

**UNITED STATES PENITENTIARY
SATELLITE PRISON CAMP
BIG SANDY
INEZ, KENTUCKY**



REVISED 01-19-2013

**INMATE ADMISSION AND ORIENTATION
HANDBOOK**

USP/SCP BIG SANDY

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J. Moore	Facility Manager
M. Ramey	Supervisory Chaplain
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T. King	Chief Psychologist
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J. Clark	Business Administrator
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OFFICE OF THE WARDEN

Please study this handbook and keep it in your possession. It is provided to each inmate to assist in understanding individual rights and responsibilities, as well as to provide a general description of programs and services. This handbook is not intended to be an all encompassing listing of rules and regulations, but rather an introduction to USP/SCP Big Sandy.

Shortly after arriving at USP Big Sandy, you will participate in the Institution A & O Program and receive an initial classification by your Unit Team. The A & O Program will include a brief overview of each department at USP/SCP Big Sandy and your rights and responsibilities in each area. You will participate in the Unit A & O with your Unit Team, and they will discuss unit rules and regulations, education, work assignments, and an evaluation of your Financial Responsibility Program (FRP) status. During this A & O process, and at any other time, you are invited to ask questions concerning any subject not adequately explained.

Each day the inmate bulletin boards should be checked for memorandums, callouts, and announcements pertaining to activities that change periodically. It is our hope this information will prove helpful in making your time more productive and beneficial. Inmates are expected to abide by all posted unit and institution rules and regulations. You may expect that all staff will be responsive and professional, and work towards maintaining a safe and sanitary environment.

As a reminder, when inmates fail to comply with the verbal warning system to lay on the ground, the tower officer will fire warning shots. Those inmates who continue to disregard orders with intent to do grievous bodily harm to another will be fired upon. The mission of USP Big Sandy remains the safe and orderly running of this institution for both staff and inmates alike.

I will be available during institution mainline along with members of the Executive Staff, if you have any questions or concerns. It is expected that you will try to resolve your issues with the Department Head for the affected department prior to bringing your concerns to my attention.

INSTITUTION HOT LIST

1. No sagging and dragging - pants should be no lower than the inmates hips and pant legs are not to be cuffed above the ankle. Buttons on shirts will be buttoned up except for the collar button.
2. Inmates are not permitted to wear sunglasses or prescription sunglasses indoors UNLESS they have a written permit from Health Services. If permitted, they are not to be worn on top of the head.
3. Between the hours of 6:00am - 4:00pm, Monday-Friday, inmates are required to wear their work uniform, which includes their Khaki pants with their Khaki shirt, which must be tucked in at all times. Safety-toed work boots must be worn anytime on a work detail and between the hours of 6:00am - 4:00pm, Monday -Friday, unless a soft shoe work permit has been approved by Health Services.
4. No hanging clothes on unit rails and having clothes lines in their cells, to include using the yellow mop buckets to do their laundry.
5. Inmate beds are to be made at all times between the hours of 7:30am - 4:00pm, Monday-Friday (cells are to be inspection ready), and nothing in their cell windows.
6. At the 10:30am move from Education/Recreation, inmates will only be permitted to return to the units. Inmates will not be permitted to go to Commissary, Laundry, Food Service, or to Medical Services.
7. Inmates are to refrain from yelling across the compound or while in Food Service.
8. Food items are not permitted on the Recreation Yard, unless authorized by the Warden.
9. Inmates are only allowed group prayer in the Chapel during scheduled program times.

INTRODUCTION

This booklet is not designed to answer all the questions you will have as you settle into the institution. It does give answers to many of the more common questions you may have. If you need any information which is not covered in this booklet, ask your unit officer, unit counselor, case manager, or unit manager. These individuals can explain the policies and procedures to you. The purpose of this handbook is to provide incoming inmates to the United States Penitentiary, Big Sandy, with general information regarding the institution and the rules and regulations inmates will encounter during confinement. It is not a specific guide to the detailed policies of the Bureau or all procedures in effect at each Bureau location. Specific information will be made available during the Institution's Admission and Orientation Program. This material will help new inmates understand what they will encounter when they enter prison, and assist them in their initial adjustment to institution life.

Inmates are encouraged to resolve any issues or problems with the appropriate staff assigned to that particular department. However, should an inmate feel the need to discuss a problem with the Warden and/or an Associate Warden, they are free to do so when these staff members are present in the dining hall for mainline coverage.

Overview of Staff Positions and Responsibilities

Warden:

The Chief Executive Officer of USP/SCP Big Sandy is responsible for the total operation of the institution. The Warden meets frequently with the senior staff members to review their areas of responsibility and to ensure compliance with Bureau of Prisons policies. The Warden evaluates the advice of various appointed committees and has final approval on all institutional operations and programs. His decisions are based upon policies established by the Federal Bureau of Prisons. While being responsible for the total operation, many responsibilities are delegated to his Associate Wardens. The Warden is vitally interested in the overall welfare of all inmates at USP/SCP Big Sandy and works very closely with all departments to maintain a safe and humane environment.

Associate Wardens:

Associate Wardens are responsible for the daily operations of the departmental areas. USP/SCP Big Sandy has three Associate Wardens:

- *Associate Warden of Programs*-oversees areas such as Unit Team, ISM, Custody, Religious Services, Psychology, and the Administrative Remedy Program.
- *Associate Warden of Operations*- oversees areas such as Food Service, Health Services, Facilities, Laundry, Commissary, and Safety.
- *Associate Warden of Industries & Education* - oversees Education, Recreation, VT Programs, and the UNICOR Factory

Executive Assistant:

Serves as the Executive Assistant to the Warden and as the Institution Public Information Officer. All requests for media information concerning the institution or specific inmates are referred to the Executive Assistant for response. The Executive Assistant also has oversight of the Camp. All requests for media interviews of inmates or requests for information will be directed to the Executive Assistant. The Executive Assistant/PIO will be responsible for informing the media of significant events at the institution. The PIO will respond only to requests from authorized media sources. Media representatives are defined in Program Statement 1480.05, News Media Contacts.

Captain:

The Captain is responsible for the security, custody, and protection of everyone in the institution. The Captain is concerned with inmate discipline, appearance, and conduct. The Captain is also responsible for all correctional personnel. Any questions concerning these areas should be addressed to the Captain.

Lieutenants:

Under the direct supervision of the Captain, Lieutenants are responsible for the orderly operation of the institution, (i.e., security, custody, and investigations). They work in conjunction with other departments in monitoring and remedying behavioral problems to maintain a safe environment.

Trust Fund Supervisor:

The Trust Fund Supervisor is responsible for Laundry, Commissary, Inmate Telephone System, TRULINCS, and Warehouse operations.

Case Management Coordinator (CMC)/ Inmate Systems:

The CMC is responsible for advising the Warden in all case management related areas. The CMC is the coordinator for the Central Inmate Monitoring System, Financial Responsibility Program, and Inmate Performance Pay Program. The CMC provides specialized training and assistance to Case Managers. Additionally, the CMC is responsible for staff and inmate mail processing, inmate admissions, and releases.

Supervisor of Education:

The Supervisor of Education is responsible for the establishment and operations of educational programs. The department provides basic education, general education development, vocational training, and some college courses.

Chief of Psychology:

The Chief of Psychology oversees a department consisting of Psychologists and Treatment Specialists. Psychology is responsible for the evaluation and treatment of inmates with adjustment, emotional, drug, and/or mental health problems. Psychology Services also conducts routine evaluations on all inmates admitted to the facility, as well as segregation reviews for inmates housed in the Special Housing Unit. Inmates requesting psychological services should submit an Inmate Request to Staff Member form (Cop-Out).

Health Services Administrator (HSA):

The HSA is responsible for forming administrative policies and programs essential to the operations of the Health Services Unit. The HSA also develops effective working relationships with the U.S. Public Health Service and private medical agencies. In addition, the HSA is responsible for overseeing the procurement of medical supplies and medical equipment.

Food Service Administrator (FSA):

The FSA is responsible for the planning and preparation of all meals at the institution, including supervision of all Food Service Programs such as baking, cooking, and serving food.

Chaplains:

The Supervisory Chaplain is responsible for the establishment and operations of religious programs. The Chaplains are responsible for conducting religious services for their religious community and coordinating religious services on an equitable basis for all BOP-approved religious communities represented at USP/SCP Big Sandy. The Chaplains are dedicated to assisting inmates in their spiritual development, growth, and for personally counseling inmates during times of crisis. The Chaplains also regularly consult with the unit teams and are very interested in the various programs offered at USP/SCP Big Sandy, and as well as assisting inmates in programs of self-help.

Supervisor of Recreation:

The Supervisor of Recreation is responsible for the establishment and operations of recreational programs. The department provides recreation facilities and daily programs in a variety of areas including intramural programs, classes in the arts, and sports programs.

Safety Manager:

The Safety Manager is responsible for the safety and environmental health of the institution.

UNICOR Factory Manager:

The UNICOR Factory Manager is responsible for the oversight of the factory production and the hiring of staff and inmates. The Factory Manager will maintain a waiting list of inmates seeking employment through UNICOR.

Unit Managers:

The Unit Managers are the administrative head of the housing units and oversee all unit programs and activities. The Unit Manager serves as the Chairperson of the Unit Team, reviews all team decisions, and chairs the Unit Discipline Committee (UDC).

Case Managers:

The Case Managers are responsible for all casework services and prepares classification materials, progress reports, release plans, correspondence, and other materials relating to the inmate's confinement. The Case Manager serves as a liaison between the inmate, administration, and the community.

Correctional Counselors:

The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and goals for the future. He or she plays a leading role in all segments of unit programs. The Counselor visits inmate work assignments and is the individual to approach for daily problems. The Counselor is responsible for the inmate visiting lists, telephone lists, and the Financial Responsibility Program (FRP).

Unit Secretaries:

The Unit Secretaries perform clerical and administrative duties for the Unit Team.

Correctional Officers:

The Correctional Officers have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They are responsible for the safety, security, and sanitation within the institution. Unit Officers are in regular contact with inmates in units and routinely share information with the Unit Team

CORRECTIONAL SERVICES DEPARTMENT

Institutional Procedures

During the intake screening process, a social interview in a private setting will be conducted in order to determine an appropriate housing assignment. The Admission and Orientation handbook will be given to you at this time.

Once all the procedures are completed, you will be assigned to an appropriate housing unit. You will be moved to your assigned unit after all phases of the intake screening are complete. When you are moved, ensure that you take your mattress, blanket, linens, hygiene items, and any authorized personal property with you.

Count:

There will be a minimum of five official counts every 24-hour period. (12:00 a.m.; 3:00 a.m.; 5:00 a.m.; 4:00 p.m. and 10:00 p.m.) On weekends and holidays, an additional stand-up count will be conducted at 10:00 am.

Official Stand-Up Counts will occur at 4:00 p.m. and 10:00 p.m. daily and 10:00 a.m. (weekends and holidays). Every inmate is required to stand for these counts.

Prior to counts, the Lieutenant will order staff to announce a five minute warning before count time. At this time the Telephones and Televisions will be disabled until the completion of the count. This an ample amount of time to finish using the ice machine, laundry rooms, microwaves, trash cans, etc. and report to your assigned housing area. A second announcement will be conducted announcing the count. Inmates will immediately enter their assigned housing area and close the cell door. You WILL NOT go to the ice machine, laundry rooms, microwaves, trash cans, etc. Staff will make the following announcement:
"COUNT-TIME, ENTER YOUR ASSIGNED HOUSING AREA; CLOSE YOUR CELL DOOR, NO MOVEMENT!"

Cell doors will be locked for all counts. You WILL NOT exit a cell while waiting for the cell doors to be locked. Any attempt by an inmate to exit a cell, will be cause for Staff to order the inmate back into the cell and notify a Lieutenant.

Standing directly in front of the cell door while waiting to be locked down WILL NOT be acceptable. There is ZERO TOLLERANCE for being locked out of your assigned cell. In fact, this behavior is considered interfering with count or failing to obey an order.

You are required to stand at the back of the cell until you hear the order, "stand-up for count."

During Stand-Up Counts, inmates are required to be standing at the back of the cell, with their cell lights on during the count. Staff will make the following announced order to stand-up for count:
“STAND-UP FOR COUNT!”

All inmates will be expected to provide an unobstructed view for counts. Staff will use enough light to reveal the inmate and leave no doubt a living individual is being viewed.

The Lieutenant will notify staff of the completion of count. At this time, Staff will be authorized to unlock all cell doors (for the 4:00 p.m. and 10:00 a.m. count on weekends and holidays).

WINDOW AND LIGHT COVERINGS ARE PROHIBITED IN GENERAL AND SPECIAL HOUSING UNITS. Staff who encounters this unacceptable practice will order the inmate to remove the obstruction and write an incident report. ALL STAFF HAVE A ZERO TOLERANCE FOR WINDOW AND LIGHT COVERS.

Callouts:

Attendance for all callouts is mandatory. Failure to report for a callout, or refusal to participate, will subject you to disciplinary action. The only person authorized to cancel your callout is the staff member who put you on the callout.

A daily "Callout" list is published for participation in all programs (i.e., Religion, Library, Hospital, Dental, and Psychology). It is your responsibility to check to see if your name is listed on the callout sheet. Callouts are posted by 6:00 p.m. and attached to the unit bulletin boards located adjacent to the Unit Team area.

Inmate Accountability:

It is the policy of the Bureau of Prisons to maintain strict inmate accountability at all times. This entails knowing the whereabouts of all inmates at this institution. Inmate accountability requires that you be in your assigned area. This includes housing units, job sites, and callout locations. To ensure you are in an authorized area, regular daily census counts and checks will be conducted. Inmates found to be in unauthorized areas will be subject to disciplinary action. Unless authorized, at no time are inmates permitted to be in or around housing units and buildings they are not assigned to. At no time will inmates be permitted to or placed in charge of supervising other inmates.

Controlled Moves:

Controlled moves are announced by the Control Center via the intercom system. Inmates are to move directly from one point to another without loitering or lingering during the move. A move schedule will be posted at a later date detailing work-calls, recreation moves, pill line, and other pertinent controlled moves throughout the day. Upon announcement of the controlled move, inmates are required to continue moving across the compound/corridor to their assigned or designated areas.

Yellow lines have been added to the corridor floors to increase safety and visibility. Inmates will travel on the right hand side, staying within the line and the wall. Inmates who fail to follow this procedure will be considered out of bounds. Staff will travel in the center.

Headphones:

Inmates are not permitted to wear headphones while walking in the corridor. Headphones shall only be worn in the housing units and recreation areas. They are not authorized in the dining hall.

Dress Code:

Inmates are required to be properly dressed from 6:00 a.m. to 4:00 p.m. Monday through Friday. You will be properly dressed anytime you leave your housing unit for callouts, visiting, etc. You are expected to be properly dressed during breakfast and lunch meals, Monday through Friday. Properly dressed means: wearing institutional-issued clothing (i.e., khaki shirts and pants) Buttons on shirts will be buttoned up except for the collar button. Khaki shirts with buttons will be tucked inside the pants. Pants should not be “sagging” or cuffed above the ankle.

On holidays and weekends and after the 4:00 p.m. stand-up count clears, you are expected to be appropriately dressed. Appropriate dress means no clothing items deemed inappropriate by institutional staff. Personal sweat shirts may be worn under the institutional clothing. T-shirts must be tucked in at all times when inmates are in the corridor or Dining Hall. You are also required to wear socks and some type of footwear. Shower shoes are not authorized to be worn outside the housing unit (see Unit Rules for the wearing of uniform in housing unit).

Searches:

Searches are more commonly known as "SHAKEDOWNS." These searches can be of your person or your living area and may be done at any time. Regular searches are intended to promote security and safety for everyone.

An inmate search may consist of a fully dressed "pat" search or a visual search. You should prepare for the pat search by removing all objects from your pockets, placing these items on the table or on the floor. During the visual search, you will be required to remove all items of clothing. A visual search can occur at anytime and it will be conducted in a private area away from other inmates. Searches are also conducted in your living area. You can expect to have your area inspected and searched regularly. You should expect that your property will not be abused or damaged. You will be held responsible for all contents of your locker and cell area. If any unauthorized items or "CONTRABAND" are found during any of the searches, they will be confiscated, and you will be subject to disciplinary action. Inmates are **not permitted** to be in their cell during a cell search, nor are they permitted to observe their cell or any other cell being searched.

Segregation:

The Warden may temporarily impose more restrictive conditions on an inmate who is housed in Special Housing Unit (SHU) or who causes a serious disruption (threatening life, serious bodily harm, or property), and/or cannot be controlled within the normal physical confines of administrative detention. These restrictions include, but are not limited to, alternative clothing, linen, personal property, etc.

Inmate Request to a Staff Member:

This form is commonly referred to as a cop-out and may be obtained from a member of the Unit Team or the Unit Officer. Use this form to make requests for assistance and/or information. Be specific as to what you are requesting. Address these to your Unit Team staff (Counselor, Case Manager, or Unit Manager), or any other staff member with responsibility for handling your specific problem.

VENDING (Visitation):

Visitors wishing to utilize the vending machines within the Visitation area must bring the following: one (\$1) dollar bill. The dollar bill will be utilized to purchase a vending card. ALL vending machines work on vending cards only. Subsequently, in order to purchase vending items, the purchaser must then place money on the vending card. These amounts can range from one dollar (\$1), five dollars (\$5), ten dollars (\$10), or twenty dollar denominations (\$20). The vending machines and debit card machines do not take coins, so absolutely no coins will be permitted in the visitation area.

All vending cards belong to the purchaser of the card, and the purchaser of the card may bring the vending card for use during return visits to the institution. There are no refunds on the cards or the money on the cards.

LOCKER STORAGE:

Lockers are available in the front lobby area. Visitors must bring one quarter (\$.25) to utilize the lockers. No combination of coins totaling twenty-five cents (\$.25) will suffice. Visitors must bring whole quarters.

Visitation:

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are established locally and provided to inmates so they can advise their prospective visitors. Visiting at the USP/SCP will be open to inmates on a point system, with each inmate being afforded ten (10) points per month. Each visit during the month will count as one (1) point. If an inmate leaves the visiting room after a visit is completed and returns later in the day for another visit, the inmate will be charged two (2) points for the day. Time limits may be established in the Visiting Room should overcrowding become a problem. Requests for special visits should be directed to the appropriate Unit Manager. It is the inmate's responsibility to obtain visiting request forms from the Unit Counselor. These forms must be mailed to their respective visitors at the inmate's expense. The visitor will complete the form and return it directly to the Counselor.

Upon successful completion of a background check, the Counselor will give an approved visiting list to the inmate. It is the inmate's responsibility to inform his visitors if they have been approved to visit. Holdovers and Pre-Trial inmates may be limited to immediate family on their visiting list. All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only on arrival and departure. No other contact is authorized (this rule will be strictly enforced). Upon entering the visual search area, the inmate will provide his identification card to the officer. The officer will make a positive identification using this method. The inmate will then remove all clothing including t-shirt, boxers, shoes, and socks. This clothing will be stored in the search area until the inmate's visit has been completed. The officer will then issue clean undergarments, socks, a khaki jump suit, and a pair of khaki "Crock" type slip-on shoes to the inmate. The inmate will then be given his identification card to present to the Visiting #1 Officer upon his entry into the visiting room. No other items will be taken into the visiting room for any reason on a personal visit. Camp inmates will wear the institution issued green uniform. No items of personal clothing will be permitted in the visiting room. All inmates will be required to have shirt tails tucked in, and belts will be worn. Tennis shoes are not permitted. Typical items that may be taken into the visiting room by an inmate are limited to a wedding band, prescription eyeglasses, and/or religious medal. Items purchased in the visiting room may not be brought back into the institution by the inmate.

Visitors will be expected to wear clothing which is within the bounds of good taste. Visitors will not be allowed to wear low-cut or see-through clothing, tube or tank tops, backless clothing, camouflage, khaki, or green-colored clothing, slits in dresses above the bend of the knee, or any other apparel of a suggestive or revealing nature (e.g., skin tight clothing, miniskirts, short culottes or sleeveless clothing). Dresses and skirts must be knee length. Shorts will not be allowed for visitors over the age of 16. No open toed shoes are permitted. Nylon jogging suits are allowed to be worn. The Operations Lieutenant or Institution Duty Officer will be consulted prior to denying a visitor entry into the institution because of his/her attire.

Identification of Visitors:

Photo identification is required for visitors. These may include a State Driver's License or State I.D. Card with full names and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

All visitors must arrive prior to 2:00 p.m. Visitors will be searched prior to visitation, including any items of personal property, as a condition of allowing or continuing a visit. All visitors are required to clear the walk thru metal detector. If a visitor is unable to clear the walk thru, they will be subjected to a pat search by a staff member of the same sex. If the staff cannot determine the cause of the metallic presence, a shift supervisor will be called for further processing. Items of personal property may be required to be returned to the visitor's vehicle. Attorneys may bring a briefcase to the visiting room. These items will be searched at the front lobby entrance before entering the visiting room. Only the following articles are authorized to be carried into the institution by visitors: Photo identification and/or essential medication (will be limited to the amount needed during the visiting period and controlled by the Visiting Room Officer). Cellular phones and pagers are not permitted in the institution and may not be stored in visitor lockers. Visitors are required to leave these items in their vehicles.

The following items will be permitted, per child, when infants are visiting: Two (2) diapers, one (1) small package of baby wipes in a clear zip lock bag, one (1) change of infant clothing, one (1) see through baby bottle with contents, one (1) small jar of baby food, one (1) receiving blanket. An institutional wheelchair will be made available for visitors, who require one, or a personal wheelchair may be authorized by the Captain, Operations Lieutenant, or Duty Officer on a case by case basis after it has been searched. Inmates are not allowed to receive coins or paper money for their commissary account while in the visiting room. Money for commissary accounts should be sent through the mail. No items may be exchanged in the visiting room without prior approval by the appropriate staff member. Individuals who arrive for visits that are not on the visiting list will not be allowed access to the visiting room. Also, visitors inappropriately attired may be denied the opportunity to visit an inmate. If a visitor refuses a search of their person or their belongings, they will be denied entrance into the institution.

ION Scan:

Visitors are subject to an electronic scan of their person for illegal substances. If they test positive, they will not be allowed to visit.

Visitors Under Age Eighteen:

Children under the age of 16 may not visit unless accompanied by a responsible adult who is on the inmates approved visiting list. Children shall be supervised by a responsible adult or involved in a children's program.

Exceptions in unusual circumstances may be made by special approval of the Warden. The signature of a parent or guardian on the Visitor Information form (BP-629) is necessary to process a request for an applicant under 18 years of age, but a parent or guardian will only be required to accompany children under the age of 16 into the Visiting Room.

Directions from Interstate 64:

From the following areas: Ashland, KY, Huntington, WV, and the Ohio area, travel Interstate 64 to Kentucky Exit 191 to Route 23 South. Follow 23 South for approximately 38 miles until you reach Route 645. Turn left onto Route 645 South and travel approximately 11 miles until you reach Route 3. Turn right onto Route 3 and travel for approximately 10 miles until you reach Airport Road. Turn left onto Airport Road and follow signs to the institution.

Directions from 23 (Southern Kentucky):

From the following area: Prestonsburg and Pikeville, KY, travel Route 23 North from Prestonsburg approximately 5 miles to Route 3 North. Turn right on Route 3, traveling approximately 10 miles to Airport Road. Turn right onto Airport Road and follow signs to the institution.

Taxi service for the immediate Martin County area can be sought from D & B Taxi at (606) 298-0022. No bus or airline service exists in the immediate area. The closest major airports are located in Huntington, WV; Lexington, KY; Louisville, KY; and Cincinnati, OH.

Visiting Hours:

	USP BIG SANDY		SCP BIG SANDY
Friday	8:00 a.m. - 3:00 p.m.		
	(SHU only, two hour limit, visits will take place in the non-contact visiting room and no visitors will be processed during mainline hours 10:30 a.m. - 12:30 p.m.)		
Saturday	8:00 a.m. - 3:00 p.m.	Saturday	8:00 a.m. - 3:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.	Sunday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.	Federal Holidays	8:00 a.m. - 3:00 p.m.

Should a Federal Holiday fall on Friday, SHU visits will be scheduled for Thursdays.

It is each inmate's responsibility to inform their respective visitors when the visitor has been placed on the inmate's approved visiting list.

Effective May 22, 2003, the Bureau of Prisons (BOP) will no longer accept Mexican consular identification cards (matricular consular cards) as a valid form of identification for visiting purposes. This applies to all visitors at all BOP and contract facilities. By this notification, inmates are given notice that the matricular consular cards are no longer a valid form of identification, and you are encouraged to make the appropriate notification to family and community members. Should you have any questions regarding this notification, please contact a member of your Unit Team.

FOOD SERVICE DEPARTMENT

Mission:

The mission of the Food Service Department in any correctional setting is to provide the inmate population with balanced meals each day, 7 days per week, 365 days per year, while staying within budget and nutritional guidelines. We use a 35-day cycle menu, which means the menu repeats itself every 35 days. This is done to reduce repetition and offer a wide variety of foods to the inmate population. All of our meals have been nutritionally analyzed by a licensed dietician prior to being served at USP/SCP Big Sandy.

Nutrition:

The recommended daily allowance for the average 41-year-old male is 2000 calories. We have a goal to offer meals that average 2,200 calories per day. It is our goal to reduce cholesterol and sodium levels in our menu. We encourage everyone to use the five-a-day concept (i.e. eat a minimum of five helpings of fruits and vegetables each day). The five-a-day concept will help you increase your fiber intake while reducing cholesterol and sodium. The

idea is to help improve your cardiovascular system through a good diet and regular exercise.

Dress Code:

Smocks, hats, and beard guards must be worn at all work times in the Food Service Department. Safety shoes are required at all times when working in Food Service. Food Service workers should keep their uniforms clean and neat. Good personal hygiene is essential. To accomplish the goals and objectives of Food Service, anyone assigned to Food Service, regardless of his specific job detail, may be instructed to perform any task deemed necessary by the Food Service personnel.

Medical Diets:

Medical diets are provided through mainline selection. Heart healthy menus are utilized to accommodate sodium, calorie, and cholesterol health issues. Nutritional information is posted on the bulletin boards in the dining room. Any specific dietary questions or concerns should be directed to the Food Service Administrator.

Communication:

The Food Service Administrator (FSA) has an open-door policy. If you have any questions, problems, and/or suggestions, the FSA would like to hear from you. It is very important that good communication is established between the Food Service Department and the inmate population. If you have a concern regarding Food Service, let the Food Service staff know, so your concern may be addressed. Inmate comments on meals are important, so suggestions for new menu items can be evaluated and forwarded to the Central Office for future menus.

Inmate Work Assignments and Training:

Food Service is the number one growing service industry in the United States. A job in the Food Service Department could provide you with some very valuable work experience and transferable job skills. There are a variety of different inmate job assignments available in the Food Service Department, such as:

- | | |
|------------------------------|-----------------------------|
| AM/PM Cook Detail | Pots and Pans Detail |
| Dish Room Detail | Hot/Cold Bar Detail |
| Bakery Detail | Warehouse Detail |
| Beverage Bar Detail | AM/PM Dining Detail |
| Vegetable Preparation Detail | Administrative Clerk Detail |

Depending on the job, pay grades 1, 2, 3, and 4 are available. All promotions are based on a combination of experience, performance, and attitude. We will try to gear promotions just as they are in the private sector. You cannot get ahead by being lazy or slow. The idea is to promote positive behavior and condemn negative behavior. Nothing is given away, you have to earn it. We will also try to give inmates, with previous institutional Food Service experiences, the opportunity to move into higher-level jobs, if qualified before we bring new inmates into Food Service. Jobs in Food Service are in demand, so we are very selective about the inmates we choose to work here. We look for inmates with prior experience, good attitude, and a willingness to do a good job to fill many of the job openings in Food Service. You do not have to have prior experience; however, if you think you can help us to improve the operation and would like to work in Food Service, please talk to any staff member. It is a way to get good training and experience. Generally, we like to utilize 10 percent of the population as our work force, but there are always openings for good people.

We also offer seminar and video-based training on such topics as cooking techniques, garnishing techniques, and use of equipment.

Dining Room Dress Code:

During normal working hours and the breakfast meal on weekdays, institutional clothing must be worn in the Food Service Department.

On weekends and holidays, and during evening meals (if served in the dining hall), personal clothing is permitted to be worn in the Food Service Department.

No sleeveless shirts are permitted in the Food Service Department at any time and all shirts must be tucked in at all times.

Eating Schedule:

Eating schedules and unit rotations will be posted on the unit bulletin boards. Absolutely **NO FOOD** items will be removed from the dining area. These items will be considered contraband. Any inmate possessing unauthorized food items from the Food Service Department will be subject to disciplinary action. No items (i.e. personal property, commissary, food condiments, coffee cups/mugs, condiments purchased from the commissary, etc.), will be brought into the dining area, as these items may contaminate food served to the inmate population. In addition, laundry bags, books, radios, and mp-3 players will not be permitted. This measure is consistent with existing national and local policy directives.

Meal Scanning System:

The Food Service Department utilizes a meal tracking system. This meal tracking system will record each inmate's register number, regardless of which serving line the inmate receives his food from.

It is each inmate's responsibility to carry their ID card at all times. If an inmate does not have their ID card when they come through the serving line, they will not be permitted to eat until they retrieve it from the unit, etc. On some rare occasions, the inmates ID card may not scan. A replacement card may be deemed necessary, and, if damaged, a charge of \$5.00 will be incurred. It is the inmate's responsibility to get a replacement ID card during R&D open house.

The scanning system will automatically show any register numbers that have been scanned more than one time. An inmate's register number appearing more than one time will receive an incident report for Stealing, Code 219.

To expedite the serving of the meals, each inmate should have their ID card in their hand, and ready to be scanned when they enter the Food Service Department.

MEDICAL AND DENTAL SERVICES

Mission Statement:

The health care mission of the Federal Bureau of Prisons is to provide essential medical, dental, and mental health services to inmates by professional staff, consistent with acceptable community standards.

Availability and Accessibility:

Both the USP and SCP provide primary health care for acute and chronic conditions including diagnosis, treatment, education, and counseling for inmates. Our staff includes physicians, mid-level practitioners, nurses, dentists, and administrative support staff. Most radiological procedures are done on site by a radiology technician and sent outside the institution to be interpreted. All laboratory procedures are sent to referral laboratories for analysis, except for finger sticks for blood glucose and urine dip sticks. Consultants for the specialties of orthopedics, optometry, surgery, urology, dermatology, psychiatry, ophthalmology, internal medicine and dietetic services evaluate patients at the institution as an outside consultant on a medically-necessary basis.

YOU MUST PRESENT YOUR INMATE IDENTIFICATION CARD TO RECEIVE ANY SERVICES AT THE HEALTH SERVICES DEPARTMENT. *NO EXCEPTIONS.*

Primary Care Providers:

The Physician/Nurse Primary Care Provider Team is utilized at USP Big Sandy. The nurse is generally the primary source of contact and works closely with the physician to see that the inmate's medical needs are met. The physician monitors inmates with chronic conditions in scheduled chronic care clinics.

Sick Call *TRIAGE* Hours:

Medical sick call triage is a review of your complaint to assess the significance of your medical concern. Generally, you will be evaluated and treated the same day. Medical sick call triage is a review of your complaint to assess the gravity of the complaint and evaluate if you need to be seen immediately, later on the same day, or be given an appointment for a later date, according to triage protocol. Medical sick call triage is conducted on Monday, Tuesday, Thursday, and Friday, at the time dedicated for your particular unit to move. Inmates working in UNICOR will have sick call triage conducted on these same days in a room in UNICOR designated for this purpose. Sick call rounds in the Special Housing Units and locked down units will be performed daily without exception. Sick call will be conducted at the Camp on the same mornings as the USP.

Appointments:

All medical appointments will be made by our medical staff. Inmates arriving late for appointments will not be seen and will have an incident report written for failure to show up for the appointment.

Inmate Co-payments:

The BOP assesses a co-payment of \$2.00 when an inmate requests sick call, or after hours treatment for a condition which is not an emergency. Chronic care clinic visits, follow-up visits, and referrals ordered by a health care provider will not require a co-payment. No one is denied appropriate health care due to their inability to pay. If you do not have enough funds on the date of your clinic visit, Trufacs will establish a debt. Trufacs also determines if an inmate is considered indigent and those inmates meeting this criteria will not be charged for visits. To appeal a co-payment charge, an Inmate Request to a Staff Member should be submitted to the Health Services Administrator, who will make a determination of the appropriateness of the charge and take corrective action if deemed necessary.

Over-The-Counter (OTC) Medication:

As per Program Statement P6541.02, Over-the-Counter-Medications, of November 17, 2004, inmates are required to purchase OTC medication in the institution commissary for cosmetic and general hygiene issues or symptoms of minor medical ailments. When inmates are seen in triage or a medical visit, the clinician will determine the medication they need, and, if considered an OTC for the person, will refer them to commissary with a slip. Inmates may purchase OTC any day outside of their assigned commissary shopping day. OTC purchases do count towards the inmate's spending limit.

Soft Shoes/Medically Issued OSHA Standard Footwear:

There are no soft shoes at USP Big Sandy, nor any long-term soft shoe passes. If an inmate cannot wear the issued institutional footwear during regular working hours, he needs to report to routine sick call for evaluation. If the evaluation deems soft shoes appropriate and necessary, Medical will issue OSHA standard medical shoes. This process must be initiated by the inmate during a medical appointment and approved through the Utilization Review Committee. *Except for temporary and special individual cases, inmates have to wear either institutional shoes or medically-issued shoes during regular business hours.* When authorized to wear personal shoes on a temporary basis, a computerized pass with an expiration date will be given to the inmate.

After-Hour Treatment:

Inmates seeking emergency treatment after hours should contact their supervising officer and ask him/her to contact Health Services. Inmates cannot just show up to Health Services without prior authorization.

Normal Duty Hours:

Normal duty hours occur from 7:30 a.m. to 4:00 p.m., Monday through Friday, with the exception of holidays.

Emergencies:

The following procedure will be followed in the event of a medical emergency. First, notify your work supervisor/correctional officer. A staff member will notify the medical practitioner on duty, who will assess the urgency need for treatment.

Medical Personnel:

Names and titles are posted in the front lobby of the Health Services Department. When addressing or requesting the attention of a staff member, you are to use their title or Mr., Mrs., Dr., etc., followed by their last name. *The practice of first name usage is not permitted.*

Patients Rights and Responsibilities:

A copy of the patient's Rights and Responsibilities is posted in the front lobby of the Health Services Department and is provided for your review with this booklet. It is in your best interest to involve yourself in your care and treatment as prescribed/ordered. It is also your responsibility to check the *callouts (appointment system)* on a daily basis, to include weekends, and report for your appointment at the proper time.

Translators:

In an effort to facilitate and provide you with quality medical care, translators may be necessary. We will *attempt* to provide a bi-lingual translator for medical care upon request.

Temporary Medical Classifications:

IDLES: Are generally short-term, not to exceed 72 hours, for acute injuries or illnesses. This is a non-working status. You must remain in your unit, with the following exceptions: You may attend meals, religious services, and sick call.

CONVALESCENCE: Are generally long-term, not to exceed 30 days, for surgical procedures or rehabilitation. This is a non-working status. You may only leave the unit after clearance of the Unit Officer. You will not be allowed to participate in any sports, unless otherwise indicated by the practitioner.

Pharmacy Services:

Prescriptions written for you during sick call visits or follow-up appointments routinely will be available for pick-up within two (2) days during the morning pill line. Inmates wishing to pick up prescriptions are to do so when their unit is called for the morning meal. Refills are to be turned in by completing a prescription refill sheet and dropping it in the black drop box near the officer's station in Corridor 1. Pill line hours are: beginning at 6:00 a.m. (running until the last unit is called for the morning meal) and 8:00 p.m. Pill line hours are clearly posted at the Pharmacy window. Over-the-counter medications such as aspirin, Tylenol, and common cold preparations are available at the commissary for your purchase. An evaluation and prescription is required for all medications dispensed at the Pharmacy.

Indigent inmates may participate in the over the counter medication program and can receive charge certain over the counter medications free of charge over a specified period of time. If you are indigent and in need of over-the-counter medications, report to the pill line window and request these medications on Wednesday mornings during the morning pill line. If it is determined you are truly indigent and are within the time frame in which you can receive the medication you have requested, it will be ready for you to pick up the following work day.

Physical Examinations:

All newly committed inmates, halfway house failures, and parole violators will have a physical examination in accordance with criteria set forth in Program Statement 6031.01. Patient care As an inmate in this category, you may not refuse any part of the initial physical or testing. All inmates under the age of 50 are allowed, upon written request to the Health Services department, to have a physical examination every three years. All inmates over the age of 50 are permitted, upon written request to the Health Services Department, to have a physical examination once a year. Inmates preparing to be released may have an exit physical upon written request to the Health Services Department. The request cannot be more than six months or less than one month prior to release.

Immunizations:

Yearly influenza vaccine is offered to the population with emphasis placed on those at risk as per CDC Guidelines. Hepatitis B vaccine series will be offered to those inmates working in a high risk area. Pneumococcal vaccine is offered only when clinically indicated.

Health Promotion/Disease Prevention Program:

This facility fully supports patient education, disease prevention programs, and your active participation in your health care. In order to facilitate these programs, your Unit Team, Psychology Department, Recreation Department and Health Services Unit have joined efforts to provide you with a variety of written material, videos, audio tapes, oral presentations, workshops, preventive health screening visits (depending on your age and risk), and exercises to assist and guide you in your total body care. In addition, a Preventive Healthcare Program has recently been implemented and will involve all inmates.

Infectious Diseases:

Unless otherwise documented, all inmates are required to undergo TB screening. A PPD test will be completed upon arrival at the institution, if not previously done in a federal facility.

Tuberculosis:

On June 7, 1996, the Centers for Disease Control (CDC) published recommendations on the Prevention and Control of Tuberculosis in Correctional Facilities. The CDC found that the incidence of tuberculosis is significantly higher in correctional settings than in the community. This led the CDC to recommend that all inmates and staff receive annual screening for exposure to tuberculosis. On September 15, 1996, compliance with the CDC's recommendations was made a mandatory program under the provisions of PROGRAM STATEMENT 6190.03,

What is tuberculosis?

Tuberculosis is a bacteria that attacks the lungs. It is a contagious disease spread by breathing air which is contaminated with the bacteria. In many cases, a person exposed to tuberculosis has an immune system which is strong enough to prevent further spread of the disease and who does not pose a risk to others. These people are regarded as having inactive tuberculosis. However, if a person's immune system does not keep the bacteria under control, the infection will become worse and the person may die from lung disease. These people have active tuberculosis. People with active tuberculosis pose a risk of contaminating others with the disease. People who smoke, have AIDS, diabetes, or kidney diseases are at a higher risk of developing active tuberculosis.

What are the symptoms for active tuberculosis?

Chronic coughing, coughing up blood, night sweats, chronic fever, and weight loss.

What tests can be used to check for tuberculosis?

There are two tests for tuberculosis screening: PPD testing and chest x-rays. The PPD skin test involves giving an injection under the skin. The skin is examined 48 - 72 hours later. If the skin shows swelling which is 5 millimeters or larger in diameter, the person is positive for having been exposed to tuberculosis and will undergo a chest x-ray to rule out active disease. An alternative form of testing involves receiving a chest x-ray. **However, PPD testing is the form of testing utilized and inmates will only receive a chest x-ray if they have a documented history of having had a previously positive TB skin test and are now showing symptoms.**

What is INH Prophylaxis? People who have been exposed to tuberculosis may be prescribed a medication called INH. INH will kill the tuberculosis germs if taken as directed for six months. INH will not keep you from acquiring an infection if you are re-exposed to tuberculosis. Because of the possibility of re-exposure, patients who have received INH prophylaxis should receive an annual chest x-ray.

Can I refuse to be tested for tuberculosis? Because tuberculosis is a contagious disease, the public interest in preventing its spread is considered paramount. Accordingly, the Bureau of Prisons has made annual tuberculosis screening a mandatory program. Like other mandatory programs, noncompliance can result in removal from general population. If you have questions or concerns about the annual tuberculosis screening program, please discuss them with Health Services staff. Every effort will be made to accommodate your concerns, consistent with Bureau Policy and institutional resources. You cannot opt to have a chest x-ray instead of the typical TB testing.

Viral Hepatitis:

What is viral hepatitis? There are four common types of viral hepatitis: Hepatitis A, Hepatitis B, Hepatitis C, and Hepatitis D.

What is the prognosis for people who have hepatitis?

The prognosis depends on the type of hepatitis. Hepatitis D is usually fatal.

How can people get hepatitis?

Hepatitis A is spread by consuming contaminated food or water. It is more common in third world countries. Hepatitis B and C are spread by exposure to blood or body fluids from an infected person. The exposure may occur through sex, sharing needles, tattooing, or handling contaminated bio hazardous waste without protection. Hepatitis D only occurs in the presence of Hepatitis B.

What are the symptoms for active hepatitis?

Fatigue, loss of appetite, mild fever, abdominal pain, nausea, vomiting, itching skin, yellow eyes, darkened urine. Sometimes an infected person may feel as if they have the flu or have no symptoms at all.

What tests can be used to check for hepatitis?

There are blood tests which can tell whether you have been exposed to viral hepatitis and whether you are a carrier of hepatitis. A carrier is a person who remains infectious with the virus.

AIDS:

What is AIDS?

AIDS is Acquired Immune Deficiency Syndrome. It is caused by the HIV virus.

What is the prognosis for people who have AIDS?

There is no cure for AIDS. Most patients die within 15 years of exposure to the virus.

How can people get AIDS?

You could become infected with AIDS by being exposed to the blood or body fluids of an infected person. This can occur through sex, sharing needles, receiving a tattoo from contaminated equipment, or exposure to contaminated bio hazardous waste.

What are the symptoms for AIDS?

Initially there are no symptoms. Over time, as the patient's immune system is weakened, there may be weight loss, night sweats, low grade fever, chronic cough, and white patches in the throat or mouth

What tests can be used to check for AIDS?

There are blood tests which can screen for the presence of the HIV virus.

Immunizations:

What kinds of immunizations and vaccines are available through Health Services?

Tetanus, Influenza, Pneumococcal, and Hepatitis.

Who should get a tetanus shot?

Generally everyone should consider getting a tetanus shot every five years. Having a current immunization will prevent you from getting tetanus, a disease which is very painful and frequently fatal.

Who should receive Hepatitis vaccinations?

Anyone whose work assignment creates a likelihood of exposure to blood or body fluids. An initial injection, followed by a second injection at one month, and a third injection within six months, are necessary to confer immunity from Hepatitis B virus.

Who should receive Pneumococcal vaccine?

Patients whose immune systems may be impaired by conditions such as diabetes, kidney disease, AIDS, or emphysema. Normally only one injection is required to confer life-long immunity to a disease which can cause life-threatening pneumonia.

Who should receive a flu shot?

Flu shots are indicated if the patient is over 64 years old, has a history of chronic substance abuse, is allergic to penicillin or erythromycin, has anemia, heart disease, splenectomy, cancer, diabetes, kidney disease, AIDS, myasthenia gravis, emphysema, or severe asthma.

Inmate Request to Staff Member:

Inmate Request to Staff Member must be submitted to obtain copies of your medical file. You will then be placed on institution callout when your copies are ready. You may also request information about appointments with the eye doctor or in-house consultants at this time.

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. You also accept the responsibility to respect the basic human rights of your health care providers.

- 1. Right** - You have the right to health care services, in accordance with the procedures of this facility. Health Services include medical sick call, dental sick call, and all support services. Emergency health services are available 24 hours each day, and can be accessed by contacting the correctional worker assigned to your unit.

Responsibility - You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the

facility's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

2. **Right** - You have the right to be offered a chance to obtain a Living Will (at your own expense), or to provide the Bureau of Prisons with Advance Directive that would provide the Bureau of Prisons with instructions **if you are admitted as an inpatient to a hospital.**

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

3. **Right** - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.

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

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

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

5. **Right** - You have the right to be treated with respect, consideration, and dignity.

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

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

Responsibility - You have the responsibility to keep this information confidential.

7. **Right** - You have the right to be examined in privacy.

Responsibility - You have the responsibility to comply with security procedures.

8. **Right** - You have the right to obtain copies of certain releasable portions of your health record.

Responsibility - You have the responsibility of being familiar with current policy in obtaining these records.

9. **Right** - You have the right to address any concern regarding your health care to any member of the institution staff, including the physicians, the Health Services Administrator, the members of your unit team, and the Warden.

Responsibility - You have the responsibility to address your concerns in the accepted format such as the Inmate Request to Staff Member form, Open House, or the accepted Administrative Remedy Procedures.

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

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

11. **Right** - You have the right to be provided healthy and nutritious food and the right to instructions regarding a healthy diet.

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

12. **Right** - You have the right to dental care as defined in Bureau of Prisons' policy to include preventative services, emergency, and routine care.
- Responsibility** - You have the responsibility to notify medical staff that you wish to have an examination.
13. **Right** - You have the right to dental care as defined in Bureau of Prisons' policy to include preventative services, emergency, and routine care.
- Responsibility** - You have the responsibility to maintain your oral hygiene and health.
14. **Right** - You have the right to a safe, clean, and healthy environment, including smoke-free living areas.
- Responsibility** - You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. **Right** - You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.
- Responsibility** - 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. **Right** - 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.
- Responsibility** - 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.

Dental Services

Dental Services:

Dental sick call sign up will normally be on Tuesday and Friday, as your particular unit is called for the move. At the Camp, you may sign up for dental sick call at medical sick call sign up during the week. Dental sick call will be conducted in UNICOR on Thursdays. In order to be placed on the list to have your teeth cleaned and be evaluated for routine elective dental care, you must submit an Inmate Request to Staff Member addressed to the Dental Clinic. A copy of the dental cleaning list is posted in the Health Services lobby and is updated monthly. If you need your partials or dentures repaired, you must sign up for dental sick call.

Dental Care:

The mission of Dental Services is to stabilize and maintain the oral health of the inmate population by providing oral health education, requiring acceptable oral hygiene practices, and providing controlled access to essential urgent or treatment planned dental care, consistent with professional standards, to the greatest number of patients using available resources. Dental care at this institution is provided pursuant to the policies of the Federal Bureau of Prisons. Emergency or urgent dental care is performed first, then access to elective care is provided as resources of staff, time, and materials are available and commensurate with your ability and desire to maintain good oral health. Because of the tremendous demand and limited available resources, access to care is controlled by the use of a treatment waiting list. You will be required to demonstrate you are practicing long-term, adequate, and proper oral hygiene prior to the delivery of any necessary elective care. The extent of treatment planned elective care provided is dictated by your response to treatment and continued interest in your oral health.

The treating dentist may discontinue care at any time if it becomes apparent you are not practicing proper oral hygiene. Partial dentures are only provided in a periodontal healthy (outstanding self-care and healthy gums) environment, after all restorative work (fillings) is completed, and only when the functional need is determined **by the dentist**

Types of care:

1. Emergency Dental Care - are measures necessary to alleviate diagnosable acute severe pain (draining a large abscess, appropriate medications, etc.), life threatening infection, and/or the treatment of major acute trauma. Minor toothaches, lost fillings, bleeding gums and sensitive teeth are not emergencies and will be evaluated during the next available sick call time. During normal operational hours, an institutional staff member can contact the dental clinic staff to determine if access is needed for this type of care. After normal operational hours, the medical staff on duty will **provide this evaluation.**

2. Dental Sick Call - The days and times for dental sick call are posted in the waiting area of the Health Services Unit. This level of episodic care is limited to the alleviation of diagnosable pain, the control of acute infection, and temporary restorations in deep decay (when indicated and in consideration of your self-care level). The repair of prosthetic appliances (dentures) will involve the denture/partial being sent to the Regional Dental Lab. Dental sick call was not designed to be, and it will not be permitted to become, a short cut to routine or elective dental care. Inappropriate use of dental sick call reduces the time available for elective care.

3. Routine or Elective Care - Access to this type of care is provided for those maintaining an adequate level of self-care. It is provided from a waiting list, as time and staffing levels allow. You should send an Inmate Request to Staff Member to be placed on the cleaning list. You will then receive a cleaning and oral hygiene instructions, and if the dental hygienist determines your self-care is adequate, you will be informed you are being placed on the elective care list (fillings, etc.). Otherwise, you will not be eligible for the elective care list until the dental hygienist determines your self-care is adequate (at the next or subsequent cleaning appointments).

4. Accessory Dental Treatment - This type of treatment is not ordinarily provided to the inmate population. It is dentally-acceptable treatment, but not dentally-necessary and includes, but is not limited to, the following: orthodontic tooth movement (braces), crowns and bridges (caps), dental implants, edentulous ridge augmentation, orthodontic surgery, and TMJ surgery.

CORRECTIONAL SYSTEMS DEPARTMENT/INMATE SYSTEMS

Correspondence:

Inmates with insufficient funds or postage for mailing correspondence may request postage stamps through their respective unit team, as determined appropriate, on a need-only basis. You may buy three books of stamps at any one time and may have a maximum of three books of stamps in your possession at any one time. One book contains 20 stamps. You may not receive stamps, or anything else of value, in the mail. Any unauthorized items will be returned to the sender.

Correspondence will not be restricted as long as you do not abuse the privilege. Packages received through the mail must be pre-authorized or must be approved under Bureau of Prisons' Policy.

You will be solely responsible for the contents of any correspondence you place in the mailbox. Outgoing regular mail must remain unsealed and will be inspected for contraband prior to being sealed. **General correspondence is picked up by Unit Housing Officers prior to 12:00 a.m.(Midnight) and delivered to the Mail Room for processing. Legal Mail will be delivered by the inmate to the Mail Room during the hours of 6:00 a.m. to 7:00 a.m.** Camp inmate outgoing general correspondence may be sealed. Legal mail may be sealed, but must be addressed to an appropriate designation as described in PROGRAM STATEMENT 5265.11, Correspondence. You may not write to persons in other penal institutions without prior approval from the Warden and/or Unit Manager, depending on the circumstances, of both institutions. See your unit team for further instructions regarding state institutions. Inmate mail opened and inspected and containing an unknown powder substance may be cause for inmate mail delay. It is suggested inmates notify all correspondents not to mail any fragrance powders or any other form of powder through the United States Postal Service in order to ensure timely mail processing.

Inmates shall utilize this return address for all outgoing mail or it will be returned for correction.

Committed Name
Register Number
United States Penitentiary, Big Sandy
P.O. Box 2068
Inez, KY 41224

Incoming general correspondence mail will be opened and inspected for contraband prior to delivery to the unit. General correspondence funds received via mail will not be accepted for posting to the inmate's account. All negotiable instruments must be mailed to the National Lockbox, now located at P.O. Box 474701, Des Moines, Iowa 50947-0001.

An inmate wishing to order a publication should first communicate this request to his assigned unit team in order to ascertain whether individual issues of the publication are likely to be approved. If a publication/mail is sent to the institution from a home address the package should be clearly marked as to its contents (BOOKS, MAGAZINES, etc.). This will assist staff in ensuring the package contains authorized materials and will be accepted at the United States postal facility. Incoming general correspondence with no return address or an insufficient return address may result in refusal at the USPS.

Books:

Inmates are permitted only five (5) books.

Magazines:

Inmates are permitted only five (5) magazines in their possession at any given time. Magazine subscriptions must be pre-paid. Inmates may pre-pay for subscriptions by using a Request for Withdrawal of Inmates Personal Funds, initiated through his unit team, or by having a subscription pre-paid from outside the institution. Magazines must come directly from the publisher or the bookstore.

Newspapers:

Newspapers, including newspaper clippings, must come directly from the publisher or bookstore. Inmates are permitted only the allotted number of newspapers (**five or current week**).

Sexually Explicit Publications or Publications Featuring Nudity:

Section 614 of the Fiscal Year 1997 Omnibus Budget Act (P.L. 104-208) prohibits federal institutions from distributing or making available to inmates any commercially-published material which is sexually explicit or features nudity. This includes drawings, sketches, pre-printed stationery, internet pages, etc. Any item containing sexually explicit material will be rejected and returned to the publisher or sender in accordance with this Program Statement 5266.10, Incoming Publications.

In addition, sexually suggestive photos (individual prints or copies), in which the subject is either nude or partially nude, present special safety and security concerns, as subjects of the photos may be relatives or friends. For these reasons, such photos are prohibited and will be returned to sender upon receipt at the institution.

All books (including soft cover and hardcover), magazines, and newspapers (including clippings) are to be received only from the publisher or bookstore. At no time will inmates be permitted to receive these items from any other source (including a personal residence). Items received from other sources will be rejected and returned to the sender using the stamps, Negotiable Instrument, or Other Items Returned to Sender form, BP-328(58), with copies being distributed as indicated on the form.

Some types of publications that could jeopardize the security and the orderly running of the institution are strictly prohibited and will be returned to the publisher. Some examples of these magazines and/or publications are ones that explain weapons and explosive manufacturing, as well as martial arts training materials.

Legal Mail:

Legal mail, if properly documented as legal mail, will be opened in your presence by a member of the Unit Team. It is your responsibility to inform your attorney of the procedures for handling Special Mail (see below). Special Mail is mail correctly marked and received from: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies, Consulates, U.S. Department of Justice (excluding the Bureau of Prisons, but including U.S. Attorneys), other federal law enforcement officers, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts.

Outgoing legal mail may be sealed and delivered to the Mail Room each morning (Monday-Friday) between 6:00 a.m. and 7:00 a.m. Inmates must show their institution-issued Identification Card to Mail Room staff at this time for identification purposes. During emergency lockdown, inmates may deliver their legal mail to a member of the Unit Team or Unit Housing Officer after identification has been made by staff as noted above and the return address reflects the actual inmate sending the correspondence. Legal/Special mail packages weighing 16 oz or more must have an approved Request to Mail Inmate Package Authorization form, BP 329, approved and attached prior to delivery to the mail room by a staff member. Legal mail and packages may be sealed by inmates and will not be

inspected by staff prior to sealing the envelope or package. Legal mail packages sealed by inmates may not be opened unless contraband is apparent as a result of electronic scanning.

Special Mail (From Attorneys)

To the Inmate:

It is suggested you provide this information to the attorney(s) who is representing you at the earliest opportunity.

To the Attorney:

The Bureau of Prisons' Program Statement regarding 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 the envelope be clearly marked as Legal Mail with the attorney's name, address, title (the title of esquire does not qualify), etc., and that the front of the envelope be marked: Open in the Presence of the Inmate, or with similar language, clearly indicating that this correspondence qualifies as special mail and that the attorney is requesting that this correspondence be opened in the presence of the inmate. When 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 for any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If the correspondence is not clearly marked with the required identification that it is from an attorney, a statement that the 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.

Personal Property:

For information regarding personal property authorized for retention, refer to the Institution Supplement regarding Inmate Personal Property, and the institution's commissary sales list.

Open House hours:

Records and Mail Room (SCP & USP)

Tuesday: Opening to Close of Mainline USP

Thursday: 6:00 a.m. to 7:00 a.m. USP

****Thursdays: 11:00 a.m. to 11:30 a.m. SCP****

Financial Responsibility Program (FRP):

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers 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 under 18 USC 3013, DC Superior Court Costs, 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 (e.g., child support, alimony, other judgments). The inmate is responsible for making all payments required, either from earnings within the institution, or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, he cannot work for UNICOR. He will only receive maintenance pay, and he will be placed on a commissary spending restriction of \$25 per month.

DC Superior Court Costs are collected under the authority of the DC Revitalization Act. These costs, unlike U. S. District Court obligations, do not expire.

The status of any financial plan will be included in all progress reports, and will be considered when determining security/custody level, job assignment, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also be advised when an inmate is placed in IFRP Refuse status, and will also review financial responsibility progress at parole hearings.

The Financial plan will be documented and will include the following obligations, ordinarily to be paid in the order listed: Special Assessments & DC Court Costs

- Court Ordered restitution
- Fines & Court Costs
- State Court Obligations
- Other Federal obligations

Unless the Court has ordered otherwise, you must begin payment while in custody. The IFRP is as follows:

You may elect to make payment via the inmate trust fund account,

outside payment directly to the Court (ordinarily, these are one-time payments), or outside funds placed into your account for payment.

The minimum payment for non-UNICOR inmates is \$25.00 per quarter. For UNICOR inmates, grade 1 through 4, 50% of monthly wages. **These are MINIMUM payments.** Higher payments may be assessed dependent upon your financial assets. Failure to satisfy the obligations in accordance with the payment plan will affect future consideration for parole, community corrections center placement, preferred housing assignments, work assignments, performance pay, commissary privileges, release gratuities, and participation in other programs.

UNICOR

Job Assignments:

All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through the Performance Pay System, which provides monetary payment for work. UNICOR has a separate pay scale. Institution maintenance jobs are usually the first assignment an inmate receives. These might include work in the areas of Food Service, Landscape, or Facilities Department in the maintenance shops.

UNICOR:

UNICOR employs and trains inmates through operation of and earnings from factories producing high quality products and services for the Federal Government. UNICOR earnings fund inmate programs and provide pre-industrial training to prepare inmates for employment. The UNICOR Factory at USP Big Sandy manufactures textiles.

Federal Prison Industries, also known as UNICOR, operates a factory inside the USP. The factory is a multi-product line apparel manufacturing facility. The products are manufactured for the military, which required strict compliance with manufacturing specifications. There are three departments within UNICOR-Production, Business Office, and Quality Assurance. These departments each offer several opportunities for specialized and general work assignments.

UNICOR offers the highest rate of pay available to the inmate population. The pay starts at \$.23 per hour for a grade 5 and goes to \$1.15 per hour for a grade 1. After 18 months of continuous service, inmates will begin to earn longevity pay on top of their hourly wages. This longevity pay will increase after 30 months, 42 months, 60 months, and 84 months, with continuous service. The inmate will also receive vacation credits for each successful month of service. There are UNICOR scholarships available after six months of local service.

Each inmate must complete an inmate request for work assignment to UNICOR (application) and submit it to their Unit Counselor. The inmate will then be placed on the appropriate UNICOR waiting list. There are four UNICOR waiting lists at the USP. UNICOR 1 is for those inmates that have prior successful work assignment in a UNICOR operation. UNICOR 2 is for those inmates that owe more than \$1,000.00 in court mandated fine/restitution. UNICOR 3 is the general waiting list for those inmates that do not qualify for the two previous lists. UNICOR 4 is for those inmates that have not completed or verified their High School diploma or GED. UNICOR will only hire a very limited number off of the UNICOR 4 waiting list, such as orderlies.

A UNICOR work assignment is based on maintaining clear institutional conduct, prior to and during assignment to UNICOR. Removal from a UNICOR assignment will result from any Incident Report resulting in a Loss of Job recommendation or Disciplinary Segregation.

FACILITIES

Facilities:

The Facilities Department at USP/SCP Big Sandy will employ inmates in various skills to perform maintenance and construction projects as determined by the Facilities Department. Several areas include plumbing, electrical, and construction work.

TRUST FUND

Clothing Exchange & Laundry:

The current USP laundry schedule is posted on the inmate information boards located in all housing units as well as on the bulletin board located in front of laundry. Inmates at the SCP are responsible for maintaining all clothing (issued/personal) by utilizing the washers and dryers located in the housing unit. The washers at the SCP automatically dispense an all-in-one detergent/softener and are available at no cost to the inmate. The schedules for exchanges are posted on unit bulletin boards at the USP and the SCP.

Upon arrival to USP Big Sandy, ordinarily, all inmates will receive an initial issue of bedding and linens in the R&D Department. Additional linen needs and clothing exchanges will be made by Laundry Services.

Laundry Procedures:

When receiving or dropping off clothing, you must have your laundry bag and your inmate identification card. All clothing will be properly fitted by Laundry staff prior to the inmate leaving the Laundry. Exchange of any laundry item(s) will be done on a one-for-one exchange. You will provide a signature for all laundry items that are issued to you. As stated on the signature form, you will be held financially accountable for any lost/damaged/misuse/abuse of any of the items that are issued to you.

Spending Limitations:

For commissary purchases, inmates are permitted to spend up to \$80.00 per week with a total of \$320.00 per month. Stocked items that are excluded from the spending limitation are: stamps and over-the-counter medications. Also, the following items are available by special purchase order (SPO) and excluded from the spending limitation: Nicotine Replacement Therapy (NRT) patches and Kosher/Halal shelf stable entrees for inmates which are FRP Refuse.

ALL SALES ARE FINAL ONCE YOU SIGN YOUR SALES RECEIPT ACCEPTING YOUR PURCHASE

Deposits to Accounts:

Deposits to inmate accounts will be processed via National Lockbox located at the following address:

Federal Bureau of Prisons

Insert Inmate Name

Insert Inmate Register Number

Post Office Box 474701

Des Moines, Iowa 50947-0001

The only approved types of negotiable instruments that will be processed are: Money Orders, Government Check, Foreign Negotiable Instrument (US currency only) and Business Checks. Cash will not be accepted for deposit into your account. You will not receive a receipt for monies deposited via Lockbox. If the sender of the funds has questions concerning the status, they may call the Help Desk located in Central Office, at (202) 307-2712, Monday-Friday (excluding Federal Holidays), during the hours of 8:00 A.M. - 3:00 P.M.

Commissary Fund Withdrawals:

Inmates in general population will utilize the Inmate Trulincs Computer System to make monetary withdrawals. Unit Managers can approve withdrawals from the trust fund account to send funds to dependents and other family members and purchase of special discharge clothing. Inmates refusing to participate in the Inmate Financial Responsibility Program (IFRP) will be limited to spending \$25.00 per month. The Unit Manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts, and other obligations (such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips, and the purchase of legal books). The Associate Warden of Programs (USP) or the Executive Assistant (SCP) must approve withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

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.

All staff are alert to the subject of contraband and will make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item will be kept in the inmate's personal possession. Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. Altering or damaging government property is a violation of institutional rules, and the cost of the damage will be levied against the violator.

Telephones:

There are telephones located in each housing unit for inmate use. Direct dial calls or collect calls may be made but are limited to 300 total minutes, per inmate, per month. No third party or credit card calls may be made on these lines. Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution and/or disciplinary sanctions. All inmate telephones are subject to monitoring and recording. Telephones will be turned on and available for

use in your unit as posted in the housing unit bulletin boards.

Additional regulations concerning use of the telephones are as follows:

- Inmates not making phone calls will not be permitted to congregate near the telephone area.
- No third party telephone calls will be permitted.
- Inmates will be responsible for their use of the telephone. They are expected to conduct themselves in a responsible manner and respect other inmates.
- Each inmate is responsible for the content of the telephone calls they make.
- The use of the telephone will not interfere with the institution schedules, programs, work assignments or counts. When a census count or scheduled count is conducted, all inmates on the telephone shall terminate their call immediately. During institutional emergencies, use of the inmate telephone may be curtailed or terminated.
- International collect calls are not permitted.
- Only whole dollar amounts may be transferred when buying phone credits.
- The maximum length of a telephone call will not exceed 15 minutes, **with 30 minutes between calls.**
- The maximum amount of time available for calling is 300 minutes per calendar month.
- The Inmate Telephone System is a dual system which has both debit and collect calling capabilities. Debit and collect calls can be placed during the hours telephones are turned on.

Inmates scheduled to work any time between the hours of 7:30 AM and 3:30 PM will not be permitted to utilize the inmate's phones in any housing unit Monday through Friday. Exceptions: inmates on sick idle, vacation, and/or day-off. However, inmates will be permitted to utilize the phone during lunch hours, 11:00 AM through 12:30 PM.

*******Limit of 300 minutes of call time allowed per month to include debit and collect calls*******

Inmates in general population must use the TRULINCS computer to add and delete all phone numbers, Inmates will be allowed to add and delete as many numbers as needed. This is a free section of TRULINCS, so the inmates will not be charged for adding and deleting as many numbers as needed.

In order to use the direct dial telephones, inmates must purchase phone credits (money moved from their commissary account to an ITS account) via the inmate telephones. Inmates will be issued a personal identification number by institution staff, enabling them to access their account. Inmates are authorized 30 telephone numbers assigned to their account, which must be approved by the unit team.

Inmates placed or housed in the Special Housing Unit will receive only one phone call every 30 days. Phone calls for inmates in Administrative Detention and Disciplinary Segregation will either be placed by the Correctional Counselor or the Special Housing Unit Officer. Staff phones may not be used without permission or supervision of a staff member.

Attorney Phone Calls:

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must submit a request to his Unit Manager indicating the court deadline.

TRULINCS:

TRULINCS is a system which will supplement, not replace, an inmate's current and well-established means of maintaining contact with persons in the community; specifically written correspondence, telephones, and visiting. Additionally, TRULINCS has the ability to provide an inmate an electronic communication system which does not jeopardize the safety, security, or orderly operation of the correctional facility, or the protection of the public. Inmates participating in this program will not have access to the Internet.

The Bureau's authority to implement TRULINCS is found in 18 U.S. C. 4042, which authorizes the Bureau to provide for the safekeeping, care, and subsistence of federal prisoners. Pursuant to the authority, the CEO of institutions implementing TRULINCS may prohibit or discontinue its operation, or individual inmate's participation, whenever it is determined to jeopardize the safety, security, or orderly operation of the correctional facility or the protection of the public.

This authority includes rejecting individual messages sent to or from inmates using TRULINCS which jeopardize the above interests. Pursuant to this authority, inmates and community persons utilizing TRULINCS voluntarily consent to the monitoring of all message contents and other activities conducted using TRULINCS.

Each inmate's participation in TRULINCS is conditioned on his/her understanding and voluntary consent to the CEO's authority as indicated above. Each inmate participant's understanding and voluntary consent to this condition

must be documented by executing the Inmate Agreement for Participation in TRULINCS program form, which can be obtained from your Unit Team, ITS, or R & D upon your arrival. Community persons consent to Bureau staff monitoring of all TRULINCS messages and activity is obtained when the community person accepts the initial system-generated message, notifying them the inmate wants to add them to their contact list and each subsequent message(s) from inmate participants.

The inmate will participate voluntarily and may withdraw from the program at any time without penalty or cost, except for fees already incurred by their participation in the program.

Inmates choosing not to participate in the program may still maintain contact with person in the community through written general correspondence, telephone, and visiting, as provided in those relevant Bureau policies.

User Fees:

Inmates will be charged a \$.05 per minute user fee for TRULINCS service. There will be no charge to check for new messages received since their previous session. Inmates will be required to purchase minutes of session time using TRULINCS. Inmates must purchase time in the following minute increments: 40, 100, 200, 300, and 600. The TRULINCS program will not be available to inmates without funds to purchase the minimum increment of minutes. Inmates may elect to print their messages using the specially designated print station. Inmates will be charged three minutes (\$.15) per each printed page. Multiple page messages will be printed front and back (duplexed) and count as two pages per sheet of paper.

EXAMPLE: A two page message will be printed front and back on one sheet of paper and cost six minutes (\$.30).

Inmates **shall not** be allowed refunds except in the following circumstances:

1. Inmates are released.
2. Inmates on TRULINCS restriction for more than **30** days may request in writing their balance be returned to their commissary account. This is a onetime transaction for the entire balance.
3. Minute refunds granted by the Trust Fund Supervisor as a result of system malfunctions. Refunds for printer malfunctions shall be in the form of a reprint.
4. In rare or unusual instances, as deemed appropriate by the CEO. In these circumstances, Trust Fund staff will be provided written documentation to support the transfer. This is a onetime transaction for the entire balance.

Inmate to Person in the Community Communications:

Inmates may not exchange electronic messages with unauthorized contacts including, but not limited to, victims, witnesses, other persons connected with the inmate's criminal history, law enforcement officers, contractors, or volunteers.

An inmate may exchange electronic messages with persons in the community who are on the inmate's approved electronic message contact list. Through use of the computers provided by the Bureau for the Program, the inmate may request message addresses to be added to his/her electronic message contact list.

An inmate may place attorneys or other legal representatives on his/her electronic message contact list, with the understanding that electronic messages exchanged with such individuals will not be treated as privileged communications and will be subject to monitoring.

Addresses which jeopardize the safety, security, or orderly operation of the correctional facility or protection of the public are prohibited and will be removed.

Examples of such addresses include, but are not limited to, the following:

1. Victims, witnesses, or other persons connected with the inmate's criminal history.
2. Persons listed for the purpose of sending harassing or threatening electronic messages, or electronic messages which constitute criminal activity.

Inmate to Inmate Communication:

An inmate may be permitted to correspond via electronic messaging with an inmate confined in any BOP facility if the other inmate is either a member of the immediate family, or is a party or witness in a legal action in which both inmates are involved.

The following additional limitations apply:

1. The appropriate Unit Manager at each institution must approve in writing the correspondence if both inmates are members of the same immediate family or are a party or witness in a legal action in which both inmates are involved.
2. The Warden will be informed of any unusual circumstances pertaining to a request to correspond electronically for members of the same immediate family or for inmates who are a party or witness in the same legal action.
3. When denying an inmate's request to correspond electronically, the Unit Manager documents the reason(s) for the denial. The approval of such electronic correspondence privileges for both inmates ordinarily remains in effect if either inmate is transferred.
4. Such electronic correspondence may be approved in other exceptional circumstances, with particular regard to the security level of the institution, the nature of the relationship between the two inmates, and whether the inmate has other regular correspondence.

CORRECTIONAL PROGRAMS

Intake, Classification, and the Unit Team

Orientation:

Inmates are given a social interview and medical screening at the time of arrival, and will be screened by Psychology Services. Inmates are immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities.

Within four weeks of arrival to their assigned units, an inmate will complete the institutional A&O Program. While in A&O, inmates learn about the programs, services, policies, and procedures at the facility. Inmates will hear lectures from staff regarding programs and departments. At the end of the A&O Program, inmates will be assigned to a housing unit and a work assignment.

Unit Teams:

You will be assigned to one of the three functional management units that best meet your correctional program needs. Upon assignment to one of the units, you will be given a permanent living quarter's assignment and a job assignment. Within a four-week period, you will appear before your unit classification team. If you are a supervised release, mandatory release, or parole violator, you will appear before your unit classification team within two weeks of your arrival. During your initial unit classification, a program strategy will be developed. This will entail providing you with a job assignment, and, if necessary, educational, vocational, or other programs. Your unit team will assist you in accomplishing the goals assigned to you at your initial classification, as well as assisting you in meeting day-to-day situations which might arise during your confinement at USP/SCP Big Sandy.

United States Parole Commission Rules and Regulations:

At this time, this institution is on a 13-week cycle for Parole Hearings. If eligible, you must apply for an Initial Hearing 60 days preceding the first day of the month during which you would like to appear. D.C. Code inmates may not apply before six months prior to the earliest parole eligibility date.

Statutory Interim Hearings and D.C. Reconsideration Hearings will be scheduled in accordance with the directives of your previous Notice of Action.

Parole Violators, Mandatory Release Violators, and Special Parole Term Violators will be placed on the next available docket unless there is new criminal conduct for which a Federal Term was received. Violators have the

right to request appointment of Counsel and have witnesses appear.

All decisions made by the Hearing Examiner are only recommendations. The final decision will come in the form of a Notice of Action, from the USPC within 60 days of the hearing date. The Notice of Action will inform you of your appeal rights.

Unit Rules and Regulations

Inmates are expected to know and abide by the rules and regulations established by the Unit Manager. All unit regulations are intended to ensure the orderly running of the unit. **Failure to observe unit rules may result in disciplinary action.**

LIVING QUARTERS

Each inmate is responsible for maintaining his cell in a neat and sanitary manner at all times. Daily inspections will be conducted to ensure each cell meets these standards. All beds will be made prior to the 7:30 a.m. work call, Monday through Friday. All beds will be made by 10:00 a.m. on weekends and holidays. Inmates not reporting to work on routine workdays (A&O, vacation, lay-ins, F/S workers, days off, etc.) must make their beds by the 7:30 a.m. work call as well. These inmates will be allowed to sleep on top of a properly-made bed. Each bed is to be made with an issued institution blanket, two white sheets, and a pillow case. The bed is to be made smoothly and tightly, and the sheet is to be turned down from the head of the bed to provide a six (6) inch cuff. (A picture of the cell layout is posted on the unit bulletin board.)

Every inmate cell is equipped with a duress alarm. The intended purpose of this alarm is to notify staff of an emergent situation which poses a threat to your safety, the safety of another inmate, or the security of the institution. The activation of a duress alarm for anything other than its intended purpose may result in an incident report for violation of a prohibited act. Specifically, when an inmate activates their duress

buttons for anything that is not an emergency, they will most likely be cited for Code 208; Improperly Using a Security Device.

The following is a guideline for an inspection-ready cell:

1. No items are to be hung from or attached to the cell walls, doors, beds, desks, ceiling, mirrors, windows, or outside of the lockers. No sexually-explicit magazine pictures should be displayed--only family photos. No items of any kind will be stored under the mattress.
2. Lockers will be clean and orderly. Nothing should be on top of your locker, except five (5) books (no magazines) and an alarm clock. Homemade shelves are strictly prohibited. Cardboard boxes and paper/plastic bags are a fire hazard and are not authorized in your cell.
3. All institution-issued property must be stored within the locker. The only items allowed outside the locker will be; one (1) coat, one (1) set of institutional clothing, one (1) laundry bag, one (1) pair of work boots, one (1) pair of shower shoes and two (2) pairs of tennis shoes (stored neatly under the locker of each inmate), one (1) alarm clock (placed on the top of locker). Towels may only be hung while drying. The coat, clothing, laundry bag and towel must be hung on the wall hooks provided. All other items will be stored inside the locker.
4. Cleaning supplies will not be stored in cells.
5. Covering of windows, doors, lights, or the air vent is not permitted. Windows will be dusted and clean.
6. No items such as towels, sheets or blankets, may be used as a floor covering in the cells or tied to the bed post to create private screens.
7. The sink, toilet, and mirror area will be cleaned daily.
8. At no time will visibility inside the cell be impeded in any manner (i.e., no objects placed in the cell door window or hung from the bedframe).
9. Legal materials will be stored inside the assigned inmate locker. For inmates in general population, excess legal materials will be stored in an assigned legal locker measuring three (3) cubic feet per inmate in a secured area that will be provided by Unit Team. Inmates in the Special Housing Unit (SHU) will have an assigned legal locker measuring one (1) cubic foot, which will be stored in the property room in SHU.

10. A cork board will be provided for each inmate for family pictures or calendars only. No magazine pages will be displayed.
11. No ceramic items will be stored in the cells.
12. Soda cans will be neatly stored underneath the wall hanger.
13. Wall hooks will be used to hold only (1) coat, (1) set of institutional clothing, (1) laundry bag with dirty clothes, as well as wet towels.
14. There will be no clothes lines within the cells or unit.

SMOKING

Smoking is strictly prohibited in all areas of the institution.

UNIT CHAIRS

Each inmate is assigned a chair to bring to the common area for television viewing and telephone use. Chairs are not allowed to be used in the activity rooms or on the upper tiers. Chairs will be neatly stacked under the window of the cell. At no time will chairs be stacked at the end of the bed to obstruct the view from the door. Chairs for the handicapped cells will be stored underneath the desk. Marking or placement of graffiti on chairs will not be tolerated. Any chairs remaining outside of a cell after lockdown will be confiscated.

TELEVISION

Television viewing is determined by the weekly Unit Sanitation scores. Scoring results are by a range of scores as follows: 98-100 televisions stay on all night; 95-97 televisions go off at 2:00 a.m.; 91-94 televisions go off at 12:00 midnight; 90 & below televisions go off at 10:00 p.m.

UNIT ACTIVITIES

Table games or other forms of passive recreation will be conducted in the activity rooms or designated area. All activity will cease at 9:45 p.m. **The Unit Officer and Unit Staff are authorized to close down any activity table games, television, activity rooms, etc, for good cause, such as excessive noise or sanitation problems.** No religious activity will be conducted in activity rooms at any time. Inmates are only allowed group prayer in the Chapel during scheduled program times.

TELEPHONES

All telephone calls will be made at the inmate's expense through his commissary account in using the Inmate Telephone System (ITS II). A collect call system is available and will still require the use of the inmate's personal PAC number. Third party calls are not permitted at any time. All calls are limited to 15 minutes, with a one-hour wait between calls. Telephones may be used from 6:00 a.m. to 9:15 p.m. daily.

RADIOS

Only radios with headphones are permitted to be utilized by inmates. Homemade or altered speakers are not permitted. All radios must be purchased at this institution or must be accounted for on the Inmate Personal Property Record (BP-383) when transferred from another facility. The radio/headphone system should only be played loud enough for the individual user. If a radio is possessed by another inmate, the radio will be confiscated.

LIGHTS ON/OFF

Lights will be turned on at 6:00 a.m. on workdays and 7:00 a.m. on weekends and holidays. Unit lights will be turned off immediately following the 10:00 p.m. count.

INTRA-UNIT VISITING

Visiting other housing units is prohibited. Inmates found in any other housing unit will be considered out of bounds. Visiting between cells within your own unit will be permitted. Only three inmates will be allowed in a cell at any given time and the door must remain open during the visit. Excessive noise or loud talking is prohibited.

PERSONAL PROPERTY

All property will be stored neatly in inmate's assigned lockers. Excessive magazines, newspapers, or books will be confiscated and disposed of in accordance with policy.

The practice of hanging clothing or personal items on the range railings outside of inmate's assigned cell is prohibited.

MICROWAVES

Microwave ovens will be utilized for items purchased in the commissary only (i.e., to heat soup, water, or items requiring a small amount of time to heat). They are not to be used for cooking large quantities of raw food items.

ICE MACHINES

Ice machines are provided in the unit for inmate use. No items are to be stored in the ice machines at any time. Food and other contraband found inside the ice machine constitute a health hazard and may result in de-activation or removal of the ice machine.

STAIRWELL

Loitering or standing in the stairwell area or the unit entryway is strictly prohibited.

CLOTHING

Inmates will be dressed appropriately at all times when they depart their assigned cell. At a minimum, you must be dressed in a shirt (tucked in at all times), pants or shorts, and shoes. Underwear alone is considered inappropriate. Shoes must be worn at all times. This includes going to and from the shower. Wave caps (du-rags, skull caps) are authorized for grooming purposes only. These items may not be worn outside of the housing units or under other authorized head wear. All altered headwear, such as wave caps (du-rags, skull caps) fashioned from T-shirts, sweatshirts, etc., are contraband and will be confiscated. **NOTE: knit caps are not to be worn inside any building.** An inmate entering the Unit Management area for any reason will be dressed in full uniform. Pants should be no lower than the inmate's hips, pant legs are not to be cuffed above the ankle, with no sagging or dragging of pants permitted. Buttons on shirts will be buttoned up except for the collar button.

IRONING OF CLOTHING

Two irons are available for use during the hours of 6:00 a.m. to 9:15 p.m. Only two inmates at a time will be allowed to use the irons. Using iron on any item other than clothing is strictly prohibited.

SHOWERS

Showers may be taken after the unit is unlocked in the mornings until 7:30 a.m., and from 3:00 p.m. until 9:15 p.m. Showers between 7:30 a.m. and 3:00 p.m. are permitted only in the upper trier showers. At a minimum, you must be dressed in a T-shirt, underwear (a towel wrapped around), and shower shoes when going to and from the shower.

SUPPLIES

The Unit Officer will issue cleaning supplies. Inmates must have their identification card to check out cleaning supplies. Sanitation supplies (spray bottles, cleaning solutions of any kind) will not be stored in inmate cells. All mops and mop buckets must be stored in the utility closets when not in use. Prior to returning a mop and bucket, inmates are instructed to rinse mop, empty buckets, and leave the closets neat and clean.

HAIRCUTS

Haircuts will **NOT** be permitted anywhere within the unit. All inmates will utilize the designated institution barbering area for all hair care needs.

BULLETIN BOARD

It is each inmate's responsibility to check the bulletin board daily for call outs, change sheets, and other information. Failure to respond to a call out or team meeting may result in disciplinary action.

CELL ASSIGNMENTS

No bed changes will be made without prior approval from the inmate's assigned Unit Team. All approved bed changes will be made prior to 3:00 p.m. or 9:00 p.m.

COUNT PROCEDURES

Institutional counts are conducted every weekday at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m. (stand up count) and 10:00 p.m.(stand up count). On weekends and holidays, an additional count at 10:00 a.m. (stand up count) will be conducted. Inmates are expected to stand inside their assigned cells beside their beds during the daily 4:00 p.m. count and the 10:00 p.m. count and the 10:00 a.m. count on weekends and holidays. During stand up counts, unit

TVs will be turned off.

MAIL CALL

Immediately following the 4:00 p.m. count, mail call will be conducted in the unit. All inmates will present their commissary identification card in order to receive their mail. Following receipt of the INSTITUTIONAL GOOD VERBAL" for the 4:00 p.m. standing count, the Unit Officer will distribute inmate mail in the unit. This will be conducted inside the housing unit, and no inmate will be permitted outside their specific housing unit at this time. If the inmate does not show his identification card to the officer, the mail will not be given to him. A mail list will be posted in the units for inmates not present during mail call. Inmates will report to the Unit Officer to receive their mail if their name is on the list. All mail remaining in the Unit Officer's mail bags will be taken out of the units at 10:00 p.m. All unclaimed mail for that day will be returned to the mail room in the mail bag.

FIRE DRILLS

Fire drills will be conducted, at a minimum, once a quarter, but may occur at any time. Once the alarm is sounded, all inmates must immediately evacuate the unit by following directions of staff. The fire drill will not be cleared until all inmates have evacuated the unit.

TOWN HALL MEETINGS

The Unit Team will conduct Town Hall meetings on an "as needed" basis. No personal issues will be discussed during these meetings.

EXERCISING

Physical exercise may be permitted in the units upstairs activity rooms during identified times with equipment provided by Recreation and maintained by a unit orderly. You may also exercise in your assigned cell. There will be no permissible exercise outside of these areas in the unit.

OPEN HOUSE HOURS

Availability will be posted in the housing units.

IN THE EVENT OF AN EMERGENCY, INMATES IN THE HOUSING UNITS ARE EXPECTED TO RETURN IMMEDIATELY TO THERE ASSIGNED CELL FOR LOCKDOWN.

RELIGIOUS SERVICES

Religious Services offers a wide range of religious programs for inmates. Chaplains of various faiths are available for pastoral care, counseling, or other professional services. In addition to the Chaplains on staff, a large number of volunteers offer a variety of programs and services. Religious Services provides fair and equitable treatment of all faith groups. Furthermore, cooperation and understanding between the different faith groups is a necessary standard maintained at all times.

Your religious classification will be based on your religious preference on file as provided by you during your Initial Classification. You may change your religious affiliation by completing an Inmate Request to a Staff Member form (cop-out) and giving it to the Religious Services Department. Frequent changing of religious preference to participate in special religious activities is prohibited.

Any religious group not already authorized to practice within the Bureau of Prisons must be reviewed and approved by the Mid-Atlantic Regional Office and Central Office.

The institution hopes that worship opportunities made available through the Religious Services Department will further your understanding and commitment to the beliefs and principles of the religion of your choice. Your spirituality is individual and personal. Spirituality is whoever or whatever gives ultimate meaning and purpose in life. The time that you spend here may allow you to examine your life, as well as develop faith in God, in others, and in yourself. Spirituality becomes your belief system raised to a way of life!

Services:

All regularly-scheduled services, as well as all one-time or special services with outside volunteers, are open to all inmates. A current copy of the Religious Services schedule will be posted in the Chapel area, as well as in the

housing units. Special services will be announced, and posters will generally be placed in the Chapel area, as well as in the units. Services which take place during work hours will require that you be placed on the callout (Jumah prayer, Jewish services with the Rabbi, etc.). To be placed on the callout, submit an Inmate Request to a Staff Member form (cop-out).

Inmates, who request formal ritual prayer at their various work sites, UNICOR, or between classes at school, should be afforded an appropriate place to pray, during breaks, as long as it does not interfere with the secure and orderly operation of the institution.

Closed Religious Services:

The only services which are not open to the population at USP/SCP Big Sandy are liturgical meals, days of work proscriptioin, and fasts. To participate in these religious activities, an Inmate Request to Staff Member form must be given to the Chaplain in a timely manner (generally at least two weeks prior to the event).

Confidentiality:

Staff Chaplains are available to meet with you individually for a variety of needs. Some of the reasons that you may choose to speak to a Chaplain about include:

- . Difficultly adjusting to incarceration;
- . Personal problems;
- . Religious questions or problems;
- . Relational issues with family, with other inmates, or with any other person.

Any conversation between an inmate and a Chaplain will be kept confidential, unless the nature of the conversation demonstrates that you may be a risk to yourself, another inmate, or a staff member, or that you may attempt an escape.

Religious Property:

Personal religious property may be ordered through a Special Purpose Order (SPO). Personal religious property **will NOT be authorized to come from home**. Religious items for personal use must be requested and approved by the Chaplain. A reasonable portion of the Religious Services Department budget will be used to purchase a variety of religious literature, video, and audio tapes for general inmate use. These items will be managed and monitored in the Chapel library.

Inmates are authorized three items of religious headwear. Headwear worn throughout the institution may not contain graphics or writing. Crowns may not have a bill. Headbands will be worn above the eyebrows and may not cover any part of the eyes. Headbands shall not be worn as a covering for the entire top of the head but shall be worn in a band style with the band not the exceed two (2) inches in width and tied in the back.

Government issued institutional clothing may not be altered for religious purposes. Inmates who require ceremonial clothing will be allowed to purchase authorized articles through the Chaplain's office using the Special Purpose Order process.

Religious Alternative Diet:

The Bureau provides an inmate requesting a religious diet reasonable and equitable opportunity to observe their religious dietary practice. Such requests must be within budget limitations, security, and orderly running of the institution. The inmate will provide a written statement articulating the religious motivation for participation in the religious diet program.

Components:

The religious diet program will consist of two distinct components:

1. One component provides for religious dietary needs through self-selection from the main line, which includes a no-flesh option and access to the salad/hot bar (where the salad/hot bar is part of the Food Service Program). Where meals are served in prepared trays, local procedures will be established for providing the no-flesh component.
2. The other component accommodates dietary needs through nationally-recognized,

religiously-certified processed foods with access to the salad bar only (where the salad bar is part of the Food Service Program).

Requests and Interviews:

Inmates wishing to participate in the religious diet program will make the request in writing. Chaplains will conduct an oral interview and complete the interview form within two working days of the request. Inmates will review and sign a copy of the completed interview form. When the interview is completed, the Chaplaincy team will review the request to determine how to accommodate the inmate's stated religious dietary needs. Inmates will be notified in writing of the accommodations for which they are approved, based on their religious dietary needs (BP-S700).

Religious Resources:

A large number of religious books, audio tapes, and video tapes are available for group or personal use. An individual may NOT view video tapes when they are expected to be at their work detail. You are encouraged to view the tapes and read the religious material available!

Emergency Notifications:

In the event that an immediate member of your family (mother/father, brother/sister, son/daughter or spouse) is taken to the hospital or dies, a member of your family should know the procedure for you to receive notification. Notification of grandparents, aunts, uncles, or other relatives may be processed, but your family should know the following when they call to report such an incident: your register number, the name of the individual involved, and the name of the hospital (or funeral home), as well as the telephone number. This information will be verified before you are told. You may be permitted to make a call to your family once the emergency has been verified.

PSYCHOLOGY SERVICES

It is the goal of Psychology Services at USP/SCP Big Sandy to address the mental health and psychiatric concerns of all inmates. We offer general psychological services, a Drug Abuse Treatment Program (Drug Education and Non-Residential Drug Treatment), and at the USP, a residential Challenge Program.

General Psychology Services:

Every designated inmate is required to meet with a psychologist for an intake interview in order to review the inmate's mental health history and assess their current level of psychological functioning. If concerns are noted during this interview, they will be discussed with the inmate and appropriate referrals for counseling or treatment will be made. Crisis intervention services are available for inmates on an as needed basis. Generally, inmates who are experiencing a crisis will discuss their need for assistance with a staff member who will contact Psychology Services. Inmates experiencing a crisis will receive priority consideration and will be seen as soon as possible, preferable the day of the referral. For less urgent matters, we offer brief counseling and, when appropriate, individual therapy. Inmates who require these services will generally send a cop out or Inmate Request to a Staff Member form, requesting assistance. All requests for psychological assistance will be considered. Inmates in need of assistance will be scheduled for counseling and placed on callout for an evaluation and for follow up treatment as necessary. At the USP, we have a small self-help library with books, audio tapes, and video tapes related to various mental health concerns. A Resource room is available in Psychology Services for this purpose. Books will be made available and a reading list may be requested from Psychology Services. Psychiatric treatment is available for inmates who need psychotropic medication for the management of psychiatric problems. For all other non-emergency situations, inmates may contact Psychology Services by submitting an Inmate Request to a Staff Member form.

There may be times when you become aware of the fact that one of your peers is experiencing significant mental health concerns. For example, you might know that an inmate in your unit is experiencing significant thoughts about harming or killing himself. There may be an inmate in your unit, or someone you know, who is seriously mentally ill, hearing voices, paranoid are, etc. Unfortunately, individuals who are experiencing concerns of this type often do not voluntarily seek assistance. A mentally ill inmate who is untreated can be a threat to staff and inmates. For your own safety and for the benefit of your peers, it is important to advise staff of these concerns so that treatment can be provided. You can send the Chief Psychologist a cop out, or if you prefer, talk with a staff member or approach a Psychology Services staff member at mainline. We will discretely follow up and assess/treat any inmate who is identified as experiencing problems.

Drug Abuse Program (DAP):

Drug abuse treatment includes: Drug Education, Non-Residential Drug Treatment, and Residential Drug Abuse Treatment. The drug education class is mandatory for individuals who meet any of the following three criteria:

- A judicial recommendation for any type of substance abuse treatment.
- Evidence in the Pre-Sentence Investigation Report that alcohol or drug use contributed to the commission of the instant offense.
- An instant offense supervised release violation for any infraction associated with alcohol or drug use.

Upon identification, inmates who are required to participate will be notified by Drug Treatment staff. If an inmate, who is required to participate, declines, fails, is expelled, or otherwise fails to complete attendance and examination requirements, they will be sanctioned according to the guidelines established in Program Statement 5330.11, Drug Abuse Program Manual-Inmate. These sanctions include restriction to the lowest pay grade and a prohibition from working in UNICOR.

Inmates with substance abuse or substance dependence problems are eligible to participate in Nonresidential Substance Abuse Treatment. Non-residential treatment is generally provided in a group setting. The program is designed for inmates who have serious substance abuse problems, who do not have time for, or do not qualify for residential drug treatment.

Some inmates are eligible for Residential Drug Abuse Treatment (RDAP). This program is available at USP Big Sandy. If you have a history of substance abuse, are substance dependent, or if you have a history of drug addiction, this program was designed for you. It is a nine-month program. All inmates participating in this program reside on the same unit and participate in half-day programming. You are required to work the other half day. Some inmates, who complete this program, are eligible for time off their sentence. Normally, you need to be within 42 months of your release date to participate in this program.

You may request to participate in any drug program at USP Big Sandy by submitting an Inmate Request to Staff Member form to Psychology Services.

CHALLENGE Program:

The Challenge Program is a voluntary, residential program that offers motivated inmates the opportunity and resources to adopt pro-social values and a pro-social lifestyle. It is the mission of the Challenge Program to provide a safe, therapeutic environment that teaches inmates the skills and offers them the tools to optimize a healthy adjustment to the penitentiary and ultimately their home communities. The program addresses the psychological, cognitive, and behavioral health factors that may hinder an inmate's ability to live life as responsible citizens. All Challenge inmates will reside in the Challenge Unit where they attend classes in anger management, criminal thinking, stress management, impact of crime on victims, values, and more. The Challenge Program embraces and attempts to instill the following eight attitudes in each participant: honesty, relatedness (pro-social relationships), self-disclosure, responsibility, work ethic, self-awareness, flexibility/adaptability, and knowledge seeking. Additionally, the Challenge Program offers guest speakers and a learning center for reading and movie viewing. Interested inmates should submit a cop-out to the Challenge Coordinator.

Sexual Assault

What Is Sexual Assault? According to the Federal Bureau of Prisons (BOP), sexual assault is any forceful or threatening sexual behavior forced on you by one or more persons. This includes pressure, threats, or other actions and communications to force you to engage in a partial or complete sexual act.

It is the goal of the Bureau of Prisons to foster an environment where inmates are free from sexual assault. The BOP has a zero tolerance policy relative to sexually assaultive/sexually harassing behaviors.

While you are incarcerated, no one—staff or inmate—has the right to pressure you to engage in sexual acts. You should not tolerate sexual assault or pressure to engage in any sexual behavior. You should report all sexual pressures, sexual advances, or sexual assaults to institution staff. You can report any incident of sexual assault in multiple ways. Report the incident to any staff member. Call the SIS number provided for you by USP Big Sandy Special Investigative Services, which is (606) 433 2418. E-mail the Office of Inspector General by utilizing the mail box provided for you by the Bureau of Prisons: “DOJ Sexual Abuse Reporting.” You can talk with an institution

volunteer (someone in Religious Services for example). You can e-mail a staff member. You can send an Inmate Request to Staff Member form. You can relate this information to a trusted third party and ask them to notify the Bureau of Prisons. The most efficient and effective way to notify the Bureau of Prisons is for you to report directly to the nearest staff member.

About Your Safety

If you feel you are being sexually harassed or if you have been sexually assaulted, staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual assault with any staff member. Some staff, like psychologists, are specifically trained to help you deal with problems in this area. If you believe that you are in a threatening situation, approach any staff member. It is part of their job to ensure your safety. While you do not have to identify your assailant/harasser to receive assistance, specific information will make it easier for staff to assist you.

If you are sexually assaulted, you should immediately ask for medical treatment. Even though you may want to clean up after the assault, it is important to seek medical assistance before you shower, wash, drink, eat, change clothes, 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 and gather any physical evidence of assault. Any evidence that can be collected will assist the Bureau in investigating the incident.

Avoiding Sexual Assault:

- Do not accept gifts or favors from other inmates. Most gifts or favors from other inmates come with conditions attached to them.
- Be alert! Do not use contraband substances such as drugs or alcohol. These can weaken your ability to stay alert and impair your judgment.
- Be direct and firm if other inmates 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.
- Avoid out-of-the-way or poorly lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in safe, positive institutional activities like educational programs, psychology groups, or religious services. Get yourself involved in these activities.
- Trust your instincts. If you sense a situation may be dangerous, it probably is.

Counseling Services Related to Sexual Assault:

Most people need help to recover from the emotional effects of a sexual assault. If you are the victim of a sexual assault, Psychology staff are available to assist you. If you have a history of sexually assaultive behavior, Psychology Services is available to help you gain control over these impulses.

Sexual assault is a serious crime. The Bureau of Prisons will investigate all reported sexual assaults. If you are found guilty of sexual assault, you will be subject to disciplinary action, which may include loss of good time, time in disciplinary segregation, and/or additional criminal charges and time in prison.

EDUCATION/RECREATION

Education:

The Education Department at USP/SCP Big Sandy offers a variety of programs for all inmates. The programs include General Equivalency Diploma (GED) classes, Vocational Training classes, Adult Continuing Education classes, Parenting classes, leisure time activities, and library services. The law library and leisure library are maintained in the Education Department. Refer to the Education and Recreation Handbook for more specific information regarding programs and services offered by the Education Department.

Recreation:

Recreation programs are designed to encourage inmates to participate in wellness and leisure time activities. These programs contribute to the mental health, physical well being, and stress reduction of the inmate population. Please refer to the Education and Recreation Handbook regarding recreation times, gym hours, hobby crafts available, and all other matters concerning recreation at USP/SCP Big Sandy.

SAFETY DEPARTMENT

The ultimate goal of Safety is to provide a safe and healthful place to work and live for all inmates and staff alike. Factors such as safety, sanitation, pest control, and fire prevention play very important roles in achieving that goal. Your help is needed. No one here can provide all of these things alone.

Each of you are responsible for your safety as well as sanitation of your individual living quarters. Proper housekeeping not only affects your health, but keeps bad odors, insects, and rodent infestations at bay and controlled. More importantly, these are good fire prevention measures. It should be noted that fire equipment is located in each housing unit for your own protection. Respect the purpose of the fire protection equipment and do not tamper with it. You should see to it that this equipment is not mutilated or tampered with in any way.

At anytime you see or think your living area or work area has any unsafe conditions or that persons are doing unsafe acts, report these concerns to a staff member and/or the Safety Department. Examples include, but are not limited to, frayed electrical cords, broken sinks or porcelain, water leaks, blocked exit doors, damaged tile in the shower, and missing covers on water fountains. Do not operate any machinery unless instructed by a staff member to do so. Additionally, prior to the operation of any equipment, you must be trained in the operation of that particular equipment. If you need more information on basic safety rules refer to the Uniform Basic Safety Regulations, BP-A0169-016, which you were presented with following arrival at USP Big Sandy during the Admissions and Orientations classes.

Another important part of housekeeping is property storage. Each of you are provided a metal locker in which to keep your property. No boxes, paper bags, or commissary bags loaded with items are allowed for property storage under your bunk. All of your property must be kept in your locker. Volumes of magazines, legal paperwork, and other paper products contribute greatly to the fire load. Contact your Unit Manager to be issued a locker to store your legal materials away from your living area but easy to access should you need access to documents.

Along with housekeeping, another important daily task is proper use of equipment and chemicals for use in the process of cleaning or general maintenance of living and work areas. This includes simple chemical use such as paints used by all inmates. You are aware of the proper use and protection needed to use chemical properly. You can also find other information about any chemical in the living or work areas by reviewing Material Safety Data Sheets, (MSDS) Hazard Communication.



Inmates will be trained upon initial assignment to a detail by the detail supervisor in the correct way to perform the application of cleaning chemicals. Material Safety Data Sheets (MSDS) are available at the job sites as well as the officer's station in the units. The MSDS sheets will give information on the health, fire, chemical reactivity and personal protective equipment needed before any chemical is used for cleaning or other applications.

Hazardous Chemical Identification System (HMIS) labeling information for secondary bottles (Spray bottles): See blank label below to understand the following.

Blue color block indicating personal health hazard, how toxic, poisonous, corrosive, it is.

Red color block indicating flammability of chemical, how flammable is it.

Yellow color block indicating reactivity cautions when mixing chemicals with water.

White color block indicating personal protective equipment (PPE) to be issued for chemical use to protect skin, eyes, and other body parts effected by chemical use.

The ratings 0-4 represent extremely dangerous (4), dangerous (3), hazardous to health, warning (3), slightly hazardous health caution (2), slightly hazardous (1), to no-hazard (0)

Letters A-J are the most common letters used: A-safety glasses or goggles needed; B-safety glasses or goggles needed and appropriate gloves for hand protection; C-safety glasses, protective gloves and respirators (only if medically approved and fit-testing has been conducted by Safety Staff); and D-all personal protective equipment (PPE) to include protective clothing or aprons.

Chemical Name and Chemical Manufacture Name

Blue - Health

Red - Flammability

Yellow - Reactivity

PPE - Safety Equipment such as safety glasses, gloves (or both) Letters A- J can be found.

The Safety Office and various work sites maintain Material Safety Data Sheets (MSDS) on all chemicals used at USP Big Sandy. There are approximately 3,000 hazardous chemicals in use. Your supervisor is responsible for training you regarding the hazardous chemicals you may work with. MSDS sheets are available for you to review if you have any questions. Personal protective equipment (PPE) may be needed to use the chemicals. You must comply with the requirements in this area. Emergency eye wash stations are available in all required areas. Don't touch or use any chemicals that you may encounter unless trained to handle them by a staff member.

Fire drills:

Conducted quarterly for your safety. A fire drill will be conducted on every shift and all inmates in the unit will be directed where and how to exit.

If there is a fire in your unit, notify the Unit Officer or any available staff member immediately. Manual pull stations are located on all floors of the unit. In the event of a fire, you may utilize the pull station to notify staff. All housing units are equipped with sprinkler systems, smoke detectors, and handheld firefighting equipment. If you are injured in any way, it must be reported to a staff member immediately. Additionally, you should seek medical attention from the Health Services Department.

It is our intent to provide you with a safe and healthy living and working environment. Any concerns in this area should be directed to the Safety Manager. If your cell is in need of pest control, contact the Unit Officer who, in turn, will notify the Safety Department.

Unit Meal Rotation:

It is ordinarily based on weekly sanitation ratings of each unit. In such a system, the unit with the highest sanitation is called first and the unit with the lowest rating is called last. Each inmate is responsible for the cleaning and sanitation of his living quarters. The Unit Officer will announce each meal when notified to do so. Control Center will announce when the meal period is closed.

Smoking Policy:

Smoking is prohibited throughout USP and SCP Big Sandy.

Barber Shop Functions:

Institution barbers must disinfect barber tools, combs, brushes and any items required to be used between various inmate patrons. Additionally, barbers should use disposable, one-time use neck strips or clean clothes on each individual inmate patron. Cosmetology rules showing hygiene procedures are posted in the barber shop and should be read for prevention of unsanitary barber conditions. The Captain's Secretary or a designated Lieutenant should be notified of barber shop issues. If you have questions that have not been addressed, contact the Safety Department.

Lock-out/tag-out:

This program is designed to prevent possible injury or death to those not effectively seeing that lock out/ tag out procedures are followed. Equipment which has stored energy is to be locked out at all possible sources and is to be tagged by the supervisor (show example of tag.) When this has been accomplished, the only individual who can bring the equipment back to working operation is the individual who placed the lock and tag on the energy source.

Inmate Injury Reporting:

Report all injuries to your work supervisor immediately. Arrangements will be made for medical attention as necessary and a report will be made to the work detail supervisor. Any disability resulting from a work-related injury may make the inmate eligible for compensation. Your supervisor must complete several forms to record your injury date and injuries. Uniform Basic Safety Regulations (BP-ADM-169), Witness statements, etc., must be reviewed by the Safety Manager or designee within 45 days of release.

Disciplinary Actions:

Failure to adhere to safety regulations will make any inmate subject to a disciplinary report. A disregard for following safety regulations will also be subject you to questioning and review on any Worker's Compensation claims or future claims.

Administrative Remedy Complaints

If an inmate cannot resolve a problem informally by contact with staff members or by an Inmate Request to Staff

Member form, a formal complaint can be filed utilizing the Administrative Remedy Program. These complaints are commonly called a BP-9. Issues involving tort claims, inmate compensation claims, FOI or Privacy Act requests may be filed on the BP-9 form. However, if an inmate seeks relief which cannot be granted under the administrative remedy program, then staff will inform the inmate of the correct process to follow within the Administrative Remedy request. An inmate may not submit a request on behalf of another inmate under the Administrative Remedy program.

The first step in the Administrative Remedy procedure is the documentation of the informal resolution attempts written on a form for that purpose. You must obtain the form from your Correctional Counselor. On the form, you will briefly state the nature of your problem and list the efforts made by you to resolve the problem informally (specifically, staff you have spoken with to help resolve your concern or complaint). Attach copies of any cop-out responses you have received from staff.

After the Informal Resolution form is completed, your Counselor will also investigate your complaint and attempt to offer you an informal resolution to your complaint. If the attempt at Informal Resolution is not satisfactory, your Counselor will give you a BP-9 form, usually within five working days from the time you approached him/her with your issue(s). You will then complete the BP-9 complaint form and return it to your Counselor, who will attach the Informal Resolution form and then send it to the Associate Wardens Office to be received. The BP-9 complaint must be filed within 20 calendar days from the date on which the incident or complaint occurred, unless it was not feasible to file within that period of time. The Counselor's attempt at informal resolution is part of the 20 calendar days you have to file your complaint. Institution staff has 20 calendar days to act on the complaint and provide a written response. This time limit may be extended for an additional 20 calendar days and you will be notified of the extension.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Mid-Atlantic Regional Director. This appeal must be filed within (20)-calendar days from receipt of the BP-9 response. The Regional Appeal is written on a BP-10 form and must have a copy of the BP-9 form and response attached. The BP-10 form may be obtained from the Counselor. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response to the Regional Appeal by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The appeal must be filed within 30 calendar days from the receipt of the BP-10 response. The National Appeal must be made on a BP-11 form and must have copies of the BP-9 and BP-10 forms with the responses attached. The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within 40 calendar days, but the time limit may be extended additional 20 days if the inmate is notified.

In writing a BP-9, BP-10, or BP-11, the form should be written in three sections: a statement of facts, the grounds for relief, and the relief requested. The statement of facts should be brief and concise. You must give a complete and accurate account of the facts and events leading up to the incident in order to get a meaningful answer (support your claims with evidence). Begin your Administrative Remedy request in Part A, and the use of one additional 8 1/2 x 11 continuation page may be used. It is important to list the names of all witnesses who can verify your claims, both staff and inmates. You should state the reasons that you feel relief should be granted. Program Statements, Institution Supplements, United States Code, and other legal reference materials are available in the Law Library to help you determine grounds for relief. The final portion of your BP-9 is your specific request for relief. You must state exactly what you want done about your problem.

Time Limits for Administrative Remedy:

Time limit:	BP-9	BP-10	BP-11
Filing time for inmate:	20 days from incident	20 days from BP-9 response	30 days from BP-10 response
Response from Administration: (from receipt)	20 days	30 days	40 days
Extensions Allowed:	20 days	30 days	20 days

NOTE: All response times are in calendar days.

Inmates Guide to the Administrative Remedy Process

When you feel that you have an issue or concern that you have not been able to resolve by speaking with the affected Department Head, Captain, or Associate Warden, you should inform your Unit Team (typically Unit Counselor) that you have a problem and advise them of your efforts to resolve your complaint. (Include copies of any cop out responses you have received).

Your Counselor or Unit Team Staff will discuss your problem with you and speak to staff on your behalf. They will advise you of the response and if this does not satisfy you, then the Counselor will complete the Attempt at Informal Resolution Form for your review and signature. He will issue you a BP-9 at that time.

You should make sure that you:

- _____ Sign in the proper place
- _____ Include all 4 carbon copies of BP-9 form
- _____ Attach only one continuation page, with 2 copies (at the institution level)
- _____ Attach only 1 copy of all exhibits (The inmate will not receive these copies back. (Encourage them to make a copy of all appeals for their records.)

Return the completed BP-9 to the Counselor. He will attach the completed Attempt at Informal Resolution form and deliver it to Wardens Office.

Before filing a BP-10 you should make sure you have received a BP-9 Response and then you should:

- _____ Sign in the proper place.
- _____ Include all 4 copies of BP-10 form.
- _____ Use only one continuation page, with 3 copies
- _____ Submit 2 copies of all exhibits.
- _____ Submit a copy of the BP-9 and Wardens response.
- _____ Do not use abusive, obscene, or threatening language

Mail the completed BP-10 to the Mid-Atlantic Regional Office.

If you are appealing a DHO decision or have a sensitive issue then you should:

- _____ Complete the BP-10 form
- _____ Sign in the proper place.
- _____ Include all 4 copies of form.
- _____ Use only one continuation page, with 3 copies.
- _____ Submit 2 copies of all exhibits.
- _____ No use of abusive, obscene, or threatening language

Mail the completed BP-10 to the Mid-Atlantic Regional Office.

Program Statement 1330.16, Sexually Abusive Behavior Prevention & Intervention Program, or 28 CFR 542.16, Compassionate Release, should be referred to for further instructions.

Sensitive Issues:

If you feel that you would be harmed by institution staff being aware of your complaint, you may file directly to the Regional Office on a BP-10. If they determine that the issue is not sensitive, it will be rejected and you will be advised to file at the local level.

By-passing Informal Resolution:

Inmates are not mandated to attempt informal resolution; however, they are strongly encouraged to do so. Staff is required to attempt to informally resolve your complaint. If you do not wish to attempt informal resolution of your complaint, you may file the BP-9 and indicate on the BP-9 why you did not attempt informal resolution. You must still return the completed BP-9 to the unit staff to turn in to the Warden's Office. Staff will attach a blank Attempt at Informal Resolution form indicating attempts to help the inmate resolve his complaint or why informal resolution was not attempted. Staff will attach an Attempt at Informal Resolution, and on the form that the inmate did not seek informal resolution of his complaint, and sign and date it.

Sensitive Complaints:

If an inmate believes his complaint is of a sensitive nature and that he would be adversely affected if the complaint became known at the institution, he may file the complaint directly to the Regional Director. The inmate must explain in writing the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, he shall accept and respond to the complaint. If the Regional Director does not agree that the complaint is sensitive, he shall advise the inmate in writing of that determination. If the complaint is not determined to be sensitive, it will not be returned. The inmate may then pursue the matter by filing a BP-9 at the institution.

Informal Resolution:

All inmates are expected to utilize the Administrative Remedy Program in good faith. This includes making a reasonable effort to resolve your problem utilizing the institution chain of command. If you feel the nature of your complaint or timeliness would be harmed by using Informal Resolution, you may submit a BP-9 directly to the Associate Warden without attempting Informal Resolution. However, if it is determined that you did not have a valid reason for by-passing the Informal Resolution process your complaint will be rejected and returned to you. You do not need to attempt Informal Resolution of UDC

Appeals. For additional information, see the following Program Statement and Institution Supplement.

Program Statement 1330.13, Administrative Remedy Procedures for Inmates and Institution Supplement 1330.13, Administrative Remedy Procedures for Inmates

Privacy Act of 1974:

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without prior written consent of, the individual to whom the record pertains, except in specific instances. Such specific instances are requested from employees of the Department of Justice, Law Enforcement Agencies, Freedom of Information Act Releases, Congress, Court Orders, etc.

Freedom of Information Act Request:

The Privacy Act of 1974 provides only for an individual's access to his own records. All formal requests by people for access to records about another person or any agency record other than those pertaining to themselves (including Program Statements and Operation Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

Tort Claims:

The Federal Tort Claims Act allows for monetary damages to be awarded as a result of injury or death and/or damage to or loss of personal property. General provisions for processing administrative claims are contained in 28 CFR Part 14.

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 Moderate (see Table 3 for identification of the prohibited acts within each category). Specific sanctions are authorized for each category (see Table 4 for a discussion of each sanction). Imposition of a sanction requires that the inmate first is found to have committed the prohibited act.

(1) **Greatest category offenses:** The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in 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 also suspend one or more additional sanctions A through G. The DHO may impose and execute sanction F and/or G only in addition to execution of one or more of sanctions A through E.

(2) **High category offenses:** The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent or by a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.

(3) **Moderate category offenses:** The Discipline Hearing Officer shall impose at least one sanction A through N, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for VCCLEA inmates rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense 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 thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

(4) **Low moderate category offenses:** The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate has been found to have committed two low moderate category offenses during the inmate's current anniversary year (i.e., the twelve-month period of time for which the inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

b. **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. For example, planning an escape would be considered an Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

c. **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 through F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate Disciplinary Committee (IDC). 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 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.

d. **If the Unit Discipline Committee** has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, 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. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.

e. **The Unit Discipline Committee or Discipline Hearing Officer** may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.

f. **Sanctions** by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.

Table 6 (page 19 of this Chapter) contains a chart showing the maximum amount of statutory good time that may be forfeited or withheld and the period of time that must pass before an inmate is eligible for restoration. The chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation.

The time frame established in each of these areas is determined by the severity of the prohibited act.

TABLE 4 - SANCTIONS

1. **Sanction of the Discipline Hearing Officer:** (upon finding the inmate committed the prohibited act)

A. **Recommend parole date rescission or retardation.** The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-findings hearings upon request of or for the use of the Commission.

B. **Forfeit earned statutory good time and/or terminate or disallow extra good time.** The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. §4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeiture statutory good time is delegated to the Warden. This decision 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 6)]

See page 19 of this Chapter for limitations on this sanction and for eligibility for restoration. Statutory good time percentages may be combined where separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, where an inmate is charged, and found to have committed, both a 200 and 300 Code violations by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 code violation, 25% for the 300 Code violations). Statutory good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See Program Statement on extra good time for a discussion of termination or disallowance of extra good time.

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

representative for final decision.

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

B.1 Disallowance of good conduct time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S.C. §3624(b)). Once awarded, the credit is vested, and may not be disallowed. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.

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

VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at the DHO hearing, consistent with the following:

(1) **Greatest Category Offenses.** A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good conduct time) for each act committed.

(2) **High Category Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available good conduct time) for each act committed.

(3) **Moderate Category Offenses.** A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.

(4) **Low Moderate Category Offenses.** A minimum of 6 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

However, the DHO may, after careful consideration of mitigating factors (seriousness of the offenses, the inmate's past disciplinary record, the lack of available good conduct time, etc.) choose to impose a lesser sanction, or even disallow no GCT for moderate and low moderate prohibited acts by VCCLEA inmates rated as violent or by PLRA inmates. The DHO must thoroughly detail the rationale for choosing to disallow less than 13 days or 6 days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or 6 days respectively will occur with repetitive offenses consistent with the guidelines in this B.1.

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

Except for VCCLEA inmates rated as violent or PLRA inmates, Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The Appendix to this Chapter 4 discusses procedures for the disallowance of good conduct time.

C. Recommend disciplinary transfer. The DHO may recommend that an inmate be transferred to another institution for disciplinary reasons.

Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC OR DHO Hearing. Transfers for disciplinary reasons prior to a hearing before the UDC or DHO may be used in emergency situations and only with approval of the Regional Director. When an inmate is transferred under these circumstances, the sending institution shall forward copies of incident reports and other relevant materials with completed investigation to the receiving institution's Discipline Hearing Officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC or DHO hearings contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony.

Transfers from one region to another require the approval of both the sending and receiving Regional Directors.

The receiving institution does not need to hold a new UDC hearing if such a hearing was held by the sending institution prior to the inmate's transfer.

D. Disciplinary segregation. The DHO may direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in disciplinary segregation are based on the severity scale. (See Table 6)

Separate sanctions may be imposed for separate acts or offenses. Acts are different or separate if they have different elements to the offenses. For example, if an inmate is involved in a fight with another inmate, and in the course of subduing that inmate also strikes a staff member, the inmate can be charged with Fighting (Code 201) and also Assaulting a Staff Member (Code 101). The inmate can be separately charged and punished, on the basis of one Incident Report, or in two separate Incident Reports, for each offense. The inmate could not be punished for both assault on and fighting with the inmate, since the elements of both offenses (the time, place, persons involved, actions performed) are essentially the same for both offenses. If, on the way to administrative detention, the inmate starts another disturbance, and strikes another officer, the inmate could be charged with that as another assault offense. Similarly, an inmate serving a period of time in disciplinary segregation may commit a prohibited act there, and receive additional, consecutive time in segregation for that new offense.

Each different or separate offense should be written on a separate Incident Report. Unless otherwise specified by the DHO, disciplinary segregation placement for

different or separate prohibited acts are to be imposed consecutively.

An inmate who has been recommended for a Control Unit placement may be transferred prior to completing the required segregation period. The remainder of any segregation period shall be served at the receiving institution.

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

E. Make monetary restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to.]

An inmate's commissary privileges may be suspended or limited until restitution is made. See Accounting Management Manual for instructions regarding impoundment of inmate funds.

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

Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an on-going offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing.

The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures (Part 542).

Only the Warden may restore withheld statutory good time. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale. (See Table 6)

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

Part 542 refers to PROGRAM STATEMENT 1330.7, Administrative Remedy Procedure for Inmates. See page 19 of this Chapter for information on restoration eligibility.

This sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days good conduct time credit (18 U.S.C. §3624(b)). This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the discipline policy and by inmate appeal through the Administrative Remedy procedures.

2. Sanctions of the Discipline Hearing Officer/Unit Discipline Committee: (upon finding the inmate committed the prohibited act)

G. Loss of privileges: commissary, movies, recreation, etc. The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege. However, the DHO or UDC may impose a loss of privilege sanction not directly related to the offense when there is a lack of other appropriate sanctions or when imposition of an appropriate sanction previously has been ineffective.

After careful consideration of all relevant facts, the UDC or DHO may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction (e.g., loss of visiting privileges) is viewed as having a significant impact on the inmate's future behavior. The UDC or DHO must clearly document in the record the basis for determining that this sanction will have a significant impact on the inmate's future behavior (e.g., lack of other appropriate sanctions, previously imposed sanctions have not been effective).

Loss of recreation privileges cannot be imposed on inmates in Special Housing, but may be used as a sanction for general population inmates.

H. Change housing (quarters). The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.

I. Remove from program and/or group activity. The DHO or UDC may direct that an inmate forego participating in any program or group activity for a specified period of time.

J. Loss of job. The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.

K. Impound Inmate's personal property. The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.

L. Confiscate contraband. The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately. For procedures, see PROGRAM STATEMENT 5580.2, Personal Property of Inmates.

M. Restrict quarters. The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.

N. Extra Duty. The DHO or UDC may direct that an inmate perform tasks other than those performed during regularly assigned institutional job.

O. Reprimand. The DHO or UDC may reprimand an inmate either verbally or in writing.

P. Warning. The DHO or UDC may verbally warn an inmate regarding committing prohibited act(s).

Note: Although not considered sanctions, the UDC or DHO may recommend classification or program changes. For example, the DHO may recommend an inmate's participation in or removal from, a particular program. When this occurs, a final decision will ordinarily be made in accordance with the established procedures for deciding that issue. The example cited above, a referral would be made to the inmate's unit team for a decision on the recommendation.

INMATE RIGHTS AND RESPONSIBILITIES

Any society in which you live requires rules for the protection of the rights of others. The United States Penitentiary/Satellite Camp Big Sandy is no exceptions. The following is a list of the rights and responsibilities of inmates here at USP/SCP Big Sandy:

Rights.....

1. You have the right to expect that as a human being, you will be treated respectfully, impartially, and fairly by all personnel.
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 of freedom of religious affiliation and voluntary religious 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 program, 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 the conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You have the right to 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 and employment as far as resources are available, and in keeping with your interest, 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 assisting your family.

Responsibilities.....

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by the rules.
3. You have the responsibility to recognize and respect the rights of others.
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, not to accept or pass contraband, and not violate the law of 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 reading 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 the use of such activities.
11. 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.

Table 1 PROHIBITED ACTS AND AVAILABLE SANCTIONS GREATEST SEVERITY LEVEL PROHIBITED ACTS

100	Killing
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
105	Rioting
106	Encouraging others to riot
107	Taking hostage(s)
108	Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
109	(Not to be used)
110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 45
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
114	Sexual assault of any person, involving non-consensual touching by force or threat of force
115	Destroying and/or disposing of any item during a search or attempt to search.
196	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B. 1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months). P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 46
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person
- 202 (Not to be used)
- 203 Threatening another with bodily harm or any other offense
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts
- 206 Making sexual proposals or threats to another
- 207 Wearing a disguise or a mask P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 47
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink
- 210 (Not to be used)
- 211 Possessing any officers or staff clothing
- 212 Engaging in or encouraging a group demonstration
- 213 Encouraging others to refuse to work, or to participate in a work stoppage
- 214 (Not to be used)
- 215 (Not to be used)
- 216 Giving or offering an official or staff member a bribe, or anything of value
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff)
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission
- 222 (Not to be used)
- 223 (Not to be used) P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 48
- 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. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 49

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure
- 301 (Not to be used)
- 302 Misuse of authorized medication. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 50
- 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 absences 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
P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 51
- 319 Using any equipment or machinery contrary to instructions or posted safety standards
- 320 Failing to stand count
- 321 Interfering with the taking of count
- 322 (Not to be used)
- 323 (Not to be used)
- 324 Gambling
- 325 Preparing or conducting a gambling pool
- 326 Possession of gambling paraphernalia
- 327 Unauthorized contacts with the public
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 52
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 53
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used)
- 401 (Not to be used)
- 402 Malingering, feigning illness.
- 403 (Not to be used)
- 404 Using abusive or obscene language
- 405 (Not to be used)
- 406 (Not to be used)
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used)
- 409 Unauthorized physical contact (e.g., kissing, embracing)
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 54
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband
- L. Restrict to quarters.
- M. Extra duty. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 55

Table 2

ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2nd offense 3rd or more offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). Any available Moderate severity level sanctions (300 series).
Moderate Severity (300 level)	12 months	2nd offense 3rd or more offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available High severity level sanctions (200 series).
High Severity (200 level)	18 months	2nd offense 3rd or more offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available Greatest severity level sanctions (100 series).
Greatest Severity			