

FMC Carswell
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Admission & Orientation Handbook

Updated October 2016



UNITED STATES GOVERNMENT
memorandum

FEDERAL BUREAU OF PRISONS
Federal Medical Center, Carswell
Fort Worth, Texas

October 1, 2016

MEMORANDUM FOR ALL INMATES

FROM: Jody R. Upton, Warden

SUBJECT: FMC Carswell Admission & Orientation Program

The Admission and Orientation (A&O) Program and Handbook have been developed to provide inmates new to the institution information regarding your rights and responsibilities as an inmate and the institution's disciplinary process, as well as programs available to you while incarcerated at this facility. The Warden, Executive Staff, and representatives from all departments will also provide useful information during the program concerning the institution's rules and procedures.

If you were committed directly from the court, you will remain in A&O status for approximately two weeks. If you have been classified at another federal facility, you will remain in A&O for one to two weeks. During the A&O process, you will be offered a physical examination, be interviewed by various staff members, and given a series of psychological and scholastic evaluations. Information derived from these sources will assist the Unit Team in reaching a decision regarding a permanent job assignment and institution programming. New inmates will be classified within 28 days of arrival.

The staff at FMC Carswell are dedicated to providing you with a safe, secure, and orderly environment. Many valuable educational, religious, and recreational programs are offered to provide opportunities to develop life skills and improve your mind, body, and soul in preparation of your release. I encourage you to take advantage of the programs offered at this facility, as they will improve your quality of life and assist with transitioning back into society upon your release.

FEDERAL BUREAU OF PRISONS
INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that, as a human being, you will be treated respectfully and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
4. You have the right to health care, which includes medical and dental treatment, as well as nutritious meals, regular exercise periods, toilet articles, an opportunity to shower, and proper bedding and clothing (with a laundry schedule to maintain cleanliness of these articles).
5. You have the right to visit and correspond with friends and family members, and to correspond with members of the news media, within the institutional rules and Bureau of Prisons guidelines.
6. You have the right to unrestricted and confidential access to the Courts via written correspondence on matters such as the legality of your conviction, civil matters, pending criminal cases, and the conditions of your confinement.
7. You have the right to legal counsel from an attorney of your choice via verbal and written communication.
8. You have the right to participate in the use of the Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help through a legal assistance program, when available.
9. You have the right to a wide-range of reading material for educational and recreational purposes. These materials include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, and employment, commensurate with available resources and your interests, needs, and abilities.
11. You have the right to use your funds for Commissary and other purchases (consistent with institution security), for opening bank and/or savings accounts, and for 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 them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility to seek medical and dental care as needed, to not waste food, to follow the established schedules, to maintain neat and clean living quarters, and to keep your area free of contraband.
5. It is your responsibility to conduct yourself properly during visits, to not accept nor pass contraband, and to not violate established laws, institutional rules, or Bureau of Prison guidelines through your correspondence.
6. You have the responsibility to present your petitions, concerns, and questions to the Courts in an honest and fair manner.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources within established procedures and schedules, and to respect the rights of other inmates regarding the use of the materials and the assistance program.
9. It is your responsibility to seek and utilize such materials for your personal benefit without depriving other inmates of their equal rights to the use of these materials.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the community. You will also be expected to abide by established regulations.
11. You have the responsibility to meet your legal and financial obligations, including but not limited to: Court orders, 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 other obligations you may have.

INTRODUCTION

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

GENERAL INFORMATION

Bulletin boards are located in each housing unit, as well as the Education Department, the Chapel, and downstairs by the Food Service Department. **All inmates are expected to review the bulletin boards daily for pertinent information, change sheets and call-out appointments.** Schedules of activities and events are posted there, and times and places for religious services are posted on the bulletin board outside the Chapel.

You will be given a Commissary/I.D. card with your register number and picture on it. This card is to be used for Commissary purchases and identification purposes, and must be in your possession at all times. If your Commissary/I.D. card is lost, it should be reported to your Counselor. There is a \$5.00 charge to have it replaced.

The Inmate Request to Staff Member form, commonly called the Cop-Out, can be obtained from your Unit Team. They are used, for example, to request appointments and to seek information from staff members. Staff will usually respond within five working days following receipt of the cop-outs. **However, you are advised that the Wardens assistance should be sought only after HONEST attempts at resolution following the proper Chain of Command (i.e., Unit or Departmental representatives, then Associate Warden) have proven unsuccessful.**

GENERAL SMOKING/NON-SMOKING REGULATIONS:

Smoking is **NOT** permitted at FMC Carswell. The rules against smoking are strictly enforced by staff. Cigarettes, tobacco products, matches and lighters are considered contraband, and will be confiscated by staff. For further information, refer to the Institution Supplement 1640.03b, entitled Smoking/No Smoking Areas.

INTAKE, CLASSIFICATION AND THE UNIT TEAM

Orientation Inmates are given a social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse. Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility. Staff will assist inmates when a literacy problem exists and staff will utilize all available translation resources for non-English speaking inmates. Translation Plus, a contracted interpretation service, may be utilized to assist inmates with limited English proficiency understand information provided in the Pamphlet on Sexually Abusive Behavior Prevention. Translation Plus also provides Sign Language Services for hearing-impaired inmates. When staff identifies or an inmate reports a visual impairment, staff will read the Pamphlet on Sexually Abusive Behavior Prevention to the inmate and ensure understanding.

Classification Teams (Unit Teams) Each inmate is assigned to a housing unit. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for the inmates living in the unit. The unit offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. The Staff Psychologist, Education Advisor and Unit Officer are considered members of the Unit Team and provide input for classification purposes.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison.

GENERAL FUNCTIONS OF UNIT STAFF

The functions of the Unit Staff are to assist with program goals, release matters, personal problems, and to provide you with a clean, quiet environment to reside while you are incarcerated at FMC Carswell. To accomplish this, each inmate must contribute to her own individual progress and make every effort to treat others with respect and concern. Violations of institution rules or regulations will not be tolerated. Inmates are expected to attend Unit Town Hall Meetings and Mail Call, which are held regularly. You will become acquainted with your Unit Team. Each member is a professional who will assist you in planning and accomplishing your program goals in preparation for your release. You are the most important member of the team, and your accomplishments depend on your own desires, behavior, and motivation.

Unit Manager: The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. The Unit Manager is the Chairperson of the team which comprises the Case Manager, Correctional Counselor, with input from Education and Psychology staff. The Unit Manager reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body that hears disciplinary infractions. The Unit Manager is ordinarily present during initial classification and subsequent program review(s) in which RRC placement is discussed.

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

Correctional Counselor: The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. The Counselor plays a leading role in segments of unit programs relating to inmate activities. The Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population.

Unit Secretary: The Unit Secretary performs clerical and administrative duties, to include the preparation of release paperwork and notary.

Unit Officer: The Unit Officers have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers control movement in and out of the unit and conduct regular searches for contraband.

Communications The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit team members will utilize either open house hours or an open door policy to address inmate concerns. Inmates are also encouraged to use Cop-outs to make requests in writing.

Initial Classification/Program Reviews Inmates initially designated to the institution will receive initial classification within 28 days of arrival. Unit, Education, and Psychology staff will assess each inmate and work with them to develop an individual plan which will address skill deficits that may deter successful reentry into the community. Subsequent program reviews will be held every 90 to 180 days, depending upon release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security level, institutional adjustment, etc. The inmate may not waive appearance with the Unit Team. It is imperative at initial classification (Team) that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Each time an inmate goes to team, he or she will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

Reentry Pre-Release Programming Release preparation begins on the first day of incarceration. The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better inmates' chances of a successful reentry upon release. Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two

forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, Medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application and begin the application process if applicable prior to release. Lastly, the Career Resource Center, normally located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment and housing information, as well as potential benefits information.

Town Hall Meetings Town Hall meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These **questions should pertain to the unit as a whole**, rather than personal questions or problems. Personal issues will be resolved by unit staff during the regular working hours which are posted in each unit.

Treaty Transfer for Non-U.S. Inmates Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmate's home country has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmate's eligibility for participation in the program.

Foreign Consular The most recent publication of the Consular Notification and Access directory will be located in the Law Library.

DAILY INMATE LIFE

Sanitation You will be held responsible for the condition of your living area. Cell floors are to be swept and mopped, trash removed and beds are to be made properly by 7:30 a.m., Monday through Friday, and by 10:30 a.m. on weekends and holidays. All areas are to be cleaned, all property is to be stored and arranged neatly in the locker, and all shelving must be neat and clean. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Room lights must be turned off before work call. Nothing is to be taped or nailed to walls or furnishings. It is the inmate's responsibility to check his cell immediately after being assigned there and report all damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for any damage to his personal living area. Unit meal rotation is ordinarily based on weekly sanitation ratings of each unit. The unit with the highest sanitation is called first, and the unit with the lowest rating is called last.

Personal Property Limits Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell. Each institution is required to establish an Institution Supplement regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain.

Storage Space Staff shall set aside space within each housing area for use by an inmate. The designated area shall include a locker or other securable area in which the inmate is to store authorized personal property. The inmate shall be allowed to purchase an approved locking device for personal property storage in regular living units. Limited space may also be available under the bed for approved items. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Clothing Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. – black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed.

Inmate and Grooming Regulations Appearance is important in making a positive impression on others, as well as providing you with a feeling of general well-being and personal satisfaction. You are expected to maintain a neat personal appearance at all times. Showers are available every day, but inmates may not be in the shower during an official count. Toothpaste, toothbrushes, combs, razors, and soap for personal hygiene are issued by the institution. Inmates may purchase name brand items through the Commissary.

Effective from 7:30 a.m. - 4:00 p.m. (Monday - Friday) - All inmates, including inmates on medical idle, will be dressed in the institution-issued khaki clothing. **T-Shirts must be tucked in at all times.** Inmates exempt from wearing institution-issued clothing during normal duty hours must be approved by the Medical Review Committee. Only safety shoes, work shoes or tennis shoes may be worn outside of the housing unit. Open-toed shoes, slippers, and sandals will not be worn off the unit unless approved by the Medical Review Committee. Inmates with designated days off during the week may elect to dress in approved leisure attire while in the housing unit or on the recreation yard. Appropriate dress will include authorized sweatshirts, shorts, t-shirts, and other approved personal clothing.

Tight-fitting or baggy clothing is not allowed. Inmates will be required to exchange clothing items that do not fit properly. Institutional clothing will not be altered in any fashion, nor will any logos or insignias be placed upon the uniform in any manner. **Any personal attire that is altered from its original form will be considered contraband, will be confiscated, and may result in disciplinary action.**

***All inmates must be in khaki clothing to enter the Food Service dining room for the noon meal.** Sweatshirts must be removed prior to entering the dining hall. If wearing thermal underwear, it must be worn underneath a long-sleeved institution-issued shirt during the lunch meal.

An inmate may wear the hairstyle of her choice and the length of hair will not be restricted as long as the inmate keeps her hair neat and clean. However, Mohawks and shaved-head hair styles are prohibited except for medical reasons. Hairpieces and wigs are not permitted. All haircuts, perms, coloring and relaxers are to be done in the institution Cosmetology Department. The Cosmetology Department is located on the first floor of the Hospital building. See the rules located in the Cosmetology Department for more information.

Commissary/Special Purchase Items These items are authorized to the point they can be contained in the storage area provided for personal property.

Letters, Books, Photographs, Newspapers, and Magazines An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, **an inmate is not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy.** These materials will be returned to the sender upon receipt at the institution.

Legal Materials Staff may allow an inmate to possess legal materials in accordance with the provisions on inmate legal activities.

Hobbycraft Materials Staff shall limit an inmate's hobby shop projects within the cell or living area to those projects which the inmate may store in designated personal property containers. Staff may make an exception for an item (for example, a painting) where size would prohibit placing the item in a locker. This exception is made with the understanding that the placement of the item is at the inmate's own risk. Staff shall require that hobby shop items be removed from the living area when completed.

Radios, MP3 Players, and Watches An inmate may possess only one approved radio or MP3 player, and watch at a time. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, MP3 player, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio, MP3 player, or watch at the new institution, the inmate shall be permitted to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. Where the inmate refuses to provide a mailing address, the radio, MP3 player, and/or watch may be disposed of through approved methods, including destruction of the property. The MP3 player can be managed through TRU-Units. This service allows inmates to manage the player and to purchase non-explicit music. MP3 players are not authorized or transferrable to contract facilities.

Jewelry Inmates may have a plain wedding band and an appropriate religious medallion and chain without stones.

T.V. Unit televisions may be viewed during established off-duty hours. During normal working hours, unit televisions may be viewed at the discretion of staff.

Wake-up A general wake-up for all inmates is 6:00 a.m. It is the inmate's responsibility to leave the unit for meals and work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

TRUST FUND

Open House The Trust Fund department will conduct Open House on Monday of each week (excluding Holidays) between the hours of 11:00 a.m. and 12:30 p.m.

Laundry & Clothing Washers and dryers are provided in the housing units for inmates to launder their institution-issued and personal clothing. Personal clothing is defined as any non-institution issued clothing items purchased from the Commissary. Institution-issued clothing is any clothing item provided by the institution's Laundry Department. The Laundry Department is located in the basement of the Hospital building. All new commitments will report to Laundry by 7:30 a.m. on the next working day following their arrival at the institution for the completion of their clothing issue. Steel-toed safety shoes are also issued by the Laundry Department.

All alterations must be done by the Laundry Department. Any institution-issued item altered by an Inmate, without authorization, becomes contraband (for example, long-sleeved sweatshirts cannot have the sleeves removed). The item(s) will be confiscated and disciplinary action will be taken.

Clothing may not be borrowed from, exchanged with, given to, or sold to another inmate. Any inmate found not in compliance with this policy is subject to disciplinary action. Laundry soap is for institution-issued clothing only. Additional laundry detergent can be purchased from the Commissary.

All institution-issued clothing will be tagged with your name and inmate register number for identification purposes. **These tags should not be removed for any reason.** If the tags should come off, it is your responsibility to take that item to the Laundry Department and have the tag replaced. **See posted hours for Clothing Exchange schedule.**

Commissary The BOP maintains inmates' monies (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the privilege of obtaining merchandise and services either not provided by the BOP or a different quality than that provided by the BOP. An inmate may use funds in their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, or send funds by creating a BP-199. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card.

All inmates validate on the 1st and 15th of every month with a spending limit of \$180.00 twice a month, for a total of \$360 for the month. **Inmates must present their Commissary/I.D. card in order to shop.** An inmate's day to shop is determined by the last two numbers of the first five digits of their Register Number (for example, Register Number 12345-678). Check unit bulletin boards for changes due to Holiday weeks and inventory schedules. **If an inmate does not come to the sales window when their name is called, they will forfeit their shopping privilege until the following week. An inmate must notify Commissary staff if they need to leave the line for any reason. The commissary will close 15 minutes after the announcement "mainline is closed" of the noon meal.**

The Commissary Staff will post a shopping schedule on the TRULINCS Inmate Bulletin Board and in the hallway bulletin board. The commissary will be open Monday thru Thursday for sales except for holidays during the breakfast and lunch meals. Ensure you check the calendar for any operational changes. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC).

Commissary Spending Restrictions & Limitations Inmates who are under Commissary Restriction and/or are currently on "Refusal Status" under the Financial Responsibility Plan (FRP) will have a spending limit of \$25.00 for every 30 days, effective from the Inmates last date of purchase.

Deposits to Accounts *U.S. Postal Service* Inmates' families and friends choosing to send inmates funds through the mail must send those funds to the following address and in accordance with the directions provided below:

Federal Bureau of Prisons

Insert Valid Committed Inmate Name

Insert Inmate Eight-Digit Register Number

Post Office Box 474701

Des Moines, Iowa 50947-0001

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The BOP will return to the sender funds that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit. The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure the funds can be returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The BOP shall dispose of all items included with the funds.

In the event funds have been mailed but have not been received in the inmate's account and adequate time has passed for mail service to Des Moines, Iowa, the sender must initiate a tracer with the entity who sold them the money order to resolve any issues.

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

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

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

1. The Pay To field must be made out to the Federal Bureau of Prisons (City code "FBOP" State code "DC").
2. The senders account number with company field is used to identify the inmates account number and must be filled in with your Inmate Register Number first, immediately followed by your full committed last name.

Please note the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned. All funds sent via Western Unions Quick Collect will be posted to your account within 2 - 4 hours, but only when those funds are sent between 6:00 a.m. and 8:00 p.m. CST (Seven days per week, including holidays) Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public). **Questions or concerns should not be directed to the BOP.**

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

Funds sent to an inmate through the MoneyGram ExpressPayment Program may be sent via one of the following ways:

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

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

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

Please note that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

2. **ONLINE using a credit, debit or prepaid card (Visa or MasterCard only):** The inmate's family and friends can click on www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending (up to \$300). If you are a first time user you also must set up a profile and account.

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

Commissary Fund Withdrawals Requests for Withdrawal of Inmate Personal Funds, BP-199 forms, will be processed weekly by Trust Fund, Inmate Accounts. Withdrawals are initiated in TRULINCS, Send Funds (BP-199) by the inmate. When the BP-199 is printed it must be signed by the inmate in staff presence and hand delivered. The Supervisor of Education approves withdrawal requests for correspondence courses and materials for approved education programs. Unit Managers will approve all other withdrawal requests. Only an Associate Warden can approve inmate withdrawals exceeding \$500.00.

TRULINCS The Trust Fund Limited Inmate Computer System (TRULINCS) is the inmate computer network that provides inmates access to multiple services. At no time do the inmates have any access to the Internet. Inmate's access dedicated TRULINCS workstations installed in various housing units and common areas to perform various functions using their register number, Phone Access Code (PAC), and the fingerprint process or Commissary Personal Identification Number (PIN). Inmate access to these workstations varies depending on the institution.

Account Transactions This service allows inmates to search and view their Commissary, telephone, and TRULINCS account transactions, as well as, view their Media List.

Bulletin Board This service is used to supplement the use of inmate bulletin boards within the institution for disseminating information to the inmate population.

Contact List This service is used by inmates to manage their email address list, telephone list, and postal mailing list. Inmates also mark for print postal mailing labels within this service. If an email address is entered for a contact, TRULINCS sends a system generated message to the contact directing them to www.corrlinks.com to accept or reject email contact with the inmate prior to receiving any messages from the inmate. If a positive response is received, the inmate may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address.

Law Library This service allows inmates to perform legal research

Manage Funds This service allows inmates to manage their personal funds by creating/canceling Requests for Withdrawal of Inmate Personal Funds (BP-199) and their Pre-Release Account.

Manage TRU-Units This service allows inmates to purchase TRU-Units using available Commissary funds or transfer TRU-Units back to their Commissary account.

Prescription Refill This service allows inmates to request prescription refills via TRULINCS of self-carry medications that are ready for refill directly to the Pharmacy. Pharmacy staff will receive the prescription refill request and process the request accordingly. Inmates will follow established local procedures for picking up requested prescriptions.

Print This service allows inmates the opportunity to print various documents marked for print within TRULINCS. Mailing labels and BP-199 forms may be printed for free. All other documents can be printed at a cost.

Public Messaging Inmates may correspond with friends and family using public messaging. This is a restricted version of email that will only allow text messages and no attachments. There is a cost per minute fee for using this service. Messages are limited to 13,000 characters.

Request to Staff This service allows inmates to correspond with staff electronically. The list of available departments varies by institution; however, there is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmate with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

Survey This service allows inmates to take Bureau surveys (i.e., Institution Character Profile).

Inmate Telephone System TRUFONE Telephone privileges are a supplemental means of maintaining community and family ties. Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager to arrange an unmonitored attorney call.

While policy specifically allows inmates to make one call every three months, there is no specific limit on the number of phone calls that an inmate may make. It is expected that each inmate will handle his calls in such a manner that will allow the equal use of the phones by all inmates. Calls are limited to fifteen (15) minutes in duration. Each inmate is allowed 300 minutes of calling time per month, unless on telephone restriction. Telephones will not be used to conduct a business.

Inmates are allowed to have thirty (30) approved numbers on their phone list. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers.

Inmates will be given their SECRET PAC (nine digits) number by your Correctional Counselor. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. Giving or selling your PAC number will result in disciplinary action. All calls are automatically terminated after fifteen (15) minutes. A waiting period of thirty (30) minutes may be established between calls.

It is each inmate's responsibility to maintain their PAC in a way to ensure no other inmate has access to it. Inmates found to be sharing their telephone account with other inmates will result in disciplinary action taken with all inmates involved. Third part telephone contact will also result in disciplinary action. This could include, but is not limited to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact.

The hours of telephone operation begin at 6:00 am and end no later than 11:30 pm. Telephones for inmate use are located in the Housing units.

Inmates are expected to be at their work assignments and must not use the telephone during their work hours. For inmates who work varied work shifts, at local discretion, institutions may leave one telephone per unit available for inmates on "days off," or "evening shift." TRUFONE funds are transferred using the TRUFONE system and must be done in even dollar amounts. The TRUFONE funds are deducted from an inmate's commissary account and transferred to the

TRUFONE account immediately. Transfers may be made from any telephone during operational hours. It is each inmate's responsibility to verify the correctness of the amount transferred at the time of transfer.

TRULINCS VIDEO SERVICE

Inmates using TRULINCS Video will adhere to all TRULINCS terms of warning, responsibilities and acknowledgements. All TRULINCS video sessions are subject to monitoring. Inmates consent to monitoring when they accept the TRULINCS Video Warning/Responsibility/Acknowledgement Statement each time they access the system. Contacts consent to monitoring of all video session activity is obtained when they accept a video invitation and again when they participate in a video session.

Hours of Operation: Monday – Friday	6:00 a.m.	3:30 p.m.
	5:30 p.m.	9:00 p.m.
Saturday, Sunday, Holidays	6:00 a.m.	9:30 a.m.
	11:30 a.m.	3:30 p.m.
	5:30 p.m.	9:00 p.m.

Code of Conduct

The Warden has the authority to restrict or suspend an inmate's video privileges when there is reasonable suspicion that the inmate and/or contact has acted in a way that would indicate a threat to the good order or security of the institution. Ordinarily, the duration of the restriction or suspension should be limited to the time required to investigate and initiate the discipline process.

Video sessions shall be conducted in a quiet, orderly, and dignified manner. Only the inmate logged in to the TRULINCS workstation and their approved contacts may participate in a video session; group sessions are prohibited. Recording and rebroadcasting of video sessions is prohibited.

Any visual and verbal communicated actions by the inmate or approved contact such as hand/body gestures outside of general sign language (gang signs/signals, sexual acts/gestures/innuendos, prohibited substance/drug use, etc.) and nudity is strictly prohibited. In an effort to eliminate threats to the good order or security of the institution, any actions to include verbal/visual communication that can be perceived as jeopardizing the safety or security of the institution will be immediately terminated without refund.

Any act or effort to violate the TRULINCS Video Service Terms of Use or guidelines of an institution may result in disciplinary action against the inmate, which may include the denial of future TRULINCS Video Sessions, possibly over an extended period of time. Moreover, criminal prosecution may be initiated against the contact, the inmate, or both, in the case of criminal violations.

Dress Code

Inmate Attire: Inmates will be properly dressed when engaging in a TRULINCS video session. At a minimum, inmates are required to be in un-altered local proper dress government issued uniform (Khakis, Greens, Jump Suit, etc.). Altered, ripped, torn, frayed, unbuttoned, or any other form of apparel of a suggestive or revealing nature is prohibited. No hats other than approved Religious articles or non-prescription sunglasses are permitted during TRULINCS Video Session. **Contact Attire:** All contacts will be properly dressed when engaging in a TRULINCS video session. The contact will be expected to wear clothing which is in good taste. Contacts are expected to dress in the same manner as if they were to physically enter a Bureau of Prisons facility, these rules and guidelines can be found on bop.gov.

Termination

Video sessions older than 30 days are automatically purged from the system. The cost of a video session is \$6.00 (120 TRU-Units). Inmates are charged for the entire 25 minutes session regardless of how many minutes are spent communicating. In the event the inmate does not show for the scheduled session, they will be refunded the \$6.00 (120 TRU-Units) session fee and charged at \$3.00 (60 TRU- Units) no show fee. In the event the contact does not connect to the scheduled session, the inmate may cancel the session and pay the \$3.00 no show fee prior to the session expiring. In the event the system malfunctions, inmates must request refunds within 15 calendar days of the scheduled video session date. In the event that the video session is terminated for administrative reasons, a partial or complete video session fee may be granted. In the event that a video session is terminated because of either the inmate or the contact violated a Bureau policy, the video session fee will not be refunded. If either an inmate or a contact violates this supplement, the Warden may remove the individual from participating in this Video Service. Both parties are notified of the removal.

VISITATION

Inmates are encouraged to receive visits in order to maintain family and community ties. All visiting regulations are located in Program Statement 5260.05, Visiting Regulations. The visiting days and times are as follows:

Saturday, Sunday & Federal Holidays:

8:00 a.m. - 3:00 p.m.

New inmates are required to submit a visiting list to their Counselor for approval. Relatives and friends may be approved after certain checks are completed. Requests for approval of visitors should be made to the Counselor at least three weeks in advance of the intended visit. Inmates may not have visits unless the visitors have been approved by the Unit Team. Visitors who are not approved may not be allowed to visit.

All visits will begin and end in the Visiting Room. Inmates will not enter the Visiting Room area until notified by a staff member that an approved visitor is present. Upon conclusion of a visit, inmates must exit the Visiting Room and return directly to the compound.

Inmates must be dressed in an institution-issued uniform which includes panties, bra, khaki pants, a khaki t-shirt, and a khaki button-down shirt. Inmates must also have their Commissary/I.D. card with them in order to be admitted to the Visiting Room. Inmates may only take a plain wedding band, a pair of prescription eyeglasses, and a necklace with religious medallion into the Visiting Room. Authorized religious headgear is permitted. Medication may be permitted if authorized by Health Services.

The Front Lobby Officer is responsible for identifying visitors by use of a valid state driver's license, or other valid picture identification. All visitors, with the exception of children under 16 years of age, must provide photo identification before being permitted into the institution.

Each visitor, except official visitors, will be required to complete the BP-A224, Notification to Visitor form. Additionally, all visitors will be required to submit to and clear electronic searches before entering the secure facility. This will include walk-through [WTMD] or hand-held metal detectors for the person, and x-ray machines for belongings that cannot be cleared via WTMD. All visitors will also be subject to random vehicle searches and pat searches.

Visitors must be dressed properly. Halter tops or other clothing of a suggestive or revealing nature will not be permitted in the Visiting Room. Shorts more than 5" above the knee will not be allowed. Skirts and dresses must be no shorter than 5" above the knee. Appropriate footwear, designed for street wear, must be worn by all visitors; shower-type shoes will not be permitted. Visitors failing to follow the dress code may be denied visitation privileges.

Visitors will only be allowed to carry a small clear plastic change purse with change to use in the vending machines. If a visitor requires medication, only the amount needed for the duration of the visit will be allowed. All items must be in clear containers. Visitors with small infants will be limited to the following amount of items:

- Diapers (5)
- Plastic Baby Bottles (4)
- Handy Wipes - Small Container
- Unopened Baby Food - Enough for the duration of the visit (Factory sealed and pre-mixed)

Visitors are not allowed to give anything to any inmate. A brief kiss, embrace and/or handshake are allowed only upon arrival and departure. Hand holding and touching throughout the visit is not allowed. Inmates may hold children under the age of 12 on their laps. Inmates will be responsible for the behavior of their children. One visiting adult must accompany every five visiting children. If children get out of control, a warning will be issued. If control is not maintained, the visit may be terminated. All special visits will ordinarily be coordinated by the inmates Counselor or Unit Team staff. Special visits are for a specific purpose and will not be of a recurring nature. Requests for special visits are approved by the Associate Warden. Special family visitation at the contract community hospital is usually done only in cases where an inmate is critically ill. Visitation must be approved by the inmates Unit Manager prior to any visit taking place.

Directions to the institution are located on the last page of this A&O handbook

SECURITY PROCEDURES

Attire Inmates will be in the proper uniform, (normally khaki pants and khaki shirt), Monday thru Friday, between 7:30 a.m. and 3:30 p.m. The uniform will be maintained in a neat and professional manner, with shirt tucked in and pants around the waist line. Other than approved religious headgear, hats/caps will not be worn while indoors, to include housing units.

Inmate Identification Cards Inmates are required to wear their identification cards at all times upon departing their assigned cell. The inmate identification card will be worn on the upper front torso, with the inmate's picture clearly visible for staff to identify the inmate. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards.

Call-Outs Call-outs are a scheduling system for appointments (which include medical, dental, educational, team meetings and other activities) and are posted each day on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis.

COUNT PROCEDURES

During count, you are to remain quiet and in your living area until the count is clear. Disciplinary action will be taken for not being in your assigned area during count, for leaving before the institution count is officially cleared by the Control Center, or any action that disrupts the count procedure.

Official Daily Count Times:

12:01 a.m.	In your assigned room
03:00 a.m.	In your assigned room
05:00 a.m.	In your assigned room
10:00 a.m.	Stand-up count by your bed (on weekends and holidays only)
04:00 p.m.	Stand-up count by your bed
09:30 p.m.	Stand-up count by your bed

Pass System During the regular work day, 7:30 a.m. to 4:00 p.m., inmates must have a pass to move from one area of the institution to another except for movement to assigned details, going to the lunch meal, or for a recall. Each move will be announced by staff. Unit officers or Detail Supervisors issue passes whenever it's necessary to leave a housing unit or work area. Inmates are permitted a limited amount of time to travel to and from each area. It's the inmate's responsibility to make sure that the staff member notes the correct time on the pass. If more than ten minutes is used to travel from one area to another, the inmate is subject to disciplinary action.

Controlled Movement Orderly movement of inmates to and from special activity areas will be maintained at all times. All free movements to and from quarters will be announced over the PA system by the Control Center Officer in conjunction with the Compound Officer (coordinate prior to movement) at the times listed in the movement schedule. The following are guidelines for controlled movement; however, they may be altered by the Operations Lieutenant in special circumstances to meet the needs of the institution.

CONTROLLED MOVEMENT SCHEDULES

WEEKDAY SCHEDULE (MONDAY THROUGH FRIDAY)

6:00 a.m.	Compound Open for morning meal, sick call, pill line
7:30 - 7:45 a.m.	AM Work Call
7:45 - 7:55 a.m.	Controlled Movement
8:45 - 8:55 a.m.	Controlled Movement
9:45 - 9:55 a.m.	Controlled Movement
10:00 a.m.	Short Line (Food Service workers, etc.)
10:30 a.m.	Inmate Recall for all non-work-related areas
11:00 a.m.	Main Line (for one hour or until completion. Units remain open once they are called for the meal; Compound is open from the end of the meal until PM Work Call)
12:30 -12:45 p.m.	PM General Work Call/Resume Controlled Movement
1:45 - 1:55 p.m.	Controlled Movement, Trash Call

2:45 - 3:30 p.m. Open Movement
3:30 p.m. Compound closes

WEEKEND/HOLIDAY DAYTIME SCHEDULE

7:00 a.m. Compound Open for morning meal, pill line
8:45 - 8:55 a.m. Controlled Movement
9:45 a.m. Inmate Recall for all non-work-related areas
10:00 a.m. Institution Official Stand-Up Count
11:00 a.m. Main Line (for one hour or until completion. Units remain open once they are called for the meal; Compound is open from the end of the meal until PM Work Call)
12:45 - 12:55 p.m. Controlled Movement
1:45 - 1:55 p.m. Controlled Movement, Trash Call
2:45 - 3:30 p.m. Open Movement
3:30 p.m. Compound closes

EVENING TIME SCHEDULE (SUNDAY THROUGH SATURDAY)

4:00 p.m. Institution Official Stand-Up Count
4:30 p.m. (or once the Count clears) - Insulin Line Move/Evening Meal Rotation
(Units remain open once they are called for the meal)
5:55 p.m. Controlled Movement Resumes - Pill Line inmates will be called by unit utilizing the weekly Unit Sanitation results.
6:45 - 6:55 p.m. Controlled Movement
7:45 - 7:55 p.m. Controlled Movement
8:55 p.m. Inmate Recall for all non-work-related areas; Compound remains closed to all non-working inmates.
9:30 p.m. Official Institution Count

CORRECTIONAL SERVICES

Personal Property Inmates may possess only the property authorized in the Institution Supplement on Inmate Personal Property. Only items listed in Program Statement 5580.06, Inmate Personal Property, will be allowed to be transferred or allowed in from transfer. Items not listed in this Program Statement will be mailed to an address other than a Bureau of Prisons facility. Many of the items in the Personal Property Institution Supplement are for LOCAL USE ONLY. This means that some of the items sold in the Commissary at FMC Carswell are allowed only at this institution, and may NOT be transferred to another Federal institution. All personal property must be stored in the inmate locker or other authorized areas. All personally owned items must be purchased from the Commissary unless otherwise noted.

- **Commissary Items:** An inmate may not possess Commissary items in a quantity which occupies more than 25% of the total locker.
- **Magazines, Newspapers, and Books:** Only magazines and newspapers authorized by the Institution Supplement may be retained in an inmate's possession. Magazines may be retained for three months from the date of issue. Newspapers may be retained for seven days from the date of issue. Inmates are limited to a total of 10 personally owned books, including religious books. Students will be allowed to maintain books directly related to their current educational/vocational training courses until completion of each course.
- **Legal Materials:** An inmate is allowed to have legal material pertaining to current, ongoing litigation and/or legal actions on her case. All legal material must be stored inside her personal locker or approved legal locker.
- **Radios:** An inmate may possess only one Walkman-type radio with a declared value of no more than \$100. Radios must be purchased from the Commissary, and may only be worn and/or used during NON-WORKING hours due to safety concerns.
- **Watches:** Inmates may possess only one watch with a declared value of no more than \$100. Watches must be purchased from the Commissary.
- **Photographs, Picture Frames, Photo Albums, and Personal Letters:** Each inmate may have a photo album containing no more than 25 photographs in accordance with the Institution Supplement. All photographs will be of snapshot size or include no more than one 8" x 10" size photograph. Photographs may be placed inside the doors of an inmate's locker. Personal letters will be restricted to an amount (no more than 25) that can be contained in a standard-size shoe box.

- **Jewelry:** A plain wedding band with no stones may be retained at the time of commitment or transfer. The value of the wedding band will not exceed \$100. Approved earrings with no stones are allowed. Hoop earrings may not be larger than a Quarter-size coin. Only one pair of earrings may be worn at a time, and may only be worn in the earlobes. A religious medallion and chain not to exceed \$100 is allowed. **No other jewelry is permitted.**
- **Coins/Stamps:** No inmate is allowed to possess coins or paper money. An inmate is allowed to possess a maximum of up to three books of postage stamps (at the current rate).

****For a complete list of allowable personal property items, refer to Institution Supplement 5580.06, Inmate Personal Property****

Contraband Items possessed by an inmate ordinarily are not considered to be contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property. Contraband includes material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution.

Staff shall consider as nuisance contraband any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

Staff shall seize any item in the institution which has been identified as contraband whether the item is found in the physical possession of an inmate, in an inmate's living quarters or in common areas of the institution. An inmate may not purchase, give, or receive any personal property from another inmate. Staff shall return to the institution's issuing authority any item of government property seized as contraband. Items of personal property confiscated by staff as contraband are to be inventoried and stored pending identification of the true owner (if in question) and possible disciplinary action. Staff will then provide you with a copy of the inventory as soon as practicable

Shakedown The placement of metal detection devices throughout the institutions may be necessary for the control of contraband. A metal detector search may be done in addition to the pat search. Staff may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief that contraband may be concealed on your person or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing and work area, and personal items contained within those areas, without notice, randomly, and without the inmate's presence. The property and living area will be left as close to the same conditions as found.

Drug Surveillance / Alcohol Detection BOP facilities operate drug surveillance and alcohol detection programs which include mandatory random testing, as well as testing of certain other categories of inmates. A positive test, or refusal to submit a test, will result in an incident report.

FEDERAL BUREAU OF PRISONS

HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

Your Health Care Rights:

1. You have the **right to access** health care services based on the local procedures at your institution. Health services include medical, dental and all support services. Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.
4. You have the right to provide the Bureau of Prisons with **Advance Directives or a Living Will** that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. **This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.**
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.

Your Health Care Responsibilities:

1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. **You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.**
2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Administrative Remedy Procedures*.
4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.

Your Health Care Rights continued:

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

9. You have the right to report complaints of pain to your health care provider, **have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.**

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

11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).

13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.

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

Your Health Care Responsibilities continued:

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

9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.

10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

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

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

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

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

SAFETY

Every effort will be made to provide a safe environment for each inmate and to provide appropriate safety equipment. Inmates should familiarize themselves with the institutions safety regulations.

The following is a list of safety regulations with which every inmate should be familiar:

1. It is the responsibility of each inmate worker to use the safety equipment issued to protect her against physical injury and/or health hazards. Make certain you are wearing all required personal protective equipment such as goggles, safety shoes, aprons, arm guards, hard hats, and respirators before you begin an operation.
2. You must wear safety equipment when performing any grinding, chiseling, filing, or chipping.
3. Hearing protection must be worn on all work stations designated as high-noise level areas.
4. Report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, the fact should be reported to the institutions Safety Manager.
5. Inmates will only perform work that is assigned to them. Operating machines or equipment, or performing any operation that has not been specifically assigned, is strictly prohibited and will result in disciplinary action.
6. The fabrication or repair of personal items on government equipment (except when authorized in the Hobby Shop) is against safety regulations.
7. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while in motion. Stop the machine first and use lock-out devices where possible.
8. Inmates who are injured while performing their assigned duties will immediately report to their work supervisor. Failure to report a work injury to your supervisor, within a maximum of 48 hours, may disqualify you for eligibility for lost time, wages, or compensation.
9. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in conducting her assigned work. Horseplay on the job will not be tolerated at any time.
10. Any inmate who sustains a work injury, and still retains some degree of impairment at the time of release, should contact the Safety Manager not less than 45 days prior to release or transfer to a RRC for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.
11. Any type of radio headsets on the job is strictly prohibited.

Fire Prevention and Control Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards will not be tolerated. Regular fire inspections are made by qualified professionals. Inmates should familiarize themselves with the fire evacuation diagrams posted in each unit. Regularly scheduled and unscheduled fire drills are held in the institution. Fire evacuation procedures are posted on each floor.

PROGRAMS AND SERVICES

Job Assignments All inmates, who have been medically cleared, will maintain a regular job assignment. Many job assignments are controlled through an Inmate Performance Pay (IPP) system, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Institutional maintenance jobs are usually the first assignment an inmate receives. This might include work in Food Service, as a unit orderly, or in a maintenance shop. Unit staff assign work and approve all job changes. They also see that the changes are posted on the Daily Change Sheet. Ordinarily, an inmate will be on a job 90 days before being considered for a job change. Reports evaluating your work performance will be prepared by your supervisor every 90 days. Work performance will also be used when considering participation in community activities, if eligible. Unsatisfactory work reports may result in restriction from community programs. Additional factors considered in determining a specific work assignment are: your physical condition, education level, previous work experience, general attitude, ability to benefit from training, and plans for the future.

Some of the jobs available are:

<u><i>Food Service:</i></u>	Cooks, Bakers, Salad Preparers, Orderlies, and Dishwasher Operators
<u><i>Medical Department:</i></u>	Orderlies, Nursing Assistants & Inmate Helpers, Dental Assistants, Dental Lab Technicians, and Inmate Rehabilitation Assistants
<u><i>Mechanical Service:</i></u>	Electricians, Plumbers, Cement Finishers, Masons, Mechanics, Painters, Carpenters, Draftswomen, Laborers, Clerks, and HVAC
<u><i>Education:</i></u>	Librarians, Teacher Aides, and Clerks

<u>Laundry Department:</u>	Clothing Dispensers and Clerks
<u>Safety:</u>	Clerks, Housekeepers, Recycling and Warehouse Workers
<u>Institution Maintenance:</u>	Landscape Workers and Building Orderlies
<u>Chapel:</u>	Clerks and Orderlies
<u>Receiving and Discharge:</u>	Orderlies
<u>Housing Units:</u>	Orderlies

Performance Pay Each inmate is eligible to receive pay for satisfactory work performed, based on the grade level for the particular job. You may be awarded performance pay, generally at the rate of \$.12 to \$.40 per hour of satisfactory work performed, depending on the designated grade level. Pay grade levels range from 1 to 4, with 1 being the highest. Inmates who have a legitimate financial obligation (i.e., court assessments, fines, restitution, child support, etc.) and refuse to participate in the Inmate Financial Responsibility Program will receive only maintenance pay of \$5.25 per month. Any inmate who has worked full-time for 12 consecutive months on an institution work assignment is eligible to take a five-day paid vacation at the inmates prevailing hourly rate.

Inmates receiving performance pay will be paid monthly. The pay period runs from the first day of the month through the last day of the month. Performance pay is posted to an inmates trust fund account within 10 working days after the close of the pay period.

The pay grade of a work assignment is based on the degree of skill and supervision required for the position and the positions impact on the institution in comparison with other inmate work assignments. For example, a Grade 1 position must be a skilled position which has institution-wide impact and requires minimal supervision. Grades 2 through 4 require lower skill levels, greater supervision, and have less impact on the institution. Some details may have several Grade 1 positions, while other details may not have any Grade 1 positions.

Inmate Financial Responsibility Program Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees, and costs in accordance with 18 U.S.C., Section 3624 (e). All designated inmates are required to sign an installment schedule agreement to meet their financial obligations, regardless of the extent of resources. Failure to sign the agreement schedule may delay or prevent release from incarceration. The schedule will be established by the United States Probation Office. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

Interest and penalties are associated with unpaid restitution and fines. Payment plans will be discussed at your team meetings. When an inmate has the resources to do so, it is intended that full payment will be made as expeditiously as possible. Inmates with sizable obligations and considerable community resources are ordinarily not to be considered as exercising adequate responsibility by making minimum payment from institution earnings. The imposition of larger financial obligations by the Court, like the imposition of longer sentences, reflects concern with the relative seriousness of the offense. In such cases, it ordinarily can be assumed the Court has taken into consideration the inmate's ability to pay.

Institution staff assists in planning, but 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 or her obligations, the inmate cannot receive performance pay above the maintenance pay level. She will also be placed in "refuse" status. Refusal Status will affect future consideration for room/housing assignments, institution work assignments, performance pay, commissary privileges (spending limit of only \$25.00 monthly), release gratuities, and community programs including Residential Reentry Center (i.e., halfway house) placement and will score zero in responsibility on the progress report. These are a few examples of the sanctions that can be imposed as a result of being in FRP Refusal Status.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

Questions regarding the Inmate Financial Responsibility Program or your program plan can be discussed with members of your Unit Team during your team meeting. Program Statement 5380.07, Inmate Financial Responsibility Program, is also available for your review in the inmate Law Library.

FOOD SERVICE

The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy and no-flesh dietary options. At the Warden's discretion items may be added to the National Menu by adding to a salad bar, hot bar, beverage bar (if these are part of the Food Service program) or by adding condiments such as sugar.

Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal unless menu items fail to meet the medical requirement. Menu item replacements may not always be provided as inmates may have to avoid certain foods in the self-selection process; however, if a dietitian determines a Special Diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating.

The religious diet program, called the Alternative Diet Program, consists of two distinct components: one component provides for religious dietary need through self-selection from the main line, which includes a no-flesh option. The other component accommodates dietary needs through nationally recognized, religiously certified processed foods and is available through the approval of Religious Services.

EDUCATION

The mission of Education/Recreation Services is to provide mandatory literacy and English-as-a-Second Language programs as required by law, as well as other education/recreation and related programs that meet the needs and interests of the inmate population, provide options for the positive use of inmate time, and enhance successful reintegration into the community.

Education opportunities provided for Federal inmates include General Equivalency Diploma (GED) and ESL programs, as required by law. Various nationally recognized tests will be used to place inmates in appropriate education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

Literacy/GED The basic literacy standard is a high school diploma or a general education development (GED). All inmates entering the institution who **CANNOT VERIFY** receipt of a diploma or GED within 60 days of admission are required to take the Adult Basic Learning Examination (ABLE). Inmates that demonstrate limited English proficiency are administered the Comprehensive Adult Student Assessment System (CASAS). Upon completion of testing, staff will make the appropriate placement in either the GED, English as a Second Language (ESL), or Spanish GED class. Literacy classes are mandatory programs, and include GED and ESL classes. All promotions in institutional job assignments beyond entry level are contingent upon successful completion of a GED or high school diploma.

Post-secondary courses are available through correspondence courses and instructional television. These courses are at the inmates expense.

The Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Act (PLRA) require inmates who lack a high school diploma to participate in a GED credential program and make satisfactory progress in the program in order to be eligible to vest the maximum amount of earned good conduct time (VCCLEA sentenced inmates) or earn the maximum amount of good conduct time.

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential. For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption.

Inmates who are exempt from attending GED class based on a deportation detainer must enroll in GED or ESL in order to receive their good conduct time.

Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled, or re-enroll to vest/earn their good conduct time. Inmates found guilty of an incident report related to their literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS, and will not vest/earn their good conduct time.

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete additional 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

Inmates who are eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating, but not completing GED, ESL and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit. However, DCEGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

Special note on GED scores: A new English GED test will be launched on January 1, 2014. A new Spanish GED test will follow later. Once a new GED test is issued, scores from the current GED test cannot be combined with the new test. If inmates have taken the English GED test between January 1, 2002, and now, they are strongly encouraged to see the education staff and retake the GED test before December 31, 2013. English GED scores from the current GED test will no longer be valid. The new GED Test will be taken on the computer. Inmates are strongly encouraged to enroll in a keyboarding or typing course, when offered.

Inmates with a Verified High School Diploma In order to obtain a realistic and accurate assessment of an inmate's skill levels, a demonstration of literacy attainment must be verified for inmates with a high school diploma. Even though current policy accepts a high school diploma for custody classification, good time credits, education programs, etc., a high school diploma does not necessarily certify an inmate is literate.

Inmates who have a high school diploma (not an AA or higher post-secondary degree) are encouraged to submit a cop-out to the Education Department to request to sign-up for the Tests of Adult Basic Education (TABE) to validate their reading, language, and math computation, as well as applied math. The purpose of the TABE is to ensure these inmates have sufficient language and math skills to pursue their post-secondary education study and/or obtain a job in the community. Mastery of the reading, language, and math skills from the TABE is part of inmates' reentry plan documented in the Inmate Skills Development System (ISDS). In the Academic section of the ISDS, the inmate will not be scored/rated green (indicating demonstration of literacy skills) and should be scored/rated yellow (indicating unknown) until he/she scores a 9.0 or higher on TABE A or D. If an inmate scores below 9.0, he/she should enroll in remedial classes offered by the Education Department to improve his/her literacy levels.

ESL The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmates' communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the education department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test. If indicated by test scores, participation in ESL will be required regardless of education degree status. Inmates with high school diplomas or college degrees may be required to participate in the ESL program.

Incentives Incentive awards are provided to recognize inmates making satisfactory progress and successfully completing the literacy (i.e., GED and ESL) program. Inmates may also receive incentives for progressing to various levels in the GED or ESL Programs. Graduation ceremonies recognize GED, ESL, and Occupational Education completions.

Other Programs The completion of the literacy program is often the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as advanced occupational training or college are needed in today's world. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills.

Vocational Training A Vocational Training program is available in Office Technology. This training course consists of basic computer skills and computer knowledge, key boarding, WordPerfect, and the Mavis Beacon program.

The Cosmetology Vocational Training Program is tested and certified by the State of Texas to train hair stylists and instructors for this field. Certification requires 1500 hours of classroom and laboratory testing.

Occupational Education Programs

Occupational Education programs prepare inmates for a specific occupation or cluster of occupations. Inmates can earn a Certificate, Associate of Arts Degree, Associate of Science Degree, or an industry accepted certificate upon the completion of occupational training programs. Occupational education programs vary institution-to-institution.

- Inmates must request initial enrollment through the Supervisor of Education. Education staff will determine an inmate's academic eligibility for enrollment and deportation status (if applicable).
- The Supervisor of Education will notify an inmates' unit team of enrollment consideration for occupational education programs.

Apprenticeship The Education, Facilities, Food Service, Health Services, Physical Therapy, and Unit Management Departments at FMC Carswell realize there is a need for programs that enable inmates to become useful members of society. We believe the Apprenticeship Program to be one of those programs.

Our goals are to provide a realistic work experience and to train inmates for employment in private industry upon their release. Our Apprenticeship Program provides a method of self-development under our concept of correctional programs. It has the endorsement of management and labor, and has been approved by the Bureau of Apprenticeship and Training (BAT) of the U.S. Department of Labor. The BAT has currently approved 21 work-site locations as apprenticeship work positions meeting their Standards of Apprenticeship.

Adult Continuing Education (ACE): ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. ACE classes are organized differently in different institutions. Typical ACE classes include: typing, computer literacy, foreign language, and business skills. These classes are usually offered during evening and weekend hours.

Post-Secondary Education (Inmate Correspondence Courses) Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses. In general, inmates are permitted to enroll in any correspondence course that involves only "paper and pencil." Courses requiring equipment are generally not authorized. The cost for correspondence courses must be paid by the inmate. If an inmate has sufficient funds available in his commissary, a Form 24 may be used for payment. Inmates interested in enrolling in correspondence courses are required to contact the Staff Coordinator prior to enrollment. Catalogs are available from the Staff Coordinator. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

Cosmetology Haircuts and hair care services are authorized in the Cosmetology Department only. Hours of operation will be posted in each of the housing units and the Cosmetology Department.

Parenting The Parenting program is an integrated course consisting of various topics to help mothers reestablish, strengthen, and maintain family relationships through two key components: structured parenting classes and Children's Center activities. Parenting topics/courses include: Parenting Skills, Discipline, Family Support Skills, Self-Esteem, Family Literacy, the Family Unit, Substance Abuse Education, Prenatal Care, Parenting from a Distance, Community Social Services Support, and Communication Skills for Parents. Contact the Parenting Program Coordinator for further information. The following classes are currently being offered as short courses. Each course lasts approximately 4 to 7 weeks.

- | | | |
|-----------------------------|--------------------|---|
| • Faith Based Parenting | • Once Upon a Time | • Five Essentials of Successful Parenting |
| • Parenting From a Distance | • STEP (Spanish) | • Turning Points |
| • Creative Parenting | • STEP (English) | |

Library Services The Leisure Library contains a wide variety of reading material, including fiction and non-fiction books, magazines, newspapers, encyclopedias, reference books, and bilingual reading material. Reading books may be checked out with the inmate clerks on duty. The Leisure Library is open weekdays, evenings and weekends.

Electronic Law Library is where inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. The Law Library contains a collection of legal reference materials mandated by Congress and monitored by the Bureau of Prisons. Law Library books and materials **MAY NOT** be removed from the Law Library. The

Law Library is open weekdays, evenings and weekends. Resources are available for inmates to prepare legal material via Trust Fund. A copying machine is available to reproduce materials needed for research. The price to reproduce materials is established by Trust Fund.

Recreation, Leisure, Wellness, and Social Programs The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. The Recreation Department offers leisure activities such as bingo, organized and informal sports, social activities, arts and hobby crafts, physical fitness and aerobic activities. In addition, the Recreation Department also sponsors special programs and holiday activities such as tournaments, music programs, and talent shows. Other general interest courses include Health Education, Fitness, and Wellness.

Leisure Programs Institutions offer a wide range of activities in which inmates may participate when not performing assigned duties. Leisure activities include: organized and informal games, sports, physical fitness, table games, hobby crafts, music programs, intramural activities, social and cultural organizations, and movies.

Art and Hobby Craft Programs Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, inks, and charcoal). Hobby craft activities include ceramics, leatherwork, models, clay, mosaics, crochet, knitting, sculptures, woodworking, and lapidary, etc. Inmates are encouraged to participate in housing unit activities such as unit-based hobby craft. The Recreation Supervisor will coordinate housing unit activities with Unit Managers.

Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income. Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny.

Recreation and Zimmer The Zimmer Amendment was passed in 1996. The amendment does not allow for the BOP to use appropriated and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform to the guidelines set by the law. The main sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate or other martial arts or any body building or weightlifting equipment; and (3) electronic or electric instruments.

Consequences for Rules Violation in Recreation

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

****For additional information, please refer to the supplemental Education/Recreation Handbook and the Monthly Activities Calendars posted on all bulletin boards****

RELIGIOUS SERVICES

Religion can be a significant influence in a persons life, especially during imprisonment when time for thought and reflection are available. To assist the inmate in this regard, the Religious Services Department has staff Chaplains, contract clergy, and community volunteers.

The Religious Services Department provide pastoral care and religious accommodation to individual and group religious beliefs and practices in accordance with the law, Federal regulations and BOP policy. The Chaplains offer religious worship, education, counseling, spiritual direction, support and crisis intervention to meet the diverse religious needs of inmates. BOP Chaplains also oversee the religious diet program, ceremonial religious meals and religious holiday observances. All Chaplaincy Services' programming is directed to promote BOP reentry goals. The Life Connections and Threshold programs highlight our faith-based reentry priorities. The Religious Services Department also offers a variety of religious reading material in the library for inmate use.

Participation in religious programs is voluntary. There are regular organized religious services in most major faiths. The schedule of religious activities is posted on unit bulletin boards and outside of the entrance to the Chapel.

Inmates are encouraged to look into opportunities for religious and personal growth, and to take advantage of other benefits from participation in these programs. Religious items can only be purchased in the Commissary.

PSYCHOLOGY SERVICES

Psychology Services offers a wide variety of therapeutic programming including psycho-educational groups, brief counseling, individual counseling, and psychological assessment. The following is a more detailed list of programs or services offered by psychology services.

If you are new to the BOP, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. A psychologist may make recommendations to support your successful adjustment to prison and prepare you for your eventual release. We encourage you to participate actively in this process. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

There are a number of ways to contact Psychology Services at this institution. You may:

- Submit an Inmate Request to a Staff Member (a “Cop-out”) to Psychology Services.
- Visit the department during “Open House” hours that are posted.
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other BOP staff member of your urgent need to speak with Psychology Services.

Sexual Abuse Prevention The Bureau of Prisons has a strict zero tolerance policy concerning sexual relations within the institution. There is no sex in prison.

To confidentially report an incident of sexually abusive behavior, you may:

- Call the institution’s sexual abuse reporting hotline at (817) 782-4096
- Send an electronic message from TRULINCS to the DOJ Sexual Abuse Reporting mailbox.
- Tell any staff member you trust
- Write directly to the Warden, Regional Director, the Director, or the Office of the Inspector General
- File a Request for Administrative Remedy (BP-9)

****Further information can be found in the supplemental Sexually Abusive Behavior Prevention and Intervention handbook (included with this handbook).****

Suicide Prevention Incarceration can be a difficult experience. At times, you may feel discouraged, frustrated, and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

In addition, if you suspect another inmate is contemplating suicide, please notify a staff member. Staff do not always see everything inmates see. And, most suicidal individuals display some warning signs of their intentions. PLEASE alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide take warning signs seriously and know how to respond. The warning signs of suicide may include:

- threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
- feeling hopeless
- feeling rage or uncontrolled anger or seeking revenge
- increased alcohol or drug use
- withdrawing from friends, family, associates
- experiencing dramatic mood changes
- feeling anxious or agitated, being unable to sleep, or sleeping all the time
- seeing no reason for living or having no sense of purpose

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him/her examples of what you see that worries you. Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching", it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in this institution's inmate companion program. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past 3 years; (3) may not be in FRP, DRG ED, or GED refusal status; (4) You must submit a cop-out to the Suicide Prevention Coordinator indicating your interest in employment on the cadre. As many additional factors are taken into consideration during the hiring process, please be advised submission of a cop-out request is not a guarantee of employment. You will be notified by the Suicide Prevention Coordinator if you are selected for an interview. If you would like more information about this program, please speak with a member of the department.

Drug Abuse Programs Drug abuse programming is available in all BOP institutions. The BOP offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs.

Drug Education The Drug Education course is available to all sentenced inmates and serves to provide basic information regarding the inmate's substance use and to motivate them to continue drug education. It targets inmates whose substance use contributed to their current offense or was instrumental in the violation of supervised release. The Drug Education course takes between 12 and 15 hours to complete. Please submit an Inmate Request to a Staff Member (a "Cop-Out") to the Drug Abuse Program Coordinator to request participation in the program.

Non-Residential Drug Abuse Treatment This program offers an in-depth look at the individual's substance use history and provides tools aimed at changing the negative thinking/behavioral patterns that contributed to one's substance use. It targets inmates who are waiting to enter RDAP, do not qualify for RDAP, been referred by staff, or have received a judicial recommendation for drug treatment. The Non-Residential Drug Abuse Treatment Program is conducted 90 to 120 minutes per week for 12 to 24 weeks. Please submit a cop-out to the Drug Abuse Program Coordinator to request participation in the program.

Residential Drug Abuse Treatment Program (RDAP) RDAP is a 500- hour drug treatment program offered by the Federal Bureau of Prisons. FMC Carswell has two residential drug treatment programs:

- **Dual Diagnosis RDAP:** The Dual Diagnosis RDAP provides comprehensive treatment for inmates who have both a substance abuse diagnosis and either a major mental illness or a serious medical condition.
- **Spanish RDAP:** The Spanish RDAP is offered to inmates who do not speak English and therefore, would not be able to participate in the traditional RDAP program.

In order to participate in RDAP, you must have at least 24 months remaining on your sentence, be qualified to participate in aftercare in the community, and have a verifiable substance abuse problem in the year prior to your arrest for the instant offense. Non-violent offenders may be eligible for a sentence reduction of up to 12 months for successful completion of the program. Participation in the RDAP program is voluntary. FMC Carswell also provides after-care services for 12 months following the successful completion of RDAP. To be considered for the RDAP program you must submit a cop-out to the Drug Abuse Program Coordinator requesting to participate in the program.

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

Community Transition Drug Abuse Treatment To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The BOP ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC, is

structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The BOP contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

In addition to these drug abuse programs, drug abuse treatment services may also be provided within the context of other specialized treatment programs with the BOP, such as the Resolve Program and the Challenge Program.

Resolve - Non-Residential Trauma Treatment The Resolve Program is a non-residential treatment program for female inmates. The program uses psycho-educational and cognitive behavioral groups to address psychological and interpersonal difficulties precipitated by trauma. The core programs include:

- Trauma in Life workshop
- Cognitive Processing Therapy Group
- Seeking Safety
- Maintenance Skills Group
- Dialectical Behavior Therapy

The Trauma in Life Workshop The Resolve Program includes a psycho-educational component, the Trauma in Life Workshop. This workshop addresses the challenges individuals face following exposure to traumatic life events and the strategies these individuals may use to enhance their resilience or ability to survive and thrive following these events. Any female inmate with a history of abuse or an interest in learning about this topic may participate in the Trauma in Life Workshop.

Nonresidential Counseling Groups The Resolve Program also includes a treatment component - non-residential counseling groups. Only those inmates with a history of trauma and an associated mental health problem may participate in Resolve Program counseling groups. These groups are designed to improve coping skills, build healthy relationships, and enhance emotional stability.

Health and Wellness The Health Psychology Program includes Wellness Groups that are designed to promote behaviors which maximize health. Wellness group experiences involve integrating medical, psychological and spiritual methods to alleviate suffering, increase self-control, replace old habits with healthy alternatives, and promote positive attitudes toward health and medical treatment.

The Health Psychology Program also provides Pain Management Groups that are designed to help individuals understand how pain works on both a physiological and psychological level and to teach and practice techniques which may help improve one's subjective experience of pain.

Mental Health Program Mental health designated inmates reside on mental health units and participate in regular community meetings. Inmates on the mental health units are offered programs addressing anxiety, depression, life skills, and wellness. The general psychology programs are also available to mental health inmates.

To express interest in one of the services offered above, please submit an "Inmate Request to Staff" (a "Cop-out") form to the Psychology Department.

PSYCHOLOGICAL EMERGENCY SERVICES

In cases of a psychological emergency, inmates can seek psychological assistance immediately for the following concerns.

- An inmate is having suicidal thoughts
- An inmate is having a recent death in your family
- An inmate is concerned about herself or another inmate being sexually harassed, sexually threatened, or sexual abused.

During weekdays (excluding holidays) inmates can seek **emergency** psychological services by coming to the psychology department. During nights, weekends, and holidays, inmates are encouraged to speak with their unit officer or another trusted staff member who can help to further obtain services as needed.

PSYCHIATRY SERVICES

FMC Carswell also offers outpatient Psychiatric services. Inmates may submit an Inmate Request to Staff Member addressed to Psychiatry Services to request outpatient care.

The Sex Offender Management Program The BOP offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures that treatment volunteers feel safe about participating in programming.

The Non-residential Sex Offender Treatment Program The Non-residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR.

When you volunteer for treatment, BOP staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level.

If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

CONFIDENTIALITY

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states mandate reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

If you tell a staff member (including a Psychology Services staff member) that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment, I want to assure you that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

COMMUNITY ACTIVITIES

Escorted Trips Escorted trips provide approved inmates with staff escorted trips into the community for such purposes as receiving medical treatment not otherwise available, for visiting a critically ill member of the inmate's immediate family, or for participating in programs or work related functions. Additionally, bedside visits and funeral trips may be authorized for inmates with custody levels below maximum. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

Furloughs A furlough is an authorized absence from an institution by an inmate who is not under the escort of a staff member, a U.S. Marshal, other Federal or State agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval.

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

Marriages If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so under certain conditions. All expenses of the marriage will be paid by the inmate. If an inmate requests permission to marry he must:

- Have a letter from the intended spouse which verifies their intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.
- The marriage must not present a security risk to the institution.

Marriage procedures are detailed in local Institution Supplement 5326.05, Marriages of Inmates.

MEDICAL SERVICES

The BOP inmate health care delivery system includes local ambulatory clinics as well as major medical centers. Locally, emergency medical care is available 24 hours a day in all BOP facilities. BOP clinical staff typically covers the day and evening shifts and community emergency personnel meet emergency needs when BOP clinical staff is not on-site.

Health services typically include episodic visits for new or recurring medical or dental symptoms through a sick call system, chronic care management for chronic and infectious diseases through enrollment in chronic care clinics for regular care, routine dental care, medical and dental emergency care for injuries and sudden illness, age-appropriate preventive care to promote optimal health and functional status, restorative care to promote achievable functional status, long-term care and end-of-life care.

Sick Call System For episodic care, clinical and dental staff will screen the inmate's complaint, give a future appointment based on the nature of the health complaint and enter the appointment date on the "callout" sheet. Inmates will report to their assigned work details after making the sick call appointment. If the medical or dental sick call appointment is scheduled for the same day, the inmate will receive a sick call appointment slip and give it to the work detail supervisor who will authorize the inmate to go to the clinic at the appointed time. Inmates who become ill after the regular sick call sign-up period will notify their work supervisor or Unit Officer to call the Health Services Unit to arrange an evaluation. Inmates requesting health services will be charged a co-payment fee unless staff determines they are indigent and not subject to a co-payment fee.

Inmates in detention or segregation who are unable to attend the scheduled sick call sign up event will access sick call by submitting a written request for evaluation or by verbally asking for a sick call appointment when the Health Services clinician makes daily rounds in the secured unit.

Emergency Medical Treatment All emergencies or injuries receive priority for treatment. Appropriate medical care will be provided by institution clinical staff, on-call staff if after hours, or by community emergency medical providers. Clinicians covering evenings, weekends and holidays provide treatment for acute medical problems and directly observed pill lines.

Medication Administration (Pill Line) Controlled medications are administered at regularly scheduled times of the day and evening in a specific location in the Health Services Unit known as the "pill line." Clinical staff delivers controlled medications to inmates in detention or segregation units during established pill line times.

On-the-job Injuries Inmates injured while performing an assigned duty, must immediately report this injury to their work supervisor. The work supervisor reports the injury to the institution Safety Manager who completes mandatory occupational injury documentation. The inmate must be evaluated by clinical staff and an injury report completed for inclusion in the inmate's health record under the Occupational Medicine section of BEMR.

Inmates who suffer a work-related injury may be eligible for compensation if the injury prevents the inmate from performing his or her usual work duties. However, the inmate may be disqualified from eligibility for lost-time wages or compensation if she fails to report a work injury promptly to the supervisor.

DENTAL SERVICES

Dental Emergencies: Dental emergencies are considered as conditions involving acute pain, infection, swelling, or bleeding. Inmates who develop acute dental issues outside of normal Dental sick-call sign-up times are instructed to report to their work supervisor, a member of their Unit Team, or the Unit Officer. The staff member will then call Dental staff, who will determine what further action should be taken. After normal business hours (7:30 a.m. - 4:00 p.m., Monday - Friday), institution staff may call a Mid-Level Practitioner or Nurse on duty for further guidance. **Scheduling:** After an initial examination, inmates with oral health problems will be offered treatment. If you desire treatment, your name will be placed on the Dental treatment list.

Appointments are scheduled in the chronological order that treatment is requested unless a more urgent need exists. You may also request treatment by making sick call or sending an Inmate Request to Staff Member addressed to Dental Services. Inmate appointments will be printed on the institutions daily Call-Out. **Oral Health Supplies:** Oral health supplies may be obtained through the unit or purchased in the Commissary.

ADVANCE DIRECTIVES

All inmates have the right to execute an advanced health care treatment directive or Do Not Resuscitate (DNR) order. For more information concerning advance directives, refer to Institution Supplement 6000.05, Inmate Living Wills and Advance Directives, or contact a staff Social Worker.

INMATE SYSTEMS MANAGEMENT (ISM)

Records Office This office is responsible for the legal commitment and release of offenders. Open House hours are posted. Newly committed offenders will receive a sentence computation through Mail Call ordinarily within 30 days after their arrival at the institution. Inmates who are transferred from other Federal institutions will not receive a copy, unless their release date is changed. Inmates who feel there is a mistake in their sentence computation should attend Open House or complete an "Inmate Request to Staff Member" Form addressed to the ISM Department.

Receiving & Discharge (R&D) This area is OFF-LIMITS to all inmates unless a staff member requests their presence. If a Commissary/I.D. card is lost or destroyed, the inmate will notify the Counselor. A Form 24 will be completed and signed by the inmate. R&D will place the inmate on call-out to have a new card made when the amount of \$5.00 has been deducted from the Commissary account.

Stipulated Deportation Any inmate who is not a United States citizen, has a detainer from the Department of Homeland Security, and has not already received a Deportation Order may request a Stipulated Deportation. A stipulated deportation is for those inmates who are NOT objecting to their deportation and wish to expedite the process. To request a stipulated deportation an inmate must: 1) have no objections to her deportation; 2) waive her right to an attorney; and 3) waive her right to a hearing. An inmate interested in a stipulated deportation should submit an Inmate Request to Staff Member addressed to her Case Manager.

Correspondence First class letters and publications are distributed during Mail Call in the housing units immediately after the 4:00 p.m. count clears and again at 9:30 p.m. Monday through Friday (excluding holidays). Inmates are required to attend Mail Call. Outgoing mail will be deposited in mailboxes located in each unit. All outgoing mail, with the exception of Legal or Special Mail as defined below, will be unsealed and will be inspected prior to dispatch from the institution.

All outgoing Legal mail will be delivered to the Mail Room by the inmate during Open House hours posted Monday thru Friday, excluding holidays and the day after a holiday). All outgoing mail will be picked up Monday through Friday (excluding holidays) for dispatch to the U.S. Postal Service. The inmates full name, register number, unit, institution name,

and correct address must be placed on all outgoing correspondence. Failure to do so will result in the letter being opened to ascertain the sender so that it may be sent back for proper preparation. If the sender cannot be identified, the letter will be annotated, dead-filed for two years and then destroyed.

Incoming mail will be opened and searched for contraband and unauthorized material. Unauthorized items (i.e. body hair, plant shavings, small artifacts, sexually explicit personal photographs, musical cards, cassette tapes, stamps, stationary, lottery tickets, plastic cards, etc.) will be returned to the sender, as it is considered nuisance contraband.

Inmates are prohibited from receiving computer disks and computer-related books or publications that contain sections on any type of programming languages (i.e. Basic, C, Pascal, FORTRAN, JCL, DBASE, Clipper, and Macro) or computer repair information.

All newspapers must be received directly from the publisher. The newspaper must be of pulp-like paper stock, and/or sectioned and folded. Hard-cover books must also be received directly from the publisher, a book club, or a bookstore. Magazines must come directly from the publishers via subscriptions.

Any incoming packages must have an authorization form on file in the Mail Room prior to the arrival of a package. A copy of the signed authorization must be enclosed in the package. Any items received that are not authorized will result in the entire package being returned to the sender. Packages received will be compared to authorizations on file. Should no authorization be on file, the package will not be accepted from the Postal Service and will be returned to the sender unopened. Authorizations for medical prostheses and orthopedic items must be approved by the Health Services Department.

Inmates who are releasing may have release clothing sent into the institution from home no sooner than 30 days prior to release. Authorizations should be obtained from the Unit Counselor and forwarded to the ISM Department for final approval.

Legal Mail For mail to be considered Legal Mail, the actual sender must be adequately identified by name, and the firm identified as a law firm on the envelope. Also, the envelope must be marked Special or Legal Mail - Open only in the presence of the inmate. Any mail received which does not have this annotation will be treated as general correspondence.

Express mail and C.O.D. services are not available for outgoing mail. Express mail received for inmates is processed as First Class mail upon receipt at this facility. Mailing out of packages will be scheduled by the Unit Counselor. All mail addressed to and from an inmate must contain the following information:

FEDERAL MEDICAL CENTER, CARSWELL
COMMITTED INMATE NAME
REGISTER NUMBER
HOUSING UNIT
P.O. BOX 27137
FORT WORTH, TEXAS 76127

Inmate Correspondence with Representatives of the News Media An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in BOP custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to BOP regulations.

Correspondence between Confined Inmates An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family (mother, father, sister, child, or spouse), or party in a current legal action (or a witness) in which both parties are involved. The Unit Manager at each institution must approve the correspondence if both inmates are housed in Federal institutions.

Rejection of Correspondence The Warden may reject general correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity.

Notification of Rejection The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate may also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

Change of Address/Forwarding of Mail Mail Room staff will make available to an inmate who is being released or transferred a change of address form. General correspondence (as opposed to special mail) will be forwarded to the new address for 30 days. After 30 days, general correspondence is returned to sender with the notation "Not at this address – return to sender." Staff will use all practical means to forward special mail. After 30 days, the SENTRY address will be used to forward special mail.

Certified/Registered Mail Inmates may use certified, registered, or insured mail services. Other mail services such as stamp collecting, express mail, cash on delivery (COD), and private carriers are not provided.

ACCESS TO LEGAL SERVICES

Legal Correspondence Legal correspondence from attorneys will be treated as Special Mail if it is adequately marked. The envelope must be marked with the **attorney's name** and an indication that he/she is an attorney and the front of the envelope must be marked as "Special Mail - open only in the presence of the inmate" or with similar language clearly indicating the particular correspondence qualifies as legal mail and the attorney is requesting the correspondence be opened only in the inmate's presence. It is the responsibility of the inmate to advise his/her attorney of these requirements. If legal mail is not adequately marked, it may be opened as general correspondence.

Attorney Visits Attorneys are encouraged to visit during regular visiting hours, by advance appointment. However, visits from an attorney can be arranged at other times based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Legal Material During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area, with prior approval. Legal material may be transferred, but is subject to inspection for contraband. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. When possible, it is preferred that inmates place an unmonitored, collect legal call. Phone calls placed through the regular inmate phones are subject to monitoring.

Law Library Electronic Law Libraries (ELL): Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund.

Notary Public Under the provisions of 18 USC 4004, Unit Secretaries are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are true and correct under penalty of perjury will suffice in Federal courts and other Federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public.

Copies of Legal Material In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A copying machine is available in the Education Department for inmate use for a nominal fee. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication through the unit team.

Federal Tort Claims If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form by submitting an Inmate Request to Staff Member or requesting one through your Correctional Counselor.

Freedom of Information/Privacy Act of 1974 The Privacy Act of 1974 forbids the release of information from agency records without a written request, or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves shall be processed through the Freedom of Information Act (FOIA), 5 USC 552. Requests may be made in writing to the FOIA Branch, Central Office, 320 First St., N.W., Washington, D.C. 20534.

Inmate Access to Central Files and Other Documents An inmate may request to view his/her central file (minus the FOIA section) under the supervision of his/her Case Manager by submitting a cop-out to the Unit Team. An inmate does not need to submit a FOIA Act Request to the Director of the BOP unless the information requested is in the FOIA Exempt section. Likewise, an inmate wishing to review his/her medical file should send a request to Health Services.

An inmate can request access to the non-disclosable documents in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a Freedom of Information Act Request to the Director of the BOP, Attention: FOI Request. A request on the behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

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

Commutation of Sentence The BOP also advises inmates on commutation of sentences. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms available from the assigned unit team. The rules governing these petitions are available in the Law Library.

Pardon A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

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

PROBLEM RESOLUTION

Inmate Request to Staff Member An Inmate Request to Staff Member (form BP-S148), commonly called a Cop-Out, is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the living units from the Correctional Officer on duty. Staff members will answer the request within a reasonable period of time.

Administrative Remedy Process The BOP emphasizes and encourages the resolution of complaints. The first step of the Administrative Remedy process is to attempt an **Informal Resolution**, utilizing the appropriate Informal Resolution form. (See the Administrative Remedy Institution Supplement, Attachment A.) When an informal resolution is not successful, an inmate can access the Administrative Remedy Program. All Administrative Remedy forms may be obtained from your assigned Correctional Counselor or Unit Team member.

If the issue cannot be informally resolved, a formal complaint may be filed with a Request for Administrative Remedy (formerly BP-229), commonly referred to as a BP-9. The inmate may place a single complaint or related issues on the form. If the form contains multiple unrelated issues, the submission will be rejected. The inmate will return the completed BP-9 to the Correctional Counselor, who will deliver it to the Administrative Remedy Coordinator (BP-9 will be rejected unless processed through staff). The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time which should be documented in the complaint. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Warden's response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The regional appeal is filed on a Regional Administrative Remedy Appeal (form BP-230), commonly referred to as a BP-10, and must include the appropriate number of copies of the BP-9 form, the Warden's response, and any exhibits. The regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Regional Director's response, he may appeal to the General Counsel in the Central Office. The national appeal must be made on the Central Office Administrative Remedy Appeal (form BP-231), commonly referred to as a BP-11, and must have the appropriate number of copies of the BP-9, BP-10, both responses, and any exhibits. The national appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension.

When filing a Request for Administrative Remedy or an Appeal (BP-9, BP-10, or BP-11), the form should contain the following information:

- Statement of Facts
- Grounds for Relief
- Relief Requested

Sensitive Complaints If an inmate believes a complaint is of a sensitive nature and he would be adversely affected if the complaint became known to 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 the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, the inmate will be advised in writing of that determination and the complaint will be returned. The inmate may then pursue the matter by filing a BP-9 at the institution.

General Information When a complaint is determined to be of an emergency and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, usually within seventy-two (72) hours from the receipt of the complaint. For detailed instructions see Program Statement 1330.16, **Administrative Remedy Program**.

SPECIAL HOUSING STATUS

Special Housing Units (SHUs) are housing units in BOP institutions where inmates are securely separated from the general inmate population, and may be housed either alone or with other inmates. SHU helps ensure the safety, security, and orderly operation of correctional facilities, and protect the public by providing alternative housing assignments for inmates removed from the general population.

When placed in the SHU, you are either in administrative detention (A/D) status or disciplinary segregation (D/S) status.

Administrative detention (A/D) status A/D is an administrative status which removes you from the general population when necessary to ensure the safety, security, and orderly operation of correctional facilities, or protect the public.

Administrative detention status is non-punitive, and can occur for the following reasons:

- **Pending Classification or Reclassification:** You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.
- **Holdover Status:** You are in holdover status during transfer to a designated institution or other destination.
- **Removal from general population:** Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution.
- **Investigation:** You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law.
- **Transfer:** You are pending transfer to another institution.
- **Protection cases:** You requested, or staff determined, you require administrative detention status for your own protection.
- **Post-disciplinary detention:** You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

When placed in A/D status, you will receive a copy of the administrative detention order, ordinarily within 24 hours, detailing the reason(s) for your placement. However, when placed in A/D status pending classification or while in holdover status, you will not receive an administrative detention order. In A/D status you are ordinarily allowed a reasonable amount of personal property and reasonable access to the commissary.

Disciplinary segregation (D/S) status D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing a prohibited act(s). When you are placed in D/S status, as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing. In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles. Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

Program staff, including unit staff, will arrange to visit inmates in a SHU within a reasonable time after receiving the inmate's request. A Health Services staff member will visit you daily to provide necessary medical care. While in SHU, you may continue taking your prescribed medications. In addition, after every 30 calendar days of continuous placement in either A/D or D/S status, a Mental Health staff will examine and interview you.

RELEASE

Release Preparation Program It is the philosophy of the Bureau of Prisons to prepare inmates for release from the beginning of their incarceration. Therefore, a comprehensive program of groups and classes are offered to all inmates on a voluntary basis. Inmates with sentences of two years or less, or within two years of release, are particularly encouraged to participate in this program. The program is divided into six areas, each containing one or more classes/groups. Inmates are considered to have completed the entire program upon completion of at least one class or group within each area.

Inmates will be entered into the program through their Unit Team. A class schedule is posted on the bulletin board in each unit and a sign-up sheet will be maintained by each Case Manager. Inmates will sign up for each individual class through

their Case Manager, who will forward the class list to the Case Management Coordinator (CMC) one week prior to the class date. The CMC will then add the inmates name to the Call-Out sheet. Inmates are responsible to check the Call-Out sheet and attend the class. Most classes are held in the Visiting Room. If another location is used, a notification will be made prior to the class.

Sentence Computation The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of inmate sentences. Once staff at the DSCC have certified the sentence computation as being accurate, staff will provide the inmate with a copy of his or her sentence computation data. Any questions concerning good time, jail time credit, parole eligibility dates, full term dates, or release dates are resolved by staff upon inmate request for clarification.

Fines and Costs In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean that the inmate will remain in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Discharge of indigent prisoner). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

Detainers Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states. The United States of America, the District of Columbia, and any U.S. state or territory that has codified the IADA into its statutes have been identified as party states. The states of Mississippi and Louisiana, the Commonwealth of Puerto Rico, and the territories have not joined the IADA to date.

Good Conduct Good Time This applies to inmates sentenced for an offense committed on or after November 1, 1987, under the Sentencing Reform Act of 1984 (SRA), the Violent Crime Control Law Enforcement Act (VCCLEA), or Prison Litigation Reform Act (PLRA).

The SRA became law on November 1, 1987. The two most significant changes made to sentencing statutes concern good time and parole issues. There are no provisions for parole under the SRA. The only good time available under the SRA is 54 days of Good Conduct Time (GCT) for each year served on the sentence. No GCT is applied to life terms, or to sentences of 1 year or less. Good time is not awarded under the SRA until the end of each year served on the sentence, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, GCT earned under the SRA is vested, and may not be forfeited at a later time.

For inmates convicted under the VCCLEA, for offenses committed from September 13, 1994, through April 25, 1996, the 54 days of GCT earned for each year served on the sentence will not vest if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED. Unsatisfactory progress is determined by the institution Education Department.

For inmates sentenced under the PLRA, for offenses committed on or after April 26, 1996, the GCT earned for time spent in service of the sentence does not vest. In addition, if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED, only 42 days of GCT will be earned for each year in the service of the sentence. Unsatisfactory progress is determined by the institution Education Department.

The amount of GCT an inmate is eligible to receive is based on the amount of time served on the sentence, not the length of the sentence. This calculation method has been upheld by the U.S. Supreme Court.

THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

Good Time Good Time awarded by the BOP under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of Good Time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date.

Statutory Good Time Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined.

- Not greater than one year - 5 days for each month of the not less than six months or more than one year sentence.
- More than 1 year, less than 3 years - 6 days for each month of the stated sentence.
- At least 3 years, less than 5 years - 7 days for each month of the stated sentence.
- At least 5 years, less than 10 years - 8 days for each month of the stated sentence.
- 10 years or more - 10 days for each month of the stated sentence.
- At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

The following applies only to inmates sentenced for an offense committed prior to November 1, 1987.

Extra Good Time The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, performing duties of outstanding importance, or for employment in an Industry or Camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or Camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the DHO may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may disallow or terminate the awarding of any type of Extra Good Time, (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A disallowance means that an inmate does not receive an Extra Good Time award for only one calendar month. A disallowance must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which Extra Good Time has been disallowed or terminated.

Residential Reentry Center Good Time Extra good time for an inmate in a Federal or contract Residential Reentry Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

Camp Good Time An inmate assigned to a camp is automatically awarded Extra Good Time, beginning on the date of commitment to the camp, and continuing as long as the inmate is assigned to the camp unless the award is disallowed.

Lump Sum Awards Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than thirty (30) days. If the recommendation is for more than thirty days, and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

Good Time Procedures Extra Good Time is awarded at a rate of three days per month during the first twelve months, and at the rate of five days per month thereafter (i.e., the first twelve months, as stated, means 11 months and 30 days -Day for Day - of earning Extra Good Time before an inmate can start earning five days per month.

Parole Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a

pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

Federal inmates sentenced prior to 1987 are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXEMPTIONS: inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). Inmates sentenced in the District of Columbia Superior Court who are eligible for parole will normally receive a parole hearing 180 days prior to their parole eligibility date. If the inmate chooses not to appear before the Parole Board for the initial hearing, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file.

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months.

Applications, to the Parole Commission for a hearing, are the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiner must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. Federal inmates may appeal a decision made the Parole Commission by obtaining the appropriate forms from the Case Manager. Inmates with a District of Columbia Superior Court case cannot appeal a decision made by the Parole Commission. If granted a presumptive parole date (a parole date more than six months following the hearing), a parole progress report will be sent to the Parole Board three to six months before the parole date. Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

Residential Reentry Center Placement Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be referred for placement at a Residential Reentry Center (RRC). The Residential Reentry Management Regional Administrator supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator.

Community programs have two major emphases: residential community-based programs provided by RRCs and programs that provide intensive nonresidential supervision to offenders in the community.

Community-Based Residential Programs The community-based residential programs available include both typical RRCs and work release programs provided by local detention facilities. The RRCs provide a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's gross income.

Most BOP community-based residential programs are proved in RRCs. These facilities contract with the BOP to provide residential correctional programs near the offender's home community. RRCs are used primarily for three types of offenders:

- Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.
- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S. Probation.
- Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is more restrictive. Except for employment and other required activities, the offenders are required to remain at the RRC, where recreation, visiting, and other activities are provided in-house.

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

The Adam Walsh Child Protection and Safety Act The Adam Walsh Child Protection and Safety Act (Pub.L. 109-248) was signed into law on July 27, 2006. The legislation organizes sex offenders into 3 tiers, and mandates that Tier 3 offenders update their whereabouts every 3 months. It makes failure to register and update information a felony. It also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the Internet (i.e., offender's name, address, date of birth, place of employment, photograph, etc.).

DISCIPLINARY PROCEDURES

Inappropriate sexual behavior towards staff and other inmates will not be tolerated. Inappropriate sexual behavior is defined as verbal or physical conduct perceived as a sexual proposal, act, or threat. Examples of inappropriate inmate sexual behavior include: displaying sexually explicit materials; making sexually suggestive jokes, comments, proposals, and gestures; and engaging in stalking, indecent exposure, masturbation, or physical contact. Inmates who engage in this type of behavior will be disciplined and sanctioned accordingly, through the inmate discipline process.

Inmates must have respect for the rights and property of others. Rules, regulations, and policies are made to maintain a healthy and peaceful climate, and to ensure an orderly operation of this facility. Certain privileges are granted to eligible inmates as long as they are not abused. Violation of regulations may result in an Incident Report and imposition of certain sanctions, as outlined below.

When an Incident Report is written by a staff member, it is first investigated by a Lieutenant, and the results are forwarded to your Unit Discipline Committee (UDC), which is comprised of members from your Unit Team. The UDC has the right to impose sanctions for misconduct (i.e., taking of privileges, removal from preferred quarters, change in jobs, assigning extra duty, etc.).

Staff may suspend disciplinary proceedings for a period of time, not to exceed two weeks, while informal resolution is attempted. If informal resolution is unsuccessful, staff have the right to reinstate disciplinary proceedings at the same stage they were suspended. The time requirements then begin again, at the same point in which they were suspended.

If charges are more serious, the case will be referred to the Discipline Hearing Officer (DHO), who has the right to impose more serious penalties (i.e., forfeiture of Good Conduct Time, recommendation of transfer to a higher security level institution, Disciplinary Segregation, or referral of the case to the Federal Bureau of Investigation for possible action in a U.S. District Court).

Be advised that the unauthorized possession, manufacture, or introduction of electronic items and components of electronic items, such as MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate discipline system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.

On January 7, 2008, the Court Security Improvement Act of 2007 added two new provisions to the Federal Criminal Code. Title 18 U.S.C. ' 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. ' 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person"

with the intent to threaten, intimidate, or incite a crime of violence against such person, which includes court officers, jurors, witnesses, informants, and Federal law enforcement officers. For purposes of each of these provisions, Bureau of Prisons staff are covered by the Act. When this Act was first enacted, notice was posted to the inmate population. Additional implementation is required to deter criminal violations of these statutes. Documents which can be used to cause violations of these criminal statutes are contraband and will not be authorized for possession.

Effective April 30, 2009, all inmates are prohibited from obtaining or possessing UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any jurors, witnesses, informants, or of any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If you are found to be in possession of these types of documents or information, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible prosecution. You may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

The internal disciplinary system is outlined in detail in Program Statement 5270.07, Inmate Discipline and Special Housing Units, which is available for review in the Law Library.

SUMMARY OF DISCIPLINARY SYSTEM

Tables 1 and 2 provide a summary of the disciplinary system, while Table 3 provides a listing of prohibited acts by level of severity and shows the range of sanctions which may be imposed for violating institutional rules.

TABLE 1: PROCEDURES

- | | |
|--|---|
| 1. Incident involving possible commission of prohibited act occurs. | 1. Except for prohibited acts in the Greatest or High Severity categories, the writer of this report may resolve informally or drop the charges. |
| 2. Staff prepares the incident report and forwards it to the Lieutenant. | 2. Except for prohibited acts in the Greatest Severity categories, the writer of this report may resolve informally or drop the charges. |
| 3. A Lieutenant will be requested to investigate. | 3. The investigation will be conducted and the results forwarded to the UDC. |
| 4. An initial hearing will be held by the UDC. | 4. The UDC may drop, or resolve informally, any Moderate Severity charge, impose allowable sanctions, or refer to the DHO. |
| 5. A hearing is held before the DHO. | 5. The DHO may impose allowable sanctions or drop the charges. |
| 6. An appeal may be made through Administrative Remedy procedures. | 6. The Warden, Regional Director or General Counsel may approve, modify, reverse, or send back with directions, including ordering a rehearing, any valid disciplinary action taken. The sanctions previously imposed may not be increased. |

TABLE 2: TIME LIMITS IN DISCIPLINARY PROCESS

1. Staff gives inmate notice of charges by delivering Incident Report, ordinarily within 24 hours of staff becoming aware of an inmates alleged involvement in an incident.
2. The UDC will conduct an initial hearing within three work days (excluding the day staff become aware of the inmates involvement, weekends, and holidays) of staff becoming aware of an inmates alleged involvement in an incident.
3. Unless waived by the inmate, a minimum of 24 hours will occur between the UDC and DHO hearings.

NOTE: These time limits are subject to exceptions as provided for in the Program Statement 5270.07, Inmate Discipline and Special Housing Units. Staff may suspend disciplinary proceedings for a period of time, not to exceed two weeks, while informal resolution is attempted.

TABLE 3: 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.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.

- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 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 officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 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).
- 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.

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.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.

- 321 Interfering with the taking of count.
- 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.
- 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.
- 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.
- 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).
- C. Make monetary restitution.
- D. Monetary fine.
- E. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- F. Change housing (quarters).
- G. Remove from program and/or group activity.
- H. Loss of job.
- I. Impound inmate’s personal property.
- J. Confiscate contraband
- K. Restrict to quarters.
- L. Extra duty.

NOTE: 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 offenses itself.

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	2 nd 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).
		3 rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate	12 months	2 nd offense	1. Disciplinary segregation (up to 6 months).

Severity (300 level)		3 rd or more offense	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 sanction (200 series).
High Severity (200 level)	18 months	2 nd offense 3 rd or more offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).

SANCTIONS BY SEVERITY OF PROHIBITED ACT WITH ELIGIBILITY FOR RESTORATION OF FORFEITED STATUTORY GOOD TIME

SEVERITY OF ACT	SANCTIONS	MAX/AMT FORF/SGT	ELIG/RES FORF/SGT	ELIG/RES W/HD/SGT	MAX DIS SEG
Greatest	A - F	100%	24 months	18 months	60 days
High	A - M	50% or 60 days	18 months	12 months	30 days
SEVERITY OF ACT	SANCTIONS	MAX/AMT FORF/SGT	ELIG/RES FORF/SGT	ELIG/RES W/HD/SGT	MAX DIS SEG
Moderate	A - N	25% or 30 days (Whichever is less)	12 months	6 months	15 days
Low Moderate	E - P	N/A	N/A (1 st offense) or 6 months (2 nd or 3 rd offense in same category within 6 months)	3 months	N/A (1 st offense) 7 days (2 nd offense) 15 days (3 rd offense)

NOTE: Withheld Statutory Good Time (STG) is creditable only for the single month during which the violation occurred. This applies to all categories. This information is in Program Statement 5270.07.

Restoration will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden, or his/her delegated representative, denies restoration of forfeited or withheld Statutory Good Time, the Unit Team shall notify the inmate of the reasons for denial. The Unit Team shall establish a new eligibility date, not to exceed six months from the date of denial.

CONCLUSION

Hopefully this information will assist inmates during their incarceration and help clarify any concerns they may encounter. New commitments should feel free to ask any staff member for assistance, particularly unit staff. For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the BOP's RRM or the staff at the institution to which they have been designated can help clarify any other concerns.

DIRECTIONS TO THE BUREAU OF PRISONS (BOP) GATE

1. Take 183 South
2. Take a LEFT onto Roberts Cut-Off Road
3. Take a LEFT onto Meandering Road. (Right in Front of the Quickway Convenience Store).

You will see signs on the right-hand side of Meandering Road that say "Camp Carter" and "Burgers Lake" before you get to the BOP gate. Meandering Road will "Y", but just stay to the right and follow it until you see the BOP gate (on the left) across from the entrance to "Burgers Lake."

LOCAL TRANSPORTATION:

Supershuttle - (800) 258-3826

Yellow Cab - (817) 426-6262

