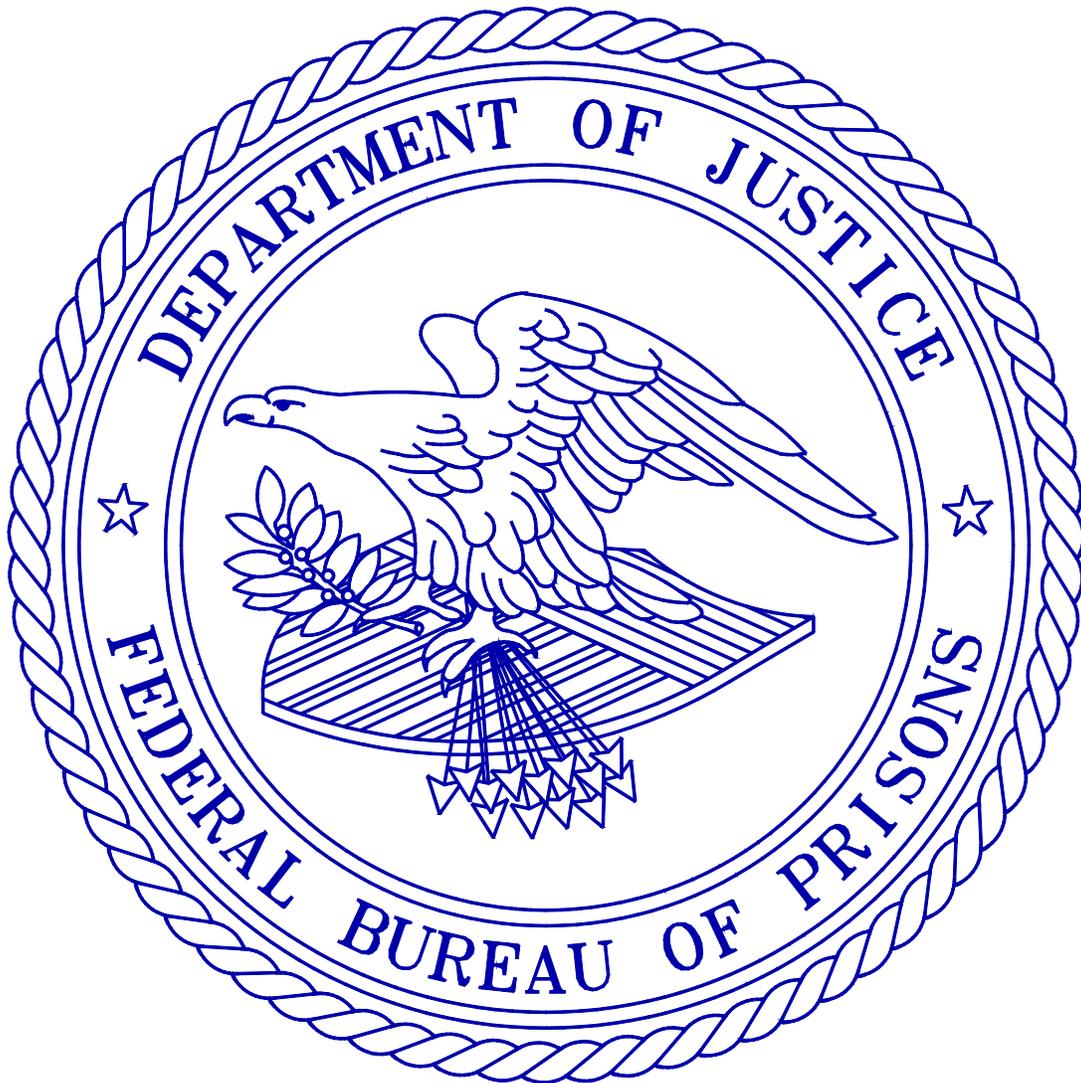


# INMATE ADMISSION AND ORIENTATION HANDBOOK



FEDERAL CORRECTIONAL INSTITUTION  
CUMBERLAND, MARYLAND  
UPDATED: September, 2014

**TABLE OF CONTENTS**

<b>TITLE</b>	<b>PAGE</b>
Introduction- - - - -	.. 2
Intake, Classification, and the Unit Team - - - - -	.. 2
General Functions of Unit Staff - - - - -	.. 2
Daily Inmate Life - - - - -	.. 6
Security Procedures - - - - -	.. 22
Programs and Services - - - - -	.. 25
Contact with the Community & Public - - - - -	.. 44
Access to Legal Services- - - - -	.. 47
Problem Resolution - - - - -	.. 49
Disciplinary Procedures - - - - -	.. 51
Release - - - - -	.. 54
Conclusion- - - - -	.. 58
Index	

**ATTACHMENTS**

<b>TITLE .....</b>	<b>ATTACHMENT</b>
Prohibited Acts & Disciplinary Severity Scale - - - - -	.. A
Inmate Rights and Responsibilities- - - - -	.. B
Health Care Rights and Responsibilities - - - - -	.. C
Living Will - - - - -	.. D
Admission & Orientation Schedule- - - - -	.. E
Special Mail Notice - - - - -	.. F
Sexually Abusive Behavior Prevention and Intervention - - - - -	.. G
Director's Messages - - - - -	.. Z

## **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.

## **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.

### **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 staff 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. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m. to 9:00 p.m., and during the day on weekends and holidays.

## **GENERAL FUNCTIONS OF UNIT STAFF**

**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. He/She plays a leading role in segments of unit

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

programs relating to inmate activities. The Unit 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.

**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**

Normally, a unit staff member is available each day of the week and most evenings until 9:00p.m. The unit bulletin boards and 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 Inmate Requests to Staff 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.

**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.

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 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.

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 process if applicable prior to release. Lastly, the Career Resource Center, normally located in the Education Department, can also provide you with pre and

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

post release programming and education ideas, potential employment and housing information, as well as potential benefits information.

The following information is provided by FCI Cumberland Reentry Affairs Coordinator:

CHILD SUPPORT

Basic Information Regarding Child Support:

1. Child support orders are often present for parents who do not live with their children. Sometimes a parent does not know there is a child support case.
2. If a parent has a child support order, the obligation does not go away automatically if the parent is unemployed or incarcerated. The arrearage adds up quickly and many states also charge interest.

Frequently asked questions regarding incarcerated/reentry population:

Q. Is it possible for a parent to not know about a child support order?

A. It is very possible for someone to not know he/she has a child support order in place. Child Support Enforcement agencies take steps to ensure both parties are present when child support matters are addressed. However, when a party fails to appear at the hearing, the order may be set by default.

Q. How can someone with no reported income have a child support order set at such a high amount?

A. If the administrative hearing officer or judge has no wage information or other proof, the order amount is set in a number of ways, depending on the jurisdiction. Some jurisdictions will base the order on 40 hours of work at minimum wage; others will use past employment as a basis for their calculations. For example, if the parent worked construction, the order would be set at the going rate for construction work at 40 hours per week. Practices for setting the amount of child support vary among states.

Q. What can you do to reduce your child support order while incarcerated?

A. Many states have laws permitting the reduction of orders during incarceration. Each state handles these issues differently. The Law Library and/or the Career Resource Center may have information on your state's process. Contact the Reentry Affairs Coordinator for further assistance, if needed.

You should contact the child support enforcement agency if you have concerns or wish to apply for an adjustment to your child support order. A list of child support enforcement agencies will be made available to you.

VETERANS' BENEFITS

**Please be sure to inform Unit Team that you are a Veteran.**

Sentenced inmates are eligible for some reduced benefits while they are incarcerated. In some cases your family may still be able to receive benefits.

Local VA representatives visit the institution to assist with general information and personal benefit issues.

You must have a copy of your DD-214 for any inquiry about VA benefits. You may receive care from a VA medical center while incarcerated at an RRC.

Further information is available at the Career Resource Center.

SOCIAL SECURITY ADMINISTRATION'S ELIGIBILITY CRITERIA

SSI eligibility - People who are age 65 or older, who are blind or disabled, and whose income and resources are below certain limits are eligible. No benefits are payable for any month in which you reside in a jail, prison or certain other public institutions. If you were already receiving SSI, your payments are suspended while you are in prison. Benefits to your spouse or children will continue as long as they remain eligible.

To reinstate - The Social Security Administration must be contacted and provided a copy of your release documents. See your Unit Team for further information and local procedures. If your confinement lasts for 12 consecutive months or longer, your eligibility for SSI benefits will terminate and you must file a new application for benefits.

You are eligible to receive benefits while on home confinement.

SELECTIVE SERVICE

A. All males in the U.S. between the ages of 18 and 26 must register. This includes non-citizens. If you do not register before the age of 26, you can permanently lose federal benefits.

B. You can register on-line or by mail. See the Career Resource Center for further information.

If you are not registered and are over the age of 26, you can submit a Status of Information Letter (SIL) which can reinstate your benefits. (Not required if you were born before 1960.)

Men born between March 29, 1957, and December 31, 1959, are not required to register.

REENTRY AND FINANCIAL AID

There is a federal law that limits some people with criminal records from being eligible for federal financial aid. However, restrictions only apply if you were convicted of a drug offense (a misdemeanor or felony) while you were receiving financial aid. And, even if you have a drug conviction that occurred when you were receiving financial aid, the law may not apply to you if a certain period of time has passed since the conviction or if you have completed drug treatment. Visit the Career Resource Center for more information.

The Reentry Affairs Coordinator may be reached at Mainline, on TRULINCS under Reentry, and through cop-out via the institution mail. Reentry information is posted on TRULINCS Bulletin Board.

**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

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

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.

**ACCESS TO DIPLOMATIC REPRESENTATIVES**

If you are a foreign national and wish to correspond with your diplomatic representative, contact a member of your Unit Team and they will provide you with the address and/or telephone number in order to facilitate contact with your country of citizenship.

**DAILY INMATE LIFE**

**Sanitation**

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.

Each inmate is responsible for making his bed in accordance with posted regulations before work call (including weekends and holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping his cell floor, removing trash and ensuring it is clean and sanitary. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Chairs are assigned to each cell, and will not be defaced or marked in any manner by the inmate.

Toothpaste, toothbrushes, combs, razors, and soap for personal hygiene are issued by the institution. Inmates may purchase name brand items through the Commissary.

**RECYCLING**

At FCI Cumberland, products are recycled to include cardboard, white paper, newspaper, magazines, plastic, glass, tin cans, aluminum cans, tires, batteries, and antifreeze.

**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 circumstances will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

**FOOD STORAGE** - Food items that are left open create a health hazard. These items must be properly sealed at all times. Containers must be disposed of immediately upon being emptied of their original content. All Commissary items must be stored

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

in an inmate's individual locker.

SPORTS AND MEDICAL EQUIPMENT - A limited amount of sports equipment and a harmonica may be maintained in the unit. Inmates are allowed to play musical instruments in designated musical areas only. All Commissary items must be stored in an inmate's individual locker.

**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. 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 wash cloths 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.

In order to request the release clothing, inmate should contact the Correctional Counselor approximately 30 days prior to release date to complete authorization form.

**Commissary/Special Purchase Items**

These items are authorized to the point they can be contained in the storage area provided for personal property.

Special purchase orders can be requested for hobby craft items, religious articles and certain supplies. Special purchase orders must be submitted for tennis shoes/athletic shoes, additional boot requests, religious headwear, radios, MP3 players, headphones, and watches. Special purchase order forms may be obtained from Recreation Staff, Chaplain, and Unit Team area. Special purchase orders for religious headwear or jewelry must be first approved by the Chaplain by sending a written request (cop-out). Special purchase orders with a unit cost of \$100.00 or more must be approved in writing by the Chief Executive Officer.

No more than one SPO is processed per month for any inmate. Ordinarily, SPOs are entered by the close of business on the third work day following receipt by the Trust Fund Staff.

Inmates that are FRP delinquent will be limited to a monthly spending limitation of \$25.00.

Any item in an inmate's personal possession must be authorized, and a record of receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios, mp3 players, or any other items from another inmate, or loan items to other inmates. Items obtained in this manner are considered contraband and will be confiscated.

**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 may 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.

Legal material must be stored in your locker. Under no circumstances will legal material be stored outside of lockers, without authorization from the Unit Manager. If approval is granted, those legal materials will not be stored in cardboard boxes.

#### **Hobby Craft 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.

Hobby shop raw materials are only to be stored in the recreation area with permission of the Recreation Supervisor. Completed hobby craft work must be disposed of within 30 days of completion. In most cases, hobby craft materials are not permitted in the housing unit.

#### **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, with prior approval. The value of these items is not to exceed \$100 each.

**Smoking**

Inmate smoking is prohibited in all BOP facilities.

**Cell Assignment**

Each Unit at FCI Cumberland has two-man and three-man cells. Since two-man cells are at a premium and are earned as an incentive for maintaining clear conduct, programming, maintaining high standards of sanitation, etc., the Correctional Counselor for each Unit maintains a seniority list for the two-man cells. Although not all encompassing, and may be subject to change based on institutional needs, below is a list of general guidelines for cell assignment procedures at FCI Cumberland:

Upon arrival to FCI Cumberland, inmates will be assigned to a three-man cell and placed on the bottom of the seniority list for a two-man cell. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer.

When an inmate returns from WRIT, he will return to the place on the seniority list he was prior to departing for WRIT. If an inmate was in a two-man cell prior to departing for WRIT; and a two-man cell is unavailable, the inmate will be placed at the top of the seniority list and will be offered the next available two-man cell.

Inmates can refuse a cell assignment; however, if an inmate refuses a cell assignment, they will be placed at the bottom of the two-man seniority cell list and may be subject to disciplinary action.

Inmates already in an assigned two-man cell do not have any input as to the placement of another inmate in that cell. Inmates not accepting a new cell mate can request to be placed in a three-man cell and will be placed on the bottom of the two-man cell list. Refusing to accept a cell mate can result in an incident report and/or placement in the Special Housing Unit (SHU).

Inmates completing the Residential Drug Abuse Treatment Program (RDAP) and who are moved to other Units after completion of the program will be placed in a three-man cell and at the bottom of the two-man seniority list for that Unit.

Inmates can rotate only from one two-man cell to another two-man cell with the approval of the Unit Correctional Counselor. The same process is in effect for moves from one three-man cell to another three-man cell. All requests must be made in writing, with signatures of all effected inmates.

If an inmate is charged with a Prohibited Act violation, is placed in SHU, and is subsequently found guilty by the Unit Discipline Committee (UDC) or the Discipline Hearing Officer (DHO), he will be assigned to a three-man cell upon return to the unit in the general population and he will be placed on the bottom of the two-man seniority cell list effective the date he is released from the SHU.

If an incident report is expunged, the inmate will return to the place on the two-man seniority cell list he was prior to his placement in SHU. If the inmate was previously in a two-man cell, and a two-man cell is unavailable, the inmate will be placed at the top of the seniority list and will be offered the next available two-man cell.

Inmates who receive a sanction of "Loss of Preferred Housing" will be returned to the two-man seniority cell list on the date the sanction expires.

Inmates in Inmate Financial Responsibility Program (IFRP) REFUSE status will be placed in a three-man cell and removed from the two-man seniority cell list. He

**FCI CUMBERLAND**  
**ADMISSION & ORIENTATION HANDBOOK**  
**September 2014**

will be placed at the bottom of the two-man cell list on the date he is removed from IFRP REFUSE status.

**Quarters Rules**

In order to minimize maintenance costs, permit uniform inspection, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers and Counselors inspect cells daily and publish individual ratings of appearance.

The rules include items such as:

All beds are to be made daily in the prescribed manner. If a cell or room is not acceptable, disciplinary action will be taken.

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.

Room or cell doors are closed when inmates are not in them.

Each inmate is responsible for the cleaning and sanitation of his room or cell.

Everyone is responsible for cleaning up after themselves.

Sexually suggestive photographs are **NOT** authorized for display outside of the individual locker or cabinet. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.

Showers are available every day, but inmates may not be in the shower during an official count.

Safety shoes must be worn to work as designated in policy.

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

Each individual will conduct himself in a manner that creates an atmosphere of order and respect for the rights of others.

Loud talking, running, horseplay, etc., will not be tolerated. The gymnasium and recreation field are the proper places for gymnastics and exercises. They will not be permitted in the unit.

Table games to include dominoes, cards, chess, checkers, etc., are to be played in the unit's common area. Participation with these games between the hours of 7:30a.m. and 4:00p.m. Monday through Friday is at the discretion of the Unit Officer, Captain, and/or Unit Manager. Inmates assigned to be working during these times are strictly prohibited from game playing during their work hours. Inmates are permitted to play games in the common area from 4:30p.m. to 10:00p.m. Monday through Fridays and all day on weekends and holidays. All common area games will cease at 10:00p.m. Games will not be permitted in the television rooms. Table games cannot be stored in individual cells. Loud and/or aggressive game playing will not be tolerated and may result in disciplinary action.

Inmates will not misuse Government property (e.g. microwaves, mattresses, showers, televisions, sitting on tables, etc.), and will maintain their assigned chair at

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

all times. Misuse of Government property may result in disciplinary action.

Gambling and/or Tattooing in any form are strictly prohibited.

Orderlies will work 37 hours per week and are responsible for the unit sanitation; however, everyone is responsible for cleaning up after themselves. Trash and wastebaskets are to be emptied prior to 7:30a.m. each day.

Monday through Friday, during the hours of 7:30a.m. to 4:00p.m., with the exception of federal holidays, inmates are required to wear the khaki uniform with the shirt tail tucked in. The exception to this is for those inmates who are on idle, vacation or on their days off. However, during the serving of the noon meals on work days, all inmates attending the dining hall will be in the required khaki uniform with the shirt tucked in. Sweat shirts must be worn under the khaki shirt. The only authorized headgear in food service is Muslim or Rastafarian Kufis, Native American headbands or Jewish Yarmulkes.

The khaki uniform with shirt tail tucked in is required at all hours when visiting the Unit Team Office.

Work boots are part of the required uniform. When full khaki uniform is required boots must also be worn, unless inmate has a soft shoe pass from FCI Cumberland Health Services.

Steel-toed safety shoes must be worn to work, including orderly positions in the unit.

Personal radios and MP3 players may be played in an individual's room, but headphones must be used. Radios and MP3 players and headphones will not be allowed in the dining room.

Every room is equipped with a duress button. These are to be used for emergency purposes only. Any inmate who misuses this equipment may be subject to disciplinary action.

Failure to follow the listed unit rules will result in possible disciplinary action, to include, Loss of Quarters, Commissary, Recreation privileges, Loss of Job, Confiscation of Contraband, Impounding of Personal Property, Extra Duty and Restriction to Quarters.

**Wake-up**

A general wake-up for all inmates is 6:00a.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.

**Clothing Exchange & Laundry**

Institutions issue clothing to the inmate population that is properly fitted, climatically suitable, and presentable. Institutions will furnish each inmate with sufficient clothing to allow at least three changes of clothes weekly.

Institutions establish local procedures to account for the initial issue of Government-furnished items to inmates and for their return before release. Government-issued clothing will not be altered or disfigured in any manner. Examples include, but not limited to, the following: converting pants to shorts, pleats, cutting off shirt sleeves, defacing clothing, etc., An inmate found to have destroyed government property may receive an Incident Report and appropriate disciplinary action will be taken.

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

Each institution has established local procedures for replacing lost, damaged, or clothing that does not properly fit. Additionally, you may contact the Trust Fund Department for guidance or questions related to the Laundry/Clothing operation.

The institution may provide clean clothing in several ways: access to self-serve washers, a centralized laundry, or a combination of the two. When no centralized laundry is available, institutions provide the detergent for inmate use.

FCI Cumberland utilizes a centralized laundry.

The laundry exchange line will open for the entire population, Monday Through Friday from 6:00a.m. to 7:00a.m. **Last call will be announced at 6:50a.m.**

Exchanges and alterations will be by appointments only. The appointment will be made by submitting an Inmate Request to Staff Member to the laundry staff during the laundry exchange line. The inmate will then be placed on the call out for his appointment.

On linen exchange day, the inmates will drop off and pick up at the same time. Sheets and pillow case **must** be exchanged as a set. The inmate must bring two sheets and one pillow case to exchange these items.

**The laundry will issue hygiene items on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays only.**

The following is the daily exchange line schedule:

- Monday- Bag wash day entire population. One bag only per inmate (white or dark, no mixing). Pick up the bag from Fridays exchange.
- Tuesday- Bag wash day entire population. One bag only per inmate (white or dark, no mixing). Pick up the bag from Monday exchange.
- Wednesday- Linen exchange for entire population. Two sheets and one pillow case **must** be presented for linen exchange. Pick up the bag from Tuesday exchange.
- Thursday- Bag wash day entire population. One bag only per inmate (white or dark, no mixing). No bag pick up. Hygiene items and stationary supplies issue.
- Friday- Bag wash entire population. One bag only per inmate (white or dark, no mixing). Pick up the bag from Thursday exchange.

**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.

Each inmate is required to register on the fingerprint identification system prior to conducting any commissary sales. Sales are conducted using TRUFACS after positive fingerprint identification of the inmate.

The commissary will conduct sales according to the inmates housing unit.

**FCI CUMBERLAND**  
**ADMISSION & ORIENTATION HANDBOOK**  
**September 2014**

Commissary shopping lists will be accepted from 11:00a.m. until work call is announced for the unit shopping that evening. Inmates will be permitted to shop once per week. After shopping, inmates must return to their units to store their purchases before going to other areas of the institution.

On Monday and Wednesday an Over the Counter Medication sale will be conducted from 11:00a.m. until work call is announced. On Fridays, a photo ticket and Over the Counter Medication sale will be conducted from 11:00a.m. until work call is announced.

Regular sales will be conducted after the 4:00p.m. count until 8:30p.m. on Monday through Thursday. For evening shift workers who are working on their scheduled shopping night, there is an afternoon sale on Wednesday from 1:30p.m. to 3:00p.m. Only those inmates who are on the approved shopping list for this early sale will be permitted to shop. Evening shift inmates must have their names submitted by their work detail supervisor no later than 4:00p.m. Tuesday of the same week. All commissary shopping lists for this afternoon sale must be submitted between 11:00a.m. and until work call is announced.

The shopping day sequence for FCI Cumberland will be rotated on a quarterly basis and the schedule will be posted on the commissary bulletin board along with a current shopping list.

Commissary and validation schedules are posted on the inmate bulletin boards. Funds are withdrawn after positive identification by inmate identification card or fingerprint identification. It is the inmate's responsibility to know the amount of money available in their account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC). Inmates must have their identification card in their possession at all times for identification purposes.

Shoppers are advised that after the inmate has left the sales window, the sale is final. The commissary cannot accept returns or exchanges and they cannot grant refunds. Items are to be inspected at the time of purchase at the sales window. All shoes that are purchased will be tried on at the sales window to ensure proper size and all clothing items will be checked for the proper size.

Inmates are expected to conduct themselves in an orderly fashion during sales hours. Failure to maintain conduct in accordance with Bureau and Institution policy will result in an incident report. The following are special rules for shopping during sales hours:

- No more than 20 inmates in the sales lobby at one time.
- The shopping list must contain the inmate's name and register number.
- No eating in or near the commissary.
- No arguing with the Commissary staff or inmate workers for any reason.
- If you do not have a commissary number you are not authorized to be in or around the commissary.

Special limits apply for items such as stamps, books, etc.

If you have any problems or questions with your account, submit an Electronic Inmate Request to Staff Member to the Trust Fund Department or Business Office. Be sure to maintain any receipts or papers you may need to document your problem.

**Spending Limitations**

The National Spending Limit is \$320.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle.

**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, IA 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.

Foreign negotiable instruments payable in U.S. Dollars shall be held 45 days. The holding period shall begin the day the Lock Box enters the instrument into TRUFACS (Trust Fund, Accounting and Commissary System). Negotiable instruments with expired validity dates shall not be accepted.

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 7:00a.m. and 9:00p.m. EST (seven days per week, including holidays). Funds received after 9:00p.m. EST will be posted by 7:00a.m. 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 Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to [www.westernunion.com](http://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 inmate's family or friends may go to [www.westernunion.com](http://www.westernunion.com) and select "Quick Collect".
- For each Western Union Quick Collect 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

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

- 2) Committed Inmate Full Name entered on Attention Line
- 3) Code City: FBOP, DC

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. The Code City is always FBOP, DC.

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.

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 inmate's account within two to four hours, when those funds are sent between 7:00a.m. and 9:00p.m. EST (seven days per week, including holidays). Funds received after 9:00p.m. EST will be posted by 7:00a.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](http://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](http://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 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 are 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.

Account transactions can be viewed in a 30 day period for the past 90 days. The account transaction can be printed for a fee of 15 cents per page. Commissary receipts can be viewed or printed for the last 90 days. There is also a fee of 15 cents per receipt.

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](http://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.

At the beginning of every TRULINCS session the inmate will be given the opportunity to purchase TRU-Units. This is the only opportunity during a logon session that TRU-Units can be purchased. TRULINCS credits will not be deducted from the inmate's monthly spending limit. TRULINCS credits will not be credited back to the inmate's commissary account except for the following:

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

- Inmates on TRULINCS restriction for more than thirty (30) days
- Release from the institution
- In rare cases or unusual instances, as the Warden deems appropriate

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. All logon sessions are limited to 60 minutes. At the completion of a session, inmates will not be permitted to logon again for another 15 minutes. All email messages are subject to monitoring.

In order for an inmate to utilize the Electronic Messaging portion (email) of TRULINCS, the inmate will be required to acknowledge the electronic Inmate Agreement for Participation in TRULINCS Program form.

TRULINCS terminals will normally be operational during the following hours:

Monday through Sunday and Holidays 6:00a.m. until 11:30p.m.

The use of TRULINCS terminals must not interfere with institution schedules, programs, work assignments or counts.

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 inmates 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**

Each inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. A replacement fee will be charged if a PAC is misplaced or compromised. In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS.

The hours of telephone operation begin at 6:00a.m. and end no later than 11:30p.m. Inmate access to telephones will normally be limited during the following times:

Monday through Friday, not including holidays:  
6:00a.m. until 8:00a.m.; and,  
10:30a.m. until 12:30p.m.; and,  
3:00p.m. until 11:30p.m.  
Saturday, Sunday, and Holidays:

6:30a.m. until 11:30p.m.

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."

FCI Cumberland leaves one phone in each unit operational from 6:00a.m. until 11:30p.m.

Telephone use must not interfere with institution schedules, programs, work assignments or counts.

Directions for use of Trufone

Making V-PIN Calls from Inmate Telephones:

1) The V-PIN speaker identification registration process requires you to dial **111** and enter your PAC number. The system will then prompt you to clearly state your **first and last name** after the tone. The system will store your name with your PAC number and you will then be prompted to confirm your first and last name by restating them after the tone. If the registration names match then the voice recording will play back to you, and will make your registration complete.

2) It is important that you **clearly** state your **first** and **last name** as it appears on your Commissary card. Speak directly into the phone when stating your name.

3) On each subsequent call the system will prompt you to clearly state your first and last name. The system will match your name and voice to the name and voice stored during the registration process in step 1. Only the name and speaker's voice used in step 1 will allow you to make calls. You will be allowed up to three attempts per call to match your name with your registered name and PAC without having to redial.

4) Your registered name will be played to the called party on all phone calls.

5) If you do not remember how you said your name, please dial 112 and your PAC number and it will play the recorded voice from Step 1. Once heard, hang up and dial again.

Dialing Instructions:

Local Call:

- 1) Listen for a dial tone.
- 2) Enter the ten digit telephone number.
- 3) Wait for the new dial tone.
- 4) Enter your Phone Access Code (PAC)  
Example: (301)555-1234-357926819

Long Distance Call:

- 1) Listen for the dial tone.
- 2) Enter 1, the area code, and the telephone number, for collect calls enter 0, the area code, and the telephone number.
- 3) Wait for the new dial tone.
- 4) Enter your Phone Access Code (PAC)  
Example: 1-202-555-1234-357926819

International Call:

- 1) Listen for a dial tone.
- 2) Enter 011, country code, city code, and telephone number.

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

- 3) Wait for the new dial tone.
- 4) Enter your Phone Access Code (PAC)  
Example: 011-35-24-426974-357926819

All calls are limited to 15 minutes. Telephone calls are subject to monitoring and recording by institution staff. Inmates are limited to 300 minutes per month and may be used for any combination of collect and/or direct dial calls. Ordinarily, inmates will be allowed an extra 100 minutes per month in November and December. Telephone rates are posted throughout the institution.

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.

The called party shall have the capability to deny and/or block further telephone calls from inmates through their home telephone. A voice prompt will direct them through the process. Once a telephone number is blocked by the intended recipient via his/her telephone, that same number can be unblocked by the recipient only upon receipt of a written request for reinstatement by the intended recipient to the Trust Fund Staff. To ensure the called party's identity, the request for reinstatement must include a copy of a recent telephone bill. Trust Fund Staff will process this request expeditiously.

The BOP's collect call provider is Value Added Communications (VAC). VAC provides collect call services and pre-paid accounts for persons receiving calls from inmates. VAC can be contacted by persons receiving calls from inmates at 1-800-913-6097 (for domestic long distance), and 1-972-367-0070 (for international calls).

**VISITING PROCEDURES**

**INMATES NEED TO ADVISE THEIR VISITORS: VISITATION IS SUBJECT TO CHANGE WITHOUT NOTICE. INMATE VISITORS SHOULD CALL THE INSTITUTION PRIOR TO DEPARTURE AND VERIFY THE CURRENT VISITATION STATUS.**

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are provided to inmates so they can advise their prospective visitors. The visiting hours for general population inmates are 4:30p.m. to 8:30p.m. on Fridays, and from 8:30a.m. to 3:00p.m. on weekends and all federal holidays. Visiting hours for Special Housing Unit inmates are the same except they will terminate at 8:00p.m. on Fridays, and 2:30p.m. on weekends and holidays. The visiting hours for Trans-seg inmates are 4:30p.m. to 8:30p.m. on Mondays. All SHU and Trans-seg visiting is conducted via video conference only. Each inmate will be allowed no more than six weekend and holiday visiting days per month. There are no limitations on weekday and non-holiday visits. Unused weekend and holiday visiting days from one month cannot be carried over to the following month. Any visit, regardless of the length, will constitute one day of visiting.

All inmates are asked to submit a visiting list which will be given to their Counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) will be placed on the approved list subject to verification through the Pre-Sentence Investigation (PSI) report for a period of 30 days after the inmate's arrival at FCI Cumberland. During this 30 day time period, the inmate should mail a Visiting Questionnaire form to all proposed visitors including immediate family members. In the event a Visiting Questionnaire form is not returned to the unit team within 30 days, the name of the immediate family

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

member will be removed from the inmate's visiting list until the appropriate form is completed. A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state which recognizes such a status. Other relations and friends may be approved after certain checks are made. Requests for approval for these additional visitors and/or special visits should be made to the Counselor at least three weeks in advance of the intended visit. Request for emergency visits should be made through the Unit Team.

Visiting Questionnaire forms must be filled out completely. You should advise proposed visitors that their full social security number is required. And all forms must be signed. Forms received incomplete will result in rejection of request.

At any given time, inmates are authorized to have a total of three adults and three children from their approved visiting list visit them. Any request for additional visitors/changes in this procedure should be made to the Counselor for approval from the Captain at least three weeks in advance of the intended visit.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only on arrival and departure.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean. Inmates are required to wear their khaki uniform with institution issued boots. Tennis shoes are not to be worn in the Visiting Room. Inmates must present their identification card to the Visiting Room Officer upon entrance into the Visiting Room.

There are limits on the number and types of articles that can be taken into the visiting room. Items that may be taken into the Visiting Room by an inmate are limited to a comb or pick, wedding band, prescription glasses, handkerchief and a religious medal. All items purchased in the visiting room will be consumed there, and will not be brought into the institution.

Visitors must be properly dressed. Short shorts, halter tops, sweat clothing and other clothing of a suggestive or revealing nature will not be permitted in the visiting room. Footwear must be worn by all visitors. Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, electronic devices, or packages into the Visiting Room. It is the inmate's responsibility to notify their visitors of institution visiting rules.

Inmates are responsible for their visitors' actions and behavior. Disruptive behavior from you or your visitor will lead to termination of the visit and you will be subject to incurring an incident report for violation of a prohibited act.

VISITATION FOR CHILDREN

Children under sixteen (16) years of age are not required to complete the Visiting Questionnaire. However, all children must be accompanied by an approved adult visitor for that inmate. Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age, must have written approval of a parent or legal guardian. All adult visitors will be expected to maintain control of their children at all times.

VISITOR IDENTIFICATION

Identification is required for visitors. This may include a State Driver's License or State Identification Card, or three other forms of identification (credit cards, Social Security Card, birth certificate, etc.) with full names and

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

signatures affixed. One of the forms of identification must have a photograph. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. In addition, random visitors will be checked using the ION Scanner. This device is used to detect traces of narcotics. Visitor's purses, attorney's briefcases, etc., may also be searched. Other personal articles belonging to visitors must be placed in lockers provided by the institution or may be left in their cars. Individuals failing to pass the ION Scanner and/or metal detector will not be permitted to visit.

Visitors are permitted to bring money (e.g., coinage) into the Visiting Room to purchase items from the vending machines. Also, a limited amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room. As vending machines are available for visitor use, food may not be brought into the visiting room. Under no circumstances are inmates allowed to receive personal items from their visitor(s).

Inmates are not allowed to handle any type of money while in the Visiting Room. Only visitors may utilize the vending machines. Photograph tickets may be purchased in the commissary. The maximum amount an inmate may purchase or have in his possession is 25.

Visitors will not be allowed to leave the visiting room to retrieve any items left outside the institution. Once the visitor leaves the visiting room, the visit is terminated. The only exception is to administer medication that requires a syringe.

Inmates are not allowed to receive either coins or money for their Commissary account while in the visiting room. Money for Commissary accounts should be sent through the mail using a U.S. Postal Money Order to the National Lock Box (see pages 14-15 - Deposits to Accounts).

INSTITUTION DIRECTIONS, TRANSPORTATION AND LODGING

The Cumberland Federal Correctional Institution is located approximately six miles south of the city of Cumberland, Maryland, within an area designated as the Allegany County Industrial Park. Directions to the institution from some major areas are as follows:

**Baltimore, MD/Washington, D.C. areas:**

1. Take I-70 West to Hancock, MD;
2. Take I-68 West at Exit 1A from I-70 and proceed to Cumberland, MD;
3. Take Exit 43B, Industrial Boulevard/State Route 51 South;
4. Turn left on Howard Street at the end of the exit;
5. Turn right after .1 mile onto Industrial Boulevard/State Route 51;
6. Proceed South for 5.6 miles on State Route 51 to the Allegany County Industrial Park area;
7. Turn right on PPG road for 1.6 miles;
8. Turn left at the Institution entrance;
9. Proceed .4 miles to the FCI Administration Building;
10. Parking facilities are available in the right side parking lot.

**Pittsburgh, PA./Morgantown, WV areas:**

1. From Pittsburgh - Take I-79 South to Morgantown, WV;
2. From Morgantown, WV - Take I-68 East and proceed to Cumberland, MD;
3. Take Exit 43B, Industrial Boulevard/State Route 51 South;
4. Proceed South for 5.6 miles on State Route 51 to the Allegany County Industrial Park area;

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

5. Turn right on PPG road for 1.6 miles;
6. Turn left at the Institution entrance;
7. Proceed .4 miles to the FCI Administration Building;
8. Parking facilities are available in the right side parking lot.

**PUBLIC TRANSPORTATION**

Public transportation is also available to inmate visitors. Below is a list of commonly used services:

Allegany County Transit 1000 Lafayette Avenue Cumberland, MD 21502 (301) 722-6360	Yellow Cab Company 1116 Virginia Avenue Cumberland, MD 21502 (301) 722-4050	Queen City Taxi 825 Virginia Avenue Cumberland, MD 21502 (301) 722-2800
Platinum Coach 773 Fayette Street Cumberland, MD 21502 (301) 722-1988	Cumberland Regional Airport Wiley Ford, WV (304) 738-0002	Crown Taxi LLC 17600 E. Wilson Road, SE Oldtown, MD 21555 (301) 759-4090

**LODGING**

Below is a list of available lodging for inmate visitors:

Fairfield Inn & Suites 21 N. Wineow Street Cumberland, MD 21502 (301) 722-0340	Diplomat Hotel 17012 McMullen Highway Cumberland, MD 21502 (301) 729-2311	Ramada Inn 100 South George Street Cumberland, MD 21502 (301) 724-8800
Maryland Apartments 11901 Bedford Road, NW Cumberland, MD 21502 (301) 722-2836	Econolodge 12310 Winchester Road LaVale, MD 21502 (301) 729-6700	Super 8 Motel 1301 National Highway LaVale, MD 21502 (301) 729-6265

**SECURITY PROCEDURES**

**Attire**

Inmates will be in proper uniform, (normally khaki pants and khaki shirt), Monday thru Friday, between 7:30a.m. and 4:00p.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 will not be worn while indoors. **Note that proper uniform is required to visit the Unit Team offices at all times.**

**Inmate Identification Cards**

Inmates are required to have their identification card at all times upon departing their assigned cell. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards. Lost, stolen, or damaged cards must be replaced. Inmates will be charged a \$5.00 replacement fee for a new card.

If an inmate's ID card is lost or stolen it is to be reported to the Operations Lieutenant immediately and a temporary paper ID will be issued.

**Counts**

Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period. The inmate is expected to be standing at bedside during official counts held at 10:00a.m., 4:00p.m. and 10:00p.m. on weekdays and holidays, and during any emergency count. Institutions with secure cell space are required to lock the inmates in their cells for all official counts, unless the

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

inmates are on out-counts in areas such as Food Service, Health Services, Visiting, etc. Official counts will ordinarily be conducted at 12:00a.m., 3:00a.m., 5:00a.m., 4:00p.m. (stand-up) and 10:00p.m. (stand-up) and 10:00a.m. (stand-up) on weekends and holidays. Other counts may occur during the day and evening. Disciplinary action will be taken against inmates for leaving an assigned area before the count is clear. The inmate must actually be seen at all counts, even if the inmate must be awakened.

**Call-Outs**

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

**Controlled Movement**

FCI Cumberland is regulated by controlled movement seven days a week. The purpose of controlled movement is to ensure all inmate movement is orderly. On weekdays from 7:30a.m. to 4:00p.m., controlled movements will begin on the half hour and continue for the next 10 minutes.

After 4:00p.m. and on weekends and holidays, the move periods will begin approximately five minutes before the hour and end 5 minutes after the hour. The beginning and end of each move will be announced by staff over the intercom system. During the 10 minute period of controlled movement, inmates may move from one area of the institution to another without a pass or staff escort; however, the purpose of the movement is to get to your destination; there is no loitering on the compound during moves.

**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 related 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.

Any item in an inmate's personal possession must be authorized, and a record of receipt of the item should be kept in the inmate's possession. Inmates may not purchase any items from another inmate or loan items to another inmate. Items obtained in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

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.

#### **Shakedowns**

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 a 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.

#### **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.

#### **SAFETY INSPECTIONS**

Inspections for sanitation, misuse of equipment, safety of hazards and the presence of contraband will be made by staff on a daily basis. Failure to comply with these standards on an individual basis may result in disciplinary action.

Card board boxes as well as shoe boxes create a fire hazard, and will not be used under any circumstances to store legal materials, food and/or supplies. If found, all boxes will be disposed of appropriately.

Spray bottles and other cleaning supplies will be issued from the unit sanitation supply rooms. Under no circumstance will an inmate be allowed to possess a personal spray bottle. All spray bottles will be issued as needed and returned upon completion. Inmates will not leave spray bottles in their assigned quarters unattended. Once finished, the spray bottle will be returned to the unit sanitation supply room. All spray bottles must bear the appropriate label of contents.

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

Toilet paper will be issued once a week. Only one roll per inmate will be issued. Excess toilet paper will not be stored in the individual cells. Each inmate is authorized no more than two rolls of toilet paper at a time. Any excess toilet paper will be confiscated by staff.

Make-shift and/or spliced electrical cords constitute a safety hazard and will not be permitted.

Equipment must be used with care at all times. Abuse may result in barring inmates from using the equipment and the receipt of an Incident Report.

**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. Unit staff assign work and approve all job changes. They also see that the changes are posted on the Daily Change Sheet.

To request a change in detail assignment, submit a Cop-out to the detail requested. If approved, have the request approved by the losing detail and submit the signed Cop-out to unit staff. Inmates are to remain on a job assignment for 90 days before being reassigned unless approved by the Unit Manager.

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. However, most institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. Many institutions have a waiting list for factory employment.

**INMATE TRAINING**

All inmates shall be provided a safe work area, proper equipment with which to work, and detailed instructions in the safe way to perform work through the following:

- Initial training received during the A & O program.
- Initial Job Orientation (IJO) training received upon assignment to a job.
- Initial Job Orientations are updated annually.

UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the Federal Government. UNICOR provides an opportunity to the inmates to pay their court ordered financial obligations to society on a faster pace than any other job in the institution. Most institutions give priority for employment in UNICOR to inmates with large court ordered financial obligations. The minimum payment for inmates assigned to UNICOR will be \$25.00 per quarter for Grade 5. Grades 1, 2, 3 and 4 will pay a minimum of 50% of their earnings towards their financial obligation.

The training and experience acquired in UNICOR is beneficial for re-entry into society.

UNICOR at FCI Cumberland produces signs and license plates for various government agencies. Profits from UNICOR fund other inmate programs as well as provide hands-on industrial training for inmates.

The current maintenance job pay scale is as follows:

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

Grade 4 - \$.12 per hour  
Grade 3 - \$.17 per hour  
Grade 2 - \$.29 per hour  
Grade 1 - \$.40 per hour

INDUSTRIAL PAY: UNICOR provides five (5) standard hourly rates, (which are subject to change), as follows:

GRADE	HOUR	DAY	ESTIMATED MONTHLY PAY (21 DAYS)
5	.23	1.73	36.33
4	.46	3.45	72.45
3	.69	5.18	108.78
2	.92	6.90	144.90
1	1.15	8.63	181.23

To be promoted above Grade 4, inmates must have a verified high school diploma or have obtained a GED.

All overtime pay is computed on a double time basis. The normal working day is 7.5 hours. To receive overtime pay you must first have 7.5 hours on the day you work overtime. Inmate payrolls are computed in the Business Office and forwarded to the Commissary the first week of the month following the month being paid. Questions about payroll will be resolved by the detail foreman whenever possible. If you are not satisfied with the Foreman's answer you may submit a Copout to the Business Manager.

All inmates working in UNICOR receive pay for 10 holidays per year. To be eligible for holiday pay, you must be in UNICOR work status the work day before and the workday following the holiday.

*LONGEVITY* - Inmates who have worked in UNICOR for 18 months will be eligible to receive \$.10 extra for each hour in pay status. Inmates who have worked UNICOR for 30 months will be eligible to receive \$.15 extra for each hour in pay status. Inmates who have worked for UNICOR for 42 months will be eligible to receive \$.30 extra per hour in pay status.

Inmates who have been in Grade 1 positions for six months or more are eligible to be considered for premium pay which is an additional \$.20 over base pay. Premium pay is used to reward inmates who regularly and routinely make contributions to FPI operations that exceed the standards required of them. Such inmates should assist in training new inmate workers, demonstrate leadership qualities and make contributions to the efficiency of production and operations. Premium pay is limited to 10% of all Grade 1 workers.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective clothing and equipment shall be provided and worn in accordance with 29 CFR, OSHA 1910 & 1926, or as deemed necessary by the Safety Manager.

Types of personal protective equipment:

- Safety Shoes
- Hearing Protection

- Eye Protection
- Other (i.e. respirators, hard hats, rubber gloves)

CHEMICAL HAZARD COMMUNICATION PROGRAM-OSHA 1910.1200

*RIGHT TO KNOW LAW* - All persons working with and in the area of hazardous chemicals have the right to know of any risks involved.

*SAFETY DATA SHEETS* - Safety Data Sheets are located in all areas that each particular chemical is being used.

*CONTAINERS* - All chemical containers, including spray bottles, will be properly labeled and appropriately stored. Inmates are not permitted to store chemicals in their cells.

*DISPOSAL* - All chemicals must be disposed of in an appropriate manner.

**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. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, 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).

Institution staff assist 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 work for UNICOR nor receive performance pay above the maintenance pay level. He will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) 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 refuse 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.

**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 dietician determines a Special Diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating.

**FCI CUMBERLAND**  
**ADMISSION & ORIENTATION HANDBOOK**  
**September 2014**

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.

The only authorized headgear in food service is Muslim or Rastafarian Kufis, Native American headbands or Jewish Yarmulkes.

Items such as radios, MP3 players, laundry bags, books, personal plates, silverware, or cups are not permitted in the Food Service department.

Inmates are not permitted to take any food products, including fruit, out of the dining hall.

FCI Cumberland meal hours are:

Monday-Friday 6:00a.m. and 11:00a.m.

Daily after the 4:00p.m. count has cleared

Weekends/Holidays 7:00a.m. and 10:45a.m.

All holiday and picnic meals will be served on a schedule as designated by the Food Service Administrator, and will be reflected on the cycle menu.

All inmates (with the exception of handicapped inmates and food service workers) must enter the side door entrance of food service. Only handicapped inmates or food service inmate workers reporting to work will be allowed through the exit doors located in the front of food service.

FCI Cumberland utilizes a scanner to track inmates who eat more than once per meal. Those inmates identified as eating more than once per meal may receive an incident report and be charged a \$2.25 fee. Also, inmates attempting to bypass the meal track system are subject to an incident report. Inmates must use their ID card when coming through the meal track system. Any inmate that comes to Food Service without an ID card will be sent back to the housing unit to retrieve their ID. If an inmate's ID card is lost or stolen it is to be reported to the Operations Lieutenant immediately and a temporary paper ID will be issued.

### **Education**

The mission of Education/Recreation Services is to provide mandatory literacy and English-as-a-Second Language (ESL) 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.

The Education Department at FCI Cumberland offers a variety of programs for all skill levels. Some of the activities that are available include GED classes, ESL classes, VT classes, Apprenticeship programs, ACE classes, Correctional Learning Network (CLN) classes, Parenting classes, Hope House Book Reading program, leisure time activities and library services. As new educational activities become available, flyers are posted in the units, education, and recreation. The flyers will contain information about each class to include sign-up procedures. Both a

law library (electronic law library) and leisure library are maintained in the Education Department.

More information about the Education Department is discussed during the Admission and Orientation program.

### **Literacy/GED**

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. Inmate 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 was 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. English GED scores from the current GED test will no longer be valid.

The new GED Test is 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.

### **ESL**

The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmate's 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 8<sup>th</sup> grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8<sup>th</sup> grade level of proficiency will be enrolled in ESL until they function at the 8<sup>th</sup> 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.

### **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 inmate's unit team of enrollment consideration for occupational education programs.

### **Apprenticeship**

Apprenticeship training provides inmates the opportunity to participate in training which prepares them for employment in various trades. Apprenticeship programs in the BOP are registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. These programs are structured to offer on-the-job learning in industries. Upon completion of a registered trade, inmates can earn a Certificate of Completion from the Department of Labor.

### **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 the correspondence courses must be paid by the inmate. If an inmate has sufficient funds available in his commissary account, 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.

**Parenting**

The Parenting Program provides inmates information and counseling through directed classes on how to enhance their relationship with their children even while incarcerated. All Parenting Programs include a classroom and visitation component. In addition, social service outreach contacts are often established to facilitate the provision of services to the inmate parent, visiting custodial parent, and children.

**Library Services**

**Leisure Libraries:** Leisure libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fictions, and reference books. Institutions also participate in an interlibrary loan program with local, state, and college libraries and available bookmobile services.

**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.

A copying machine is available to reproduce materials needed for research. The price to reproduce materials is established by the Trust Fund.

**TYPEWRITERS**

Inmates wishing to use typewriters in the law library for legal work must purchase print wheels, typing ribbon and correction ribbon from the commissary for this purpose. Indigent inmates may be provided a manual typewriter as authorized.

**Recreation, Leisure, Wellness, and Social Programs**

The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. At each facility, physical fitness and leisure programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being.

**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.

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.

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.

#### **Wellness Programs**

Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions and counseling.

#### **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.

#### **Intramural Code of Conduct**

The primary purpose of our intramural sports program is to provide an organized, safe, and enjoyable form of recreation for all interested inmates. Emphasis is placed on creating a positive, non-threatening atmosphere in which players, coaches, officials, and spectators can relax and enjoy the social interaction and physical benefits of athletic competition.

As such, there will be no tolerance for unsportsmanlike conduct or for those who cannot maintain control of their actions and/or emotions while participating in the intramural program. The integrity of the Recreation Department's intramural program will not be compromised by inmates who cannot conform to the general rules of sportsmanship, as well as posted intramural rules.

**All participants are advised that violations of intramural rules, in many cases, constitutes a violation of Bureau policy and may result in disciplinary actions above and beyond those stated in the following intramural rules and regulations.**

#### **Rules of Conduct**

1. Any player or coach ejected from a game is suspended from all intramural competition for a minimum of two games and up to two months. This will depend on the severity of the infraction. A player with two technical fouls (basketball) or a red card (soccer) will be ejected from the game and the minimum 2 game suspension issued. A participant suspended from one league cannot play in another league (basketball, volleyball, soccer, and softball) while under suspension. A violation of this rule will result in suspension from the intramural program for a minimum period of 1 year.

2. Participants will treat staff and officials with respect at all times. Abusive language and threatening gestures or behavior will not be tolerated. Violations will result in an immediate expulsion from the game and a minimum of 2 months suspension. Such incidents may involve additional disciplinary action as determined by Recreation Staff, Correctional Services, Unit Team, or the Disciplinary Hearing Officer (DHO).

3. Any player or coach placed on suspension a second time, from any intramural sport, within 6 months from the date of eligibility from the previous suspension, will be suspended from all intramural participation for a minimum period of 1 year. This includes soccer, basketball, volleyball, softball, regular season, practice games, special tournaments, etc.

4. If any recreation property (jerseys, whistles, gloves, balls, etc.) is confiscated from an inmate's person or property, that inmate will be suspended from all intramural sports for a minimum of 6 months, and will be subject to receiving an incident report for possession of contraband.

5. Any coercive action (threats, bribes, etc.) made to any official before, during, or after a game by any player or coach can result in suspension from all intramural sports for a minimum period of 1 year.

6. Officials who threaten players or coaches are subject to the same disciplinary actions as players.

7. Coaches are responsible for their team's conduct while participating in the league. The coach may be ejected from the game if he cannot control his players' behavior. Coaches ejected will be subject to the same penalty as players.

8. Any player involved in any type of physical altercation is subject to disciplinary action and suspension from all intramural activities for a minimum of 1 year.

9. Participants who throw or kick basketballs, softballs, soccer balls, or volleyballs, against the walls, ceilings, etc. are suspended for a minimum of 2 games and will be held financially responsible for any damage to property and/or equipment.

10. To be considered for participation in a varsity game an inmate must have clear conduct for a minimum of one year.

11. Participation without signing the code of conduct may result in a minimum two game suspension and forfeiture of all games played prior to signing.

### **Religious Services**

The Religious Services Department provides 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.

### **Psychology Services**

Psychology Services departments in all BOP institutions offer mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

In addition, Psychology Services staff, along with other programming staff in the institution, collaborate with your Unit Team to develop a comprehensive assessment of your strengths and weaknesses. Based on this assessment, Psychology Services will offer programming recommendations specific to your psychological needs. These recommendations are designed to ensure your successful adjustment to incarceration and prepare you for your eventual release. We encourage you to participate actively in the assessment process. If mental health or drug abuse programming is recommended for you, Psychology Services staff will provide ongoing feedback to you and your unit team regarding your progress toward these programming goals.

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.

The Psychology Services department at FCI Cumberland is available to the inmate population Monday through Friday from 7:30a.m. to 3:30p.m. on an appointment basis only. Appointments for routine concerns can be made by submitting a Cop-out to Psychology Services or speaking directly with a department staff member. Psychology Services generally holds Open House hours twice per week on Tuesday and Thursday from 11:30a.m. until the afternoon work call. During this time, inmates may walk-in and talk with either a psychologist regarding mental health concerns or a drug treatment specialist for issues regarding drug programming.

Emergency situations are managed on a no-wait basis. Inmates experiencing an emergency situation to include serious depression or suicidal thoughts should report this to the nearest staff member. Under these circumstances, inmates are generally seen immediately by Psychology staff. An on-call Psychologist is available after hours to deal with emergency situations which may arise on evenings or weekends.

### **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 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 the 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; and (3) may not be in FRP, DRG ED, or GED refusal status. 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 Abuse Education Course**

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment. If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries (UNICOR) work program assignment. If you are not sure what this means, you may want to ask your counselor.

The Drug Abuse Education Course is available in every BOP institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. If you would like to enroll in the course, but are not required to participate, you may submit an Inmate Request to a Staff Member (a "Cop-Out") in order to place your name on the waiting list for the course.

#### **Nonresidential Drug Abuse Treatment**

Nonresidential Drug Abuse Treatment is also available in every Bureau institution. Nonresidential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for:

- inmates with a relatively minor or low-level drug abuse problem,
- inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP)
- inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,
- inmates with a drug use history who chose not to participate in the RDAP, but want to prepare for staying sober in the community, and
- inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (half-way house).

Program completion awards are only available for those who complete the program. A financial incentive of \$30 is awarded to each participant upon completion of this program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards.

#### **Residential Drug Abuse Treatment**

The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment unit that is set apart from general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment.

To apply for the RDAP you must send an Inmate Request to a Staff Member (a "Cop-Out") to obtain an interview for the program. First, staff will screen your presentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-

improvement activities. The RDAP is available in 76 BOP institutions. It is available here at FCI Cumberland.

If you are interested in volunteering for the RDAP and would like to know if you are eligible for the program, contact the institution's drug abuse program coordinator. You may apply for the program at any time during your incarceration, but your interview, like program admittance, will be based on your proximity to release. Ordinarily, inmates are interviewed 42-24 months from release depending on the facility's security level and waiting list for the RDAP.

#### **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.

#### **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 decision staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

#### **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, or other Federal or State agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. An inmate who meets the eligibility requirements may submit an application for furlough to staff for review.

#### **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.

Inmate must submit a cop-out request to your Case Manager with information regarding your intent to marry while incarcerated.

The Chaplains are available to discuss with the inmate and fiancée the issue of marriage while incarcerated.

#### **Barber Shop**

Haircuts and hair care services are authorized in the barber shop only. Hours of operation will be posted in the barber shop.

### **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.

### PHYSICALS

All newly committed inmates will receive a physical examination within 14 days of arrival (includes parole violators, RRP returns, and escapees). A complete physical examination will be required for inmates who are out of BOP custody for more than 30 days (e.g. furlough, writ, or Residential Re-entry Center (RRC) failure).

Periodic health examinations including age-specific preventative health examinations (e.g. cancer screening) for the inmate population will be provided at the Clinical Director's discretion.

All inmates must have a PPD on a yearly basis. This will be done during the initial intake screening and then every year in the same month of last test. All inmates must have current PPD and/or chest x-ray, or remain symptom-free prior to transfer to any bureau facility.

### HIV EDUCATION

An HIV Education Program for inmates is available periodically. HIV information is available from the Health Services Department. You must have a current HIV test to be released on furlough, halfway house, parole, etc. All newly committed inmates will be tested for HIV.

### MRSA

Staphylococcus Aureus is a common bacteria found on many individuals' skin usually not causing any problems. However, once inside the body, for example inside the skin or lungs, it can cause serious infections such as boils or pneumonia. Methicillin Resistant Staphylococcus Aureus (MRSA) refers to the bacteria that are resistant to the antibiotics that were formerly used to treat it.

MRSA is frequently found in prison populations since this bacteria is frequently found on many surfaces. Good hygiene, especially good hand hygiene, is the best way to stop the chain of infection of MRSA. Another way to prevent the chain of infection of MRSA is to ensure that all areas including housing units, equipment used in the Recreation Department, seat backs in the Food Service Department, etc., are cleaned frequently. At FCI Cumberland, the most common cause of MRSA infections has been tattooing. Tattooing is a prohibited act inside the BOP. MRSA is just one more reason to **NOT** get a tattoo while incarcerated.

Once it is determined that an individual has a MRSA infection or boil, the most common course of treatment is incision and drainage of the wound. Sometimes it is necessary to put an infected individual on antibiotics; however, incision and drainage are effective at treating these infections most of the time. Frequently, inmates report having "spider bites" which turn out to be MRSA infections. If you

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

notice that you have a boil, "spider bite," pustule, or anything else that may fit that description, report to sick call for evaluation.

REQUESTS TO SEE THE DOCTOR

The Doctor schedules appointments by referral through the Mid-Level Practitioners, by the submission of a Cop-out written to them, or through chronic care clinic appointments. All medical problems should be handled through Sick Call before requesting an appointment with the doctor. Doctors/Mid-Level Practitioners will not see walk-in patients. The Doctor normally will not see patients who have signed up for sick call.

MEDICAL RECORDS

An inmate may request a copy of his medical record by sending a Cop-out to Medical Records. Inmates will be charged for copies exceeding 180 pages. Inmates are not permitted to receive a copy of their HIV results while incarcerated.

LIVING WILLS

Living wills are not used in general population institutions to withhold resuscitative services. If resuscitative services are required while in the general population of a BOP institution, or while in transit to a community hospital or MRC from a general population institution, all necessary resuscitative services shall be provided despite the presence of a living will. When it is determined that the terms of the living will should be carried out, either the community based hospital or the BOP referral center will implement the terms based upon current circumstances. See Attachment D.

BOP FCI/FPC CUMBERLAND LOCAL DENTAL CLINIC POLICY

DENTAL SICK CALL NO COPOUT necessary (Copay \$2 each visit)

FCI Monday, Tuesday, Wednesday, Thursday  
\*6:30 AM sign up promptly

FPC Thursday  
\*11:30 AM sign up promptly

SHU COPOUT Request Necessary, by appointment  
Late arrivals will not be honored

**Emergency relief of pain such as extractions, swelling, loose teeth, mouth sores, or broken dentures.**

ROUTINE DENTAL TREATMENT COPOUT Necessary(Electronic preferred)

Treatment in this category is non-emergency in nature.

*Institutions will provide access to non-emergency dental care for sentenced inmates, as resources of staff, time and materials are available, and commensurate with the inmate's ability to maintain good oral health.*

**2 Missed appointments your name is removed from the treatment list.**

National Dental Wait List Facts

Your position on this list transfers with you to each BOP facility.

You will be treated in order of received request.

Treatments may include exams, x-rays, cleanings, fillings, root canals, \*\*dentures.

**\*\*BOP Program Statement p6400.02**

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

The Bureau is not required to replace missing teeth, regardless of when or where the teeth were removed. Inmates with less than 6 months remaining on his sentence are ineligible.

**DENTAL RECALLS (CLEANINGS)**

Once per year, not every 12 months **if staff, time, and materials are available.** You will not automatically be placed on recall after the initial cleaning is completed. Once your dental treatment is completed you will be removed from the dental treatment waiting list. A new copout will be required to place you back on the waiting list. Multiple requests do not improve your standing.

**You are required to be a Co-Therapist, brushing and flossing 2-3x daily**  
Recommended toothpaste **Colgate Total**

PATIENT RIGHTS AND RESPONSIBILITIES

See Attachment C.

**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 of \$2.00 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.

PILL LINE TIMES

WEEKDAYS

TIMES	GENERAL NOTES
6:00am-7:00am	Diabetic card holders first followed by morning dose pills
3:30pm-3:45pm	Accu-checks for non-insulin diabetics pickups and refills

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

4:45pm-5:00pm	Insulin only pill line Restricted pill line
7:00pm-7:30pm	Bedtime doses pill line pick up medications and refills

**WEEKENDS AND HOLIDAYS**

TIMES	GENERAL NOTES
7:00am-7:30am	Morning doses and insulin. Diabetics must go to coffee hour, not brunch.
10:30am	Diabetic insulin pill line only
4:45pm-5:00pm	Insulin pill line only. Restricted pill line
7:00pm-7:30pm	Bedtime doses only pick up medications and refills

**OVER-THE-COUNTER MEDICATIONS**

This program establishes a program allowing inmates improved access to Over-The-Counter (OTC) Medications by making them available for sale in the commissary and improves the allocation of medical resources so that inmates' medical needs will continue to be met.

During institution triage/sick call, medical staff will refer inmates to the commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

Examples of these complaints are:

- a. Occasional constipation
- b. Seasonal allergies
- c. GI upset
- d. Dandruff
- e. Uncomplicated Athlete's Foot
- f. Acne
- g. Chapped Lips
- h. Dry skin
- I. Muscle Aches from Exertion

Inmates will purchase OTC medications from the commissary with their personal funds. However, inmates will be given OTC medications at the institution pharmacy if they are determined to be indigent (have less than a \$6.00 balance in their trust fund account for the last 30 days).

On Mondays, Wednesdays, and Fridays an Over the Counter Medication sale will be conducted from 11:00 a.m. until work call is announced.

**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 he fails to report a work injury promptly to the supervisor.

Work-related injuries, which may result in time lost from the work assignment, will be presented to the Safety Committee. The committee will make a determination of the injury's work-relatedness based on the available evidence and testimony. A determination of work-relatedness for purposes of awarding lost-time wages is not confirmation of the validity of any subsequent claim to receive compensation for work-related physical impairment or death.

If an inmate worker is involved in successive accidents on a particular work site in a comparatively short period of time, regardless of whether injury occurs, and the circumstances of the accidents indicate an awkwardness or ineptitude that, in the opinion of the inmate's work supervisor, implies a danger of further accidents in a task assigned, the inmate shall be assigned to another task or detail more suitable to the inmate's ability.

#### INMATE COMPENSATION FOR PERMANENT PHYSICAL IMPAIRMENT OR DEATH

No compensation for work-related injuries resulting in physical impairment shall be paid prior to an inmate's release.

Compensation may only be paid for work-related injuries or claims alleging improper medical treatment of a work-related injury.

Compensation is not paid for injuries sustained during participation in institutional programs to include programs of a social, recreational, or community relations nature, or from maintenance of one's own living quarters. Furthermore, compensation shall not be paid for injuries suffered away from the work location (e.g., while the claimant is going to or leaving work, or going to or coming from lunch outside of the work station or area).

Injuries sustained by inmate workers willfully or with intent to injure someone else, or injuries suffered in any activity not related to the actual performance of the work assignment are not compensable, and no claim for compensation for such injuries will be approved. Willful violation of rules and regulations may result in denial of compensation for any resulting injury.

No more than 45 days prior to the date of an inmate's release, but no less than 15 days prior to this date, each inmate who feels that a residual physical impairment exists as a result of an industrial, institution, or other work-related injury shall submit an FPI 43, Inmate Claim for Compensation on Account of Work Injury.

Each claimant shall submit to a medical examination to determine the degree of physical impairment. Refusal or failure to submit to such a medical examination shall result in the forfeiture of all rights to compensation.

#### EXCLUSIVENESS OF REMEDY

Inmates who are subject to the provisions of these Inmate Accident Compensation regulations are barred from recovery under the Federal Tort Claims. Recovery under the Inmate Accident Compensation procedure is the exclusive remedy in the case of work-related injuries.

#### CONTACT WITH THE COMMUNITY AND PUBLIC

##### **Correspondence**

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail from a sentenced inmate in a minimum or low security institution may be sealed by the inmate and is sent out

**FCI CUMBERLAND**  
**ADMISSION & ORIENTATION HANDBOOK**  
**September 2014**

unopened and uninspected. Except for "special mail", outgoing mail from a sentenced inmate in a medium or high security institution, or an administrative institution may not be sealed by the inmate and may be read and inspected by staff. The outgoing envelope must have the inmate's committed name, register number, and complete institution return address in the upper left hand corner.

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

MAILING OF INMATE PROPERTY

Inmates wishing to have personal items mailed into the institution will send a Copout to the department head responsible for the requested item as follows:

- *Health Services Administrator* - Prosthetic devices and hearing aids that cannot be provided by the institution.
- *Unit Counselor* - Release clothing.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not accept any item or package for delivery unless this approval form is on file.

**Incoming Correspondence**

First class mail is distributed Monday through Friday (except holidays) by the evening watch Correctional Officer in each living unit. Legal and Special Mail will be distributed by Mail Room or Unit Staff and opened in the presence of the inmate. Inmates are asked to advise those writing to them to put the inmate's register number and Housing Unit on the envelope to aid the prompt delivery of mail. All inmate packages (weighing in excess of 16 oz.) must have prior authorization unless otherwise approved under BOP policy.

All outgoing and incoming mail should be addressed:

Inmate Committed Name (as shown on your ID card, no alias/nicknames)

Inmate Register Number (ex.: 12345-678)

Federal Correctional Institution (Must be spelled out)

P.O. Box 1000

Cumberland, MD 21501-1000

**Incoming Publications**

The BOP permits inmates to subscribe to and receive publications without prior approval. The term publication means a book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, plus such other materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may only receive hard cover publications and newspapers from the publisher, a book club, or a bookstore. At minimum and low security institutions, an inmate may receive softcover publications (other than newspapers) from any source. At medium, high, and administrative institutions, an inmate may receive softcover publications only from the publisher, a book club, or a bookstore.

### **Special Mail**

Special Mail is a category of correspondence sent to the following: President and Vice-President of the United States, the U.S. Department of Justice (including the BOP), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement offices, attorneys, and representatives of the news media.

Special Mail also includes correspondence received from the following: President and Vice-President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the BOP but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers) and State Courts.

A staff member opens incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband, funds, and for qualification as Special Mail; the correspondence will not be read or copied if the sender has adequately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail -Open only in the presence of the inmate" or with similar language. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

### **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 Associate Warden of Programs 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.

#### **Telephones**

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 Unit 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.

All changes to your telephone lists must be completed in TRULINCS. Once a phone number is placed in TRULINCS, you should be able to place a call to that number within 15 minutes.

Inmates will be given their SECRET PAC (nine digits) number by a Unit Team Member. 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 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 party 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.

TELEPHONE CALLS IN THE SPECIAL HOUSING UNIT

Inmates in Disciplinary Segregation and Administrative Detention may make one (1) phone call per month. Inmates in the Special Housing Unit requesting legal calls should submit a Cop-out to a member of their Unit Team.

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 attorney of these requirements (via Attachment F). 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.

Inmate must submit a cop-out to the Unit Manager to request the attorney phone call. The request must be submitted in sufficient time, at least one (1) week prior to the call.

**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.

Law Library: Inmates have access to the Law Library in Education.

**Notary Public**

Under the provisions of 18 USC 4004, Case Managers 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 Materials**

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 (Safety Manager for damage or personal injury) (Correctional Counselor for property loss).

### **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 Street, NW, Washington, DC 20534.

### **Inmate Access to Central Files and Other Documents**

An inmate may request to view his central file (minus the FOIA section) under the supervision of his 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 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 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).

Request for consideration should be sent to the Institution's RIS Coordinator for consideration. All requests need to be specific to the section of the policy that the inmate wants to be considered for Reduction In Sentence. Any requests received that are not specific or submitted without the appropriate documentation will be denied.

### **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 Unit Team or 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, personal contact with staff, or a Cop-out. The Correctional Counselor will assist you in your attempt to resolve your problem. If resolution is not immediately made, the Counselor will complete an Informal Resolution form and it will be the responsibility of the inmate to contact the appropriate department head in order to resolve the issue. This will ordinarily be done within five work days. If necessary, the Correctional Counselor can assist in coordinating an appointment with the department representative. The Informal Resolution form will then be returned to the Correctional Counselor who will call you in to discuss the results of the informal resolution process. 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. The 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

FOR INMATES IN THE SPECIAL HOUSING UNIT - The Correctional Counselor will assist you in your attempt to resolve your problem. If resolution is not immediately made, the Counselor will issue a Counseling Worksheet (SHU informal resolution form), which you will complete, in part, and return to the Counselor, who will contact the affected department for conflict resolution. A reply from the applicable department and the Counselor's response will then be returned on the Counseling Work Sheet (SHU Informal Resolution form).

#### **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.

### **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.

#### **SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION**

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

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

Male and Female staff routinely work and visit inmate housing areas to ensure compliance and to assist in protecting you and others from sexually abusive behavior.

The pamphlet attached to this handbook (Attachment G) gives an overview for inmates.

### **Discipline**

The inmate discipline program helps ensure the safety, security, and orderly operation for all inmates. Violations of BOP rules and regulations are handled by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Upon arrival at an institution, inmates are advised of the rules and regulations and are provided with copies of the Prohibited Acts and Available Sanctions, as well as local regulations.

### **Inmate Discipline Information**

When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff become aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing. An informal resolution of the incident may be attempted at any stage of the discipline process. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended. Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

### **Initial Hearing**

Inmates will ordinarily be given an initial hearing within five (5) work days after the incident report is issued, excluding the day it was issued, weekends, and holidays. The Warden must approve, in writing, any extension over five (5) days. The inmate is entitled to be present at the initial hearing and may make statements and present documentary evidence. The UDC must give its decision in writing to the inmate by the close of the next work day. The UDC may make findings on Moderate and Low severity offenses. The UDC will automatically refer Greatest and High severity offenses to the DHO for final disposition.

### **Discipline Hearing Officer (DHO)**

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

### **Appeals of Disciplinary Actions**

Appeals of all disciplinary actions may be made through the Administrative Remedy Program. The initial reviewing official for the UDC is the Warden. The decision of the DHO is final and subject to review only by the Regional Director through the Administrative Remedy program. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the reviewing authority (Warden, Regional Director, or General Counsel) considers:

- Whether the UDC or DHO substantially complied with regulations on inmate discipline.
- Whether the UDC or DHO based its decision on facts. If there is conflicting evidence, whether the decision was based on the greater weight of the evidence.
- Whether an appropriate sanction was imposed for the severity level of the prohibited act, and other relevant circumstances.

### **Special Housing Unit Status**

Special Housing Units (SHUs) are housing units in BOP institutions where inmates are securely separated from the general 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.

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**September 2014**

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 a variety of reasons.

You may be placed in A/D status for the following reasons:

(a) 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.

(b) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.

(c) 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 and:

(1) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;

(2) Transfer: You are pending transfer to another institution;

(3) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or

(4) 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**

### **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 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.

Ultimately, it is the inmate's responsibility to resolve any detainers, warrants or pending charges. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to resolve such cases.

### **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

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**September 2014**

awarded, GCT earned under the SRA is vested, and may not be forfeited at a later time.

For inmates convicted under the VCCLCA, 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. Inmates who have questions regarding good time should refer to the law library, unit staff or the records office.

RECORDS OFFICE (CORRECTIONAL SYSTEMS DEPARTMENT)

Open house is conducted at the records office (correctional systems department) on Tuesdays and Thursdays from 11:00 a.m. until the announcement of the closing of the noon meal. During this time, staff will be available to answer questions regarding mail, detainers, or personal property.

**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. FCI Cumberland holds parole hearings three (3) times a year.

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 the RRCs and programs that provide intensive nonresidential supervision to offenders in the community.

#### SECOND CHANCE ACT OF 2007

The Second Chance Act of 2007 allows the BOP to consider inmates for a maximum placement in RRCs for periods of up to 12 months. In addition, the BOP is no longer restricted by the 10 percent date, except for placement to home confinement. Inmates do not need to request review for the Second Chance Act. Each inmate will be reviewed for an RRC eligibility and placement on a case-by-case basis 17-19 months from his release date.

There are five factors that are considered for each inmate when referring for a RRC. These five factors include:

- 1). Available community resources.
- 2). The nature and circumstances of the offense history.

- 3). The history and characteristics of the inmate including established release residence, community ties, educational accomplishments, length of incarceration, and employability.
- 4). Statements on the Judgment and Commitment Order regarding Community Corrections placement at the time of sentencing.
- 5). Sentencing Commission policy.

The Bureau's Community Corrections and Detention Division supervise services provided to offenders housed in contract facilities and participating in specialized programs in the community. The 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 CCM is responsible for developing and maintaining a variety of contract facilities and programs working under the supervision of the appropriate Regional Administrator.

#### **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% of the inmate's gross income.

Most BOP community-based residential programs are provided 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.).

**Conclusion**

The information contained in this Admission and Orientation Handbook will assist inmates through their first days of Federal custody to the completion of their Federal sentence. New commitments should feel free to ask any staff member for assistance, particularly Unit Staff and other Departmental Staff, or to consult the law library to obtain information relative to particular questions.

The information contained in this handbook is not meant to resolve all issues that you may have during your incarceration and is subject to change with the issuance of Policy, Procedures and laws that govern the daily operation and management of the Federal Bureau of Prisons. All inmates are encouraged to review the bulletin boards in the housing units, and general program areas, to keep abreast of any changes and/or updated information.

**INDEX**

<b>TITLE</b>	<b>PAGE(S)</b>
Access to Diplomatic Representatives- - - - -	6
Adam Walsh Child Protection and Safety Act- - - - -	58
Administrative Remedy Process - - - - -	49-50
Adult Continuing Education (ACE)- - - - -	30-31
Appeals of Disciplinary Actions - - - - -	52
Apprenticeship- - - - -	30
Art and Hobby Craft Programs- - - - -	31-32
Attire- - - - -	22
Attorney Phone Calls- - - - -	47
Attorney Visits - - - - -	47
Barber Shop - - - - -	38
Call-Outs - - - - -	23
Cell Assignments - - - - -	9-10
Central Inmate Monitoring System (CIMS) - - - - -	38
Certified/Registered Mail - - - - -	46
Change of Address/Forwarding of Mail- - - - -	46
Chemical Hazard Communication Program - - - - -	27
Child Support - - - - -	4
Clothing- - - - -	7
Clothing Exchange & Laundry - - - - -	11-12
Commissary- - - - -	12-13
Commissary/Special Purchase Items - - - - -	7
Commissary Fund Withdrawals - - - - -	16
Community-Based Residential Programs- - - - -	57
Community Transition Drug Abuse Treatment - - - - -	37
Commutation of Sentence - - - - -	48-49
Compassionate Release/Reduction in Sentence - - - - -	49
Confidentiality - - - - -	37-38
Consequences for Rules Violation in Recreation- - - - -	32-33
Contraband- - - - -	23-24
Controlled Movement - - - - -	23
Copies of Legal Materials - - - - -	48
Correspondence- - - - -	43-44
Correspondence between Confined Inmates - - - - -	45
Counts- - - - -	22-23
Detainers - - - - -	54
Deposits to Accounts- - - - -	14-16
Discipline- - - - -	51
Discipline Hearing Officer (DHO)- - - - -	52
Drug Abuse Education Course - - - - -	35-36
Drug Abuse Programs - - - - -	35
Drug Surveillance/Alcohol Detection - - - - -	24
Early Release - - - - -	37
Education - - - - -	28-29
Emergency Medical Treatment - - - - -	41
Escorted Trips- - - - -	38
ESL (English as a Second Language)- - - - -	30
Executive Clemency- - - - -	48
Federal Prison Industries (UNICOR)- - - - -	25-26
Federal Tort Claims - - - - -	48
Fines and Costs - - - - -	54
Fire Prevention and Control - - - - -	24-25
Food Service- - - - -	27-28
Food Storage- - - - -	6-7
Foreign Consular- - - - -	6

**FCI CUMBERLAND**  
**ADMISSION & ORIENTATION HANDBOOK**  
**September 2014**

Freedom of Information/Privacy Act of 1974-	48
Furloughs	38
Good Conduct Good Time-	54-55
Good Time Procedures-	55
Hobby Craft Materials	8
HIV Education	39
Incentives-	30
Incoming Correspondence	44
Incoming Publications	44
Initial Hearing	52
Inmate Access to Central Files and Other Documents-	48
Inmate Compensation for Permanent Physical Impairment or Death-	43
Inmate Correspondence with Representatives of News Media-	45
Inmate Discipline Information	51
Inmate Financial Responsibility Program	27
Inmate Identification Cards	22
Inmate Request to Staff Member (Cop-Out)-	49
Inmate Telephone System(ITS)(TRUFONE)	17-19
Inmate Training	25
Inmates with a Verified High School Diploma	29-30
Intramural Code of Conduct-	32
Intramural Rules of Conduct	32-33
Jewelry	8
Job Assignments	25-27
Law Library	78
Legal Correspondence-	47
Legal Materials	8, 47
Leisure Programs-	31
Letters, Books, Photographs, Newspapers, and Magazines-	7-8
Library Service	31
Literacy/GED	29
Living Wills-	40
Lump Sum Awards	55
Mailing of Inmate Property-	44
Marriages	38
Medical Records	40
Medical Services-	39
Medication Administration (Pill Line)	41-42
MoneyGram	15
MRSA-	39-40
Nonresidential Drug Abuse Treatment	36
Notary Public	47
Notification of Rejection	45-46
Occupational Education Programs	30
On-the-job Injuries	42-43
Orientation	2
Other Programs-	30
Over the Counter Medications-	42
Pardon-	49
Parenting	31
Parole-	55-56
Patients Rights and Responsibilities-	41
Personal Property Limits and Storage Space-	6-7
Personal Protective Equipment	26-27
Physicals	39
Pill Line	41-42
Post-Secondary Education (Inmate Correspondence Courses)-	31
Program Reviews	3

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK  
September 2014**

Psychology Services - - - - -	34
Quarters Rules- - - - -	10-11
Radios, MP3 Players, and Watches- - - - -	8
Records Office (Correctional Systems Department)- - - - -	55
Recreation and Zimmer - - - - -	32
Recreation, Leisure, Wellness, and Social Programs- - - - -	31
Recycling - - - - -	6
Reentry & Financial Aid - - - - -	5
Reentry Pre-Release Planning- - - - -	3-5
Rejection of Correspondence - - - - -	45
Release Clothing- - - - -	7
Religious Services- - - - -	33
Requests to See the Doctor- - - - -	40
Residential Drug Abuse Treatment- - - - -	36-37
Residential Reentry Center Placement- - - - -	56-57
Safety Inspections- - - - -	24-25
Sanitation- - - - -	6
Second Chance Act of 2007(Residential Reentry Centers)- - - - -	56-57
Selective Service - - - - -	5
Sensitive Complaints- - - - -	50
Sentence Computation- - - - -	54
Sexually Abusive Behavior Prevention and Intervention - - - - -	51
Shakedown- - - - -	24
Sick Call System- - - - -	41
Smoking - - - - -	9
Social Security - - - - -	5
Special Housing Unit Status - - - - -	52-53
Special Mail- - - - -	45
Special Purchase Orders - - - - -	7
Spending Limitations- - - - -	13
Suicide Prevention- - - - -	34-35
Sports and Medical Equipment- - - - -	7
Telephones- - - - -	46-47
Telephone Calls in the Special Housing Unit - - - - -	47
Town Hall Meetings- - - - -	5
Treaty Transfers for Non-U.S. Inmates - - - - -	5-6
Trust Fund Limited Inmate Computer System(TRULINCS) - - - - -	16-17
Typewriters - - - - -	31
UNICOR - - - - -	25-26
Unit Teams- - - - -	2-3
Veteran's Benefits- - - - -	4-5
Visiting - - - - -	19-22
Wake-Up - - - - -	11
Wellness Programs - - - - -	32
Western Union - - - - -	14-15

ATTACHMENT A

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing.	A. Recommend parole date rescission or retardation.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting a person at this level is to be used only when serious physical injury has been attempted or accomplished).	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).
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.	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).
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).	D. Make monetary restitution. E. Monetary fine. F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation). G. Change Housing (quarters).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.	H. Remove from program and/or group activity. I. Loss of Job. J. Impound inmate's personal property.
105	Rioting.	K. Confiscate contraband.
106	Encouraging others to Riot.	L. Restrict to Quarters.
107	Taking Hostage(s).	M. Extra Duty.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

GREATEST CATEGORY

- 108 Possession, manufacture, (SANCTIONS A-M)  
introduction, or loss of a  
hazardous tool (tools most  
likely to be used in an  
escape or escape attempt or  
to serve as weapons capable  
of doing serious bodily harm  
to others; or those hazardous  
to institutional security or  
personal safety; e.g.,  
hacksaw blade, body armor,  
maps, handmade rope, or other  
escape paraphernalia,  
portable telephone, pager, or  
other electronic device).
- 110 Refusing to provide a urine  
sample; refusing to breathe  
into a Breathalyzer; refusing  
to take part in other drug-  
abuse testing.
- 111 Introduction or making of any  
narcotics, marijuana, drugs,  
alcohol, intoxicants, or  
related paraphernalia, not  
prescribed for the individual  
by the medical staff.
- 112 Use of any narcotics,  
marijuana, drugs, alcohol,  
intoxicants, or related  
paraphernalia, not prescribed  
for the individual by the  
medical staff.
- 113 Possession of any narcotics,  
marijuana, drugs, alcohol,  
intoxicants, or related  
paraphernalia, not prescribed  
for the individual by the  
medical staff.
- 114 Sexual assault of any person,  
involving non-consensual  
touching by force or threat  
of force.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

GREATEST CATEGORY

- 115 Destroying and/or disposing (SANCTIONS A-M)  
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.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

HIGH CATEGORY

- |     |  |      |   |
|-----|--|------|---|
| 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.  | A.   | Recommend parole date rescission or retardation.  |
| 201 | Fighting with another person.  | 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). |
| 203 | Threatening another with bodily harm or any other offense.   | 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).  |
| 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.   | C.   | Disciplinary segregation (up to 6 months).  |
| 205 | Engaging in sexual acts.   | D.   | Make monetary restitution.  |
| 206 | Making sexual proposals or threats to another.   | E.   | Monetary fine.  |
| 207 | Wearing a disguise or a mask.  | F.   | Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).   |
| 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. | G.   | Change housing (quarters).  |
|     |  | H.   | Remove from program and/or group activity.  |
|     |  | I.   | Loss of job.  |
|     |  | J.   | Impound inmate's personal property.   |
| 209 | Adulteration of any food or drink.   | K.   | Confiscate contraband.  |
|     |  | L.   | Restrict to quarters.   |
| 211 | Possessing any officer's or staff clothing.  | M.   | Extra duty.   |

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

HIGH CATEGORY

- 212 Engaging in or encouraging a group demonstration. (SANCTIONS A-M)
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

HIGH CATEGORY

- 221 Being in an unauthorized area (SANCTIONS A-M)  
with a person of the opposite  
sex without staff permission.
- 224 Assaulting any person (a  
charge at this level is used  
when less serious physical  
injury or contact has been  
attempted or accomplished by  
an inmate).
- 225 Stalking another person  
through repeated behavior  
which harasses, alarms, or  
annoys the person, after  
having been previously warned  
to stop such conduct.
- 226 Possession of stolen  
property.
- 227 Refusing to participate in a  
required physical test or  
examination unrelated to  
testing for drug abuse (e.g.,  
DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person,  
involving non-consensual  
touching without force or  
threat of force.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

HIGH CATEGORY

- 296 Use of the mail for abuses (SANCTIONS A-M)  
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 of 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.



PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

MODERATE CATEGORY

- |     |  |      |   |
|-----|--|------|---|
| 300 | Indecent Exposure.   | A.   | Recommend parole date rescission or retardation.  |
| 302 | Misuse of authorized medication.   | 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). |
| 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.  | 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).   |
| 306 | Refusing to work or to accept a program assignment.  | C.   | Disciplinary segregation (up to 3 months).  |
| 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). | 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.   |
| 308 | Violating a condition of furlough.   | K.   | Confiscate contraband.  |
| 309 | Violating a condition of a community program.  | L.   | Restrict to quarters.   |
| 310 | Unexcused absence from work or any program assignment.   | M.   | Extra duty.   |

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

MODERATE CATEGORY

- 311 Failing to preform work as (SANCTIONS A-M)  
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.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

MODERATE CATEGORY

- 324 Gambling. (SANCTIONS A-M)
- 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.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

MODERATE CATEGORY

- 331 Possession, manufacture, (SANCTIONS A-M)  
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; participation in  
gang related activities;  
possession of paraphernalia  
indicating gang affiliation.
- 336 Circulating a petition.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

MODERATE CATEGORY

- 396 Use of the mail for abuses (SANCTIONS A-M)  
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.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

LOW CATEGORY

- |     |   |      |   |
|-----|---|------|---|
| 402 | Malingering, feigning illness.  | 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). |
| 404 | Using abusive or obscene language.  |      |   |
| 407 | Conduct with a visitor in violation of Bureau regulations.  |      |   |
| 409 | Unauthorized physical contact (e.g., kissing, embracing).   |      |   |
| 498 | Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.  | D.   | Make monetary restitution.  |
|     |   | E.   | Monetary fine.  |
|     |   | F.   | Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).   |
| 499 | Conduct which disrupts or interferes with the security or orderly running of the institution of 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. | 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.   |

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE (Continued)

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 offense itself.

ATTACHMENT B  
INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

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

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have a responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law of Bureau rules of institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.

INMATE RIGHTS AND RESPONSIBILITIES (Continued)

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 when it is available through a legal assistance program.
  9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
  10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs and abilities.
  11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and savings accounts, and for assisting your family.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed, and to respect the rights of other inmates to the use of materials and assistance.
  9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
  10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
  11. You have the responsibility to meet your financial and legal obligations, including but not limited to, court imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

ATTACHMENT C

FEDERAL BUREAU OF PRISONS  
HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health services include medical sick call, dental sick call and all support services. Sick call at FCI Cumberland is conducted Monday through Friday (emergency sick call) from 6:30am to 7:00pm.
2. You have the right to be offered a "Living Will", or provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have a responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professional and follow their instructions to maintain and improve your overall health.
5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.

FEDERAL BUREAU OF PRISONS  
HEALTH CARE RIGHTS AND RESPONSIBILITIES (Continued)

- |   |   |
|---|---|
| 7. You have the right to be examined in privacy.  | 7. You have the responsibility to comply with security procedures.  |
| 8. You have the right to obtain copies of certain disclosable portions of your health record.   | 8. You have the responsibility of being familiar with the current policy to obtain these records.   |
| 9. You have the right to address any concern regarding your health care to any member of the institution staff including you physician, the Health Services Administrator, members of your Unit Team and the Warden.  | 9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.                       |
| 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.  | 10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item. |
| 11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.   | 11. You have the responsibility to eat healthy and not abuse or waste food or drink.  |
| 12. You have the right to request a physical examination, as defined by Bureau policy. Periodic health examinations including age-specific preventative health examinations (e.g. cancer screening) for the inmate population will be at the discretion of the Clinical Director. You may request a physical examination if you are being release from custody and you have not had a physical examination within one year prior to the expected date of release. | 12. You have the responsibility to notify medical staff that you wish to have an examination.   |

FEDERAL BUREAU OF PRISONS  
HEALTH CARE RIGHTS AND RESPONSIBILITIES (Continued)

- |   |   |
|---|---|
| 13. You have the right to dental care as defined in Bureau policy to include preventive services, emergency care and routine care.  | 13. You have the responsibility to maintain your oral hygiene and health.   |
| 14. You have the right to a safe, clean and healthy environment, including smoke free living areas.   | 14. You have the responsibility to maintain a safe and clean environment in consideration for others. You have the responsibility to follow smoking regulations.                                |
| 15. You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. | 15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You are also responsible for signing the treatment refusal form. |

ATTACHMENT D

P.S. 6000.05  
Attachment VI-C, Page 1

DECLARATION

TO MY FAMILY, DOCTORS, AND ALL THOSE CONCERNED WITH MY CARE:

I, \_\_\_\_\_, being of sound mind, willfully and voluntarily make known my directives to be followed if I am in a terminal and irreversible condition and become unable to participate in decisions regarding my health care. I understand that my health care providers are legally bound to act consistently with my wishes, within the limits of reasonable medical practice and other applicable law. I also understand that I am able to revoke this declaration at any time.

It is my wish that my dying will not be artificially prolonged under the circumstances set forth below and do hereby declare:

If at any time I should have an incurable injury, disease, or illness certified to be a terminal and irreversible condition by two persons who qualify as health care providers, and the health care providers have determined that my death will occur whether or not life-sustaining procedures are utilized and where the application of life-sustaining procedures would serve only to prolong artificially the dying process, or that I have entered a persistent vegetative state, I direct that such life-sustaining procedures be withheld or withdrawn. It is further my wish that I be permitted to die naturally with only the administering of medication or the performance of any medical procedure deemed necessary to provide me with comfort care.

In the absence of my ability to give directions regarding the use of such life-sustaining procedures, it is my intention that this declaration shall be honored by my family and health care providers as the final expression of my legal right to refuse medical or surgical treatment and accept the consequences from such refusal.

I recognize that my health care providers will attempt to act consistently with my instructions, within sound medical judgment and subject to legitimate governmental interests. I hereby authorize them to enter and participate in any judicial or administrative proceeding necessary to review or to uphold this declaration. I agree that this proceeding should be a private and speedy one, so that my wishes can be complied with as soon as practicable.

I understand that such proceeding would be performed on my behalf and, when applicable, the Federal Bureau of Prisons has my permission to file pleadings in my name and to request that judicial or administrative costs or other kind of payment not be assessed against the Bureau of Prisons.

I hereby request that the following person(s) be notified of my condition and my wishes as expressed in this declaration as soon as it is practicable and after my health care providers have certified that I have suffered a terminal and irreversible condition:



ATTACHMENT E

FCI ADMISSION & ORIENTATION SCHEDULE

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TUESDAY (DAY ONE)

12:30 p.m. Roll Call/A&O Counselor  
12:35 p.m. Introduction, Orientation, Expectations while incarcerated  
12:45 p.m. Financial Management  
1:15 p.m. Associate Warden-Programs/Operations  
1:30 p.m. Administrative Remedy process/Executive Assistant  
1:45 p.m. Facility Operations (Mechanical Services)  
2:00 p.m. Federal Prison Industries (UNICOR)  
2:15 p.m. Religious Services  
2:30 p.m. Education/Recreation  
3:00 p.m. Psychology  
3:30 p.m. Closing Remarks/A&O Counselor

WEDNESDAY (DAY TWO)

12:30 p.m. Roll Call/A&O Counselor  
12:45 p.m. Correctional Services  
1:00 p.m. Safety  
1:15 p.m. Health Services  
1:30 p.m. Food Service  
1:45 p.m. MRSA course/Recreation Staff  
2:30 p.m. Case Management Coordinator/ISM  
3:00 p.m. Closing Discussion/A&O Counselor

**ATTACHMENT F**

**SPECIAL MAIL NOTICE**

**U.S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF PRISONS**

**To The Inmate:**

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

**To The Attorney:**

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

**ATTACHMENT G  
U.S. Department of Justice  
Federal Bureau of Prisons**

**Sexually Abusive Behavior  
Prevention and Intervention  
*An Overview for Offenders***

March 2014

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

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

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

**What Can You Do To Prevent Sexually Abusive Behavior?**

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

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

**What Can You Do if You Are Afraid or Feel Threatened?**

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

**What Can You Do if You Are Sexually Assaulted?**

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK**

protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault, **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

**How Do You Report an Incident of Sexually Abusive Behavior?**

It is important that you **tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, D.C. 20530**

- **E-mail OIG.** You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, *DOJ Sexual Abuse Reporting*. This method of reporting is processed by OIG during normal business hours, Monday - Friday. It is *not* a 24-hour hotline. For immediate assistance, contact institution staff.

Note: These e-mails:

- are untraceable at the local institution,
- are forwarded directly to OIG

**FCI CUMBERLAND  
ADMISSION & ORIENTATION HANDBOOK**

- will not be saved in your e-mail 'Sent' list
- do not allow for a reply from OIG,
- If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically [http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp).

**Understanding the Investigative Process**

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

**Counseling Programs for Victims of Sexually Abusive Behavior**

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

Contact your local Rape Crisis Center (RCC): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

**Management Program for Inmate Assailants**

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

**Policy Definitions**

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

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

**Staff Misconduct:** The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

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ADMISSION & ORIENTATION HANDBOOK**

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

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

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

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

**Carnal Knowledge:** contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

**Oral Sodomy:** contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

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

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

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

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

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

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

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

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ADMISSION & ORIENTATION HANDBOOK**

**Contact Offices:**

**U.S. Department of Justice  
Office of the Inspector General  
Investigations Division**  
950 Pennsylvania Avenue, NW Room 4706  
Washington, D.C. 20530

**Federal Bureau of Prisons  
Central Office  
National PREA Coordinator**  
320 First Street, NW, Room 554  
Washington, D.C. 20534

**Federal Bureau of Prisons  
Mid-Atlantic Regional Office  
Regional PREA Coordinator**  
302 Sentinel Drive, Suite 200  
Annapolis Junction, Maryland 20701

**Federal Bureau of Prisons  
North Central Regional Office  
Regional PREA Coordinator**  
Gateway Complex Tower II, 8th Floor  
400 State Avenue  
Kansas City, KS 66101-2492

**Federal Bureau of Prisons  
Northeast Regional Office  
Regional PREA Coordinator**  
U.S. Customs House, 7th Floor  
2nd and Chestnut Streets  
Philadelphia, Pennsylvania 19106

**Federal Bureau of Prisons  
South Central Regional Office  
Regional PREA Coordinator**  
U. S. Armed Forces Reserve Complex  
344 Marine Forces Drive  
Grand Prairie, Texas 75051

**Federal Bureau of Prisons  
Southeast Regional Office  
Regional PREA Coordinator**  
3800 North Camp Creek Parkway, SW  
Building 2000  
Atlanta, GA 30331-5099

**Federal Bureau of Prisons  
Western Regional Office  
Regional PREA Coordinator**  
7338 Shoreline Drive  
Stockton, CA 95219

**Third-party reporting (outside of institution):**

[http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp)

**ATTACHMENT Z1**

Director's Message to Inmates

As Director of the Federal Bureau of Prisons, it is my responsibility to ensure the safety, security and good order of all 117 prisons, 38,000 staff, and 217,000 inmates. It is also my responsibility to provide you opportunities for self-improvement. In this message, I will explain some of the ways I intend to carry out my duties and also explain my expectations for how you carry out your responsibilities.

Over the past few weeks, I have reminded all staff of the BOP's core values: respect, integrity and correctional excellence. This means that everyone is to be treated with dignity and respect: staff, inmates, visitors, and members of the public. You are expected to demonstrate respect as well, to staff, to your fellow inmates and to the rules in place at the prison. You may want to reread the inmate rights and responsibilities information to be sure you are familiar with the expectations we have for you. Inmates who disrespect the rules by engaging in prohibited activities (especially the most serious prohibited acts including possession of intoxicants, weapons, or other contraband) pose a serious threat to the safety and security of the institution and will be subjected to disciplinary action. Participation in any type of gang activity will not be tolerated. In an attempt to ensure the environment is safe for all, inmates who participate in behavior which disrupts the orderly running of the institution may be considered for institutions with greater controls, such as higher security facilities or special management units. You are expected to behave responsibly and to live peacefully with other inmates, regardless of their background or culture.

Nearly all of you will release from prison one day and return to the community. We want you to be prepared to be a productive, law-abiding member of society. Accordingly, we will help you make the best possible use of your time in prison to learn skills, get treatment, build a resume, etc. Regardless of how many days, months, or years you may have time to serve, it is critical that you begin your preparation for reentry today! Ideally, preparation for reentry begins on the first day of incarceration. The Bureau of Prisons has developed tools to identify your needs and programs to address these needs, in the areas of education, work, recreation, health services, psychology, religious services, and more. The career resource centers at every institution can help you in many ways, and the full-time Mentor Coordinators can connect you with mentors while incarcerated who can continue to assist you after release. Staff can and will assist you to get on the path to a successful community reentry, but you must accept responsibility for your own future; you must work hard at the programs recommended for you and make every effort to prepare for release.

The staff of the BOP understand that incarceration can be a difficult experience and that some inmates are overwhelmed by feelings of hopelessness. If you or someone you know is feeling or talking about a sense of hopelessness or suicide, please bring this to the attention of a staff member as soon as possible; the staff are there to help you. Seeking help is a sign of your strength and determination to prevail. Helping yourself or a fellow inmate in a time of crisis is the right thing to do.

Another area of concern to me is sexual assault. If you are being threatened or pressured to engage in sexual behaviors, or are fearful about being sexually assaulted, please discuss your concerns with staff as soon as possible. We take all allegations of sexual abuse or sexual assault very seriously, and are committed to providing assistance to any victims. Please help us prevent this type of incident from occurring by identifying problematic circumstances or perpetrators so we can take appropriate action.

It is my hope that you use your term of incarceration to acquire the skills needed to live successfully in the community. We are here to help you prepare to successfully release from prison and become a productive citizen. Take advantage of the many programs that are available; get help in overcoming problems you have faced; improve skills you have acquired previously; strengthen your spiritual or religious connection. I challenge each of you to use each day to make a positive difference, whether it be for one another, the staff who work with you, your families, or communities.

**ATTACHMENT Z2**

July 20, 2012

MEMORANDUM FOR ALL BUREAU INMATES

FROM: Charles E. Samuels, Jr., Director  
SUBJECT: Suicide Prevention

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

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

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

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

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

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

**ATTACHMENT Z3**

December 9, 2013

**MEMORANDUM FOR ALL BUREAU INMATES**

**FROM:** Charles E. Samuels, Jr., Director  
**SUBJECT:** Changes in Operations

I want to share with you my continued commitment for the Bureau of Prisons to do all we can to provide you a safe living environment as well as opportunities to prepare for a successful return to the Community. This time of year can be difficult for many of us, but particularly for individuals who are removed from their friends and families. Focusing on the future and the promise it can hold may be of help. Below I have described some changes in the operations of the Bureau of Prisons that may benefit you.

First, we expanded our policy on compassionate release, a sentence reduction mechanism authorized by Title 18, United States Code, Section 3582. Most significantly, we added some non-medical circumstances that could be the basis for requests and we broadened the medical criteria somewhat. The details of the new criteria are explained in the new Compassionate Release Program Statement 5050.49 that is available through the law library. I encourage you to review this information and consider whether it applies to you. We also expedited the process for considering these requests by removing the requirement for Regional Directors to review the packages. Wardens now send approved requests directly to Central Office for review and final disposition.

Second, we enhanced our participation in the international prisoner treaty transfer program. This program permits inmates who are foreign nationals to request a transfer back to their country of origin to complete their sentence. I encourage you to review information pertaining to this opportunity in Program Statement 5140.40; the program is entirely voluntary on your part. Your unit team can assist you with questions you may have about either the treaty transfer or compassionate release policies.

Finally, we created the Reentry Services Division in the Bureau of Prisons that will allow us to consolidate and concentrate many of our reentry programs and services. Our long standing approach that "Reentry Begins on the First Day of Incarceration" is as true today as it has ever been in the past. The Bureau of Prisons provides and searches for new programs and new opportunities to help you be as productive as possible while in prison, preparing to return to your family and community as a productive, law abiding citizen. This past weekend, as you are probably aware, we hosted Universal Childrens' Day visiting events to encourage parents to spend some quality time with your children. There is no substitute for looking your children in the eye and letting them know you care about them. For some of you it may have been the first time you read a book to your child or drew a picture together. My hope is that this is just the beginning of a sustained journey back into the lives of your children and your roles as parents. Parenting is just one of many areas where you can develop skills through our programs. We also have programs to help you to overcome substance or behavioral issues. I challenge you do all you can to focus on preparation for a successful return to the community.

I wish you continued success on your reentry journey.