

**UNITED STATES PENITENTIARY
SATELLITE PRISON CAMP
BIG SANDY**



INEZ, KENTUCKY

REVISED 07/01/2019

**INMATE ADMISSION AND ORIENTATION
HANDBOOK**

USP/SCP BIG SANDY

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D. Altizer	Captain

DEPARTMENT HEADS/SUPERVISORS

J. Roberts	Trust Fund Supervisor
C. Sparks	Food Service Administrator
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D. Lynch	Facility Manager
B. Caudill	General Foreman
J. Cassell	Supervisory Chaplain
E. Preston	Safety Manager
J. Lott	Discipline Hearing Officer
M. LeFever	Chief Psychologist
B. Mills	DAP Coordinator
L. Mackall	Case Management Coordinator/CSD
J. Slone	Supervisor Correctional Systems Specialist (SCSS)
J. Mahon	Supervisor of Recreation
J. Clark	Business Administrator
C. Webb	Supervisor of Education
S. Slone	Health Services Administrator
K. Murry	Assistant Health Services 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 two Associate Wardens:

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

Executive Assistant:

The Executive Assistant serves as assistant to the Warden and 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 Computer Services and 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.

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.

Reentry:

The BOP's reentry initiative is to provide inmates with the necessary skills and resources to succeed upon release. Using coordinated efforts from various departments throughout the institution, we have developed and implemented numerous training programs, activities, and opportunities to assist you with preparing for your return to the community. We offer a Transition Unit for inmates that are releasing to the community in 5 years or less. Please refer to the Education section for more information. **KNOW THIS: REENTRY BEGINS AT THE BEGINNING OF YOUR SENTENCE, DO NOT WAIT UNTIL YOUR RELEASE DAY TO DECIDE IT IS TIME TO GET READY.**

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:

The course of the day, Monday through Friday, there are five official counts. They are conducted every day at 12:00 midnight, 3:00a.m., 5:00a.m., and 4:00p.m. (Stand up), and 10:00 p.m. (Stand up). There is also a Stand up Count at 10:00 a.m. on weekends and federal holidays. It will be your responsibility to be ready for the count when the time nears. Every inmate will be secured in their assigned cell prior to 4:00. The Unit officer will announce for inmates to return to their cell in preparation for count:

- 1) STOP what you are doing and go to your assigned cell.
- 2) Remain silent during the count.
- 3) For all stand-up counts, you will be required to be properly dressed.

The count is very important to the security of the institution. Should you delay or disrupt the count, you will be subject to disciplinary action. Staff have been instructed to only count a body when they have no doubt that it is human flesh. Therefore, to avoid disruptions to your sleep during non-standing counts, do not utilize blankets or other items to hinder visibility in the cell.

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 any time 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):

Vending machines are provided for use during visiting hours. ONLY VISITORS may utilize the vending machines to retrieve items. The machines are coin operated. Visitors are authorized to bring change in the form of loose (not rolled) quarters to utilize the vending machine. They must be brought in a clear plastic Ziploc-style bag and not exceed the authorized monetary limits.

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 you leave the visiting room after a visit is completed and return later in the day for another visit, you 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 Team. It is your responsibility to obtain visiting request forms from the Unit Counselor. These forms must be mailed to their respective visitors at your 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 you an approved visiting list. It is your responsibility to inform your 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).

Inmates entering the visiting area will be dressed in alternative clothing that consists of khaki colored jumpsuits and alternative footwear. Camp inmates will wear the institution issued green uniform. No items of personal clothing will be permitted in the visiting room. Tennis shoes are not permitted. Typical items that may be taken into the visiting room by an inmate are limited to a wedding band (no stone), 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 items such as 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). The preceding list is not all inclusive. No Watches will be permitted.

Dresses and skirts must be knee length. Shorts will not be allowed for visitors over the age of 16. 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.

Inmates housed in the USP and SCP will be limited to five (5) total visitors at one time, including children. Split visits will be permitted, up to a total of ten (10) visitors, and/or 2 groups, not to exceed a total of ten (10) per visiting day. 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, alternative visitation or dismissal may occur.

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:

Bouffant 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. Any specific/special diet will be approved by the clinical director of Medical and sent to Food Service before being prepared.

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. We are very selective about the inmates we choose to hire in Food Service. 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.

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. Breakfast meals will be served in the dining hall during weekdays. Breakfast meals on weekends & holidays, lunch, and dinner meals will be a grab and go. All Lockdown meals will be cold. 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 or they will receive a bag meal. 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, and emergency labs. Lab work requiring immediate results will be sent to local hospital. 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/MLP/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, Wednesdays are administrative days when only physical examinations and emergencies are seen. On weekends and holidays only emergency cases will be evaluated. To access sick call, you need to report to the pill line window during the morning meal and sign up for sick call, either medical or dental. Once you have signed up, you will report to Health Services when your respective unit is called for the Medical Sick Call & Call Out move. During institution circumstances when inmate movement is restricted, such as is during adverse weather, you will need to sign up with your housing unit officer prior to 7:00 a.m. The unit officer will notify Health Services of inmates from his/her unit that have requested sick call. As noted above, you should report to Health Services when your unit is called for the move. Inmates who show up at Health Services during the move but have failed to sign up for sick call utilizing the appropriate channels will be turned away at the door and not allowed to enter the department. At the Camp, Inmates can sign up for sick call prior to 7:00 a.m. on the normal sick call days. The Camp Officer will notify Health Services of inmates requesting sick call. Sick call triage will normally be conducted prior to the noon meal. Sick call rounds in the Special Housing Units and locked down units will be conducted daily without exception.

Appointments:

All medical appointments will be made by our medical staff. Inmates arriving late, or not at all, for appointments will not be seen and will have an incident report written for failure to accept program assignment.

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 it is deemed appropriate and medically necessary, Health Services will make the appropriate referrals to ensure the inmate receives the footwear and/or orthotics to meet his medical needs. This process must be initiated by the inmate during a medical appointment and approved either by the physician or the mid-level provider.

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.

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.

Grievances:

If you believe you have not received adequate health care, you are encouraged to follow the chain of command to get the problem resolved. You should first speak with the Health Services Administrator (HSA) to see if the issue can be resolved at that level. If you are not satisfied with the response from the HSA, you should then discuss the issue with the Associate Warden (Operations). In addition to this method of resolving your health care concerns, you have available to you the usual administrative remedy process. However, by following the chain of command in an attempt to resolve the issue, the administrative remedy process can often be avoided.

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 for acute injuries or illnesses and generally short-term, not to exceed 72 hours. 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 for surgical procedures or rehabilitation and generally long-term, not to exceed 30 days. This is a non-working and non-recreation status. You must remain in your unit except for meals, religious services, pill line and sick call.

Pharmacy Services:

Prescriptions written for you during sick call visits or follow-up appointments routinely will be available for pick-up within 2 working days. Refills for self-carry medications can be completed by either: 1) Completing the prescription refill request yourself via the TRULINCS program (recommended method), or 2) coming to the morning pill line window and requesting a refill. Pill line hours are: 6:00 a.m. and during the evening meal. Prescriptions can only be picked up at the 6:00 a.m. pill line. Over the counter medications such as aspirin, Tylenol and common cold preparations are available at the commissary for your purchase. Indigent inmates may participate in the over the counter medication (OTC) program and can receive free of charge certain OTC medications over a specified period of time. If you are indigent and in need of OTC medications, you should report to the pill line window to make your request on Wednesday morning 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 generally 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 6031.04. As an inmate in this category, you may not refuse any part of the initial physical or testing. The Medical Director will ensure the availability of age-specific preventive health examinations (e.g., cancer screening) for the inmate population.

Inmate Eyeglasses:

Inmates requesting to see the optometrist should submit a cop-out to Health Services, then should watch the call-out for their appointment time. The waiting list is typically 3-4 months long. If the inmate needs prescription eyeglasses, the Bureau will provide them at no cost to the inmate. Inmates *will not* be authorized to purchase personal eyeglasses from outside vendors.

Annual Screenings & Immunizations:

Unless otherwise documented as having a positive TB skin test in the past, all inmates are required to undergo TB screening. A PPD test will be administered upon arrival at the institution if not previously done in a federal facility, and will be repeated yearly. Inmates cannot opt for a chest x-ray in place of the PPD test. Yearly influenza vaccine is offered to the population with emphasis placed on those inmates considered to be at risk. This determination is made utilizing the Center for Disease Control (CDC) guidelines. Hepatitis B vaccine series will be offered to those inmates working in an identified high risk area. Pneumococcal vaccine is offered when clinically indicated only. The Measles/Mumps/Rubella (MMR) vaccine is offered to all newly committed inmates within six months of their arrival.

This is an optional immunization but you will need to sign an authorization form, opting to either take the vaccine or to refuse it. You will be offered the immunization during your History & Physical examination.

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.

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, Infectious Disease Management.

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 10 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. However, the Clinical Director will discuss your treatment plan with you, and will be able to answer questions you would have.

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 with unprotected or multiple sexual partners, sharing needles, receiving a tattoo from contaminated equipment, or exposure to contaminated biohazardous waste. Additionally, if you've been treated for sexually transmitted infections, hepatitis, or TB you are at a higher risk of having contracted HIV.

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. You will be placed on call-out to report to Health Services for lab work. You do not need to be fasting for this particular blood test.

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. Inmate Requests to Staff may be made in writing on the paper request form, or electronically through the inmate's email program.

Dental Services

Dental Services:

The mission of Dental Services is to stabilize and maintain the inmate populations oral health 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 within 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 other dental care is provided as resources of staff, time, and materials are available and commensurate with the your ability and desire to maintain good oral health. You will be required to demonstrate you are practicing long-term, adequate, and proper oral hygiene prior to the delivery of any type of non-emergency or non-urgent dental care. The treating dentist may discontinue care at any time if it becomes apparent you are not practicing proper oral hygiene.

Hours of Operation:

Normally the dental clinic is operational on Tuesday - Friday, with the exception of holidays. However, emergency dental care is available as needed, and each case will be evaluated on an individual basis.

Access to Care:

Inmates wanting routine dental care are to submit an Inmate Request to Staff. Once this is received, the inmate will be placed on the Dental Routine Treatment List in BEMR. The date the request is received will be the entry date posted in BEMR. If the inmate transfers to another Bureau facility, this date will follow him as it is part of the national wait list. Inmates must be on the waiting list for routine care to be rendered, and care will be provided in the order of when the request was received, with those waiting the longest being seen first.

Dental Sick Call:

Dental sick call was not designed to be, and it will not be allowed to become, a short cut to routine or elective dental care. Inappropriate use of dental sick call reduces the time available for elective care. Dental sick call will normally be conducted on Tuesdays and Thursdays. As with medical sick call, you need to sign up in your unit prior to 7:00 a.m., then report to Health Services when your unit is called. At the Camp, you may sign up for dental sick call at medical sick call sign up on Monday, Tuesday, Thursday or Friday. The nurse conducting medical sick call will notify the dentist of the inmate complaint and the dentist will make arrangements to evaluate the inmate. These cases will be managed on an individual basis. Inmate generated sick call encounters are subject to the \$2.00 co-payment fee. Examples of exemptions to the co-payment fee are: Referrals from another healthcare provider, requests as a result of recent prior treatment by a BOP provider or an adjustment of dental prostheses recently (up to six months) delivered by a BOP provider.

Failed Appointments:

If you are on call-out for dental treatment but do not show up, this is considered a failed appointment. If you have two unexcused failed appointments within a 6-month period, you will be removed altogether from the dental routine treatment list. You can be placed back on the list by submitting another Inmate Request to Staff. However, the date entered into BEMR will be the date the second request is received.

Oral Hygiene Products:

The institution commissary will have oral hygiene products available for inmate purchase. These items will include toothbrushes, floss or a suitable substitute, fluoride products, denture adhesives, and denture cups. These items can be provided to indigent inmates upon determination of need by dental staff.

Priority of Dental Services: Types of care:

1. **Emergency Dental Care** - Dental/orofacial conditions that are of an immediate, acute, or grave nature and which, without care, would cause rapid deterioration of the inmate's health, significant irreversible loss of function, or may be life threatening. Examples of dental symptoms that would require emergency dental care are: problems causing 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.
2. **Urgent Dental Care** - Care of dental conditions that are not imminently life-threatening. This includes the management of acute oral disease, ordinarily referred to as sick call care. Examples of urgent dental care issues are: Serious deterioration that may lead to premature death, significant reduction in the possibility of repair later without present treatment, and significant pain or discomfort that impairs the inmate's participation in daily activities.
3. **Non-urgent Dental Care** - are for dental conditions that will generally improve the inmate's quality of life. This includes the management of chronic oral disease, ordinarily referred to as comprehensive dental care.

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 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 healthcare 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.

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 (From Attorneys)/Special Mail:

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.

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 - Special Mail is mail correctly marked and received from: President and Vice President of the United States, Members of the U.S. Congress, Embassies, and Consulates.

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.

Due to the increased amount of inmates requiring medical intervention after using illegal substances and the excessive amounts of illegal substances being received through the mail, the following procedures are being implemented:

- Any general correspondence "letters, greeting cards, ect" printed on colored paper or envelopes will be photo copied. The inmate will receive the photo copy and the original correspondence will be retained for 60 days for reference purposes. (beginning June 1, 2017)
- Mail testing positive for illegal substances or suspected of containing illegal substances will be forwarded to SIS and maintained as evidence pending an investigation and possible criminal prosecution.
- Mail containing unknown substances (i.e. odors, discolorations, stains or appear wet) will be returned to sender.

Books must come from a publisher or bookstore. Any books appearing to have been tampered with will be returned to sender.

Additionally, beginning June 1, 2017 "Legal/Special Mail" will be issued from the Mailroom. Inmates receiving Legal/Special Mail will be placed on a callout.

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. Inmate property pickup; Correctional Systems will send you a letter in the mail when your property has arrived and ready for pickup.

Replacement ID:

Inmates will report their lost ID to The unit officer or his Unit Team who will email Correctional Systems. Correctional Systems will make and send a new ID card through the mail to the inmate.

Open House Hours:

(USP)

Tuesday: During Noon Mainline / Open to Close
Friday: During Breakfast Mainline / Open to Close

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. **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.

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, all laundry is collected through the housing units by laundry carts for washing and linen exchange by assigned days. Any clothing issues will be addressed by the inmate reporting to the USP Laundry on their assigned day during the morning breakfast meal, and the

inmate must have their ID card present with them to render services. 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 \$90.00 per week with a total of \$326.00 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 \$500.00. 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 leave, 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 each and every log in to the TRULINCS system, 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. 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.

3. Inmates now have access to move TRULINCS funds back to the commissary account without approval. They have been granted access to move TRULINCS funds without any approval at any time.

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, threatening, or which constitute criminal activity electronic messages.

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

CMC, Intake, Classification and the Unit Team

Case Management Coordinator, CMC

1. **CMC's Role:**

The CMC is the resource person for both the Administration & Unit Management in regards to Case Management & Correctional Programs. The CMC is responsible for assuring quality case management and for providing technical assistance. The CMC is generally at mainline on Monday through Friday. This is to provide inmates an opportunity to seek answers to technical questions that cannot be answered by the Unit Team or to resolve any conflicts involving the teams roles & decisions.

2. **Unit Team Roles:**

Unit Manager: The Unit Manager has supervisory authority over the Case Manager, Counselor, and Secretaries; and is responsible for the total program of the unit, including the delivery of quality programs and services for the inmates assigned. The Unit Manager should be responsive to inmate concerns & questions.

Case Manager: The Case Manager is under the direct supervision of the Unit Manager and has direct responsibility for all case management matters for all inmates assigned to their case load. The Case Manager will remain available & accessible to unit inmates & other staff. They must be responsive to inquiries and manage unit classification including inmate needs assessments and program recommendations.

Counselor: The Counselor is under the direct supervision of the Unit Manager and has responsibility for all counseling matters for all inmates assigned to them by the Unit Manager. Counselors will have the following responsibilities:

- Assist in resolving day to day problems
- Develop a general knowledge about inmates assigned to their case load.
- serve as members of the Unit Discipline Committee
- serve as members of the Classification Committee
- Conduct intake screening, visit inmate work sites.
- Tour the units, visit inmates in the Special Housing Unit.
- Distribute Special Mail, prepare visiting lists.
- Handle Administrative Remedy matters.
- Conduct Unit Programs.
- Serve as an expert on matters pertaining to personal property and trust fund activities.
- Serve as the policy & procedure expert on the above referenced topics to inmates, inmate families and friends, institutional staff, and other federal, state, and local agencies.

Educational Representative: The Educational Representative serves as the expert & consultant in all educational, recreational, and vocational training matters. This person will provide a written report of the progress and/or needs of all inmates relative to these matters.

Psychology Services: Psychology Services staff act as consultants and experts on such matters pertaining to psychological diagnosis, therapy, research, education, and evaluation.

3. **Classification & Program Review:**

Initial Classification: Initial Classification for each newly committed inmate will be conducted within 4 weeks of the inmate's arrival at the institution. As an exception, inmates who are Parole Violators or Supervised release violators, will be classified within 2 weeks of arrival.

Program Review: Program Review will be conducted every 180 days for those inmates with more than one year to serve. Program review will be conducted every 90 days for inmates within one year of a projected release date.

4. **Inmate Financial Responsibility Program:**

The Bureau of Prisons encourages each inmate to meet their financial obligations. As part of the Initial Classification process, staff will assist in developing a financial plan to meet these obligations. At subsequent program reviews, staff shall consider the inmate's effort to fulfill the obligations as indicative of that individual's acceptance of and demonstrated level of responsibility.

The Financial plan will be documented and will include the following obligations, ordinarily to be paid in the priority listed:

- Special Assessments
- 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 payments directly to the Court,
- or outside funds placed into your account for payment.

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.

Victims of Crimes

- Monies received via the IFRP are distributed to federal & state victim's programs to assist the victims of crimes and directly to victims for restitution, etc.
- Victims are identified as those who have suffered physical & mental assaults, and those who have suffered property & financial losses.

5. 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 want to appear. D.C. Code inmates may not apply before 6 months prior to the earliest parole eligibility date. Parole Hearings are conducted via Video Teleconference with the United States Parole Commission.

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.

6. Furloughs: A furlough is not a right, but is a privilege granted to an inmate under prescribed conditions. It is not a reward for good behavior, nor is it a means to shorten a sentence.

- Ordinarily, a furlough is three to seven calendar days.
- Furloughs will only be considered for those inmates who have community custody.
- Day furloughs are within the commuting area of the institution (100 mile radius) which lasts 16 hours or less, and ends at midnight. The warden may approve this type of furlough for those inmates which have 2 years or less remaining to serve.
- Overnight Furloughs may be granted by the Warden within the commuting area (100 miles) for inmates with 18 months or less to serve, or outside the commuting distance for those who have less than 1 year to serve.

Furloughs may be authorized for the following circumstances:

- to be present during a time of crisis in the immediate family
- to participate in the development of release plans
- to reestablish family ties
- to participate in activities which facilitate release transition
- and to transfer directly to another institution or a non-federal facility.
- other types of furloughs, including emergency furloughs, outside of the

- above guidelines may be approved by the Warden.
- inmates must bear the expenses of the furlough.
- other details can be provided by your Unit Team.

7. Community-Base Activities and Release Needs

When an inmate is 17 to 19 months from release, the Unit Team will address pre-release concerns with the inmate.

These concerns are:

- Residential Reentry Center Placement
- Relocation of Supervision
- Release Plans & Parole Plan submission
- Gratuity
- Transportation
- Release Preparation Program - Normally, inmates will begin RPP participation at 30 months prior to release.
- Selective services system/BOP Registration Program

8. Treaty Transfers of Offenders to Foreign Countries

1. Public Law authorizes the transfer of offenders to or from a foreign country, pursuant to the conditions of a current treaty which provides for such a transfer. All inmate transfers are voluntary and subject to both counties approval. The foreign countries currently involved in this agreement are listed in Program Statement 5140.34, Transfer of Offenders to or from Foreign Countries.

9. DNA EXTRACTION & THE JUSTICE FOR ALL ACT OF 2004:

This law requires the Bureau of Prisons to begin obtaining DNA samples from inmates convicted of felony offenses, with few limited exceptions.

The collection of DNA samples will be a routine part of the admission process for new inmates with an offense which qualifies for DNA testing. Inmates will be notified by the Unit Team if they meet the statutory requirement for DNA testing. Health Services will be responsible for physically collecting DNA samples. Inmates who refuse to provide a DNA sample must be counseled by appropriate staff in regard to the inmate's requirement to submit to procedures and the possible consequences of non-compliance. Consequences of refusing to provide a sample include incident reports, progressive administrative sanctions, and possible prosecution.

10. Retention of Pre-Sentence Reports & Statements of Reasons:

Recent changes in Bureau policy prohibit the retention of the Pre-Sentence Report and the Statement of Reasons. If you require that these documents be included in legal filings, you may see your Unit Team for the appropriate request forms.

11. Criminal Aliens & Non-Repatriates:

Recent court decisions have been rendered regarding the confinement of individuals that are not citizens and cannot be returned to their country of citizenship. We will abide by the direction of the Bureau of Prisons' regarding court decisions in these matters.

Mariel/Non-Mariel Cubans - Cuban Review Panels. Other non-repatriation cases - to be determined by Immigration Officials

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 Devise.

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). 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. An area will be provided on the wall 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 proscriptio, 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 to 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. We offer brief counseling and, individual therapy, for less urgent matters when appropriate. Inmates who require these services will generally send a cop out or Inmate Request form to a Staff Member, 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 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.

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.

Sexually Abusive Behavior and Sexual Harassment:

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

What is sexually abusive behavior? According to federal law (Prison Rape Elimination Act of 2013) sexually abusive behavior is defined as:

Rape: The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person FORCIBLY or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual

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

Carnal knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight;

Oral sodomy: Contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;

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

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

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

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

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

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

Reporting Sexually Abusive Behavior/Sexual Harassment:

While you are incarcerated, no one—staff or inmate—has the right to pressure you to engage in sexual acts. You should not tolerate sexually abusive or sexually harassing behavior or pressure to engage in any sexual behavior. You should report all sexually abusive behavior, sexual pressures, sexual advances, or sexual assaults to institution staff. You can report any incident of sexually abusive behavior or sexually harassing behavior 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 or send an inmate request to an institution staff

member. 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. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff. You can send the Warden, Regional Director, or the Director, a letter reporting the sexually abusive behavior. To ensure confidentiality, use special mail procedures. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff. Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons, the address is:

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

The above reporting procedures should be utilized with sexually abusive behavior involving other inmates.

About Your Safety

If you feel you are being sexually harassed or if you have been subjected to sexually abusive behavior, staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexually abusive behavior or sexual harassment 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 Sexually Abusive Behavior/Sexual Harassment:

- 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 Sexually Abusive Behavior/Sexual Harassment:

Most people need help to recover from the emotional effects of sexually abusive behavior/sexual harassment. If you are the victim of a sexual assault, Psychology staff are available to assist you. Additionally, United States Penitentiary Big Sandy, Inez, Kentucky has a Memorandum of Understanding (MOU) with a local **Rape Crisis Center (RCC)**. **Mountain Comprehensive Care - The Healing Program**. You can contact them in writing at **104 South Front Ave, Prestonsburg, Kentucky 41653** or call **1-606-886-4397**. You can also contact the **NATIONAL SEXUAL ASSAULT HOTLINE** at **1-800-656-4673**.

If you have a history of sexually assaultive behavior, Psychology Services is available to help you gain control over these impulses.

Sexual abuse/harassment are serious crimes. 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.

Correctional Services track and monitor sexual predators, to include those with a history of engaging in in appropriate sexual behavior while in prison. Inmates who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy.

Code 114(A): Sexual Assault By Force
Code 205(A): Engaging in a Sex Act
Code 206(A): Making a Sexual Proposal
Code 221(A): Being in an Unauthorized Area with a Member of the Opposite Sex
Code 229(A): Sexual Assault Without Force
Code 300(A): Indecent Exposure
Code 404(A): Using Abusive or Obscene Language

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

USP Big Sandy has a contract with an outside entity, to ensure effective communication, both receptively and expressively, with inmates who are limited English proficient and/or inmates with disabilities (including, for example, inmates who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities). USP Big Sandy will ensure all inmates have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment.

EDUCATION/RECREATION

Education:

PROGRAMS AVAILABLE:

Programs available include the following:

English and Spanish GED Classes
English as a Second Language
Major Appliance Repair- Vocational Training
Data Entry Operator - Vocational Training
Receptionist - Vocational Training
Adult Continuing Education Program
Release Preparation Programs:

Community Supervision

Personal Growth
Personal Planning
Health Promotion

Budget Management
Employability

Correspondence Courses
Parenting Program
Inter-Library Loan Program

Mandatory Literacy Program (GED Standard) :

Program Statement 5350.28, Literacy Program, requires Federal prisoners who do not have either a verified high school diploma or a General Education Development (GED) certificate must enroll in a Literacy Program for 240 hours or until a GED is achieved, whichever occurs first. Inmates may request to be released from this program after 240 hours.

The GED program prepares students in the four areas tested:

Reasoning through Language Arts, Social Studies, Science, and Mathematics. English and Spanish GED classes are offered. Requirements for completion of the GED program consist of a score of 145 or above in each of the four areas. The GED Ready Test is the official practice test for the Official GED. The Education Department also offers a Special Learning Needs Program for inmates who demonstrate learning difficulties.

Violent Crime Control and Law Enforcement Act:

VCCLEA mandates an inmate whose date of offense was on or after September 13, 1994, and up until April 25, 1996, who lacks a high school diploma or GED, participate in, and make satisfactory progress towards, attaining a General Equivalency Diploma (GED) in order for their Good Conduct Time (GCT) to vest. If an inmate, who falls into this category, fails to enroll in class or make progress, will be assigned an EDI code of GED UNSAT. At that time, ISM will be notified. The inmate will continue to earn his 54 days of GCT a year but it will no longer vest and can be taken away in the future for disciplinary action.

If an inmate is placed in GED UNSAT status, he must re-enroll in the Literacy Program and complete an additional 240 hours of satisfactory work in order to obtain a GED SAT assignment.

Prison Litigation Reform Act:

PLRA covers inmates with a date of offense on or after April 26, 1996. Again, if an inmate does not have a GED or high school diploma, he must attend GED classes, and make satisfactory progress for their GCT to vest. Secondly, if an inmate is in GED UNSAT status, under PLRA, he will only earn 42 days of GCGT time a year versus the normal 54 days. Again, if the inmate re-enrolls in the Literacy Program, he must complete an additional 240 hours of satisfactory work in order to obtain a GED SAT assignment. *Please Note:* the 12 days of GCT that are lost for each year of unsatisfactory progress in GED cannot be regained.

DC Educational Good Time (EGT Standards) :

In accordance with Program Statement 5884.02, DC Educational Good Time (EGT Standards), DC Code offenders in BOP custody who committed their offenses before August 5, 2000, and enrolled in designated education programs (GED and Vocational Training) while in BOP custody on or after August 5, 1997, may be awarded good time sentence credit of five days for each month of participation with up to specified limits. All credit for program participation will be forwarded to the Inmate Systems Manager for inmates previously sentenced under the supervision of the District of Columbia. Inmates who fall under this category are encouraged to submit a cop-out to the SOE upon completion or withdrawal of appropriate programs to ensure DCEGCT is awarded.

Incentives:

Students enrolled in the General Education Development (GED) who pass the Official GED test and students in the English as a Second Language (ESL) program who pass the CASAS Listening and Reading Certification tests will receive a \$25.00 monetary award.

ESL:

Per program statement 5350.24, determination of limited English proficiency is made by staff on the basis of the Initial Education Interview and subsequent diagnostic testing. All inmates with limited English proficiency are to demonstrate the equivalent of an eighth grade level in English. ESL instruction is mandated for those not performing at this level. Non-English speaking inmates are required to attend class until they have achieved a passing score on the ESL Listening and Reading certification tests or have completed a minimum of 240 classroom hours. The test given for placement and certification is CASAS. To achieve an EDI of ESL HAS a score of 215 or higher is required for the Listening certification portion and a 225 for the reading certification test.

Vocational Training:

The Education Department offers Vocational Training (VT) programs. The following programs are offered: Data Entry Operator Program, Receptionist Program, and the Major Appliance Repair Program. These are marketable programs that prepare graduates for an entry-level position in the field of study and possess a general knowledge of related career options. The requirements for all VT Programs are that the inmate must have a GED or high school diploma and that they have the aptitude for completing all assigned course work.

Re-Entry Transition Unit:

The Transition Unit is a residential program that is offered to the inmates that have a release date within the next five years. The participants will program and take classes from 8:30 a.m. - 12:30 p.m. Monday through Friday. The program and takes approximately nine months to a year to complete. The classes offered are centered on re-entry and will help better prepare you for release. The requirements for the program is to have a release date within the next five years, must maintain clear conduct for the last 90 days, and complete the required classes. You can get a Transition Unit Application from the Re-Entry Affairs Coordinator, Education, or your Unit Team.

Libraries:

This facility operates an Electronic Law Library as well as a Leisure Library. The Electronic Law Library includes a complete selection of legal reference materials which contain an extensive range of information on federal legislative and case law. It also includes the BOP System Policy Statements. Typewriters (available in Education only) are available to inmates. Inmates must purchase ribbons for the electric typewriters in the commissary. Manual typewriters are also available for indigent inmates.

Our Leisure Library offers a varied selection of reading materials. Subjects include fiction, non-fiction, and reference materials, along with newspapers and magazines. Inmates may check leisure library materials out with the exception of Reference Materials, and must return these materials within the specified time frame. If an inmate does not return materials to the library appropriately he may have his privileges revoked in our library and for the inter-library program as well, for a specified time frame or permanently. In addition to these services, requests for additional materials can be made through the inter-library loan system.

Books are checked out on a bi-weekly basis. There is a limit of two requests per individual and books are due back twelve days from the date of availability. Failure to return books by the due date will result in a fine. The inmate is also responsible for the cost of a lost or damaged book and abuse of library resources can result in a loss of library privileges. All inmates will be required to sign a memo outlining the rules for participating in the inter-library loan program and also note financial responsibility for \$50.00 for any book checked out. If the inmate loses or damages the book, or otherwise does not return the book in pristine condition, the value of the book will be deducted from his commissary account, a permanent loss of inter-

library loan privileges will be enforced (regardless of the outcome of the incident report) and an incident report for Code 329, *Destroying, altering, or damaging government property, or the property of another person, having value of \$100.00 or less*, will be processed.

The Law and Leisure Libraries are opened to all inmates.

Monday through Thursday

7:45 a.m. - 10:05 a.m.

11:30 a.m. - 3:00 p.m.

5:10 p.m. - 8:40 p.m.

Friday

7:45 a.m. - 10:05 a.m.

11:30 a.m. - 3:00 p.m.

Saturday/Sunday

7:45 a.m. - 9:40 a.m.

10:50 a.m. - 3:25 p.m.

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. Programs offered by the Recreation Department include Certified Personal Trainer, Yoga, Nutrition, Sports Officiating, Ceramics, Painting, Drawing, and Music. There are also Intramural leagues for Softball, Basketball, Soccer, and Volleyball. Please speak with Recreation staff for a full list of available programs and check TRULINCS for announcements.

Recreation Programs:

Abdominals
Human Anatomy
Calisthenics
Certified Personal Trainer
Importance of Recreation and Leisure
Nutrition
Leather Work
Box Card Making
Card Making
Ceramics
Crochet
Debate Team
Drawing
Sports Officiating
Sportsmanship
Movie History and Appreciation

RECREATION DEPARTMENT RULES:

1. Commissary purchases (food products, beverages, hygiene items, and clothing) are not allowed in Recreation.
2. You must have your institution ID card to enter any Recreation Areas. An institution ID Card is required to check-out all recreation equipment (horseshoes, bocce balls, racquets, eye protection, games, Ping-Pong paddles, etc.). Recreation equipment checked-out is to remain within the designated indoor/outdoor areas.
3. Food service attire is not permitted in the recreation areas.
4. Tennis shoes are the only type of shoes allowed in the gymnasium. Absolutely no boots are permitted on the gym floor.
5. Eye protection is recommended for racquetball play. Eye protection may be checked out from the Recreation office.
6. No food or beverages (soft drinks) are permitted in Passive Recreation, Hobby Craft rooms, music rooms, resource library, or gymnasium. Soft drinks and a small quantity of food are allowed on the Recreation Yard.
7. Musical Instruments (string instruments) may be checked out from the issue

room on the passive side (Recreation Hall).

8. Authorized inmates only are to be in the Hobby Craft area. If you wish to visit the hobby craft area, see a Recreation Specialist to schedule a tour or request permission to observe a program.

9. Inmates wishing to participate in Hobby Craft programs must submit an Inmate Request to Staff Member form to Recreation. Any inmate in "FRP Refuse" status may NOT participate in any Hobby Craft program.

10. All Hobby Craft materials will be ordered through Commissary via Special Purchase Order coordinated by the Recreation Specialist overseeing the Hobby Craft programs. Only previously approved Hobby Craft items will be available for purchase. Only inmates enrolled in Hobby Craft programs may purchase these supplies.

11. Only art (painting/drawing) and ceramics supplies/projects will be stored in Hobby Craft lockers. Nothing is to be left outside of lockers unless approved by Recreation Staff. Items left unsecured will be confiscated and considered contraband. Hobby Craft is the only area authorized to store/produce acrylic, water, pencil art and ceramic items.

12. Only inmates enrolled in the Hobby Craft programs will be authorized to mail-out approved projects. Inmates will need to present an APPROVED Hobby Craft Project Form and have a copy of their approved visiting list on file in Recreation to mail-out completed project(s).

13. All approved Hobby Craft projects will be mailed to a verified relative or approved visitor with a current address at inmate's expense.

14. Equipment, including protective, and supplies will be provided for approved intramural leagues, wellness programs, and the music program.

15. Unsportsmanlike conduct will not be tolerated. This includes arguing referee calls and taunting opponents.

16. T-shirts will be worn indoors at all times. Inmates may be shirtless in designated outdoor areas only.

17. One towel and one cup allowed per inmate. No food or coolers permitted.

18. Picnics and social gatherings are prohibited in the indoor and outdoor Recreation Areas.

19. The Recreation Department does not provide any type of equipment to enhance upper body strength. Inappropriate use of Recreation equipment (soccer goals, stationary cycles, stair masters, etc.) to enhance upper body strength is prohibited. An incident report will be written for inappropriate use of equipment with a code 319, "Using any equipment contrary to instructions, or posted safety standards".

20. Religious group meetings are prohibited in all Recreation areas.

21. Inmate exercise groups (three or more inmates) and/or activities of any nature are prohibited in all Recreation areas. All group programs must be approved and supervised by Recreation Department Staff Member.

22. Personal hygiene in reference to shaving and haircuts are not allowed in any area of Recreation.

23. The Recreation Staff Members will enforce all institutional rules of conduct, Hobby Craft contracts, and fitness/wellness waivers for structured recreation programs. Failure by an individual to abide by these rules may result in disciplinary action as outlined below.

VIOLATION OF PROGRAM RULES:

- **1st Violation** - Verbal warning and documented counseling session will be recommended.
- **2nd Violation** - Incident report and (7) days suspension from the program will be recommended.
- **3rd Violation** - Incident report and removal from the program will be recommended. If an enrolled inmate commits a Code 100 or 200 series prohibited act in any Recreation area, he will be removed from the program.

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 any time 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 (Spay bottles): See blank label below to understand the following.

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

**Red color blocks indicating flammability of chemical, how flammable is it.
Yellow color block indicating reactivity cautions when mixing chemicals with water.**

White color blocks 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:

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

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 receipted. The BP-9 (Blue) 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 (Pink) 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 (Yellow) 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 (Blue)	BP-10 (Pink)	BP-11 (Yellow)
Filing time for inmate:	20 days from Incident	20 days from BP-9 response	30 days from BP-10 response
Response Administration:	20 days from receipt	30 days from receipt	40 days from receipt
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/she will issue you a BP-9 at that time.

You should make sure 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. (Suggested Certified Mail)

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. (Suggested Certified Mail)

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 are 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.

RPP/Re-Entry/Transition Unit:

Unit Management staff are responsible for release planning, tracking, and documentation of inmate participation in the RPP Program during Inmate Program Reviews, (Teams). Once an inmate is within 18 - 30 months of release, the Case Manager will review the inmates CMA assignment for accuracy. During inmate scheduled Program Reviews (Teams), the Unit Manager and Case Manager will monitor the inmate's progress through the Core Topics.

RPP courses are offered in the six Core Topics by various Departments, within the institution in conjunction with community volunteers and institution resource persons, to prepare an inmate for a smooth and successful transition back into the mainstream of society. Inmates who are enrolled in the Release Preparation Program (RPP) will be given the opportunity to enroll in various classes and programs to meet the policy requirements of RPP. USP Big Sandy

provides classes and programs in the following RPP Core Topics:

- Health And Wellness
- Employment Skills
- Finance
- Community Resources
- Release Requirements
- Personal Growth and Development

Inmates who are mandatory for the RPP program may not refuse RPP classes and programs without being classified as "RPP (Release Preparation Program) Refuse".

The Education Department houses and maintains the institution's Career Resource Center. The Career Resource Center, (CRC), provides a wide variety of materials from books, pamphlets, DVD's, handouts, and a Job View kiosk for inmate use.

The Re-Entry Affairs Coordinator coordinates Job Fairs, Health Fairs and RPP Seminars throughout the year for the inmate population.

Additionally, Unit Management along with the Re-Entry Affairs Coordinator offer a specialized residential program devoted solely to release preparation, the Transition Unit. The Transition Unit is a residential program that is offered to the inmates that have a release date within the next five years. The participants will program and take RPP classes from 8:30 a.m. - 12:30 p.m. Monday through Friday.

The program takes approximately nine months to a year to complete. The classes offered are centered on re-entry and will help better prepare you for release. The requirements for the program is to have a release date within the next five years, must have maintained clear conduct for the last 90 days, and complete the required classes. You can get a Transition Unit Application from the Re-Entry Affairs Coordinator, Education, or your Unit Team.

List of RPP courses and RPP Calendar are posted in various areas throughout the institution as well as on Tru-Lincs.

Identification:

In order to assist with employment readiness upon release, you will need at least two forms of identification. If you currently have proper identification at home, or on your person, you may have the original mailed to your Unit Team and placed in your central file and it will be given to you upon your release. Any of the following forms of identification can be used;

- a. Driver License or a state/federal picture identification.
- b. Birth Certificate: A copy can be requested from your birth state's vital statistics agency for a fee. Specific information is available on TRULINCS or in the Career Resource Center, which is located in the Education Department.
- c. Social Security Card: Replacement card applications can be obtained through your Unit Team and are free.
- d. Selective Service Card: Replacement card procedures can be obtained through your Unit Team, the RAC or through TRULINCS. This is another form of identification which is a free service.

NOTE: YOU CANNOT HAVE ANY OF THESE FORMS OF IDENTIFICATION IN YOUR POSSESSION WHILE INCARCERATED AT USP BIG SANDY. IF YOU DO, PLEASE, MAKE SURE THEY ARE SENT DIRECTLY TO YOUR UNIT TEAM FOR PLACEMENT IN YOUR CENTRAL FILE. YOU WILL GET THEM BACK UPON RELEASE.

Career Resource Center:

- e. Location: Education Department
- f. Hours: 7:30 a.m. through 3:30 p.m. during your unit's move to Education.
- g. Provides a variety of information and resources to assist you with your reentry needs.
- h. You will often see information posted on TRULINCS and in the Housing Units highlighting Career Resource Center activities.

Child Support:

- i. Basic Information Regarding Child Support -
 - i. Child support orders are often present for parents who do not live with their children. Sometimes a parent does not know there is a child support case.
 - ii. If a parent has a child support order, the obligation does not go away automatically if the parent is unemployed or incarcerated. The arrearage adds up quickly and many states also charge interest.
- j. Frequently Asked Questions regarding incarcerated/reentry population -
 - i. Q: Is it possible for a parent to not know about a child support order? A: It is very possible for someone to not know he/she has a child support order in place. Child Support Enforcement agencies take steps to ensure both parties are present when child support matters are addressed. However, when a party fails to appear at the hearing, the order may be set by default.
 - ii. Q: How can someone with no reported income have a child support order set at such a high amount? A: If the administrative hearing officer or judge settling the order has no wage information or other proof from the non-custodial parent, the order amount is set in a number of ways, depending on the jurisdiction. Some jurisdictions will base the order on 40 hours of work at minimum wage; others will use past employment as a basis for their calculations. For example, if the parent worked construction, the order would be set at the going rate for construction work at 40 hours per week. Practices for setting the amount of child support vary among states.
 - iii. Q: What can you do to reduce your child support order while incarcerated? A: Many states have laws permitting the reduction of orders during incarceration. Each state handles these issues differently. The Law Library and/or Career Resource Center may have information on your state's process. You should contact the child support enforcement agency if you have concerns or wish to apply for an adjustment to your child support order. A list of child support enforcement agencies will be made available to you.

Veteran's Benefits:

- k. If you served your country as a veteran in the armed forces, you may be entitled to benefits offered by the Department Of Veterans Affairs (VA). You may receive some of these benefits while you are incarcerated. In some cases, your family may still be able to receive benefits as well.
- l. On occasion, local VA representatives visit the institution to assist with general information and personal benefit issues. They will assist you with filling out the proper paperwork to receive

- any benefits you are eligible for.
- m. Meeting with the VA representative, in most cases, will take place during your last year of incarceration unless a specific request (family members to receive benefits, etc.) is needed beforehand.
 - n. You must have a copy of your DD 214 for any inquiry about VA benefits. Your Unit Team or the VA representative can help you obtain your DD 214 if necessary.
 - o. You may receive care from a VA medical center while incarcerated at an RRC.

Social Security Administration's Benefits Criteria:

- p. SSI eligibility: Persons who are aged 65 or older, who are blind or disabled, and whose income and resources are below certain limits may apply for Social Security entitlements/benefits. Although benefits are not payable while you are incarcerated, you may begin the process to ensure you receive payment immediately upon release. You may receive benefits while on home detention status.
- q. If you were receiving SSI, your payments will be suspended while you are in prison, however, benefits to your spouse and/or children will continue as long as they remain eligible.
- r. Reinstatement: Social Security Administration must be contacted and provided a copy of your release documents. The Reentry Affairs Coordinator will identify who qualifies through ISDS so please make sure your Unit Team is aware of your previous receiving of benefits or if you will be eligible upon release of incarceration. If your confinement lasts for 12 consecutive months or longer, your eligibility for SSI benefits will terminate and you must file a new application for benefits. This will take place within 90 days of your release from BOP custody. If you have 90 days or longer of RRC (Halfway House), you will need to take care of the application process while housed at that facility.

Selective Service:

- s. All males in the U.S. between the ages of 18 and 26 must register. This includes non-citizens.
- t. If you do not register before the age of 26, you can permanently lose federal benefits.
- u. You can register by mail or through the Reentry Affairs Coordinator. Watch TRULINCS for further details. See the RAC for further information.
- v. If you are not registered and are over the age of 26, you can submit a Status of Information Letter (SIL) which can reinstate your benefits. (Not required if you were born before 1960). See the RAC for further information.
- w. Men born between March 29, 1957, and December 31, 1959, are not required to register.

Local Activities/Issues/Things to Keep in Mind and to Participate in:

- x. If necessary, make sure you are participating in appropriate drug aftercare and mental health counseling while you are here. This includes attendance at mandatory classes and the taking of all required medication. You may also voluntarily participate in substance abuse counseling if you choose.
- y. Obtain your identification cards (Social Security Card, Selective Service Card, Birth Certificate, driver's license) with your Unit Team or find the procedures on TRULINCS.

- z. Actively participate in Transition Fairs and Mock Job Fairs to help you prepare for your release.
- aa. If you have five years or less on your sentence, consider participating in the Transition Unit.
- bb. It is imperative that you earn your GED, if you do not have a high school diploma. If you do not, you will be strongly encouraged to participate in the GED program. If you are struggling with the program, tutors are available to assist. If you do have your GED and it hasn't been verified, Education will need to verify your GED.
- cc. Actively participate in your meetings with your Unit Team. They are for you, not us, so you must help us identify your needs. Discuss your program needs, and ask to see what programs are available at the institution and/or visit the Education Department to see the various classes/courses.
- dd. Other issues you must take into consideration:
 - i. Housing
 - ii. Transportation
 - iii. Identification
 - iv. Phone/Utilities
 - v. Child Support/Child Care
 - vi. Employment
 - vii. Credit Score
 - viii. Education/Training Opportunities
 - ix. Paying Taxes/Bills
 - x. Going from a Lack of a "Good" Support System to a Definite "Good" Support System.

Diversity

While you are incarcerated, everyone has the right to be treated with dignity and respect, and everyone has the right to express their own diversity while being treated with dignity and respect. Why is this important in a correctional setting? It assists us all in practicing attitudes of tolerance, teaches us how to respect ourselves and others, and most importantly, promotes safe, non-violent behaviors and ways to manage conflict.

Diversity means understanding that each individual is unique, and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. Diversity also includes any other characteristic of a person or group, complex or simple. For example, individual diversity can range from complex ethnic make up to simple preferences for food or sports teams. In a correctional setting, this also can include gang and group affiliations and the beliefs, attitudes, and behaviors that are associated with that group.

Dignity: A state of being worthy, honored, or esteemed.

Respect: An act of giving attention and/or consideration.

Intolerance: A destructive attitude rooted in ignorance, fear, hate, and suspicion. It breeds bigotry, violence, resentment, and misunderstanding. It promotes narrow-minded opinions and judgments of people, beliefs, practices, and cultures that are different from our own. It forces us to disregard and contradict fact and experience while serving as a barrier to new information. It robs us of the capacity to grow and thrive.

Tolerance: A constructive attitude of acceptance and understanding that is free from bigotry and prejudicial thinking. It promotes recognition and respect of the views, beliefs, ideas, and practices of ALL people. It helps us accept other people and living situations on life's terms, not just our own. It allows us to give up resentment, anger, and desire to punish ourselves and those we have judged.

Often we are unwilling or unable to do this. For those who fall into this category it can be frustrating trying to communicate with, work with, and in a correctional setting, live with those who are different from ourselves. It is often easier to empathize with our "own culture" or group than to be viewed as an "outsider" watching and judging. This makes looking outside ourselves even more difficult. As is well known, judging, criticizing, and dismissing often lead to prejudice, discrimination, and even worse, hate and violence. The goal of practicing diversity, tolerance, and respect in any setting is to empower individuals with knowledge and awareness so they can "look outside themselves" and exert understanding, respect, and compassion for themselves, the community, and the world around them. Doing this is crucial as everyone deserves to feel valued and appreciated, even those who are incarcerated. We ALL deserve to be treated with dignity and respect, from staff and other inmates. By utilizing an attitude of tolerance and creating a culture of respect and dignity you can:

- decrease your overall stress
- improve your relationships with others-even those in your own group
- make life less difficult for yourself within the institution
- create an opportunity for yourself to learn, grow, and thrive
- learn skills that you will utilize in your home communities for years to come
- create an environment where everyone feels valued and appreciated
- decrease overall violence, anger, and hate within the institution
- Give others consideration
- Manage conflict through effective communication
- Treat others the way they should be treated-the way you want to be treated
- Manage your own behavior
- Demonstrate mutual respect
- Find common ground
- Encourage the small stuff
- Include others, even those who are different from yourself
- Use rational thinking, not emotional reactions
- Practice patience and tolerance
- Seek out individuals to assist in diffusing situations of intolerance
- Seek understanding
- Do the right thing, even when no one is looking
- Remember, we all make mistakes
- Become a positive, pro-social mentor.

Disciplinary Procedures

Inmate Discipline Information: If a staff member observes or believes he or she has evidence an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff becomes aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Lieutenant. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the high and greatest severity category. Violation in the greatest severity category must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

Initial Hearing: Inmates must ordinarily be given an initial hearing within five (5) work days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

Discipline Hearing Officer (DHO): The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Segregation Review Officer conducts periodic reviews of inmates in Disciplinary Segregation. An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his or her choice to represent them if requested. An inmate may make statements in his or her own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing. The staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO, if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Action: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. UDC appeals are made on a BP9. Appeals are made to the Regional Director (BP-10) and the General Counsel (BP-11). On appeal, the following items will be considered:

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

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

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

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 incident the 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).
- C. 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).
- D. Disciplinary segregation (up to 12 months). P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 46
- E. Make monetary restitution.
- F. Monetary fine.
- G. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. 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 ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

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

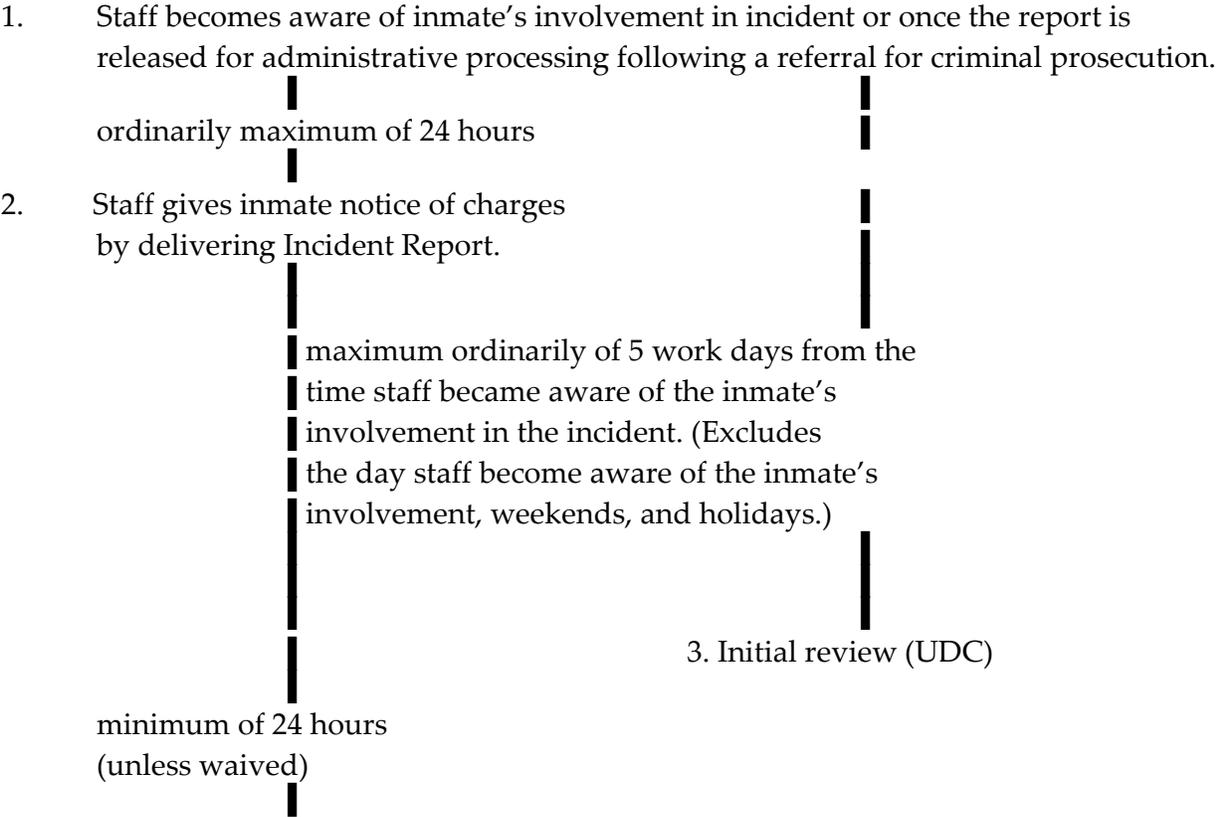
- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (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

Greatest Severity	terminate or disallow EGT (an EGT sanction may not be suspended). Any available Greatest severity level sanctions (100 series).
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Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM



3. Discipline Hearing Officer (DHO) Hearing

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