30 p.m. – 5:45 p.m.

Physical Examinations: All newly committed inmates shall receive a complete physical examination within 14 days of admission. This exam consists of laboratory testing, vision screening examination and a physical examination. Diagnostic procedures relating to potential communicable diseases are mandatory for the protection of the inmate, as well as other inmates and staff. Any inmate who refuses these tests will be isolated for an appropriate clinical period of time as determined by medical staff. Tuberculosis testing will be performed within 48 hours of admission, and will be offered yearly thereafter.

Inmates over the age of 50 years, in addition to the regular exam, will be offered a glaucoma test, electrocardiogram, and test for prostate cancer.

Immunizations: Routine immunizations are given according to the Centers for Disease Control (CDC) recommendations. Upon request, you will be furnished with a copy of your immunization record for your use following your release from prison.

Payment for Health Care Services: Per Program Statement 6031.02, dated 8/15/05, generally, an inmate must pay a fee for health care services of \$2.00 per health care visit if the inmate:

Receives health care services in connection with a health care visit that the inmate requested, or are found responsible for through the Disciplinary Hearing Process to have injured an inmate, who, as a result of the injury, requires a health care visit.

If an inmate is evaluated by more than one provider during a health care visit, the inmate will only be charged for one visit.

Inmates will be charged a co-pay fee for a medical evaluation requested by non-clinical staff if the condition is not an emergency.

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

Health Care Rights and Responsibilities:

The Health Services Department at FCI Big Spring will continue to provide our inmate population with administrative ways to address any concern related to patient care and/or safety in the organization.

In addition to the Administrative Remedy Program, inmates seeking a review of issues related to their medical care can attempt to resolve a problem informally through communication with a staff member, Inmate Request to staff member (cop-out) and/or request for Informal Resolution. If all this proves unsuccessful, the inmate can follow the Administrative Remedy Process. If the inmate believes the agency has not addresses the concerns, the inmate may contact the Joint Commission. The inmate may inform the Joint Commission=s Office of Quality Monitoring to report any concern and/or register a complaint about a Joint Commission-Accredited Health Care Organization.

Rights:

You have the right to health care services, based on the local procedures at your institution. Health services include medical sick call, dental sick call and all support services.

You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives", that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital in the local community or the Bureau of Prisons.

You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.

You have the right to know the name and professional status of your health care providers.

You have the right to be treated with respect, consideration and dignity.

You have the right to be provided with information regarding your diagnosis, treatment and prognosis.

You have the right to be examined in privacy.

You have the right to obtain copies of certain releasable portions of your health report.

You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.

You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.

You have the right to request a routine physical examination as defined by BOP policy. If you are under the age of 50, once every two years; over the age of 50, once a year.

You have the right to dental care as defined in BOP policy to include preventative services, emergency care and routine care.

You have the right to a safe, clean and healthy environment, including smoke free-living areas.

You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

Once you have exhausted the Administrative Remedy Process, you have the right to contact the Joint Commission with concerns regarding safety or quality of care provided. You may report any concern and/or register a complaint at:

Joint Commission=s Office of Quality Monitoring
One Renaissance Boulevard
Oakbrook Terrace, IL 60181

Responsibilities:

You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by the institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.

You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.

You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

You have the responsibility to treat staff in the same manner.

You have the responsibility to keep this information confidential.

You have the responsibility to comply with security procedures.

You have the responsibility of being familiar with the current policy to obtain these records.

You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.

You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed items.

You have the responsibility to eat healthy and not abuse or waste food or drink.

You have the responsibility to notify medical staff that you wish to have an examination.

You have the responsibility to maintain your oral hygiene and health.

You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.

SEXUALLY ABUSIVE BEHAVIOR AND PREVENTION AND INTERVENTION:

Sexually abusive behavior can be defined as:

- a. Sexual fondling, which is 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.
- b. 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.
- c. 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.
- d. Rape. 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** physical violence or bodily injury. Carnal Knowledge is the contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight. Oral Sodomy is the contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

You have the right to be safe from sexually abusive behavior. While incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive 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.

Things you can do to prevent Sexually Abusive Behavior:

1. Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
2. Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
3. Do not accept an offer from another inmate to be your protector.
4. 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.
5. 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.
6. Stay in well-lit areas of the institution.
7. Choose your associate wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
8. 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.

Treatment options and programs available to inmate victims of Sexually Abusive behavior: Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may need to 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.

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

Reporting Sexually Abusive behavior: It is important to 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. Bureau of Prisons 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 in reporting sexually abusive behavior if you are not comfortable talking with staff. You may write directly to the Warden, Regional Director or Director, file an Administrative Remedy or write to the Office of the Inspector General (OIG).

Executive Clemency

The BOP advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon restores civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

Commutation of Sentence

The BOP also advises inmates on commutation of sentences. 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 available from the assigned unit team. The rules governing these petitions are available in the Law Library.

Pardon

A pardon may not be applied for until the expiration of at least five (5) 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.

Compassionate Release/Reduction in Sentence

The Director of the Bureau of Prisons may motion an inmate’s sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney’s Office that prosecuted the inmate and will notify any victims of the inmate’s current offense. If the RIS is granted, the judge will issue an order for the inmate’s release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate’s RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

GREATEST SEVERITY LEVEL PROHIBITED ACTS

Code	Prohibited Acts
100	Killing.
101	Assaulting any person, or an armed assault on the institution’s secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
105	Rioting.
106	Encouraging others to riot.
107	Taking hostage(s).
108	Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
114	Sexual assault of any person, involving non-consensual touching by force or threat of force.
115	Destroying and/or disposing of any item during a search or attempt to search.
196	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
198	Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

HIGH SEVERITY LEVEL PROHIBITED ACTS

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 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 the purpose of introducing contraband or any other illegal or prohibited purpose.
218	Destroying, altering, or damaging government property, or the property of another person,

	having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
219	Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
221	Being in an unauthorized area with a person of the opposite sex without staff permission.
224	Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
225	Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
226	Possession of stolen property.
227	Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
228	Tattooing or self-mutilation.
229	Sexual assault of any person, involving non-consensual touching without force or threat of force.
296	Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
297	Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
298	Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

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 as part of a drug-abuse test would be charged as 110).
308	Violating a condition of a furlough.
309	Violating a condition of a community program.
310	Unexcused absence from work or any program assignment.
311	Failing to perform work as instructed by the supervisor.
312	Insolence towards a staff member.
313	Lying or providing a false statement to a staff member.
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
315	Participating in an unauthorized meeting or gathering.
316	Being in an unauthorized area without staff authorization.
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
318	Using any equipment or machinery without staff authorization.
319	Using any equipment or machinery contrary to instructions or posted safety standards.
320	Failing to stand count.
321	Interfering with the taking of count.
324	Gambling.
325	Preparing or conducting a gambling pool.
326	Possession of gambling paraphernalia.
327	Unauthorized contacts with the public.
328	Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
330	Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
331	Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
332	Smoking where prohibited.
333	Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
334	Conducting a business; conducting or directing an investment transaction without staff authorization.
335	Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

336	Circulating a petition.
396	Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
397	Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
398	Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

LOW SEVERITY LEVEL PROHIBITED ACTS

Code	Prohibited Acts
402	Malingering, feigning illness.
404	Using abusive or obscene language.
407	Conduct with a visitor in violation of Bureau regulations.
409	Unauthorized physical contact (e.g., kissing, embracing).
498	Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

Prohibited acts and available sanctions.

(a) *Prohibited acts.* The list of prohibited acts are divided into four separate categories based on severity: **Greatest; High; Moderate; and Low.** We describe the prohibited acts in **Table 1 - Prohibited Acts and Available Sanctions.** **Aiding, attempting, abetting, or making plans to commit any of the prohibited acts is treated the same as committing the act itself.**

(b) *Available sanctions.* The list of available sanctions for committing prohibited acts is listed in **Table 1 - Prohibited Acts and Available Sanctions.** **If you commit repetitive prohibited acts, we can impose increased sanctions, as listed in Table 2 - Additional Available Sanctions for Repeated Prohibited Acts Within the Same Severity Level.**

(1) *Greatest Severity Level 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” (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 (an inmate sentenced for an offense committed on or after April 26, 1996, per the Prison Litigation Reform Act). The DHO may impose any available sanctions (A through M) in addition to sanctions A through E. All Greatest severity level charges must be referred to the DHO.

(2) **High Severity Level Offenses.** The DHO imposes one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate. All High severity level charges must be referred to the DHO.

Prohibited Act Code 225, Stalking, is for the purpose of punishing repetitive inmate behavior, e.g., loitering, staring, leering, inappropriate remarks (short of insolence, profanity, or sexual proposals), that are not clearly covered by another prohibited act code. When staff encounter such behavior, the inmate should be specifically warned that it is inappropriate and must cease. If the behavior fits another prohibited act code provision, the inmate should be charged with violating that specific provision instead of stalking. Examples of other prohibited act code behavior that may be used instead of Code 225, Stalking, include, but are not limited to Insolence (Code 312), Being in an Unauthorized Area (Code 316), Threatening (Code 203), and Making a Sexual Proposal or Threat (Code 206).

(3) **Moderate Severity Level Offenses.** The DHO imposes at least one sanction A through M, but, except as noted in the sanction, may suspend any sanction(s) imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate.

Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction F through M, but may suspend any sanctions imposed.

The UDC ordinarily refers to the DHO a moderate severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate was found to have committed two moderate offenses during his/her current anniversary year (the 12-month period for which an inmate may be eligible to earn good conduct time [GCT]). The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.

A prohibited act charge for 331 involving tobacco or nutritional supplements must be referred to the DHO for final disposition.

(4) **Low Severity Level Offenses.** The DHO imposes at least one sanction B.1, or D through M. The DHO may suspend any sanction(s) imposed; however, a B.1 sanction may not be suspended. Except for charges referred to the DHO, the UDC imposes at least one sanction F through M, but may suspend any sanction(s) imposed.

The UDC ordinarily refers to the DHO a low severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate had been found to have committed three low offenses during his/her current anniversary year. The UDC must document the reasons why a charge for such an inmate was not referred to the DHO.

Sanction B.1 may be imposed on the Low severity level **only** if the inmate has committed a Low severity level prohibited act more than once within a six-month period (except for a VCCLEA inmate rated “violent” or a PLRA inmate).

(5) **All Severity Level Offenses.** In all categories of severity, **aiding** another person to commit any of these offenses, **attempting** to commit them, or **making plans** to commit them, **is considered equivalent to committing the offense itself.** In these cases, the letter “A” is combined with the offense code. For example, planning an escape is Escape, Code 102A. Attempting to adulterate food or drink is Code 209A.

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 must specify the severity level of the conduct that is most comparable to an offense(s) at that severity level. **Example:** “I find the act of Conduct Which Disrupts (Code 299) to be of High severity level, most comparable to the prohibited act of Engaging in a Group Demonstration (Code 212).”

Suspensions of any sanction cannot exceed six months. Suspended sanctions may only be revoked and executed if the inmate is found to have committed a subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A through E (B and B.1. may never be suspended). The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions F through M. The DHO may execute UDC-suspended sanctions. However, the UDC may **not** execute DHO-suspended sanctions A through E.

When an inmate receives an incident report while on a DHO-imposed, but suspended sanction, the new incident report is forwarded by the UDC to the DHO, both for a final disposition on the new incident report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new incident report. The DHO may return an incident report to the UDC if a decision not to execute the suspended sanction is made.

The UDC or DHO may impose increased sanctions for repeated, frequent offenses per the guidelines in Table 2.

Noting that not all UDC or DHO decisions finding an inmate committed a prohibited act will result in a change to the inmate’s security designation score, the Unit Team may recommend a greater security transfer, using their professional judgment, and in accordance with the policy on Inmate Security Designation and Custody Classification.

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)):

(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.

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 unit manager 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 a 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 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.
- # **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 2).

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 **Accounting Management 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 inmate’s trust fund balance.
- # Low severity level offense – Up to \$50, or 12.5% of the inmate’s trust fund balance.

Commissary privileges should be suspended until the fine is paid. See the Accounting Management 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.

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.