

ADMISSION

&

ORIENTATION



HANDBOOK

FEDERAL CORRECTIONAL INSTITUTION - ENGLEWOOD
9595 WEST QUINCY AVENUE
LITTLETON, COLORADO 80123

Updated 01-26-2012

Inmate Admission and Orientation Handbook

INTRODUCTION: The Federal Correctional Institution (FCI) Englewood, Littleton, Colorado, is located along the foothills of the Rocky Mountains in the southwestern suburbs of Denver. The institution was built in 1938, covers approximately 320 acres, with approximately 40 acres inside the double fence security perimeter.

This institution operates with a functional unit management system. There are two living units housing approximately 800 inmates. Full-time staff number about 370.

The primary goals of the Federal Correctional Institution are:

- Protect society from those convicted of crimes,
- Provide inmates with safe, humane living conditions, and
- Assist inmates in becoming more productive citizens upon returning to the community.

Academic education courses, vocational and on-the-job training courses, health services, psychological services, and counseling are available for inmates to improve their physical, mental, and emotional well-being.

EXECUTIVE STAFF:

Warden: The Warden is responsible for the total operation of FCI Englewood, to include budgets, institution maintenance, and providing final approval on institution transfers, halfway house requests, and other community activities.

The Warden is interested in the welfare of all inmates at FCI Englewood. If you have a problem which you feel cannot be solved by anyone else, and have exhausted all other sources, you may request a review of your complaint by the Warden. Submit an Inmate Request to a Staff Member Form (Cop-Out) through the inmate mailbox to the Warden.

Associate Warden: The two Associate Wardens (Programs and Operations) serve in the capacity of advisors to the Warden. They are responsible for the operation of all departments and work to ensure well-planned and coordinated activities take place in the institution while complying with all relevant policies and laws.

The Associate Warden (Programs) oversees the functions of Unit Management, Psychology Services, Case Management, Religious Services, Education, Recreation, Correctional Systems, Correctional Services, and Volunteer Coordinator.

The Associate Warden (Operations) oversees the activities of Food Service, Business Management, Facilities Operations, Safety and Sanitation, Medical Services, Personnel Services, Staff Training, and Computer Services.

Executive Assistant: The Executive Assistant reports directly to the Warden for a variety of specific duties. The Executive Assistant serves as the institution Public Information Officer and also supervises the assigned legal staff.

Division Manager, Product Support Center (PSC): The Division Manager is responsible for the overall operation of the PSC. Inmates wishing to work in the PSC should contact their Case Manager. The Case Manager is responsible for initiating the application for the Industries Waiting List. You will be placed on a PSC waiting list. Staff in the PSC will notify the team when and where you will be assigned.

UNIT PROGRAMS: During your first few days here, you will meet your Unit team. The team is normally composed of the following staff members: Unit Manager, Case Manager, Education Representative, Counselor, Unit Officer, and Secretary. The goal of your team is to classify you according to your needs. The Unit team will aid you in planning a program which will help you to help yourself successfully return to the community. The Unit team is also responsible for your case management decisions, custody changes, education programs, assignment to work details, and all other program activities.

1. **Unit Manager**: The Unit Manager is the unit administrator and is responsible for the supervision of the unit programs as well as the coordination of planning, developing, and implementing individual programs designed to meet the particular needs of each inmate in the unit. The Unit Manager supervises all unit staff and is available to you for consultation concerning any problems.

2. **Case Management Coordinator**: Although the Case Management Coordinator (CMC) is not a member of the unit team, the CMC is regarded as an expert in the area of Correctional Programs. Should you have questions or concerns regarding specific issues relevant to your case; you may contact the CMC for guidance and information, after speaking to your unit team members. The CMC does not have office hours, but you may contact the CMC on a daily basis at mainline or send an Inmate Request to Staff Member Form (Cop-Out) to the CMC's office.

3. **Case Manager**: The Case Manager is a professionally trained individual who can assist you with problems which arise from day-to-day, as well as assisting you in organizing a program and release plan. The Case Manager is responsible for discussing your concerns or problems with the Unit team.

4. **Education Representative**: An Education Representative is assigned part-time to your team. This individual will work with you in planning, enrolling, and participating in any academic and vocational training courses your program requires. All Education Representatives are located in the Education Department.

5. **Correctional Counselor**: Your Correctional Counselor helps you establish program goals and keeps the Unit team advised of your progress. Talking with your Counselor, either in group or individual counseling sessions may help answer many questions and solve problems you may be having. The Counselor will likely be the staff member with whom you have the most contact.

6. **Correctional Officer**: The Correctional Officer is responsible for maintaining the security and custody of the institution and will often be your supervisor. Correctional Officers are interested in your welfare and you should feel free to discuss problems with them. If they cannot be of assistance, they will direct you to a staff member who may help. As a member of the Unit team, the Correctional Officer also submits periodic reports on your institutional adjustment.

7. **Unit Secretary**: The Unit Secretary handles the clerical duties of the unit. Do not contact the secretary unless you have been instructed to do so by staff or you may receive disciplinary action.

ADMISSION & ORIENTATION (A&O): Your first contact with institution staff was in the Receiving and Discharge (R&D) area. Any personal property you brought was logged on a Form 383 (old Form 40). The disposition of each item was listed (whether it was mailed, kept, donated, stored). Any questions about religious items you have in your possession should be discussed with the Chaplain. Property which is to be mailed will be packaged by the Receiving and Discharge Officer and sent to the mail room for mailing at government expense. If you are a new commitment, you are not permitted to bring clothing, toilet articles, a watch, or smoking materials into the institution. They will be mailed home or destroyed. If married, you may keep in your possession one plain wedding band with no stones. If you came from another institution with a watch, which has your register number on it and the watch was on your Form 383, you will be allowed to keep it. Battery watches from other federal institutions must be mailed from the institution when they no longer function, if a battery is unavailable in the Commissary.

An inmate photo identification card will be issued in R&D at the time you arrive, and must be carried with you at all times.

The schedule of where you should go and when you should be there is posted on your unit bulletin board. This schedule is called a "Call-Out Sheet," and it is issued every work day. You are responsible to report and arrive on time or receive disciplinary action.

If you are transferring from another institution and your funds have not been received within 30 days, contact the Business Office via a Cop-Out to follow up on the whereabouts of your funds.

MAIL REGULATIONS: 1. **General Correspondence:** All incoming general correspondence will be opened and inspected by the Mail Room Officer. Incoming general correspondence will be read, as necessary, to maintain security or monitor a particular problem confronting an inmate. Outgoing general correspondence can be sealed by the inmate and may be inspected by the staff prior to mailing if under the inmate is under investigation. (See paragraphs 2 and 3 below for special mail procedures.) All outgoing correspondence will be required to have a complete return address (no abbreviations) to include the following information:

Inmate's committed name
Register Number
Federal Correctional Institution
9595 West Quincy Avenue
Littleton, CO 80123

Incoming and outgoing mail may be rejected for the following reasons:

- a. If there is reason to believe it would interfere with the orderly running of the institution, if it would be threatening to the recipient, or if it would facilitate criminal activity.
- b. If the inmate is on a restricted correspondence list as established by the Warden.
- c. If the correspondence is between inmates of different institutions and there is no correspondence approval on file, the respective Unit Manager will be the approving official for inmates who are both housed in federal institutions. The Warden will be the approving official for correspondence privileges with an inmate in state custody.
- d. If the outgoing mail does not indicate a complete, correct return address with no abbreviations (see above). You are solely responsible for the content of letters you mail.

2. **Incoming Special Mail:** All Special Mail (mail from the President and Vice President of the United States, Attorneys, Members of the U. S. Congress, Embassies and Consulates, the U. S. Department of Justice [excluding the Bureau of Prisons, but including U. S. Attorneys], other Federal Law Enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U. S. Courts [including U. S. Probation Officers], and State Courts) will be opened in the presence of the inmate for inspection for contraband and to ensure it is indeed Special Mail. If the envelope does not bear appropriate identification as Special Mail, it will be opened and inspected prior to being delivered.

3. **Outgoing Special Mail Procedures:** FCI inmates must deliver their outgoing special mail directly to the mail room staff Monday thru Friday during the open house hours 10:30 a.m. to 11:45 a.m. On Saturday, Sunday, and holidays inmates must deliver this outgoing special mail to the compound officer at 10:30 a.m. to 11:45 a.m. at the compound work station. Inmates housed in the special housing units will deliver this outgoing special mail to the Unit Officers. Staff receiving this special mail will ensure the inmate delivering this mail is the same inmate reflected in the return address section. Inmates must have a return address consisting of the: Inmate's name, register number, name of institution (must be spelled out), street address to include city, state and zip code. Once staff determines the correct identity of the inmate delivering this special mail matches the return address, they will initial the back of the envelope and place it in the secured special mail depository located in front of the mail room for further processing. SHU Officers will separate this outgoing special mail from the outgoing general correspondence mail and place it in the daily outgoing mail bag. Inmates may still seal their outgoing special mail before submitting directly to staff. However, outgoing special mail submitted without an accurate return address will not be further processed, but rather returned immediately to the inmate. Inmates attempting to send outgoing special mail under another inmate's return address should be considered for disciplinary action.

Outgoing special mail weighing 16 ounces or greater will be processed as a package. Outgoing special mail weighing 16 ounces or greater must be processed as a "package" according to Bureau program Statement No. 5800.16, Mail Management Manual. Specifically, this requires using Form BP-329, Request - Authorization to Mail Inmate package. Inmates may still seal their outgoing special mail before submitting directly to staff for further processing, and it will not be opened unless contraband is apparent as a result of electronic scanning.

Electronic Scanning of Outgoing Special mail. All outgoing special mail will be scanned by electronic means including, but not limited to, x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing special mail by these methods may occur outside the inmate's presence. Electronic scanning is for the sole purpose of identifying harmful materials, and cannot be used to read or review the content of outgoing special mail communications.

In the event suspected harmful materials are identified by electronic scanning, all necessary safety precautions must be taken to further inspect the potentially harmful materials. If the presence of harmful materials is confirmed, appropriate action should follow, e.g., confiscation of the harmful materials and investigation for possible inmate disciplinary or criminal charges.

Insofar as possible under these circumstances, confiscated outgoing special mail should not be read by staff, and inmates must be informed as soon as possible of its disposition. Whenever possible, special mail should be returned to the inmate for re-sending.

Special Mail may only be used for correspondence sent to the following: President and Vice President of the United States, the U. S. Department of Justice (including Federal Prison System), U. S. Attorney's Offices, Surgeon General, U. S. Public Health Service, Secretary of the Army, Navy, and Air Force, U. S. Courts (including U. S. Probation Officers), Members of the U. S. Congress, Embassies and Consulates, Governors, State Attorney General, Prosecuting Attorneys, Directors of State Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, and other federal and state law enforcement officers, attorneys, and representatives of the news media.

Outgoing Special Mail will have the following statement stamped on the back of the envelope: **“The enclosed letter was processed through the special mailing procedures for forwarding to you. The letter has been neither opened nor inspected. If the writer raises a question or problem over which this facility has jurisdiction, you may wish to return the material for further information or clarification. If the writer encloses correspondence for forwarding to another addressee, please return the enclosure to the above address.”**

4. **Postage:** If you are an indigent inmate, you may be issued stamps on a loan basis. Such requests must be reviewed by your Unit Manager. If you are loaned stamps, you will replace them (stamp for stamp) to the Unit Manager at your next commissary posting or within 30 days.

5. **Foreign Correspondence:** The institution will not maintain a supply of foreign stamps for inmates who correspond with people in foreign countries, but maintains a supply of greater denomination stamps for this correspondence. Normally, the stamps provided to indigent inmates will enable the inmate to receive the same service as those who correspond within the boundaries of the United States.

6. **Legal Correspondence:** Legal correspondence will be handled in the same manner as other Special Mail, other than the documentation required under Program Statement 5265.14, Correspondence. Inmates receiving legal mail will be summoned daily to the mail room for distribution. Special Housing Unit inmates will sign for and receive this mail from the mail room staff. Legal mail, which meets the criteria for Special Mail handling procedures, will only be opened in your presence and be inspected for contraband before being given to you.

The institution has no obligation to send correspondence via special handling or certified mail. If you wish to send mail by special handling or certified, you will have to contact the mail room for proper forms and processing. All costs for special handling will be paid for by use of U. S. postage stamps in addition to regular costs of mailing. Inmates wishing to mail a BP-10 or BP-11 (Administrative Remedy Appeals) and related materials will normally pay postage.

7. **Correspondence Between Inmates:** You may correspond with persons confined in other penal institutions only if they are immediate family members or the correspondence involves legal matters in which both parties are currently involved. Requests for such correspondence are considered valid by the Unit Manager only after securing approval from the other institution, and will always be inspected and read by the staff at the sending and receiving institutions. Correspondence between inmates from Federal to State or local institutions must be approved by respective Wardens at each institution.

8. **Packages:** With prior written approval from your Unit Manager, release clothing may be mailed to you from an outside sender providing they contain authorized materials. Religious materials may be sent upon authorization by the Chaplain and education materials by the Supervisor of Education.

9. **Subscriptions:** Magazine and newspaper subscriptions you were receiving at other federal institutions are normally accepted here; however, you should advise the publisher of your new address as follows:

Federal Correctional Institution
Your name and unit
Register Number
9595 West Quincy Avenue
Littleton, CO 80123

TRUST FUND FUNCTIONS: Trust Fund is responsible for the operation of the Commissary, Laundry, Inmate Telephone System, and Inmate Accounts.

COMMISSARY (INMATE FUNDS):

The Federal Bureau of Prisons centralized the processing of all incoming inmate funds. This required the establishment of a National Lockbox location. Inmate's families and friends may now send inmates funds through Western Union's Quick Collect Program. **All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays).** Funds received after 9:00 pm EST will be posted by 9:00 am EST the following morning. Funds sent to an inmate through Western Union Quick Collect may be sent via one of the following ways:

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

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

- 1) Inmate Register Number
- 2) Inmate Name
- 3) City code: FBOP
- 4) State code: DC

The current Commissary spending limitation is \$320.00 per month. The only items excluded from the spending limit are: postage stamps, nicotine replacement therapy (NRT) patches, OTC medication, copy cards and copy paper. In addition, kosher/halal shelf stable entrees are excluded from the spending limit for inmates who are in FRP Refuse status. The maximum purchase for postage stamps is the present value of 1 book.

Hobby Shop items may be requested by using CMS Form 22. Items purchased in this manner are included in the spending limitation within the guidelines outlined above. Final approval for the purchase of Hobby Shop items lies with the Captain, Recreation Supervisor, and your Counselor. Commissary Sales Unit hours and procedures are posted in each unit. Price lists of items are updated and distributed approximately every 3 months. Any price changes which occur during the 3 months will be posted in the Commissary Sales Unit. Commissary hours are posted on the unit bulletin boards and are updated on an as needed basis.

INMATE TELEPHONE SYSTEM: FCI Englewood utilizes the Telephone Voice System. Prior to making a phone call, you will need to establish your voice on the system. You will need to dial 111 on the telephone and then enter your telephone PIN and follow the directions. You will be asked to record your voice twice in the same manner and every time you access the system thereafter. You will be allowed up to 30 telephone numbers which you may add, delete and edit using TRULINCS (Trust Fund Limited Inmate Computer System). Specific instructions for use of the phone system are posted on bulletin boards located in your housing unit.

TRULINCS is a multifunctional computer system which allows inmates to send and receive electronic mail, manage contacts and inmate accounts. This includes adding funds to TRUFONE and TRULINCS from the inmates TRUFACS (commissary) accounts. The system also provides legal materials and resources to research legal matters. An electronic billboard called Local Documents may be accessed to keep the inmate population informed of schedule changes, menu changes and general information to the inmate population. The inmates register, pac and pin numbers are required to use this system.

To use the phone an access code (PAC) is required. Do not allow other inmates to know your PAC. Report a compromised PAC immediately to unit staff. All PACs will be delivered in a confidential manner. All phone calls are monitored and recorded. Contact your Counselor should you require an unmonitored attorney telephone call. Three-way calls are not authorized and will result in disciplinary action. Inmates are limited to 300 minutes per month in any combination, i.e., collect or direct calls. Once the recipient blocks a telephone number, the recipient can unblock the number only when he or she sends in a written request for reinstatement. To ensure the called party's identity, the request for reinstatement must include a copy of a recent telephone bill. Trust fund staff will process this request expeditiously.

VISITING REGULATIONS: Visiting is encouraged. As soon as possible you should submit a list of potential visitors to your Counselor. Immediate family members are ordinarily approved without question. Relatives and friends may also be approved if the proper forms are completed. You may request a copy of your approved visiting list at any time from your Counselor. Business may not be conducted during visits. Visits with pastors, attorneys of record, and former business associates will be arranged and approved through the Counselor, but you must provide sufficient notice to allow time for approval. If emergencies or unusual situations occur which require special visitors, you must get the advance approval from your Unit Manager. Any effort by an inmate or visitor to evade the rules and regulations of the visiting room may not only result in the denial of future visits, but legal action may be taken against inmates and/or visitors.

1. **Visiting Hours:** Visiting hours are from 8:30 a.m. to 3:30 p.m. on Saturday, Sunday, and federal holidays. Weekday visiting is conducted on Monday and Friday between the hours of 5:00 p.m. and 9:00 p.m. Visitors must present a valid drivers license or other Government issued identification.

2. **Number of Visitors:** Due to limited visiting space, inmates will be allowed only three adult visitors per visit. Small children will not be counted toward the total. Requests to have more than three persons for a visit should be submitted on an "Inmate Request to Staff" form, through the Unit Manager, then through the Captain for final approval.

3. **Procedures for Disapproving Proposed Visitors:** Staff shall give consideration to the nature, extent, and recentness of proposed visitor's criminal conviction in determining visiting privileges. If the Unit Team determines there are security or management concerns, a justification memorandum must be submitted to the Warden for approval or disapproval.

4. **Special Visits:** The Captain will be the final approving official for all special visits. Inmates will submit an "Inmate Request to Staff" form to their Correctional Counselor when they want a visit from a person not on their visiting list or who is not a member of the immediate family. The potential visitor will be subject to a NCIC check. The waiting period for a special visit request is approximately 90 days. The Correctional Counselor will research the legitimacy of the request and recommend it to the Unit Manager and Captain, with either approval or disapproval. Family members requesting to visit a hospitalized inmate shall be approved in advance by the Warden. Family members will be required to complete a title 18 at the hospital before visiting. Local hospital visiting regulations will be followed. The staff member arranging the Special Visit will be responsible for supervising the visit.

5. **Receiving Items from Visitors:** You are not allowed to receive letters, packages, chewing gum, tobacco products, gifts, etc., during a visit. Visitors should not attempt to bring the above items into the institution. You may share only food and drink items your visitor purchases from the vending machines in the visiting room.

6. **Proper Attire for Inmates During Visits:** You must wear a khaki shirt, khaki pants, and institution issued shoes and belt.

7. **Visitor Visiting room attire:** The following clothing items worn by visitors will not be tolerated and may be grounds for the visit to be denied: Mini skirts, see-through clothing, halter tops, tank tops, tube tops, skirts above the knee, form fitting clothing, sexually provocative or suggestive clothing, Religious head gear will be allowed in the visiting room.

8. **Physical Contact:** Physical contact between inmates and visitors will be limited to an embrace and kiss at the beginning and end of each visit and holding hands during the visit. No other contact is permitted. Violations will cause the visit to be terminated and/or disciplinary action.

9. **Visitor's Children:** Visiting parents have the responsibility of providing proper supervision and control of visiting children. Unsupervised children may result in termination of the visit.

10. **Termination of Visits:** When the visiting room reaches seating capacity, the #1 Visiting Room Officer will consult with the Operations Lieutenant prior to terminating any visits. The Operations Lieutenant will be responsible for terminating visits at the FCI. Visiting privileges of inmates with local visitors will be

terminated first. Distance to the institution will determine other terminations. If additional space is needed, visits of those individuals who have been visiting the longest will be terminated. Staff should try to avoid terminating visits of those individuals who traveled from out of state.

11. **Ion Drug Detection Unit:** An ion drug detection unit is located in the front lobby of the FCI. Staff members trained to operate the equipment will randomly test visitors for traces of having come in contact with narcotics. Those visitors who test positive for narcotics will not be allowed to visit for that day. Visitors who continue to test positive could lose visiting access. A notice is placed in the front lobby to notify all visitors of the possibility of being tested.

12. **Transportation Assistance for the FCI:** The Federal Correctional Institution is located southwest of Denver in Littleton, Colorado. The exact address of the institution is 9595 West Quincy Avenue, Littleton, Colorado 80123 (303-985-1566). The institution is located south of Hampden Avenue (also known as Highway 285), approximately 1 mile. Exit south off Hampden onto Wadsworth Blvd. or Kipling Street to get to the institution. At the intersection of Wadsworth Blvd. and Quincy Avenue, turn west (towards the mountains) and drive approximately 1½ miles. The institution will be on the north side of Quincy. At the Kipling and Quincy Avenue intersection, the institution can be seen just to the east (away from the mountains).

Denver International Airport (DIA) is located on the northeast side of Denver and FCI Englewood is approximately 50 miles from the airport. Directions from the airport are: Take Pena Blvd. south to I-70 west, to Wadsworth Blvd. south, to Quincy Avenue west.

13. **Lodging and Transportation:** FCI Englewood is located in the metropolitan area of Denver, Colorado, and many lodging accommodations exist. Refer to the yellow pages for lodging and transportation information.

OFFICIAL COUNTS: Our official counts are timed to minimize interference with institution activities. Scheduled counts are held at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:15 p.m., 10:00 p.m., and 10:00 a.m. on weekends and holidays. Other counts are held on an unscheduled basis to ensure institution security. Violations of the count procedures are treated as serious misconduct.

When count is called, you must be in your assigned area. You should remain in your area until you are told the count has been cleared. The 4:15 p.m., 10:00 p.m. and 10:00 a.m. weekend counts are “stand-up” counts.

If you are on “Out Count,” e.g., Food Service, please provide your name and unit to the counting official so the “Out Count” may be reported promptly.

RELIGIOUS SERVICES: Staff Chaplains coordinate the resources to meet your spiritual needs. Protestant and Catholic services are held on a regular basis. Community clergy and volunteers meet with those individuals belonging to various religions as represented by the needs of the inmate population. Group and individual religious counseling, instruction classes, correspondence courses, music programs, and fellowship groups are held to provide religious study and knowledge, and to instill religious principles which deal with daily living. In all, over 50 volunteers work with the Religious Services Department in providing you service. Chapel staff coordinates with community-based programs to provide services and support to inmates.

Personal religious items must be approved by the Chaplain.

For specific hours and services available, schedules are posted in the housing units as well as at the chapel.

INMATE REQUEST TO A STAFF MEMBER FORM: If you want to see a staff member, Inmate Request Forms or “cop-outs” are available. The forms are available in the unit officer’s station or your Correctional Counselor’s office. You are encouraged to speak directly to unit staff first to resolve issues or clarify rules/regulations. Inmate Request to Staff Member forms soon to be added as a TRULINCS accessible function.

WORK DAY: The work day varies from detail-to-detail; however, the majority of inmate work assignments are between the hours of 6:30 a.m. and 3:00 p.m. This schedule applies Monday through Friday for the majority of the inmate population. Some inmates work later or earlier depending on their detail assignments. Saturdays and Sundays are the normal days off.

RECREATION/LEISURE TIME ACTIVITIES: The institution has a recreation yard, gymnasium, weight room, hobby shop, music room, and wellness center. A six-month schedule is published for all leagues and recreational activities. Special events, tournaments, and entertainment are sponsored by the Recreation Department on each holiday.

Recreational activities are available 7 days per week, 6:30 a.m. to 8:00 p.m., Monday thru Friday and 7:00 a.m. to 8:00 p.m. on weekends and holidays. During good weather, the Big Yard will be open from 6:30 a.m. to 10:00 a.m. and 10:30 a.m. to 3:30 p.m. and after the 4:15 p.m. count clears until dusk.

The gymnasium is normally closed during the spring and summer but is opened during the winter and inclement weather days. The hours, when open, are immediately following the 4:15 p.m. count until 8:00 p.m. and on the weekends and holidays after the brunch meal until 3:30 p.m. and again following the 4:15 p.m. count until 8:00 p.m. Wellness equipment will be used on a first-come, first-serve basis. A sign-up sheet is located in the wellness room.

Arts and Crafts Programs: This institution offers an Arts and Crafts Program 7 days a week on leather, fine arts, pottery, painting, beading and ceramics. The Hobby Shop is opened weekdays from 6:30 a.m. to 8:00 p.m., and is open weekends and holidays from 7:00 a.m. to 8:00 p.m.

Notice to all inmates: Any inmate found to be participating in any type of prohibited act or commits a prohibited act while in any Recreation area will be restricted from participating in any Recreation program to include using Recreation equipment for a period of time to be determined by the Supervisor of Recreation and or Supervisor of Education. If any of the weights are used in an act of violence toward a staff member, volunteer, another inmate and/or self, the weights will be removed. Weights and/or any equipment concerning the weights cannot be repaired if broken or worn. Such equipment must be removed immediately.

Electronic Law Library: The Education Department makes every effort to provide reasonable access to legal materials. The Electronic Law Library is maintained and coordinated by the Education Department and is located in the Education Building adjacent to the Leisure Library. Inmates may purchase typewriter ribbons from the commissary. In addition, if an inmate is determined to be indigent, the Supervisor of Education will make legal copies. The number of copies will be predetermined and the inmate must provide proof of an imminent court deadline.

Leisure Library: The Leisure Library is located in the Education Department, adjacent to the Law Library. The library has leisure library books, a video library collection, newspapers, and magazines for inmates to read and view. The library also has various tapes and video courses in finance, budgeting, psychology, self-help, and job searches.

The Education Department also provides the opportunity for inmates to obtain leisure library materials not otherwise available at FCI Englewood, through the Jefferson County Public Library Inter library loan System. An inmate may complete an Inter library loan form and submit it to the Education Department to request library materials from the Jefferson County Public Library System. Hours to pick-up books are 6:00 p.m. to 8:00 p.m. Thursday nights and only with the Inter-library loan coordinator.

Law and Leisure Library hours of operation are as follows:

Monday - Friday	7:00 a.m. to 10:00 a.m. 12:00 p.m. to 3:00 p.m. 6:00 p.m. to 8:00 p.m.
Saturdays	7:00 a.m. to 3:00 p.m.

There is an out count available for Saturdays. You must sign up with the Education Tech by Thursday at 2:00 p.m. in order to be considered for the out count. You must present your I.D. to the staff member working that Saturday and you may go to lunch only during last call. Any violation of this out count will restrict an inmate from future out counts.

Educational Programs: Various programs are offered to allow inmates opportunities for achieving higher academic levels and acquiring skills in vocational/technical areas. If you do not have a marketable skill, you are encouraged to participate in at least one of these programs.

Educational programs currently offered are:

General Education Development (GED)

English as a Second Language (ESL)
Post-Secondary Education (correspondence course)
Parenting
Adult Continuing Education (ACE)
Pre-Release
Occupational Vocational (VT Business Education)
Resource Center ACE/Pre-release classes

Arapahoe Community College Certificate Programs (you must pass all entrance exams)

The TRULINC system will allow you to view various flyers and announcements via the Local Documents located in the system. To enroll in any of the programs offered, an Inmate Request to Staff Member (cop-out) must be submitted to the Supervisor of Education.

An inmate subject to the Violet Crime Control and Law Enforcement Act of 1994 (VCCLEA) or Prison Litigation Reform Act of 1995 (PLRA) and lacks a high school credential or proof of a high school or GED credential must participate in and make satisfactory progress in the Literacy Program to earn and vest the maximum amount of Good Conduct Time (GCT). At a minimum, an inmate must attend 240 hours of the literacy program. An inmate subject to VCCLEA or PLRA who refuses to enroll in the literacy program, drops out of the program, or receives an incident report for committing a prohibited act in the literacy program will receive an unsatisfactory progress assignment. In order to return to a satisfactory status, an inmate must complete 240 instructional hours following the date which they were placed in unsatisfactory status.

FOOD SERVICE:

Meals are served cafeteria style. Every attempt is made to ensure that each meal is tasty, attractive, and nutritious. Dining hours are as follows:

Breakfast: 6:00 a.m. Food Service opened.

Lunch: All departments will be dismissed when called by the Operations Lieutenant, starting at 10:30 a.m., Monday through Friday.

Dinner: Immediately following the cleared 4:15 p.m. count.

UNICOR East will be called first on even months followed by UNICOR West. On odd months UNICOR West will be called first followed by UNICOR East. Then Education and Recreation is called followed by Facilities, Laundry, and Inside Landscape. The units will be called last. The units will be called based on the sanitation inspection.

The evening, weekend brunch and dinner rotations are based on unit weekly sanitation inspections and are conducted by the Institution Duty Officer.

Weekend and Holiday Schedule

Coffee House: 7:00 a.m. Food Service opened.

Saturday Brunch 10:30 a.m. - 11:30 a.m.

Brunch in accordance with dinner schedule as listed above.

No one will be permitted to wear tank top shirts, open-toed sandals, hats, coats, or shoes without socks in Food Service. You will be required to wear khaki pants, shirt, boots, and a belt during the lunch meal.

PERSONAL ITEMS AND HYGIENE: Toiletries including razors, shaving cream, toothpaste, toothbrush, hand soap, shampoo, and a comb are provided by the institution. These and other such items may also be purchased from the commissary. Personal hygiene items may be picked up at the laundry. The procedures for picking up personal hygiene items are as follows:

Personal hygiene items will be picked up on Fridays from 6:15 a.m. to 7:30 a.m. For a.m. food service workers, hygiene items can be picked up at 11:45 a.m. to 12:15 p.m.

Inmates assigned to the East Unit will be issued (2) orange laundry bags upon arrival. They will be able to turn in their laundry bags for washing every Monday and Wednesday between 6:15 a.m. to 7:30 a.m. and pick up their bags the following day at the same time. West Unit inmates will be issued white laundry bags (2) and will be allowed to turn in their laundry bags for washing every Tuesday and Thursday between the hours of 6:15 a.m. to 7:30 a.m. and pick them up the next day at the same time. All inmates will be able to wash their clothes twice weekly. Inmates will turn their bags in at the food service foyer and pick them up at the main laundry. Linen exchange will be held at the main laundry every Friday between 6:15 a.m. to 7:30 a.m. for all inmates.

Inmates will be able to exchange (2) sheets, (1) pillow case (one for one exchange). On the last Friday of every month, both linen and blankets will be exchanged on a one for one exchange.

Any altered clothing is contraband and will be confiscated.

Your individual preferences as to the type of haircut as well as mustaches, beards, and sideburns are permitted as long as they are kept clean and neatly trimmed and will not cause a disruption among the inmate population.

SHAKEDOWNS AND CONTRABAND: Contraband is defined as anything that is:

1. Not purchased in the commissary.
2. Altered.
3. Not authorized or issued by a department head or staff member.
4. Not issued through Receiving and Discharge.

While you and your property may be searched at any time by a staff member, staff will respect your person and property. Contraband control is a major concern and you must help to control it by not having unauthorized property, property which may become a sanitation problem, or considered a fire hazard. Such property will be confiscated.

SELF IMPROVEMENT PROGRAMS: All self-improvement programs have the goal of helping you help yourself. Whether they are to teach you vocational skills, academic skills, or show you ways to deal with anger, fear, drugs, sexual issues, or authority, they can help if you care enough.

PRODUCT SUPPORT CENTER/FEDERAL PRISON INDUSTRIES:

Inmates interested in a Product Support Center work assignment should contact their Case Manager. The Case Manager is responsible for initiating the application for the Industries Waiting List. Inmates with prior UNICOR experience may be added to the prior UNICOR list (if they weren't transferred for disciplinary reasons) and receive accelerated consideration for employment. For those inmates with significant financial obligations, contact your Unit team to be considered for advanced standing on the waiting list. In accordance with Bureau of Prisons policy, all Product Support Center workers must have a high school diploma or a General Equivalency Diploma.

JOB ASSIGNMENTS: There are numerous job assignments to meet the needs of the institution and provide an opportunity for you to learn employable skills and positive work habits. All inmates are required to work unless they are medically exempt. Normally, you will be given an initial job assignment upon completion of your Admission and Orientation Program.

The Unit team makes all job assignments and job changes. Occasionally, it may be necessary to assign you to a job based on institution needs; however, priority will be given to your requested assignment when possible.

A job assignment is an important part of your program and work reports are submitted by your supervisor regularly. Many jobs offer an opportunity for learning skills in specialized areas such as plumbing, electric maintenance, and business procedures.

COMMUNITY PROGRAMS: Residential Reentry Centers (RRC) are located in major metropolitan centers throughout the United States. These centers have been very successful in helping inmates return to their communities. We carefully scrutinize inmates who may qualify for placement in a halfway house program. The programs of the RRCs emphasize responsibility, steady work, and gradual reintegration into the community. If you are transferred to a RRC you will work in the community and return to the center during off-duty hours. You are considered for RRC placement 17-19 months from release. Ordinarily, you are not eligible for placement in a RRC if you have a detainer, if your presence in the community might bring adverse criticism to you or the federal government, or if your institutional adjustment is poor. Additionally, refusal to participate in the Release Preparation Program (RPP) or the Financial Responsibility Program (FRP) will affect eligibility for or length of participation in community based programs.

REENTRY PROGRAM: Reentry begins at from the time an inmate is incarcerated into their post-supervision. The reentry program provides inmates the opportunity to prepare themselves to successfully reenter the community. The inmate needs to invest in his own plan to reenter the community. FCI Englewood provides inmates the opportunity to participate in programs and provide resources to assist them to successfully reenter the community. Each inmate should receive an Inmate Skills Development Plan

which provides the inmate an overview of their deficits and skills. Unit Team and the inmate should devise a plan to assist the inmate integrate back into the community. The Inmate Skills Development Plan identifies nine skill areas to assist inmates successfully reenter the community. The nine skill areas are: academic skills, vocational/career skills, interpersonal skills, mental health skills, wellness skills, character skills, cognitive skills, leisure time skills, and daily living skills. Inmates should address their own deficits by participating in programs, using the Career Resource Center, and working with their Unit Team.

TREATY TRANSFERS: If you are a citizen of a foreign country and you wish to complete your sentence there, you may request this through your unit team. Be prepared to contact the nearest consular office to inform them of your desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate so that the consular office can begin verification of citizenship and expedite your application. To be eligible, you must normally not be serving time for civil contempt, political, military, or immigration offenses. If interested, read Program Statement 5140.40, Transfer of Offenders to or from Foreign Countries, or discuss with your unit team.

GENERAL INFORMATION: **Performance Pay:** Performance pay will be awarded to inmates who have demonstrated satisfactory work and performance. Pay is awarded by job classification pay grade level and is paid by the hour. Bonuses may be given at up to 50% of the amount paid for outstanding work.

Lump Sum Award: Lump Sum Awards may be given for actions or duties which are beyond the limits of how you are expected to perform in your regular work assignment. They may be for satisfactory performance of unusually hazardous assignments, acts which protect lives of employees, inmates or the property of the United States, or suggestions which result in the substantial improvement of FCI Englewood programs or financial savings.

Safety and Sanitation: The mission of the Safety Department is to provide a safe and sanitary environment of the highest standards for all inmates. The department serves as a consultant to department heads and line supervisors by emphasizing safety awareness and clarifying and enforcing policies relative to occupational safety and health standards, codes, rules, and regulations.

The Safety Manager has the responsibility of investigating and coordinating all pertinent reports relative to inmate injuries; conducting safety and sanitation inspections throughout the institution, assisting in obtaining appropriate personal protective equipment to carry out a safe operation; supplying safety literature, articles and brochures; and planning, coordinating, and directing job efficiency safety training sessions. The Safety Manager is also responsible for the institution fire protection and suppression program.

Smoking: Smoking is prohibited in the institution.

Financial Responsibility Program (FRP): The Financial Responsibility Program (FRP) is offered to inmates to assist them in meeting their court-ordered financial obligations. These may include assessments, fines, restitution, child support and alimony, or other judgments against you ordered by a court. Based upon your financial ability, a FRP payment plan will be established between you and your Unit team members. You are expected to abide by this FRP contract. FRP is a voluntary program; however, failure to make adequate progress in meeting your financial obligation may result in being placed in FRP REFUSAL status. Should you be placed in FRP REFUSAL status, program and employment restrictions will be placed on you. Please review the Inmate Financial Responsibility Program Statement for additional information, or feel free to contact a member of your unit team for assistance.

Inmate Organizations: The following inmate organizations, open to all inmates, are approved to operate at FCI Englewood: United Culture Tribes and Gavel. Inmate organizations are authorized to sponsor activities with written approval from the Warden. Various types of activities are possible; to include events held in conjunction with nationally recognized cultural holidays. Refer to the Program Statement on Inmate Organizations for more information.

MEDICAL CARE: The Health Services Department conducted an intake screening examination when you arrived at this institution. Within 14 days you will be given a complete physical examination if you have not had one at another Bureau of Prisons facility. Routine sick call screening, including dental problems, will be held in the Health Services Department between 6:00 a.m. and 6:30 a.m. weekdays (except for Wednesdays), with your ID card. Each inmate requesting an appointment will be scheduled to be seen by their primary care provider (PCP) as needed. Emergency treatment is conducted on an as needed basis. Inmates will be charged \$2.00 co-pay for medical care initiated at their request, such as sick call or after

E-mail: complaint@jointcommission.org

Fax: (630) 792-5636

Mail: Office of Quality Monitoring

The Joint Commission

One Renaissance Boulevard

Oakbrook Terrace, Illinois 60161

Patient's Rights and Privacy: The patients of this facility have the following rights and the utmost will be done to protect these rights:

- (a) No person shall be denied impartial access to treatment or accommodations that are available and medically indicated, on the basis of such considerations as race, color, creed, or national origin.
- (b) Every individual who enters this hospital for care retains the rights to privacy and these rights shall be protected, in accordance with the Privacy Act of 1994 and the Freedom of Information Act.
- (c) The individual's dignity is reflected in the respect accorded by others to his need to maintain the privacy of his body. To the extent possible, given the inescapable exposure entailed in the provision of needed care, the patient shall be aided in maintaining this privacy.
- (d) The patient has a right of confidentiality of his disclosures and shall be afforded the opportunity to communicate with the physician in confidence. However, institutional staff may have access to the medical record on a need-to-know basis.
- (e) The patient has the right to communicate with those responsible for his care to receive from them adequate information concerning the nature and extent of his medical problems, the planned course of treatment, and the prognosis. In addition, he has a right to expect adequate instruction in self-care in the interim between visits to the hospital.
- (f) In the case of language or cultural differences, all care will be taken to see that communication between the patient and those responsible for his care is adequate.
- (g) The inmate has the right to refuse being seen by a student or trainee.
- (h) The inmate has a right not to be used for medical, pharmaceutical, or cosmetic experiments.
- (i) The inmate has a right to have pain issues addressed by appropriate, indicated methods.
- (j) The inmate has the right to file grievances pertaining to medical care with no repercussions.

Patient's Medical Responsibilities: All inmates must assume the following responsibilities when requesting medical care or evaluation:

- (a) Provide a chief complaint.
- (b) Provide an accurate and complete history of past and present illness, including degree of pain.
- (c) Provide an accurate and complete history of hospitalization.
- (d) Provide an accurate and complete medication history.
- (e) To report at scheduled time for appointment and wait patiently to be seen.
- (f) To follow treatment plans as prescribed unless they sign a refusal of treatment.
- (g) Be sure they fully understand consequences prior to refusing treatment.
- (h) Follow all institution rules and regulations about patient care and conduct.
- (i) Consider the rights and privacy of other patients and staff.
- (j) Respect other's property.
- (k) Conduct self in a respectful manner.
- (l) Inform the Health Services staff of any adverse reaction to medication or change in condition.
- (j) Report a complaint with no repercussions.

Psychology Services: The Psychology Services Department provides mental health services to the inmate population. These services include, but are not limited to, suicide prevention, crisis intervention, treating the mentally ill, psychiatric medication referrals, psycho-educational groups, providing self-help materials, and individual brief counseling. Additionally, the Psychology Services department offers several intensive programs that comprise the Residential Drug Program, Non-Residential Drug Program, Drug Education Program, and the Non-Residential Sex Offender Treatment Program.

If you are new to the Bureau of Prisons, a Psychologist will interview you within fourteen upon arrival. The Psychology Department will provide an **intake interview summary** report to your Unit Team. This

information, in turn, will translate into program recommendations beneficial to you, when applicable.

Suicide prevention has central importance to everyone working in a correctional environment. Staff is trained to respond expeditiously to any high risk suicidal behavior. You have an important role, as well. As part of the “eyes and ears” of the institution, you are encouraged to report any at-risk suicidal behaviors to staff. Such behaviors include hopeless statements, low energy, not engaging in enjoyable activities, loss of appetite, and suicidal statements. A psychologist is available at all times to address any suicide concerns or other mental health crisis situations. Just report any such immediate concerns to the unit officer, work detail supervisor, lieutenant, psychologist, or other available staff.

1. Most people periodically experience serious problems of living and/or distressing mood. During a long incarceration, life problems may include divorce, family deaths, pre-release issues, depression and anxiety.

Time-Limited Individual Counseling is available on an as needed basis. Please send an inmate request form to the Psychology Department if you are interested in individual services.

2. Substance abuse is strongly connected to many federal crimes. The **Drug Education Program** is voluntary to all interested inmates. Classes focus on the consequences of drug addiction that negatively impact mind, body, work, relationships, and society. Drug Education classes range from twelve to fifteen hours in length. The Non-Residential Drug Treatment Program is also available to all interested inmates. In addition to examining the negative consequences of drug addiction, the program participant is treated individually in accordance with a signed treatment plan. Please send an inmate request form to drug abuse program staff if you are interested in these programs.

3. The **Residential Drug Abuse Treatment Program** is an intensive residential program available to inmates who qualify under strict guidelines established by congress. The program follows a modified therapeutic community model, meaning that participants work closely together while holding each other accountable in treatment. The participant is also treated individually in accordance with a signed treatment plan. The program lasts for nine months. Possible incentives include early release and six-month halfway house for those who qualify. Please send an inmate request form to the drug abuse program staff if you are interested in the program.

4. The **Non-Residential Sex Offender Treatment Program** is voluntary to all inmates who are convicted of a sex offense. The program is aimed at reducing the risk of offenders engaging in further related behavior. Inmates who do not have a sex crime can support the broader community by supporting inmates who elect to complete the program.

5. What you say to a mental health provider is confidential with a number of important limits or exceptions.

Standard Limits of Confidentiality include imminent danger to self or others; abuse of children, elderly, or the handicapped; court orders; information needed by Department of Justice staff.

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

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, is 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 may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

How Do You Report an Incident of Sexually Abusive Behavior? It is important that you **tell a staff member if you have been sexually assaulted.** 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 confidentiality 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 allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

Office of the Inspector General

P. O. Box 27606

Washington, D.C. 20530

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.

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 101/(A): Sexual Assault

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 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:

a. **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.

b. **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).

c. **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.

d. **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
950 Pennsylvania Avenue, NW Suite 4322
Washington, D.C. 20530-0001

Central Office

Federal Bureau of Prisons
320 First Street, NW
Washington, D.C. 20534

Mid-Atlantic Regional Office

302 Sentinel Drive, Suite 200
Annapolis Junction, Maryland 20701

North Central Regional Office

Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492

Northeast Regional Office

U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

South Central Regional Office

4211 Cedar Springs Road, Suite 300
Dallas, Texas 72519

Southeast Regional Office

3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099

Western Regional Office

7338 Shoreline Drive
Stockton, CA 95219

FRADULENT LEIN NOTICE: On January 7, 2008, the Court Security Improvement Act of 2007 added two new provisions to the Federal Criminal Code. Title 18 U.S.C. § 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. § 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person. "Covered person" includes court officers, jurors, witnesses, informants, and Federal law enforcement officers, including Bureau of Prisons staff. Documents which can be used to harass or threaten "covered persons," including the filing of a lien against such persons, can constitute violations of these criminal statutes. Such documents are contraband and are not authorized for inmate possession.

As a reminder, all inmates are prohibited from obtaining, possessing, or creating UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any "Covered Person" or their immediate family members. If you have a legitimate reason for possession of such information, e.g., you are a relative of a "Covered Person," you should notify your Unit Staff of this fact. If you are found to be in possession of these types of documents or information without authorization, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible federal criminal prosecution. You may use the administrative remedy process to challenge the confiscation or rejection of such materials.

INMATE GRIEVANCE PROCEDURES: 1. **Grievance Procedures:** You are encouraged to solve problems on an informal basis whenever practical; however, when this is not possible, you have resources available in the Administrative Remedy Procedures. The procedures require you to see your Counselor for an Informal Resolution Attempt Form. Your Counselor will listen to the nature of your complaint and summarize your statement. If the complaint cannot be resolved at this level, request a BP-9 to begin a formal grievance. This form, when completed should be forwarded to the Warden.

2. **Appeals from Discipline Hearing Officer (DHO):** When the DHO notifies an inmate of his decision; he will inform him of his right to appeal the decision to the Regional Office. Appeals must be filed no later than 20 days after written notice of the decision. An inmate wishing to appeal any disciplinary action imposed as a result of a hearing before the DHO, must use the procedure and forms provided for by Program Statement 1330.16, Administrative Remedy Procedures for Inmates.

RIGHTS AND RESPONSIBILITIES

In addition to the general conduct guidelines contained in this booklet, it is important for you to become acquainted with your rights and responsibilities in the prison community. There is also a list of prohibited acts and types of disciplinary action which may be taken if you violate any institutional rules. The rules of living quarters are designed to make clear what is expected of you on a day to day basis. If you have any questions about your rights and responsibilities, prohibited acts, or the disciplinary process, contact a member of your Unit Staff.

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.	1. You are responsible for treating inmates and staff in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
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 quarters, opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living to keep your area free of contraband, and to seek medical and dental care as you may need it.
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.	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 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.)	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.	7. It is your responsibility to use the services of an attorney honestly and fairly.
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 legal assistance program.	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. You have the right to a wide range of reading materials for educational purposes materials may include magazines and newspapers sent from the community, with certain restrictions.	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 right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.	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 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	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.

Prohibited Acts Disciplinary Severity Scale (541.3)

Refer to Program Statement 5270.09

- A. There are four categories of prohibited acts: Greatest, High, Moderate and Low Moderate. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first be found to have committed a prohibited act.
- B. Aiding another person to commit any of these offenses and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as "Escape" and coded 102A. Likewise, attempting the adulteration of any food would be coded 209A.
- C. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction requires that the inmate be first found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke suspensions of sanctions A through E. The DHO or UDC may execute, suspend, or revoke suspended sanctions F through M.

INTERFERENCE WITH STAFF MEMBER'S DUTIES

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, in its findings should indicate a specific finding of the level of the conduct and a comparison to an offense (or offenses) in that severity levels which the DHO or UDC finds is most comparable.

Example "We find the act of _____ to be of High Severity, most comparable to prohibited act 212, Engaging in a Group Demonstration.

GREATEST SEVERITY LEVEL

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

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).
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.

HIGH SEVERITY LEVEL

Description of Sanction - High Severity Level	
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.

PROHIBITED ACTS/HIGH SEVERITY LEVEL

200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
201	Fighting with another person.
203	Threatening another with bodily harm or any other offense.
204	Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.

205	Engaging in sexual acts.
206	Making sexual proposals or threats to another.
207	Wearing a disguise or a mask.
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
209	Adulteration of any food or drink.
211	Possessing any officers or staff clothing.
212	Engaging in or encouraging a group demonstration.
213	Encouraging others to refuse to work, or to participate in a work stoppage.
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.
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.

MODERATE SEVERITY LEVEL

Description of Sanction - Moderate Severity Level
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.

PROHIBITED ACTS/MODERATE SEVERITY LEVEL

300	Indecent Exposure.
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.
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.

LOW MODERATE SEVERITY LEVEL

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

PROHIBITED ACTS/LOW MODERATE SEVERITY LEVEL

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

CLOSING

The information provided in this publication is intended to answer a majority of your questions regarding inmate issues at FCI Englewood. If for some reason it does not answer your questions, your unit team members are available to assist you, and you are encouraged to work closely with them.