

# SATELLITE CAMP PRISON HANDBOOK

SCP DUBLIN  
5675 8<sup>TH</sup> STREET - CAMP PARKS  
DUBLIN, CA 94568



**2013**

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## U.S. Department of Justice Federal Bureau of Prisons

*Office of the Director Washington, DC 20534*

January 27, 2012

### MEMORANDUM FOR ALL BUREAU INMATES

FROM: Charles E. Samuels, Jr., Director

SUBJECT: Expectations

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.

11Memorandum for all Inmates (January 27.2012)

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.



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

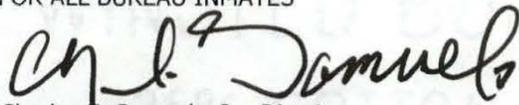
*Office of the Director*

*Washington, DC 20534*

**July 20, 2012**

MEMORANDUM FOR ALL BUREAU INMATES

FROM:

  
Charles L. 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*

This booklet has been prepared for new commitments to this institution. We encourage all inmates to review it completely and let staff know if there are any questions or if they need any further information.

We want the inmate's time spent here at Dublin to be productive. This is a unique facility due to the design, mission and programs. All inmates have the opportunity to serve their sentence in a correctional facility with numerous programs and services.

We stress open communication and cooperation between staff and inmates. Inmates will find staff willing to assist them throughout their stay here. In return, we expect all inmates to take responsibility for themselves and their actions and to fulfill their obligations. Particularly, we expect them to conduct themselves appropriately and refrain from any misconduct.

Our goal is to help all inmates plan for release at the opportune time, ready to accept their place back in the community.

Randy L. Tews  
Warden

## INTRODUCTION

The Satellite Prison Camp, Dublin, is a minimum security facility for women operating in conjunction with the main institution (FCI). The camp has the capacity to house up to 325 inmates.

The Camp/Jail Unit Manager is assigned overall responsibility for the camp operation, under the authority of the Warden and Associate Wardens.

The camp staff is comprised of a Camp/Jail Unit Manager, two Case Managers, two Correctional Counselors and one Secretary. The Camp Officer, four Drug Treatment Specialists, a Drug Abuse Program Psychologist, Clinical Psychologist, Vocational Training Instructor, Education Representative and a Recreation Specialist complete the camp team.

Support services are provided by the main institution (FCI). Managerial staff maintain their offices within the FCI and include:

Warden  
Associate Warden (Programs)  
Associate Warden (Operations)  
Health Services Administrator  
Food Service Administrator  
Case Management Coordinator  
Chief of Psychology Services  
Education Supervisor  
Recreational Supervisor  
Facilities Manager  
Safety Manager  
Controller  
Chaplain  
Captain

You are encouraged to take advantage of the work and program opportunities available in this less restrictive environment to facilitate your successful re-entry into society. You are in control of your destiny and thus, you are responsible for your future. Plan now to accomplish your “life” goals.

*Welcome to SCP Dublin and we wish you great success.*

## UNIT RULES AND REGULATIONS

You are responsible for managing your personal property. Consequently, you will have to make decisions to ensure your personal property meets allowable property standards as prescribed in Institution Supplement DUB 5580.07(A). This Institution Supplement is available for review in the SCP Basic Law Library.

Camp detail workers (Yard, Orderlies, Golden Gate National Park, Army Crew), Medically Unassigned, A & O inmates and inmates who are off duty or on vacation will be required to check in daily with the Camp Officer at 6:20 a.m.

Please remember, you are responsible for your assigned living area. It must be inspection-ready no later than 6:30 a.m., Monday through Friday, excluding Federal holidays. If you are off duty, you may lay on top of your made bed only after your area is inspection-ready at 6:30 a.m.

To facilitate high levels of sanitation, all unit showers will be opened between the hours of 5:00 a.m. to 6:30 a.m., 12:00 p.m. to 1:00 p.m. and 5:00 p.m. to 8:30 p.m., daily. This will help meet our water conservation goals and allow sufficient time for the orderlies to complete a thorough bathroom cleaning.

**Inmates are expected to conduct themselves in such a manner that will not be disturbing to others. Inmates must be considerate, particularly during sleeping hours, and not speak in loud tones or engage in any other activity which may disturb others. Roommates are expected to share equally in storage areas and sanitation responsibilities. Lights will be turned off after the 9:00 p.m. stand up count with individual reading lights only used after that time. Quiet hours will be observed from the clearing of the 9:00 p.m. count, until 6:00 a.m.**

**Inter-Unit (between units) and Intra-Unit (within units) room visitation is prohibited. There is no visiting in other dorms other than your living Unit. Violators will be subject to disciplinary action.**

Locker doors must be closed during counts and at no time will chairs, articles of clothing or other items be placed in a manner that will obstruct the officer's view. It is highly recommended that locks be purchased and lockers be secured, since you are accountable for items found in your individual locker.

Movies are shown on weekends at 11:00 a.m. and at 5:00 p.m. Television viewing will be permitted until 11:45 p.m., Sunday through Thursday; and until 1:00 a.m., Friday, Saturday and Federal holidays. Late night television viewing on Saturday, Sunday, and Federal

holidays is contingent upon the results of the weekly sanitation inspection. If a unit receives a rating of less than 95%, the television(s) in that unit will be secured at 11:45 p.m. On Monday through Friday, inmates may view televisions in the units from 6:00 a.m. to 7:30 a.m. and again after the Camp OIC is satisfied with sanitation.

At this point, television program viewing is decided by the majority. In the event the noise level becomes excessive in any television room, television viewing may be terminated by the Camp OIC.

Inmates are not permitted out of their rooms after 11:45 p.m., with the exception of restroom use and fire drills. This same provision applies after 2:45 a.m. on Friday, Saturday and Federal holidays. Furthermore, inmates are prohibited from accessing any area outside (except in an emergency) after the 9:00 p.m. count. If you are found in any area after these hours, you are subject to disciplinary action for being in an unauthorized area.

Institution provided uniform clothing will be properly worn during the normal workday at work and education assignments, Monday through Friday (excluding Federal holidays), 6:30 a.m. - 2:30 p.m. Maroon smocks will be provided for Food Service assignments. No personal or institutional clothing may be altered in any way. If your days off from your work assignment fall during regular business hours, Monday through Friday, you must wear your uniform outside your living quarters from 6:20 a.m. - 2:30 p.m., excluding to and from the exercise track or recreation (Building 3), where you may wear appropriate athletic clothing. Open-toed shoes, slippers and shower shoes may not be worn outside the housing unit. Personal clothing (sweats) may be worn after business hours and weekends, except in the Visiting Room. Institution issued blue uniform shorts may be worn in Food Service and on the Compound following completion of the 4:00 p.m. count. However, both uniform shorts and Commissary purchased shorts are strictly prohibited from program areas (Chapel, Psychology, and Education) at any time. Inmates may wear sweat shirts over institution clothing. Safety shoes are the only authorized footwear for all the inmate work details.

Caps are to be worn appropriately. Caps will not be worn to the side or backwards. Religious headwear may be worn with approval from Religious Services staff.

Night gowns, pajamas, or sleepwear may only be worn in your room/sleeping area and when proceeding from your room/sleeping area to the bathroom. No exceptions.

At no time will food items from Food Service be brought to the unit, except for one piece of fruit per meal. Accumulation of these items is not permitted. Food Service cups, trays, eating utensils, etc., are not allowed outside the dining room. Under no circumstances are Food Service meals allowed outside the dining room.

Use of the microwave is limited to heating microwaveable products purchased in the

Commissary. Microwaves are not intended to be and will not be utilized for the cooking of meals. Judicious use of the microwaves will ensure their longevity and accessibility for inmate use.

It is expected that all inmates will pick up after themselves when utilizing common areas. For example, inmates are expected to pick up trash (bags, paper, etc.) when they leave the television rooms. Similarly, paper, hygiene items, etc., must be discarded in the appropriate receptacle. Recyclable items are to be placed in appropriate containers.

Receipt of an Incident Report may result in loss of preferred housing (C-1), whether imposed as a disciplinary sanction or not. In view of program issues related to the 500-Hour Comprehensive Drug Program, loss of preferred housing may not be feasible. However, a room move may occur and any misconduct will be reported to DAP staff for further action.

The camp Unit Team employs an "Open House" policy. Therefore, you may access staff during posted hours. Additionally, staff will stand mainline on a regular basis to provide inmate access to staff.

#### PRIVACY:

Given the need to ensure the security and good order of the institution, privacy may be somewhat inhibited. Dressing or disrobing should be accomplished in the unit restrooms to facilitate a degree of privacy. Living areas may be subject to visual and/or video monitoring at any time.

## **CASE MANAGEMENT**

### **RESIDENTIAL RE-ENTRY CENTER (RRC)**

Recommendation for RRC placements will be made by the Unit Team, based upon individual inmate needs, space availability, and various administrative guidelines. Your eligibility for transfer to a RRC will be discussed with you during a regular Program Review 17-19 months prior to your release. The maximum time allowable in a RRC is twelve months.

### **FREEDOM OF INFORMATION**

Privacy Act of 1974 - Except in specific instances, the Privacy Act of 1974 forbids the release of information from agency records without a written request and prior

consent of the individual to whom the record pertains. Such instances are, employees of the Department of Justice, law enforcement agencies, Freedom of Information Act Releases, Congress, Court Orders, etc. Additionally, public information may be released without consent.

Freedom of Information Act - The Freedom of Information Act authorizes the release of certain information about an individual to any member of the general public who requests such information. All requests for access to records about another person or any agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 U.S.C. 552.

An inmate may request to review all “disclosable portions” of his/her central file by submitting an “Inmate Request to Staff Member” form to his/her Case Manager. Staff will acknowledge the request and schedule the inmate for a review of his/her file.

Western Regional Office staff process and prepare the more complex disposition letters for requests filed under the FOI/Privacy Act. They determine disclosure and denial of segregated portions of documents requested in accordance with the appropriate statutes, regulations, Program Statements, and case law.

## **FURLOUGHS**

The furlough program of the Bureau of Prisons is intended to help the inmate attain correctional goals. A furlough is not a right, but a privilege granted to an inmate under prescribed conditions.

Furloughs are unescorted absences from the institution. Ordinarily, inmates within two years of their release date may be considered for a 12-hour furlough within a 100-mile radius of the institution. Those within eighteen months of a release date may request consideration, after successfully participating in the 12-hour furlough, for an overnight (generally 36 hours) furlough within a 100-mile radius of the institution. Those within one year of a release date may be considered for an extended furlough outside the commuting distance of the institution for generally three (3) to five (5) days, depending upon needs, travel schedules, etc., and subsequent to successful completion of the 12-hour and 36-hour furloughs. Ordinarily, **all initial** furloughs are limited to 12-hours within a 100-mile radius of the institution. Inmates must have at least six (6) months remaining to release (CCC, Full Term, etc.) at the time their last furlough is taken. A minimum of 90 days is required between furloughs.

Inmates must have “COMMUNITY” custody, have served at least 180 days at the Camp, have satisfactory work/quarters reports, and have at least one (1) year clear conduct upon application to the Unit Team.

You are required to be a consistent participant in the FRP Program (if applicable), with payments commensurate with your ability to pay. Furloughs will ordinarily be denied to inmates who withdraw from studies prior to receiving their GED, or refuse to participate in required drug abuse treatment or the Release Preparation Program. Furlough applications must be submitted to the Unit Team at a regularly scheduled program review, a minimum of 60 days in advance of the requested furlough date, and must include a proposed itinerary. Additionally, you must consult with your Unit Counselor prior to making final travel arrangements, and articulate in writing the correctional goals you will accomplish while on furlough.

The proposed person(s) and place(s) to be visited, as well as purpose, will be carefully evaluated, and recommendations will be solicited from the U.S. Probation Office.

You, your family, or other appropriate sources approved by the Warden shall bear all expenses of a furlough, including transportation, food, lodging and incidentals. You should always purchase refundable transportation tickets for any furlough.

You will ordinarily be precluded from receiving a furlough if you were convicted of a crime of violence, either current or past, as defined in Section 6, Offenses Categorized as Crimes of Violence, or Section 7, Offenses that are at the Director’s Discretion, reflected in Program Statement 5162.62. Other offenses, current or prior, may preclude an inmate from receiving a furlough at the Warden’s discretion.

Should an inmate be granted a furlough, the following apply:

- A. Inmates may wear their authorized sweat clothing while on furlough.
- B. Cosmetics and grooming aids, if taken on furlough, may not be returned to the institution.
- C. Clothing taken on furlough must be returned, item for item. All property taken out will be inventoried on a Form 383.

## **INMATE FINANCIAL RESPONSIBILITY PROGRAM**

The Bureau of Prisons strongly encourages each sentenced inmate to meet his/her

legitimate financial obligations. As part of the initial classification process, Unit staff will assist the inmate in developing a financial plan commensurate with her ability to meet those obligations. At subsequent program reviews, Unit staff shall consider the inmate's efforts to fulfill those obligations as indicative of that individual's demonstrated level of responsibility.

Inmates assigned grades 1 through 4 in UNICOR, ordinarily will be expected to allot not less than 50% of their monthly pay to the payment process.

Inmates who refuse to participate in the Inmate Financial Responsibility Program or fail to comply with provisions of their financial plan will be subject to withdrawal of certain privileges:

- 1) Where applicable, the Parole Commission will be notified of your failure to participate.
- 2) You will not receive any furloughs (other than possibly an emergency furlough).
- 3) You will not receive performance pay above the maintenance pay level (\$5.25/month), bonus pay, or vacation pay.
- 4) You will not be placed in UNICOR. Any inmate assigned to UNICOR who fails to make adequate progress on his/her financial plan will be removed from UNICOR, and once removed, may not be placed on a UNICOR waiting list for six months.
- 5) You will be subjected to a monthly Commissary spending limitation more stringent than that set for all inmates. You will be subjected to a \$25.00 per month spending limitation excluding stamp purchases, telephone credits, and, if you are a Common Fare participant, Kosher/Halal certified shelf stable entrees as allowable by policy.
- 6) Refusal to participate in the program will preclude you from being housed in any preferred housing.
- 7) You will not be placed in a community-based program.
- 8) You will not receive a release gratuity, unless approved by the warden.
- 9) You will not receive an incentive for participation in residential treatment programs.

**10) Your Program Participation and Living Skills scores on the BP-338, Custody Classification Form, will be zero.**

### **PAROLE HEARINGS (OLD LAW SENTENCES)**

The U.S. Parole Commission conducts hearings at this facility every three months, for those eligible for parole consideration (dependent upon sentence structure). Applications are required 60 days prior to the first of the month of the scheduled hearings, and are available through your Case Manager. Prior to your hearing, your Case Manager will allow you to review your Central file, (generally including the Pre-Sentence Investigation Report) as well as provide you with any additional information.

### **PRE-RELEASE PROGRAM**

Formal Release Preparation Program classes are available and some will be scheduled periodically for all inmates during the 18 months preceding release; attendance is mandatory. During this period, several representatives from the U.S. Probation Office, Residential Re-Entry Center, Community Corrections Manager, Video Presentations (varied topics) and various service agencies will present topics of interest. The focus of these presentations will be community re-entry in order to facilitate your success upon release.

Your Case Manager will monitor your participation in the Release Preparation Program and address areas of particular concern.

### **UNIT TEAM MEETINGS (Classification/Program Reviews)**

Unit Team meetings are conducted weekly, with a schedule posted no later than 48 hours prior to the scheduled meeting date. At a minimum, each classification (unit) team shall include the Case Manager and a Counselor. The Unit Manager, Education Advisor and a Psychology Services representative are also included in the team process, but their presence is not mandatory.

The purpose of a Team meeting is to facilitate inmate/staff contact and communication and to review factors relevant to the inmate's incarceration. Topics reviewed include: Central Inmate Monitoring status, work/program assignments, work performance, institutional adjustment, custody classification reviews, unresolved/pending charges, the Inmate Financial Responsibility Program, furlough eligibility, designation/re-designation issues and pre-release planning. Additionally, progress on accomplishment of goals since the last Program Review is

evaluated.

Your initial classification should occur within four weeks of your arrival at SCP Dublin. If you have been re-designated, a Program Review must be held within four weeks of arrival.

Staff shall conduct a Program Review for each inmate at least once every 180 days. When you are within twelve months of your projected release date, a Program Review shall be conducted at least once every 90 days.

Attendance at Program Reviews is mandatory. Failure or refusal to attend will result in disciplinary action.

## **VISITING**

The Satellite Camp Prison is located at 5675 8<sup>th</sup> Street - Camp Parks, Dublin, California, 94568. The institution phone number is (925) 833-7500.

## **DIRECTIONS AND PUBLIC TRANSPORTATION**

Take the Hacienda exit off Interstate 580 towards Dublin. Turn left on Dublin Blvd., turn right on Arnold Street. Enter the institution property via 8<sup>th</sup> Street Gate. Make the first right into the parking lot.

BART (Bay Area Rapid Transit) - (925) 415-2278

Oakland International Airport (510) - 577-4000

San Francisco International Airport - (650) 761-0800

All visits will be conducted in the Visiting Room and in established patio areas of the SCP.

Legal visits will ordinarily be conducted in the Visiting Room at the SCP on non-established visiting days. The following visiting schedule has been established for the SCP, with no visitors being processed after 9:15 a.m., until the institutional count clears. No one will be processed after 1:00 p.m. These time frames include Saturdays, Sundays and Federal holidays.

### Visiting Hours

Saturday 8:00 a.m. - 2:00 p.m.

Sunday 8:00 a.m. - 2:00 p.m.

In the event a Federal holiday falls on a regular visiting day, visiting will be held

from: 8:00 a.m. - 2:00 p.m.

- 1) Visitors may not visit with two inmates simultaneously. The only exception will be for inmates who are immediate family members, and any such visits must be approved by the Camp Unit Manager.**
- 2) Visitors will not be allowed in the Visiting Room if they are wearing: shorts, see-through blouses, halter tops or any other type of provocative clothing. Visitors cannot wear any blue pants/slacks or shirts/blouses similar to the clothing worn by inmates.**
- 3) Handshaking, embracing and kissing by visitors will be permitted at the beginning and end of the visit. Holding of hands during the visit is permitted. Inmates will be allowed normal parental contact during their visits.**
- 4) Inmates must wear government-issued uniforms only, with shirts buttoned at all times. One plain wedding band and one religious medallion will be permitted.**
- 5) Inmates entering the Visiting Room will be identified with their identification card. Inmates processed for visiting will be pat searched before entering the Visiting Room. Upon completion of the visit, all inmates will undergo a visual search, and at a minimum, will be positively identified with the identification card before the departure of visitors.**
- 6) Vending machines are provided for snacks, sandwiches and drinks. The only food and drink items allowed in the visiting areas are those which have been purchased from the vending machines. Visitors may bring in a maximum of \$35.00 in coins, ones or five dollar bills. Inmates may not handle money or purchase items from the vending machines.**
- 7) Visits may be denied or terminated for disruptive or improper conduct by the visitor(s) or inmate, visitors under the influence of drugs, alcohol and/or continued failure to comply with visiting regulations.**
- 9) Inmates and visitors are responsible for the conduct of their children. Running, boisterous behavior and behavior which disrupts the orderly running of the Visiting Room create an unpleasant visiting experience. The visit may be terminated if any of the above conditions exist.**
- 10) Inmates are authorized five total visitors at one time, including children.**
- 11) The entire Visiting Room and restrooms are subject to monitoring.**

## FINANCIAL MANAGEMENT

### COMMISSARY

The use of the commissary is a privilege meant to supplement, not replace, food service and laundry. The commissary allows the inmate to purchase name brand items and extra necessities to supplement the hygiene and food products provided by the institution. Commissary use is a privilege, not a right.

An Identification Card is required to shop at the Commissary. Commissary shopping is conducted on the following days and times:

#### Commissary Shopping Hours (Regular):

|                   |  |
|-------------------|--|
| Tuesday/Wednesday | (General Population) 4:00 p.m. to 8:00 p.m.* or as determined by the commissary Foreman. |
| A-K and L-Z       | Each group will have a designated shopping night, which will rotate weekly.              |

Inmates who choose to shop must turn in a commissary slip in the wooden box located in the lower hallway in C3. \* Inmates who are not programming have the option of shopping at 2:00 pm on their designated shopping day. Place the commissary slip in the 2:00 pm box. If you miss your turn before count, you still have the option of shopping after count.

Commissary lists must be turned in by 6:00 a.m. on the scheduled shopping day. If your list is not turned in by this time, you will not be permitted to shop. In the upper right hand corner of your Commissary list, place your unit location (C1, C2, or C4).

Each sales day afternoon, a list of shoppers will be posted at the Commissary. This list will have the inmates' names, numbers, and the order in which they will be shopping. Inmates who receive a number between 1 and 10 must report to the Commissary once released from the Unit, as their orders will already be filled.

If you are not present when your number is called, you will be considered a "No Show". All shoppers considered to be a "No Show" may report back to the

Commissary at the end of the shopping night when “Last Call” is announced and may shop **only** if time permits. “No Show” shoppers will only receive five or less items on their Commissary list.

All sales disputes will be handled prior to leaving the Commissary lobby. Once you have left, all sales are final.

The current spending limit is **\$320.00** per month based on your register number and phone re-validation date. This spending limit excludes ITS and stamps.

Inmates are only allowed to purchase from commissary one (1) book of stamps at a time; and are not allowed to have more than three (3) books of stamps in their possession.

Out-of-Stock items and price changes are posted in the Commissary.

**Specialty Orders:**

Specialty order forms can be obtained from the commissary foreman and submitted to the foreman when completed (i.e., bras, safety boots, etc.).

**Commissary Restriction:**

The Unit Disciplinary Committee or Discipline Hearing Officer may impose commissary restrictions as a sanction for an Incident Report. This restriction limits you to a \$25.00 monthly spending limit (not including stamps) for hygiene items, over-the-counter medication and telephone credits.

Inmates on commissary restriction are only permitted to purchase five (5), \$0.44 stamps per month.

**Financial Responsibility Program (FRP):**

If an inmate has refused to pay their fine to the courts, they will be placed on FRP Refusal Status. This restricts the inmate to a \$25.00 monthly spending limit and will not be increased until they come off the FRP Refusal list. All FRP refusals are keyed by Unit Staff.

## **Commissary Rules:**

- Identification cards are required to shop.
- Inmates are not permitted to give, receive or trade commissary merchandise.
- No smoking, eating or drinking inside the commissary.
- Inmates may not submit lists or cards for any other inmate.
- Inmates are prohibited from communicating with inmate commissary workers during sales, i.e., no loud or abusive language, no pounding or banging on the windows, etc.
- Inmates are not allowed to wear radio earphones inside the commissary.
- Inmates may not shop with plastic bags. Mesh style laundry bags are recommended.

## **TRUST FUND ACCOUNTS**

Deposits to your Trust Fund account include funds received through the mail, western union, and posted, UNICOR, and Commissary or performance pay funds. Withdrawals include Commissary purchases and fund withdrawals through the use of Form BP 199. This form is used to send funds home, for subscriptions, savings accounts, etc., and is executed by Correctional Counselors.

Account balances and monthly spending limit balances are reflected on your sales receipt. These balances may also be checked on the AIM machine in C2, near the Education Department. You must have your register number and four digit PIN number in order to activate your last thirteen transactions. It is the responsibility of each inmate to retain their sales receipts.

### **Correspondence Address:**

Name and Register Number  
Satellite Prison Camp Dublin  
5675 8<sup>th</sup> Street  
Dublin, California 94568

### **Lock Box:**

Federal Bureau of Prisons  
Committed Name/ Inmate Register  
Number  
Post Office 474701  
Des Moines, Iowa 50947-0001

### **Western Union:**

Name and Register Number  
City Code: FBOP  
State Code: DC

Quick Collect: \$9.95 up to \$1000.00

**THIS SERVICE NOT AVAILABLE AT ALL WESTERN UNION OFFICES. HAVE YOUR FAMILY MEMBERS INQUIRE. ANY TYPE OF MONEY ORDER CAN BE SENT HOWEVER, POSTAL MONEY ORDERS ARE RECOMMENDED.**

## **TELEPHONES**

Telephones are available for inmate use Monday thru Friday, from 6:00 a.m. to 7:30 a.m., 10:30 a.m. to 12:30 p.m., and following the 4:00 p.m. count until 11:30 p.m. Telephones are available from 6:00 a.m. to 11:30 p.m., excluding count times, on Saturday, Sunday and Federal holidays. For inmates working evening shifts or who are on an authorized day off, there will be one telephone per Unit available during the day. The use of the telephone is a privilege meant to supplement, not replace, regular mail correspondence and visiting. The INMATE TELEPHONE SYSTEM II (ITS II) was established by the Department of Justice to relieve the burden of collect calls on the families. The ITS II gives the inmate the ability to make 300 total minutes of direct and collect calls for the month. If an inmate exhausts her 300 minute limitation and needs to make an emergency call, she must submit an Inmate Request to Staff Member (Cop-Out) to the Unit Manager, identifying the basis for the need. The Warden is the ultimate approving authority.

## **INMATE TELEPHONE SYSTEM**

1. ITS Credits: ITS credits can only be purchased, by telephone, twice daily. Inmates may purchase ITS credits and check commissary balance between 6:00 a.m. and 11:30 p.m., seven (7) days a week.
2. Access: Upon commitment, a Phone Access Code (PAC) will be issued and sent to Unit Staff for distribution to the inmate. If a PAC is compromised, the inmate is to notify Unit Staff immediately, and a new PAC will be issued. The inmate will pay \$5.00 to defray the cost of issuing the new PAC.
3. ITS Restriction: A specific sanction taken by the Unit Discipline Committee (UDC) or Discipline Hearing Officer (DHO).
4. Releases: Any funds not used will be transferred to the inmate's Trust

Fund account the morning of the last business day prior to release.

5. Rates: All rates are established at the National level and rate charts are available in the Units and Law Library.
6. Rules and Regulations: Phone privileges may be restricted for violations of any telephone regulation. Only one inmate is permitted on the telephone at a time. The inmate who initiated the call is the only one who can use the phone during the duration of the call. There is a fifteen (15) minute waiting period between completed telephone calls. The use of another inmate PAC is prohibited. The use of 800, 888, 900, 976, 877, credit card calls or third party calls are prohibited. The use of the telephone will not interfere with the institution's schedule, programs, work assignments or counts. When a count or census is conducted, all inmates using the phone will terminate their calls immediately. The use of the inmate telephones will be suspended during any institution emergency.
7. Legal Telephone Calls: All telephone calls made through the Inmate Telephone System are subject to monitoring. An appointment must be made through a Correctional Counselor for any unmonitored, legal telephone calls. It is the inmate's responsibility to substantiate the imminent need for a legal call.
8. Blocked Calls: If the party you call blocks their telephone number, they must write to:

**FCI Dublin, ITS Office**  
5701 8<sup>th</sup> Street, Camp Parks  
Dublin, California 94568

to request reinstatement, if desired. The request must include the inmate's name, register number, telephone number blocked and a copy of the phone bill with the telephone number indicated.

9. Office of Inspector General: The telephone number is automatically put on all inmates' approved telephone number lists. This number is a hotline to report sexual abuse or sexual contact by another inmate or staff member.

## **TRULINCS/TRUFONE Accounts:**

Each inmate is provided with an individual TRULINCS account, similar to the TRUFONE account. Each housing unit has dedicated TRULINCS workstations to perform the following functions:

- Contact List Management (set-up phone, mailing list/labels, and e-mail lists)
- Messaging (send and receive e-mails)
- Account Transaction Viewing

## **ELECTRONIC LAW LIBRARY (not accessible in the unit)**

Before using TRULINCS (e-mail), an Inmate Consent Form to participate in the TRULINCS Program must be signed and returned to your Counselor.

You are allowed a maximum of 30 minutes for each TRULINCS session before being automatically logged out for 30 minutes to allow other inmates access to the system. There is not a monthly time limit for public messaging (e-mailing). Once you have access to your account, you may purchase TRULINCS session time at the rate of five (5) cents per unit (TRU-Unit). Electronic messaging is billed as one TRU-Unit per minute of session time; printing is billed as three TRU-Units per page. You may purchase 40 to 600 TRU-Units at one time from your Commissary account which, will be immediately deducted.

## **CONTACT LIST**

You must have a pre-approved e-mail address in order to perform electronic messaging and you must use your contact list. The contact list will also be used to manage your approved telephone numbers within TRUFONE, sending funds out from your Commissary account (BP-199) and printing postal mailing labels. You are allowed up to 30 contacts for the TRULINCS and TRUFONE system, plus up to 100 contacts to print postal mailing labels. The telephone number and e-mail addresses are counted based on the first 30 entered, if you are adding a contact only to communicate via postal mail, then you should not enter a telephone number or e-mail address for that contact. You must use the printed TRULINCS labels for your outgoing mail. In addition, you must place your full committed name, register number, and the Institution's return address on all outgoing mail or it will be returned.

## **ELECTRONIC MESSAGING**

If an e-mail address is entered for a contact, TRULINCS sends a system generated message to the contact giving them the opportunity to accept or reject the e-mail prior to receiving any messages from you. If a positive response is received, then you may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation then you are blocked from sending any messages to that e-mail address. Messages are limited to 13,000 characters. You will not have access to the Internet nor are you able to receive pictures or other attachments. The delivery of all incoming and outgoing messages is delayed by a minimum of one hour to prevent the engagement of chat sessions. All messages are stored for monitoring at the Institution's convenience.

### **ACCOUNT TRANSACTION VIEWER**

You are provided the opportunity to view your last 30 days of Commissary transactions, telephone account statement, and TRU-Unit transactions via TRULINCS.

### **TRUFONE (PAC & VPIN)**

There are three telephones for inmate use, located in each housing unit. Calls are limited to 15 minutes. When an inmate enters the facility, a phone access code (PAC) must be used in accessing both direct charge and collect call features. In addition, each inmate wanting to use the phone will be required to activate her/his Voice PINS (VPIN). This entails recording your voice to access the phone system. Inmates are limited to 300 minutes per calendar month for TRUFONE monitored telephone calls. This limitation applies to all inmates with a TRUFONE account, and may be used for any combination of collect or direct dial calls at the inmates' discretion.

Inmates who exhaust their 300 minutes limitation may, at the Warden's discretion, be provided a telephone call for good cause shown. Inmates should request calls through the Unit Team. This exception is intended only for legitimate emergencies. The inmate is responsible for the cost of such calls.

Inmates must transfer funds to their TRUFONE account before a direct charge call can be posted.

## **LAUNDRY**

Institution laundry services are provided for blankets/pillow exchange. Washers and dryers are provided in the Units for your use, as well as detergent, to wash linen and clothing. It is recommended that personal laundry not be left unattended at any time. Irons may be checked out at the Officer's Station. Ironing boards are available for your use in the laundry rooms only. They are not to be used individual rooms/cubicles. Inmates are only allowed to use the washers and dryers in the housing unit which they reside. Additionally, to ensure ample washer/dryer availability, inmates may use only one washer and/or one dryer at a time. Inmates may not access washers/dryers during their work hours.

Laundry Hours: 9:30 a.m. to 7:30 p.m. - Monday  
(Hygiene(indigent only), Merry-go-round, Clothing/Linen exchange)

New Commits will normally be dressed out the day of arrival or the following workday.

## **EDUCATION DEPARTMENT**

### **TESTING**

Each inmate identified as not having a General Education Development (GED) Certificate or high school diploma, is required to take the Adult Basic Level Equivalency (ABLE) Test and will be enrolled in the GED Program. Inmates without a high school diploma or GED will be restricted from promotion above Grade 4 in both performance pay and UNICOR pay scales.

### **ACADEMIC TRAINING**

**GED-** Provides high school level instruction and prepares participants for GED certification test.

**Post-Secondary Education-** Various correspondence courses are made available

from universities throughout the country. Both college credit and non-credit courses are offered. The Education Coordinator is available to assist those desiring to pursue this course of education. The inmate shall bear the cost of tuition and other related costs.

## **VCCLEA and PLRA**

Federal inmates who are sentenced under the Violent Crime Control Law Enforcement Act (VCCLEA) or the Prison Litigation Reform Act (PLRA) must attend the Literacy Program (GED class) and demonstrate satisfactory progress toward earning a GED High School Equivalency diploma. An inmate who is subject to VCCLEA must participate in the Literacy Program to vest earned Good Conduct Time. The Prison Litigation Reform Act provides that in making Good Conduct Time Awards, the BOP will consider whether inmates have earned or are making satisfactory progress toward attainment of a GED credential.

An inmate will be deemed to be making satisfactory progress after the completion of 240 hours unless the inmate, 1) Refuses to enroll in the Literacy Program, 2) Has been found to have committed a prohibited act that occurred in the Literacy Program, or 3) Has withdrawn from the Literacy Program. Should any of these occur, the inmate will receive a progress code of GED UNSAT, at which time the Correctional System Manager will be notified and a recalculation of the inmate's sentence will occur.

## **LIBRARY SERVICES**

Legal Reference: A variety of legal reference materials, including the U.S. Code Annotated, Federal Reporter, Supreme Court Reports, Bureau of Prisons Program Statements, Institution Supplements and other legal publications are available in the Law Library, located in Building C-1. These materials must be used in the library only and are not available for check out.

Leisure Reading: Novels, texts, magazines, newspapers, etc., are provided for leisure reading and reference.

## **RECREATION ACTIVITIES**

Active Programs: A variety of sports activities and exercise programs are offered. Recreational calendars are posted on a monthly basis. Inmates are encouraged to participate, consistent with their individual health limitations.

Passive Recreation: Hobby craft activities are made available through the Recreation staff. Small projects such as needlepoint, crochet, knitting, etc., may be worked on in the housing units, while most other activities will be conducted in the Arts & Crafts rooms. Hobby craft projects must be mailed from the Camp upon completion. The outdoor recreation field hours are from 6:00 a.m. to 8:45 p.m. (during daylight savings at dusk). Hobby craft lockers are intended to be used for storage of authorized hobby craft materials only. Storage of items other than hobby craft materials may result in disciplinary action and/or loss of the locker.

## **FOOD SERVICE**

Daily meals will consist of a main entree and an alternative choice.

### **Dining Room Hours:**

#### **Monday – Friday**

#### **Holidays**

|           |                         |
|-----------|-------------------------|
| Breakfast | 5:30 - 6:15 a.m.        |
| Lunch     | 10:45 - 11:30 a.m.      |
| Dinner    | 4:45 p.m. - “last call” |

#### **Saturday, Sunday & Federal**

|             |                         |
|-------------|-------------------------|
| Coffee Hour | 8:00 - 9:00 a.m.        |
| Brunch      | 11:00 - 11:30 a.m.      |
| Dinner      | 4:45 p.m. - “last call” |

### **DINING ROOM PROCEDURES**

- \*Menu items marked with an asterisk (\*) denote pork or pork seasonings.
- \*Only one (1) piece of fresh fruit may be removed from the dining room per meal.
- \*No food, drink or personal belongings such as: bags, cups, papers, books, hats, walkman radios, etc., are allowed in Food Service.
- \*Uniforms must be worn during the breakfast and noon meal, Monday through Friday, excluding holidays. Shirts must be fully buttoned, with the exception of the top button. Shirts with tails must be tucked in. Sweatpants, sweatshirts, institution issued blue uniform shorts and T-shirts may be worn during evenings, weekends and holidays ONLY. The blue uniform shorts are the only shorts authorized in Food Service.
- \*The following items are not allowed in the dining room: SHOWER SHOES, HOUSE SLIPPERS, and OPEN-TOE SHOES.

### **RELIGIOUS DIETS**

Participants in religious diets are approved by the Chaplain, and are not permitted to eat from the regular fare. Participation is monitored for compliance.

## **HEALTH SERVICES**

### **EMERGENCY MEDICAL TREATMENT**

All emergencies, acute illnesses or injuries will be attended to as they occur. There is a \$2.00 co-pay for each non-emergency visit. Outside emergency medical care is available for those cases beyond the scope of the Camp Health Services Unit.

Inmates who become ill or develop an acute dental problem after the sick call appointment sign-up period must request the Detail Supervisor or Camp Officer to call the Health Services Unit for an appointment. Medical coverage on evenings, weekends and holidays is for the treatment of acute medical problems only. Medical coverage is available twenty-four (24) hours per day, seven (7) days per week.

### **MEDICATION - PILL LINE**

Pill Line (controlled/restricted medications) will be dispensed in accordance with posted times. Over-the-counter items, i.e. aspirin, non-aspirin pain relievers, decongestants, cough drops, etc., are available for purchase in the Commissary.

### **PHYSICALS**

All inmates at this facility will be given a medical screening when they are processed into the institution in Receiving and Discharge. Full physicals for new commitments will be administered within two weeks of arrival. Annual physical examinations are recommended for inmates over 50 years of age, and bi-annual physical examinations are recommended for those under 50 years of age. Those choosing to participate in this program should submit an "Inmate Request to Staff Member" to the Medical Records Department.

### **MEDICAL CARE**

Appointments will be scheduled Mondays, Tuesdays, Thursdays, and Fridays. See posted times for sick call. Any inmate desiring to make an appointment for physical consultation shall submit an "Inmate Request to Staff Member". Inmates must report to Health Services to secure a sick call appointment.

### **DENTAL CARE**

Appointment times will be prioritized according to the seriousness of the problem.

Any inmate desiring to make an appointment for dental treatment shall submit an "Inmate Request to Staff Member".

## **CORRECTIONAL SYSTEMS**

### **SENTENCE COMPUTATIONS**

Generally within 30 days from the date of commitment, Unit staff will print and distribute sentence computations, upon request. Questions may be directed via an "Inmate Request to Staff Member" to the Correctional Systems Supervisor (CSS) or you may direct your questions to the CSS representative at the noon meal on Wednesdays.

### **GOOD TIME**

Camp Good Time applies only to inmates whose offenses were committed prior to November 1, 1987, and is automatically awarded. The rate is three (3) days per month for the first year in earning status; five (5) days per month thereafter. Inmates whose offenses were committed after November 1, 1987, are under the Sentencing Reform Act and automatically receive 54 days per year for sentences more than one year in length, unless recommended disallowance or a part thereof is recommended by the Discipline Hearing Officer pursuant to a disciplinary hearing.

### **MAILROOM**

Mailroom concerns/issues can be addressed via an "Inmate Request to Staff", directed to the Inmate Systems Supervisor at the FCI.

### **OUTGOING CORRESPONDENCE**

Your Name, Register Number, and Camp address (5675 8th Street- Camp Parks, Dublin, California 94568) is required on all outgoing correspondence. All correspondence, with the exception of authorized inmate to inmate correspondence, may be sealed prior to deposit into the Mail Depository, which is located by the Officer's station. Inmates assume responsibility for the contents of their letters; any correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. All outgoing mail must bear the appropriate postal fees in stamps, which are available for purchase in the Commissary.

### **INCOMING CORRESPONDENCE**

All incoming mail will ordinarily be processed within 24 hours of delivery. Staff

has the authority to open and/or read all mail addressed to you before it is delivered. “Special Mail” is the only exception to this rule.

Appropriately identified “Special Mail” will be delivered by the Unit staff, and in the presence of the inmate it will be opened and inspected for contraband. Special mail must be marked, “Special Mail, Open Only in the Presence of the Inmate”, or wording that is similar. The sender must be identified on the return address as an individual entitled to “Special Mail” privileges, (Example: John Doe, Attorney at Law). A letter from a law firm does not qualify unless the sender is identified individually and indicates he or she is an attorney. See Program Statement 5265.14, for further information regarding Special Mail.

## **INTER-INSTITUTIONAL CORRESPONDENCE**

Correspondence between confined individuals requires the approval of both Wardens. However, if both inmates are in Federal institutions, the Unit Managers at both institutions have approval authority. An “Inmate Request to Staff Member” form should be submitted to the Correctional Counselor if you wish to correspond with an immediate family member or co-defendant (ongoing litigation purpose) in another penal or correctional institution. Correspondence with acquaintances, other than co-defendants (ongoing litigation) or immediate family members in other institutions, is not permitted.

## **OUTGOING PACKAGES**

Inmates are responsible for all required postage. Correctional Counselors are responsible for approving and packaging outgoing inmate packages with the exception of those packages for releasing or transferring inmates.

Hobby craft projects shall be mailed through the Recreation Department. Person receiving item must be on your approved visitors list or you must get approval from your Counselor.

## PERSONAL PROPERTY LIMITS OF INMATE PERSONAL PROPERTY

- A. Storage Space: Inmates may retain personal property which may be neatly and securely stored in the space provided. Photos, calendars, drawings, signs, etc., must be displayed on the inmate bulletin board or inside the locker only. Nothing is permitted to hang on the walls, mirrors, doors, etc. The inmate's room must be neat and orderly at all times. One wet towel and/or washcloth may be draped over the foot board of the bunk bed.
- B. Clothing: The amount of clothing allowed is limited to those items which can be neatly stored in the locker space provided, but cannot exceed authorized limits. Altered institution issued and personal clothing will be considered contraband and confiscated.
- C. Commissary Items: Commissary items approved for retention are limited to one (1) month's spending limitation.
- D. Inmate Combination Locks: Inmates are afforded the opportunity to purchase approved combination locks to safeguard their personal property and Commissary items.
- E. Radios and Watches: Radios and watches will be purchased through the Commissary. Radios will have the inmate's register number etched on them by Commissary staff at the time of purchase and have only AM/FM capabilities. Radios will be "Walkman" type only and must be worn appropriately.
- F. Religious Items: Religious items such as medallions, crucifixes, headgear, and Bibles/Koran may be retained by inmates transferring from other Federal facilities. Any items of questionable religious nature will be delivered to the Chaplain for final approval. One religious book (e.g. Bible, Koran, Torah) per inmate may be placed on the table in units C1 & C2.
- G. Medical Items: The Health Services Administrator may approve medical devices, hearing aids, eyeglasses, braces, artificial limbs etc. Shoes or any other medically approved item may not ordinarily be received from an inmate's family or private source, but may be obtained from an approved catalogue purchase.

H. Hobby craft: Any hobby craft project or material in housing units not listed below will be handled as contraband. Inmates are authorized to have only three hobby craft projects at any time (two projects on which they are working and one completed project). All hobby craft materials must be stored in your locker.

- Paintings or drawings may be worked on in the Unit. Paints, brushes and drawing implements are to be stored in the locker when not in use.
- Knitting and crocheting projects, not to exceed 18 inches, may be worked on in quarters.
- Leather projects, which require lacing, may be laced in quarters. No leather tools, other than lacing needles, are permitted in the living area.
- Beadwork may be worked on in quarters. Inmates may keep only one pair of beaded earrings which will constitute the one pair of authorized earrings.
- Completed hobby craft projects MUST be mailed out.

#### Appropriate Attire and Grooming

- 1 Sunbathing: Sunbathing is considered an after-work or off-duty leisure activity and is only authorized between C-1 and C-2 during non working hours on weekends and holidays. The minimum attire for sun bathing is a shirt and shorts, which must be properly worn. Personal towels are permitted, however, no sheets, blankets, pillows or other institutional issued items will be used.
- 2 Hair Grooming: Blow dryers, curling irons and hot plates are available for check-out from the Camp Officer's station. A hair care room is available in the C3 building for use by all camp inmates. Haircuts/hair coloring will only be permitted in the C-3 hair room. No hair cutting is allowed in the common areas or individual rooms. Wigs or hair extensions are not permitted. Inmates will be allowed to purchase hair coloring products from the Commissary. All hair products will be used for the intended purpose. All drastic changes in hair color require a new picture I.D., which will be completed in Camp R&D. This will also require inmate purchase of a new Commissary card.

- 3 Release Packages: Inmates may have clothing provided by the institution or have release clothing sent from home via “Authorization to Receive Package and Property” form. This form can be obtained from the Correctional Counselors, 30 days prior to release date. All packages received will be stored in R&D until the inmate’s release date.
  
- 4 Inmates releasing or transferring to a Residential Re-entry Center (RRC) may mail their property from the institution, at their expense, or may take the property with them. Commissary staff will allow releasing inmates to purchase stamps in large denominations and in excess of normal limits to mail property packages.

**RESPONSIBILITY**

**INMATES ARE TO CARRY THEIR “INMATE COMMISSARY CARDS” WITH THEM AT ALL TIMES**

- A. Inmates will be responsible for their personal property. Property may not be loaned, sold, transferred, or given to other inmates.
- B. Inmates are responsible for all items issued, maintaining the appropriate quantity of items, and ensuring the accuracy of Form 383 when signed.
- C. Inmates found to be abusing the personal property privilege are subject to disciplinary action resulting in their loss of privileges and the personal property.

**AUTHORIZED FOR RETENTION AND TRANSFER BETWEEN INSTITUTIONS**

**(COMMISSARY PURCHASE ONLY)**

|                      |                                   |
|----------------------|-----------------------------------|
| Bathrobe             | (1) White or Green Only, No Hoods |
| Cap, Baseball        | (1) White or Green, No Logos      |
| Shoes, Athletic      | (2) Pair                          |
| Shoes, Casual        | (1) Pair                          |
| Shoes, Shower        | (1) Pair                          |
| Shoes, Slippers      | (1) Pair                          |
| Shoes, Work          | (1) Pair                          |
| Shorts, Gym          | (2) Pair White, Gray or Green     |
| Socks, Tube/Athletic | (5) Pair                          |

|                          |  |
|--------------------------|--|
| Socks                    | (5) Pair                                     |
| Sweatshirts              | (2) Grey or Green Pullover, Fleece Type Only |
| Sweatpants               | (2) Grey or Green, Fleece Type Only          |
| Underwear (bras/panties) | (7) Each White Only                          |
| Handkerchief             | (5) White Only                               |
| T-Shirts                 | (5) White or Grey                            |

## PERSONALLY OWNED ITEMS

|                                 |                              |
|---------------------------------|------------------------------|
| Address Book                    | (1)                          |
| Alarm Clock (non-electric)      | (1)                          |
| Barrettes/Clips/Bows            | (5)                          |
| Batteries                       | (4)                          |
| Blush Kit                       | (1)                          |
| Books (hard/soft)               | (5)                          |
| Book/Reading Light              | (1)                          |
| Bowl (plastic/24 oz or less)    | (1)                          |
| Calendar, Small                 | (1)                          |
| Comb/Pick (plastic)             | (2)                          |
| Combination Lock                | (1)                          |
| Contact Lens (clear/prescribed) | (2) Pair                     |
| Cosmetic Bag                    | (1)                          |
| Curlers (hair)                  | (1).Package                  |
| Cup (plastic)                   | (1)                          |
| Dentures                        | (1) Set                      |
| Earrings                        | (4) Pair, no stones          |
| Earplugs                        | (1) Set                      |
| Envelopes                       | (1) Box                      |
| Eyeglasses                      | (2) Pair                     |
| Eyeglass Case                   | (2)                          |
| Eyeliner/Pencils                | (2)                          |
| Eye Shadow                      | (1) Kit                      |
| Fan (battery/windup/electric)   | (1)                          |
| Gloves                          | (1) Pair                     |
| Hairbrush                       | (1)                          |
| Hair Dryer                      | (1)                          |
| Headphones                      | (1)                          |
| Jug (plastic/1 gal)             | (1)                          |
| Laundry Bag (mesh)              | (1)                          |
| Letters                         | (25)                         |
| Lipstick                        | (3)                          |
| Magazines                       | (5)                          |
| Mirror (small/plastic)          | (1)                          |
| Newspapers                      | (2) No more than 1 week old. |
| Pen, Ballpoint                  | (2)                          |
| Pencils                         | (2)                          |
| Photo Album/Scrapbook           | (1)                          |
| Photos (single-faced)           | (25)                         |

|                             |                |
|-----------------------------|----------------|
| Playing Cards               | (2) Decks      |
| Radio W/Earplugs            | (1)            |
| Scarf                       | (1)            |
| Stamps                      | (60) 1st Class |
| Sunglasses (non-reflective) | (1) Pair       |
| Watch (\$100 maximum value) | (1)            |
| Watchband                   | (1)            |
| Wedding Band (plain)        | (1)            |
| Writing Tablets             | (2)            |

## **HYGIENE ITEMS**

|                                |               |
|--------------------------------|---------------|
| Conditioner (Hair)             | (1)           |
| Contact Lens Cleaning Solution | (1)           |
| Dental Floss/Pick (unwaxed)    | (1) Container |
| Denture Adhesive               | (1)           |
| Denture Brush                  | (1)           |
| Denture Cleaner/Powder         | (1)           |
| Deodorant                      | (2)           |
| Face Cream                     | (1)           |
| Face Make-up (all items)       | (10)          |
| Hair Gel                       | (1)           |
| Lotion, Skin                   | (1)           |
| Mouthwash                      | (1)           |
| Nail Clippers (no file)        | (1)           |
| Razor                          | (1)           |
| Razor Blades                   | (1) Package   |
| Powder (Body/Foot)             | (1)           |
| Shampoo                        | (1)           |
| Shoe Polish/Wax                | (1)           |

## **SANITARY ITEMS**

|                                  |           |
|----------------------------------|-----------|
| Hair Care Products (total items) | (8)       |
| Laundry Detergent                | (2) Boxes |
| Sewing Kit                       | (1)       |
| Soap, Bar                        | (2)       |
| Soap Dish                        | (1)       |
| Toothbrush                       | (1)       |
| Toothbrush Holder                | (1)       |
| Toothpaste                       | (2) Tubes |
| Tweezers (blunt tip)             | (1)       |

## **RECREATIONAL ITEMS**

|               |     |
|---------------|-----|
| Bras (Sports) | (2) |
|---------------|-----|

|                              |     |
|------------------------------|-----|
| Headbands/Sweatbands (white) | (2) |
| Racquetballs                 | (4) |
| Tennis Balls                 | (3) |
| Weightlifting Gloves         | (1) |

**OTHER ITEMS**

|                                  |               |
|----------------------------------|---------------|
| Canned Drinks (all)              | (24) Cans     |
| Canned Foods (meat, fish, beans) | (10)          |
| Coffee (instant)                 | (1) Jar       |
| Coffee Creamer (powder)          | (1) Jar       |
| Cookies/Crackers                 | (8) Packages  |
| Instant Drink Mixes (all)        | (6) Packets   |
| Rice                             | (15) Packages |
| Soups/Noodles                    | (10) Packages |
| Tea                              | (1) Jar       |

ITEMS FOR POSSESSION AT THE DISCRETION OF THE WARDEN MAY NOT BE TRANSFERRED BETWEEN INSTITUTIONS. INMATE WILL BEAR THE COST OF MAILING HOME OR THEY MAY BE DONATED.

**PSYCHOLOGY SERVICES**

Initial contact with a Psychologist will occur during the Admission and Orientation (A&O) week.

**PSYCHOTHERAPY AND PERSONAL DEVELOPMENT GROUPS**

The Psychologist may conduct one or more groups depending on inmate needs and interests. Announcements regarding these groups will generally be made at Town Hall Meetings and/or on the Building C-3 bulletin board. Individual therapy will be conducted on an “as needed” basis. An “Inmate Request to Staff Member” submitted to Psychology Services initiates the process.

**CRISIS INTERVENTION**

If you have a serious problem that limits your ability to cope with day-to-day activities, the Psychologist will see you as soon as possible, usually the same day. Please ask your Detail Supervisor or a Unit staff member to notify the Psychologist.

**CHEMICAL ABUSE PROGRAMMING**

Inmates with a history of drug and/or alcohol abuse during the past five (5) years should discuss their interest in, and need for, chemical abuse programming with the Drug Abuse Program Coordinator or Camp Drug Treatment Specialist. There are three (3) programs available at the Camp: The Residential Program, the Non-Residential Program and the 40-hour Drug Education Program. These will be explained during the A&O orientation.

## **DRUG EDUCATION**

If you have violated parole because of drug use, have been court ordered to drug education/treatment, or if drug use played a part in your offense, it will be mandatory that you complete the 40-hour Drug Education Class. Please submit an “Inmate Request to Staff Member” to the Psychology Department to facilitate placement in the program. The 40-hour Drug Education Program is also available on a voluntary basis. The classes are the same as for mandatory participants.

## **RESIDENTIAL DRUG PROGRAM**

The 500-hour Comprehensive Drug Abuse Program is a nine (9) month, three (3) to four (4) hour a day treatment program. You will be housed in C-4, if you volunteer for the Residential Drug Abuse Program. While in the comprehensive program, you must adhere to rules specified in the program. You will receive more information regarding these requirements by volunteering for an interview with a Drug Abuse Treatment Specialist.

## **SEXUAL ABUSE PREVENTION/ INTERVENTION PROGRAM**

### **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.**

You do not have to tolerate sexually abusive 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 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 many 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.** 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

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 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.

**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 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.**

**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**

320 First Street, NW  
Washington, D.C. 20534

**Federal Bureau of Prisons**

**Mid-Atlantic Regional Office**

302 Sentinel Drive, Suite 200  
Annapolis Junction, Maryland 20701

**Federal Bureau of Prisons**

**North Central Regional Office**

Gateway Complex Tower II, 8th Floor  
400 State Avenue

Kansas City, KS 66101-2492

**Federal Bureau of Prisons**

**Northeast Regional Office**

U.S. Customs House, 7th Floor  
2nd and Chestnut Streets

Philadelphia, Pennsylvania 19106

**Federal Bureau of Prisons**

**South Central Regional Office**

U.S. Armed Forces Reserve Complex  
344 Marine Forces Drive

Grand Prairie, Texas 75051

**Federal Bureau of Prisons**

**Southeast Regional Office**

3800 North Camp Creek Parkway, SW  
Building 2000

Atlanta, GA 30331-5099

**Federal Bureau of Prisons**

**Western Regional Office**

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)

## **RELIGIOUS PROGRAMS**

Clergy persons and volunteers of various faith groups are available to assist inmates. The intent of this assistance is to enrich and expand the knowledge, understanding, and commitment to the beliefs, principles and practices of the individual's choice of spiritual journey. Pastoral care will also be provided to inmate families as needed and requested. If there is a need during working hours to see a staff Chaplain, your Detail Supervisor can contact the Chaplain's Office.

Worship opportunities and educational experiences are available to a variety of faith groups. A weekly schedule of religious activities is posted on the Building C-3 bulletin board. The schedule will also indicate the duty hours that the staff Chaplains are available to provide pastoral care, counseling, assist with emergency notifications regarding deaths, etc., and a ministry of presence.

Worship Services: See posted schedule.

## **SAFETY/SANITATION DEPARTMENT**

Every effort is made to provide a safe, sanitary environment at this facility. Only the highest standard of sanitation is acceptable.

### **SANITATION**

The highest standards of sanitation are expected. Unit staff will conduct routine, weekly inspections, and the Camp Administrator will conduct frequent inspections of all areas. The Safety Manager will conduct monthly Safety/Sanitation inspections. It is expected that rooms will be inspection-ready between the hours of 6:30 a.m. and 2:00 p.m., Monday through Friday, excluding Federal holidays. Ordinarily, one "gig" (sanitation deficiency for one day) in a calendar month, will be considered a warning. However, no warnings are required. The second "gig" in a calendar month will normally result in disciplinary action.

The following expectations are provided so both staff and inmates will be aware of the same. Thus, there should be no question as to what is allowable and what is not allowable. These regulations are in effect, Monday through Friday, 6:30 a.m. to 2:00 p.m., excluding Federal holidays.

- ♦ All beds must be made with tight corners, sheet folded back over blanket, reflecting a five- to six-inch collar, and blankets and sheets neatly tucked under the mattress. The bed must always be made with the blanket on top.
- ♦ Floors must be swept and mopped daily, at a minimum. When wax is available, floors must be waxed.
- ♦ All furniture, window ledges, lockers and door frames must be dusted daily. Wax build-up must be removed from all floors.
- ♦ Vents must be dusted daily.
- ♦ Walls must be cleaned daily.
- ♦ Baseboards must be cleaned daily.
- ♦ Trash must be emptied prior to 7:30 a.m. daily, and during the lunch hour, at a minimum.
- ♦ Shoes (no more than one pair of blue Commissary-purchased athletic shoes, one pair of Commissary-purchased specialty athletic shoes, one pair of Commissary-purchased casual shoes, one pair of Commissary-purchased shower shoes, one pair of Commissary-purchased colorless slippers and one pair of work shoes) must be neatly lined up under the bottom bunk in each unit or stored in your respective locker. Thus, twelve pairs of shoes (as described above) must be neatly lined up under the bottom bunk whenever two inmates are assigned to the top and bottom of a bunk bed. Inmates are allowed to possess no more than six pairs of shoes at any time. Shoes may not be stored next to lockers, etc.
- ♦ Non-lewd or non-provocative photos and pictures, calendars, drawings, signs, etc., are permitted to be displayed on the bulletin board or inside the locker. Nothing is permitted on the walls, outside of lockers, mirrors, doors, etc.
- ♦ All nuisance contraband (Food Service buckets and containers, empty jars

which had contained Commissary-purchased items, etc.) must be removed from your area on a daily basis and placed in the outgoing trash.

### **FIRE/EMERGENCY PROCEDURES**

Inmates must familiarize themselves with the fire evacuation diagrams posted in each area of the Camp. Regularly scheduled and unscheduled fire drills are held at the Camp. You must respond quickly and calmly whenever a fire alarm is activated.

### **SMOKING AREAS**

This is a non-smoking facility and smoking is prohibited under Federal law. Failure to comply with this policy will result in disciplinary action.

### **FEEDING OF WILDLIFE**

Inmates shall refrain from feeding or handling all wildlife in and around the Camp areas. Inmates observed interacting or feeding the wildlife will receive disciplinary action.

## **INSTITUTIONAL ASSIGNMENTS**

During the A&O period you will be assigned, on a daily basis, various duties by the Camp Officer and/or Unit Team. Upon medical clearance, you will be assigned a permanent work detail. This assignment is made based on a number of factors, including institutional needs, education, experience, educational and training needs and future plans.

Inmates will generally be expected to remain on a work assignment for a minimum of 90 days. After that time, job changes may be requested by submitting a "Work Assignment Change" form, signed by both the current and prospective department heads, to your Counselor.

Inmates who are medically unassigned, or who are assigned to Camp A&O, are not eligible for performance pay. Inmates assigned to a work detail exceeding the designated quota will be limited to maintenance pay (\$5.25 per month).

## **PERFORMANCE PAY**

Inmates performing satisfactorily on an institution work assignment are eligible for

performance pay hourly compensation. Performance pay is deposited to the inmate's Trust Fund Account no later than the tenth day of each month for work performed the previous month.

|                      |                   |
|----------------------|-------------------|
| Grade 4.....         | \$ 0.12 per hour  |
| Grade 3.....         | \$ 0.17 per hour  |
| Grade 2.....         | \$ 0.29 per hour  |
| Grade 1.....         | \$ 0.40 per hour  |
| Maintenance Pay..... | \$ 5.25 per month |

Work assignment grades are assigned and based upon the skill required, quantity and quality of work, and positions funded. Performance pay is limited to Grade 4 for those individuals who have not received their GED or high school diploma. If you are in FRP Refusal status, you are limited to maintenance pay (\$5.25 per month).

## **CORRECTIONAL SERVICES**

### **ACCOUNTABILITY**

Call outs: It is your responsibility to check the "Call out" sheet for scheduled appointments. These are posted on the Building C2 bulletin boards, daily. You must be in the appropriate location at all times. If you are in an unauthorized area, you are subject to disciplinary action.

### **GROOMING**

Personal appearance and grooming is considered essential for all inmates. Facilities and services are provided to ensure personal hygiene/grooming meet the highest standards.

### **COUNT PROCEDURES**

Official counts are conducted 7 days a week at the following times:

- \*\* 12:00 a.m.
- \*\* 2:00 a.m.

- \*\* 4:30 a.m.
- \*\* 10:00 a.m. (Saturday, Sunday and Federal holidays, Stand-Up Count)
- \*\* 4:00 p.m. (Stand-Up Count)
- \*\* 9:00 p.m. (Stand-Up Count)

During count, you are to have your radios turned off and are not to talk to other inmates. At a minimum, for the daily 4:00 p.m., 9:00 p.m. and 10:00 a.m. (weekend and Federal holidays), counts, you must be standing, and the doors must be fully opened. For all counts, you must stay in your room/cubicle until the Camp count has been cleared.

# INMATE DISCIPLINE PROGRAM

## RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary 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 opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)

## RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
  8. You have the right to participate in the use of 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 educational, vocational training, counseling, and employment programs as resources permit, 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/or savings accounts, and for assisting your family, in accordance with Bureau rules.
7. It is your responsibility to use the services of an attorney honestly and fairly.
  8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
  9. It is your responsibility to seek and use 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 will aid you to 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 participation in such activities.
  11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and 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.

### § 541.3 Prohibited acts and available sanctions.

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

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

(1) **Greatest Severity Level Offenses.** The Discipline Hearing Officer (DHO) imposes one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated “violent” (an inmate who, per the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (an inmate sentenced for an offense committed on or after April 26, 1996, per the Prison Litigation Reform Act). The DHO may impose any available sanctions (A through M) in addition to sanctions A through E. All Greatest severity level charges must be referred to the DHO.

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

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

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

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

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

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

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

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

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

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

When the prohibited act is **Interfering with a Staff Member in the Performance of Duties (Code 198, 298, 398 or 498) or Conduct Which Disrupts (Code 199, 299, 399, or 499)**, the DHO or UDC must specify the severity level of the conduct that is most comparable to an offense(s) at that severity level. **Example:** “I find the act of Conduct Which Disrupts (Code 299) to be of High severity level, most comparable to the prohibited act of Engaging in a Group Demonstration (Code 212).”

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

execute suspensions of sanctions F through M. The DHO may execute UDC-suspended sanctions. However, the UDC may **not** execute DHO-suspended sanctions A through E.

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

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

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

**§ 541.4 Loss of good conduct sentence credit as a mandatory sanction.**

**(a) You will lose good conduct sentence credit as a mandatory disciplinary sanction if you are in one of the following two groups:**

**(1) *VCCLEA-violent inmates.*** The date of your U.S. Code offense was on or after September 13, 1994, but before April 26, 1996, and you committed a "crime of violence" as defined by the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA); or

**(2) *PLRA inmates and D.C. Code offenders.*** The date of your U.S. Code offense was on or after April 26, 1996, and, therefore, under the Prison Litigation Reform Act (PLRA), or the date of your District of Columbia (DC) Code offense was on or after August 5, 2000.

**(b) If you are an inmate in one of the above groups and commit a prohibited act, you will lose good conduct sentence credit as a mandatory disciplinary sanction. The amount of good conduct sentence credit you will lose depends on the severity level of the prohibited act(s) committed, as follows:**

**(1) *Greatest Severity Level Offenses.*** You will lose at least 41 days, or 75% of available credit if less than 54 days are available for the prorated period, for each act committed.

**(2) *High Severity Level Offenses.*** You will lose at least 27 days, or 50% of available credit if less than 54 days are available for the prorated period, for each act committed.

**(3) Moderate Severity Level Offenses.** You will lose at least 14 days, or 25% of available credit if less than 54 days are available for the prorated period, after committing two or more Moderate severity acts during the current year of your good conduct sentence credit availability.

**(4) Low Severity Level Offenses.** You will lose at least 7 days, or 12.5% of available credit if less than 54 days are available for the prorated period, after committing three or more Low severity acts during the current year of your good conduct sentence credit availability.

**Available Sanctions** (upon finding the inmate committed the prohibited act(s)):

**(A) Recommend Parole Date Rescission or Retardation.** The DHO may recommend retardation or rescission of parole grants to the U.S. Parole Commission or respective parole authority.

**(B) Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, or Terminate or Disallow Extra Good Time.**

*Forfeited good conduct time* (GCT) is not eligible for restoration. However, *forfeited statutory good time* (SGT) may be restored. Restoration of statutory good time is approved at initial eligibility only when the inmate has shown a period of improved good behavior. When the Warden (or designee) denies restoration of forfeited statutory good time, the unit team notifies the inmate of the reasons for denial. The unit team establishes a new eligibility date, not to exceed six months from the date of denial.

An application for restoration of statutory good time is forwarded from the inmate's unit team, through the DHO and Captain for comments, to the Warden for final decision.

Inmates who committed their crimes on or after November 1, 1987, and are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act, are only eligible to receive 54 days GCT credit (18 U.S.C. § 3624(b)). This credit is given at the end of each year served and, once given, is vested. For these inmates, the DHO's authority is final and subject only to review by the Regional Director to ensure conformity with the discipline policy and by inmate appeal through Administrative Remedy procedures.

The statutory good time available for forfeiture is limited to an amount computed by multiplying the months served at the time of the offense for which forfeiture is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less previous forfeiture or withholding). The amount of GCT available for forfeiture is limited to total days in "non-vested" status at the time of misconduct (less previous forfeiture).

Forfeiture of GCT may not be suspended.

Disallowance of extra good time is limited to extra good time for the calendar month in which the violation occurs. It may not be withheld or restored.

The sanction of termination or disallowance of extra good time may not be suspended.

Forfeited GCT will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden, and may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 2.)

To ensure an inmate's case is not overlooked when statutory good time has been forfeited, the unit manager will ensure the eligibility requirements are reviewed for restoration per the time frames in the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team for or against restoration is forwarded to the Warden through the DHO and Captain. Except as noted, eligibility for restoration of forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO.

An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to Bureau custody. The Warden refers to the Regional Director any case where exceptional circumstances support restoration of statutory good time before completion of the eligibility requirements.

Sanction B does not apply to inmates committed under the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987, and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1.

**(B.1) Disallowance of Good Conduct Time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days GCT credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed.

Crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is exempt because of a learning disability).

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate's service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored, except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

A sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance guidelines in making a determination.

A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g., within 24 months for a greatest severity level prohibited act, 18 months for a high severity level prohibited act, and 12 months for a moderate severity level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines is justified in the DHO report.

VCCLEA inmates rated “violent” and PLRA inmates are ordinarily disallowed GCT for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

- **Greatest Severity Level Offenses.** A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.
- **High Severity Level Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.
- **Moderate Severity Level Offenses.** A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.
- **Low Severity Level Offenses.** A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

Except for VCCLEA inmates rated “violent” or PLRA inmates, Sanction B.1 may be imposed on the Low severity level only where the inmate has committed a Low severity level act more than once within a six-month period.

GCT credit may only be given to an inmate serving a sentence of more than one year, but less than life. In the last year or part of a year of an inmate’s sentence, only the GCT available for the time remaining may be disallowed.

**(C) Disciplinary Segregation.** The DHO may direct that an inmate be placed or retained in disciplinary segregation. Consecutive disciplinary segregation sanctions can be imposed for inmates found to have committed offenses that are part of different acts only. Limits on time in disciplinary segregation are based on the severity scale (see Tables 1 and 2).

Unless otherwise specified by the DHO, disciplinary segregation placements for different or separate prohibited acts are imposed consecutively.

**(D) Make Monetary Restitution.** The DHO may direct that an inmate reimburse the U.S. Treasury for damages to U.S. Government property that the individual caused or contributed to. The UDC is prohibited from imposing the sanction of make monetary restitution.

Commissary privileges should be suspended by the DHO until restitution is made. See the Program Statement **Accounting Management Manual** for instructions regarding impoundment of inmate funds.

**(E) Monetary Fine.** The DHO may direct that an inmate pay a fine, as follows:

- Greatest severity level offense – Up to \$500, or 75% of the inmate's trust fund balance.
- High severity level offense – Up to \$300, or 50% of the inmate's trust fund balance.
- Moderate severity level offense – Up to \$100, or 25% of the inmate's trust fund balance.
- Low severity level offense – Up to \$50, or 12.5% of the inmate's trust fund balance.

Commissary privileges should be suspended until the fine is paid. See the Accounting Management Manual for instructions regarding impoundment of inmate funds.

This sanction cannot be used as a form of monetary restitution. The UDC is prohibited from imposing the sanction of monetary fine.

**(F) Loss of Privileges (e.g., visiting, telephone, e-mail, commissary, movies, recreation).** The DHO or UDC may direct that an inmate forego specific privileges for a specified time.

The DHO or UDC may impose non-contact visiting or immediate family-only visitation in addition to loss of visiting.

Loss of recreation privileges (exercise periods) may not be imposed on inmates in a Special Housing Unit (SHU), but may be used for general population inmates.

The DHO or UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the SHU. Staff must ensure the inmate has a mattress from lights off to lights on.

**(G) Change Housing (Quarters).** The DHO or UDC may direct that an inmate be moved to other housing.

**(H) Remove from Program or Group Activity.** The DHO or UDC may direct that an inmate not participate in any program or group activity for a specified time.

**(I) Loss of Job.** The DHO or UDC may direct that an inmate be removed from his/her present job or assigned to another job.

**(J) Impound Inmate's Personal Property.** The DHO or UDC may direct that an inmate's personal property be stored in the institution for a specified time.

**(K) Confiscate Contraband.**

**(L) Restrict Quarters.** The DHO or UDC may direct that an inmate be confined to quarters or its immediate area for a specified time.

**(M) Extra Duty.** The DHO or UDC may direct that an inmate perform tasks other than those performed during his/her regular job.

**Appendix B SUMMARY OF INMATE DISCIPLINE SISTEM**

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.

ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges by delivering Incident Report.

maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)

3. Initial review (UDC)

minimum of 24 hours  
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

**NOTE:** Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings. The requirements then being running at the same point at which they were suspended.

**Table 1. PROHIBITED ACTS AND AVAILABLE SANCTIONS**

**GREATEST SEVERITY LEVEL PROHIBITED ACTS**

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

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

**AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS**

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
  - B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).

- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.**
- 209 Adulteration of any food or drink.**
- 210 (Not to be used).**
- 211 Possessing any officer's or staff clothing.**
- 212 Engaging in or encouraging a group demonstration.**
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.**
- 214 (Not to be used).**
- 215 (Not to be used).**
- 216 Giving or offering an official or staff member a bribe, or anything of value.**
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.**
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.**
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).**
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).**
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.**
- 222 (Not to be used).**
- 223 (Not to be used).**

- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).**
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.**
- 226 Possession of stolen property.**
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).**
- 228 Tattooing or self-mutilation.**
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.**
  
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).**
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.**
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.**
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.**

## **AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS**

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

## **MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- 300 Indecent Exposure.**
- 301 (Not to be used).**
- 302 Misuse of authorized medication.**

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

- 319 Using any equipment or machinery contrary to instructions or posted safety standards.**
- 320 Failing to stand count.**
- 321 Interfering with the taking of count.**
- 322 (Not to be used).**
- 323 (Not to be used).**
- 324 Gambling.**
- 325 Preparing or conducting a gambling pool.**
- 326 Possession of gambling paraphernalia.**
- 327 Unauthorized contacts with the public.**
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.**
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.**
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.**
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).**
- 332 Smoking where prohibited.**
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).**
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.**

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

**AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- A.** Recommend parole date rescission or retardation.
- B.** Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
  - B.1** Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C.** Disciplinary segregation (up to 3 months).
- D.** Make monetary restitution.
- E.** Monetary fine.

- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**LOW SEVERITY LEVEL PROHIBITED ACTS**

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

**Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL**

| <b>Prohibited Act Severity Level</b> | <b>Time Period for Prior Offense (same code)</b> | <b>Frequency of Repeated Offense</b>  | <b>Additional Available Sanctions</b>   |
|--------------------------------------|--|---------------------------------------|---|
| <b>Low Severity (400 level)</b>      | <b>6 months</b>                                  | <b>2<sup>nd</sup> offense</b>         | <b>1. Disciplinary segregation (up to 1 month).<br/>2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).</b> |
|                                      |  | <b>3<sup>rd</sup> or more offense</b> | <b>Any available Moderate severity level sanction (300 series).</b>   |
| <b>Moderate Severity (300 level)</b> | <b>12 months</b>                                 | <b>2<sup>nd</sup> offense</b>         | <b>1. Disciplinary segregation (up to 6 months).<br/>2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).</b>              |
|                                      |  | <b>3<sup>rd</sup> or more offense</b> | <b>Any available High severity level sanction (200 series).</b>   |
| <b>High Severity (200 level)</b>     | <b>18 months</b>                                 | <b>2<sup>nd</sup> offense</b>         | <b>1. Disciplinary segregation (up to 12 months).<br/>2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).</b>                 |
|                                      |  | <b>3<sup>rd</sup> or more offense</b> | <b>Any available Greatest severity level sanction (100 series).</b>   |
| <b>Greatest Severity (100 level)</b> | <b>24 months</b>                                 | <b>2<sup>nd</sup> or more offense</b> | <b>Disciplinary Segregation (up to 18 months).</b>  |

## **SPECIAL MAIL NOTICE**

**To the Inmate:** It is suggested that at the earliest opportunity, when an inmate writes or visits with their attorney(s), they provide these instructions for special mail privileges to the attorney(s) who is representing them.

**To the Attorney:** The Bureau of Prison's Program Statement on Correspondence provides 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 is marked "Special or Legal-Mail open 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 of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence to inspect 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 mail.

## **INMATE GRIEVANCE PROCEDURES**

You are encouraged to pursue resolution of problems/concerns, regarding any aspect of incarceration on an informal means, specifically, one on one communication with staff and/or submission of Inmate Request (s) to Staff, are examples of informal problem resolution.

You may also pursue such resolution pursuant to Administrative Remedy Procedure. If you choose this approach, contact your counselor to attempt Informal Resolution, he/she will document your complaint /concern and investigate/follow-up on the same. If you are dissatisfied with the Informal Resolution attempts, you may secure a BP-9 form from you respective Correctional Counselor. Document your complaint or concern on the form and return the same to your counselor. He/she will then forward your appeal, including of Informal Resolution, to the Administrative Remedy Clerk for filing/rejection/etc. This entire process must be completed within 20 calendar days of the date on which the incident that gave rise to the complaint, occurred.

The Warden's response to your BP-9 is due within 20 calendar days of the date of receipt. If you are dissatisfied with the Warden's response, you may then pursue remedy pursuant to submission of a BP-10 to the Regional Director and BP-11 to the Inmate Appeals Administrator.

Deadlines and procedures are articulated in Program Statement 1330.13.

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