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HANDBOOK

FEDERAL DETENTION CENTER
9595 WEST QUINCY AVENUE
LITTLETON, COLORADO 80123
Updated 09-20-2011

UNIT STAFF

Bureau of Prisons institutions are organized into functional units. The Federal Detention Center Unit Team is comprised of the following:

UNIT MANAGER: The Unit Manager is responsible for the day to day management of the Unit. The Unit Manager ensures inmates are appropriately housed, security issues addressed and sanitation concerns well maintained. The Unit Manager will be accessible on a daily basis in both units.

CASE MANAGER: The Case Manager is a professionally trained individual who is responsible for preparing reports, i.e., Parole Commission, Program Reviews, etc., and briefing staff about your progress or adjustment at the FDC.

CORRECTIONAL COUNSELOR: The Correctional Counselor is an individual who can answer many of your questions e.g., visiting and telephone lists, commissary and may allow unmonitored legal telephone calls and requests for work assignments.

SECRETARY: The Secretary handles the clerical duties for the FDC and is an active member of the unit team.

SHIFT LIEUTENANTS: The Shift Lieutenant is responsible for the supervision of the correctional staff. Lieutenants make decisions concerning security issues, sanitation of the FDC and movement of inmates.

CORRECTIONAL OFFICER: The Correctional Officer is responsible for maintaining security of the unit, custody of inmates and ensuring inmates keep their unit both safe and sanitary. The Correctional Officer will often be your supervisor when you are working.

ADMISSION AND ORIENTATION PROGRAM

During your initial commitment to the Federal Detention Center, you will be given this booklet to read. During the first day of your arrival, you will be required to sign a form stating you understand the rules and regulations of the FDC and the functions of the unit team members.

You will be classified as a Pre-Trial or Holdover inmate:

Pre-Trial: Inmates awaiting arraignment, trial or sentencing.

Holdover: Inmates who are sentenced and are awaiting designation to a Federal Institution, on writ, and/or awaiting transportation to the facility to which they have been designated.

SANITATION

The Safety Department provides oversight to ensure a safe and sanitary environment of high standards for all inmates. All inmates are responsible for ensuring a safe and sanitary environment. Please inform staff when you observe problems in these areas

It is your responsibility to check your living area immediately after being assigned there and to report any damage or contraband to the Unit Officer. Inmates may be held financially liable and subject to disciplinary actions for any damage to institutional clothing and their personal living area. Each inmate is responsible for cleaning his cell daily. The Unit Officer inspects the cells throughout the day. Contraband includes anything not received through approved institutional channels and each inmate is responsible for keeping his living area free of contraband (any unauthorized item). Each inmate is liable and subject to disciplinary actions for any contraband found within his living area. (See Unit Rules and Regulations, posted on the unit bulletin board).

Common Areas: Although some individuals are assigned to clean the common areas of the unit, everyone is expected to help with the clean-up. There is absolutely no smoking permitted within the Federal Detention Center. For safety reasons, unit and cell rotations are conducted as necessary.

COUNTS

It is necessary for staff to officially count the inmates on a daily basis. The following is a schedule of times when the official counts are to be conducted: 12:01 a.m., 3:00 a.m., 5:00 a.m., 4:15 p.m. (standing count) and 10:00 p.m. (*standing count*). At the 4:15 p.m. and the 10:00 a.m. count on weekends and holidays, you must be standing by your bed, there are no exceptions.

PSYCHOLOGY SERVICES

If you feel you need to talk with a staff psychologist, submit a Acop-out@ to the Psychology Department or request to see the psychologist through the unit staff if an emergency exists.

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, are specially trained to help you deal with problems in this area.

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

What Can You Do if You Are Sexually Assaulted?

If you become a victim of a sexually abusive behavior, you should report it immediately to staff who will offer

you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you 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 confidentially report sexually abusive behavior if you are not comfortable talking with staff.

§ **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

§ **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

§ **Write the Office of the Inspector General (OIG)** which investigates 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

TELEPHONES

Telephones are located in each unit. Collect calls can be placed any time phones are available (6:00 a.m. to 9:45 p.m.), other than during official counts. To use the Inmates Telephone System, you will use the

computer, and place the contact information on your list. 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 PAC 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. Only 30 (thirty) telephone numbers can be added to your list. When this is completed, you will purchase phone credits through the ITS system. As long as you have telephone credits you can make calls, otherwise, you will have to call collect to anyone on the approved phone list. You are permitted 8 collect calls per month. The ITS method is the least expensive of the options available to you. All phone calls will be monitored. Legal and emergency calls should be arranged through your Correctional Counselor. Credit card calls, three-way calls, 1-800, and 1-900 calls are not authorized. Misuse of the telephones will result in disciplinary action. Telephone calls are limited to a 15-minute maximum per call. There is a 30-minute waiting period before the next call can be placed. Effective April 2, 2001, inmates are limited to 300 minutes per month in any combination, (i.e., collect or direct calls). Phone minutes re-validate on the same schedule as the commissary re-validation. See the schedule below.

I. FINANCIAL MANAGEMENT FUNCTIONS

Financial Management is responsible for the operation of the Commissary, Laundry, Inmate Telephone System, and Inmate Accounts.

A. COMMISSARY OPERATIONS, SALES, AND VALIDATION

OPERATIONS:

The Commissary allows you to purchase items to supplement what is already provided through the Institution i.e.: Food Service, Unit Supplies, R & D etc. The Commissary is provided to you as a privilege, it is not a right. This privilege can be taken away as part of the Disciplinary Sanctions Process. You can only conduct sales one time per week.

The F.D.C. Commissary schedule for regular sales is:

Tuesday	- A-Unit
Wednesday	- B-Unit
Thursday	- Sales for New Commitments & Court returns.

A completed commissary list must be brought to the Unit Officer by 9:45pm the day prior to your scheduled sales day. A Sales Unit member will pick up the commissary lists at 6:00 a.m. to fill the order. Once completed 8 inmates at a time will proceed to the commissary and receive their orders. Commissary Staff have

final authority over sales questions or discrepancies. If you have any further concerns direct them to the Trust Fund Supervisor.

VALIDATION: A spending limit of \$320.00 will be applied to every inmate's account. The time of Re-validation will be based on the fifth digit of your inmate number. The following are the dates for when you will be re-validated:

0's	1 st of Month	1's	4 th of Month	2's	7 th of Month
3's	10 th of Month	4's	13 th of Month	5's	16 th of Month
6's	19 th of Month	7's	22 nd of Month	8's	25 th of Month
9's	28 th of Month				

Items not affecting this spending limit are: stamps & ITS credits (inmate telephone system).

B. INMATE ACCOUNTS

POSTING OF FUNDS:

Inmate Performance Pay is posted on the 10th of the month. If the 10th falls on a Saturday, pay will be posted on Friday the 9th and if the 10th falls on Sunday pay will be posted on Monday the 11th. If Monday is a holiday, payroll will be posted on Tuesday the 12th.

WITHDRAWAL OF FUNDS:

If you wish to withdraw money to send home, you must initiate this through your unit team using a BP 199 (old Form 24). The BP-199 form is completed on the inmate computer account. Once printed the form is taken to your Unit Team for the appropriate signatures. The money will be sent out within seven days from receipt of the BP-199 (old Form 24) by the inmate account technician. Any questions regarding posting or withdrawals should be directed to the inmate account technician after the allowable time period.

C. CLOTHING ISSUE AND EXCHANGE

INITIAL ISSUE:

Inmates arriving at F.D.C. through R&D will be issued, one pants, one bedroll (consisting of 1 blanket, 2 sheets,

1 towel, 1 washcloth, 1 pillow case, soap, shampoo, toothpaste, toothbrush) from the R&D officer.

The inmate will then be taken to either A or B Unit where he will be issued the following clothing by the Laundry Orderly, supervised by the Unit Officer:

3 pairs of socks	3 underwear	3 pant	1 pair of clog shoes	3 pair of socks
3 t-shirts	1 jumpsuit	4 underwear	1 v-neck visiting shirt	

When inmates wear a jumpsuit, they are to be worn appropriately, around their shoulders. NO jumpsuits are to be partially on (ie. waist). Inmates may request an extra wool blanket October thru April only. Inmates may receive a cotton blanket, if approved by the Medical Department and only with a medical slip

Washing / Clothing procedures:

The F.D.C. has a Laundry Room Orderly for each of the respective units. The Laundry Room Orderly will wash institutional laundry for the inmates in the unit. The Orderly will assist the Unit Officer in issuing and exchanging laundry. He will also assist laundry staff in the exchange of sheets and pillow cases once a week. Blankets will be exchanged once a month.

Bedding will not be washed under any circumstances in the Unit Washers.

D. INMATE TELEPHONE SYSTEM:

PHONE ACCESS CODE (PAC):

Inmates are allowed 300 minutes per month in any combination, i.e. Collect or Direct.

You will be assigned a 9-digit Phone Access Code (PAC). The PAC is your confidential code.

Distribution of this PAC to other inmates is prohibited. If you believe your PAC has been compromised, contact your Unit Staff immediately. It will cost \$5.00 to replace your PAC.

To place numbers on your account your Unit Staff will provide you with the proper form. You may request up to 30 telephone numbers. Forward the Telephone Number Request Form to your Unit Staff for approval. They will then forward the Request Form to the ITS Staff.

U.S. Department of Justice
Federal Bureau of Prisons

Central Office

Washington, DC

March 15, 2004

MEMORANDUM FOR ALL TRUST FUND SUPERVISORS

/s/

FROM: Michael A. Atwood, Chief
Trust Fund Branch

SUBJECT: Western Union Quick Collect
Trust Fund Message Number: 32-04

Effective March 22, 2004, we are activating a new Western Union option for inmates= families and friends to send funds to all institutions. Inmate's families and friends will be able to send funds to inmates via a Western Union Quick Collect electronic funds transfer.

The attached information describes how funds can be sent. The transactions are conducted between the sender of funds and Western Union. Any questions or concerns from the general public regarding Western Union transfers should be directed to Western Union by the sender.

Transactions will only be processed if the sender submits a valid inmate name and register number. It is the responsibility of the sender to have the correct inmate name and register number. The sender will be notified immediately whether or not the transaction was successful. Western Union will electronically send these funds directly into the inmate's TRUFACS account within two to four hours after the transaction is completed by Western Union.

Western Union Quick Collect transactions will post in TRUFACS using the "Western Union - Transfer" Income Type. The accounting entry for the Western Union transfers will be identical to that used for the LockBox transfers.

Any questions or concerns with Western Union should be brought directly to the Trust Fund Branch, Deposit Fund Section. There will be no need for institution staff to ever contact Western Union directly.

You are encouraged to post the attached notice in the units and make them available in the Visiting Room.

If you have any questions or concerns, please contact me or Deposit Fund Section staff at (202) 307-0767.

Attachments

CC: All Regional Comptrollers

All Institution Controllers/Business Administrators

LockBox Procedures:

Your family and friends shall send all acceptable negotiable instruments to the Lockbox processing center.

Your committed name and eight digit register number must be identified as part of the address on the outside of the envelope and on all negotiable instruments. Business checks, cash, and any negotiable instrument not payable in U.S. dollars can not be accepted. Cash should not be sent through the mail. Your institution number must be placed on all checks and money orders sent in.

All funds will be received at the National Lockbox location at the following address:

Federal Bureau of Prisons

Insert Inmate Name

Insert Inmate Register Number

P.O. Box 474701

Des Moines, Iowa 50947-0001

EFFECTIVE MARCH 22, 2004

INMATE ELECTRONIC FUNDS TRANSFER - QUICK COLLECT

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

Please note that the inmate name and register number must be entered correctly, if the sender does not provide the correct information, the transaction cannot be completed. The City Code will always be: FBOP and the State Code will always be: DC.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

*Western Union will charge the public a \$9.95 fee for U.S. cash transfers up to \$5,000 processed at Western Union agent locations. Transfers via the telephone or internet have higher fees. Non-U.S. money transfers also have higher fees.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public).

VISITING REGULATIONS

Visitors must be approved by the FDC Unit Team prior to visiting and are generally limited to immediate family which includes spouse, parents, step-parents, foster parents, siblings, and children. Common-law relationships can be recognized with proper documentation. All visitors must be approved by a unit staff member.

Visiting room hours are as follows: Visiting at the Federal Detention Center is on an ODD/EVEN system.

A-unit inmates will visit on ODD calendar days and B-unit inmates will visit on EVEN calendar days.

Friday 5:00 p.m. to 9:00 p.m. (the last visitor is processed at 8:30 p.m.)

Saturday, Sunday and Holidays 8:30 a.m. to 3:30 p.m. (the last visitor is processed at 2:30 p.m.)

There will be no social visiting on Monday, Tuesday, and Wednesday.

Frequency of visits: Inmates will be allowed a total of 40 points per month. One point will be charged for each hour on weekdays and two points for each hour on weekends and holidays. Any visit exceeding 15

minutes is considered a full hour.

Number of visitors: Due to the limited visiting space, inmates will be allowed only three persons per visit. Small children, not yet walking, will not be counted towards the total of three. All visitors must be approved by the inmate=s unit staff before being allowed to visit. Visitors must present a valid drivers' license or other Government issued identification.

Staff will assign all seating.

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, tan or khaki colored clothing. Religious head gear will be allowed in the visiting room.

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

Contact in the Visiting Room: Handshaking, embracing and kissing are permitted only at the beginning and at the end of the visit. The only physical contact allowed during the visit is the holding of hands. Inmates with small children may hold them on their lap. Inmate and their visitors will not be permitted to visit with other inmates and their visitors, unless the inmates are directly related (brothers, father, son). Inmates will not be allowed out of their seats, except to be escorted to the lavatory.

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.

Special Visits: The Unit Manager 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 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.

Receiving Items from Visitors

Visiting room staff will not accept any articles or monies for inmates.

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.

Termination of Visits: When the visiting room reaches seating capacity, the #1 visiting room officer will consult with the Lieutenant prior to terminating any visits. The Operations Lieutenant will be responsible for terminating visits at the FCI. A Lieutenant will be responsible for terminating visits at the FDC and FPC. 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.

Transportation Assistance for the FDC: The Federal Detention Center 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 1/2 mile. Exit south off Hampden onto Kipling Street to get to the institution. At the intersection of Kipling Street and W. Lehigh Ave., turn left and follow the road to the right. The detention center is the brown brick building.

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 Kipling Street south, to W. Lehigh Ave.

Lodging and Transportation: FDC 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.

Vending machines: Visitors may purchase items from the vending machines and bring them back to the area to visit. The use of the machines is at the user's own risk. Do not rock or tilt machines. Inmates are not allowed at the machines at any time. One and five dollar bill denominations are authorized in the visiting room.

Children: It is the responsibility of the inmate and his visitor to control their children during the visit. Children will not be allowed to wander through the visiting room.

Smoking: Smoking is strictly prohibited inside the Federal Detention Center.

RELIGIOUS SERVICES

CHAPLAIN: The Chaplain provides religious services for both A-Unit and B-Unit. The schedule of religious services and activities is posted on a bulletin board in each unit. The Chaplains are also available for individual counseling.

Religious weddings are discouraged while you are in pretrial status, however, if you desire to marry, please contact your Correctional Counselor.

A religious diet called Common Fare is available to inmates. It is not available for simple dietary purposes, but is based on religious convictions. If interested, contact the Chaplain for assistance. Common Fare is pork-free, but not a vegetarian diet.

The Chaplain or unit staff may assist an inmate in making an emergency phone call due to death or hospitalization of a relative. The Chaplain, or unit staff, must first verify the emergency through the hospital, funeral home or law enforcement agency involved. All other emergency calls are to be made through your Correctional Counselor.

When available and on a limited basis, greeting cards and religious literature are distributed to inmates by the Chaplain. On a limited basis, the Chaplain assists inmates in ordering religious items and books through the commissary from approved sources.

INMATE REQUEST TO STAFF MEMBER

If you want to see a staff member, Inmate Request Forms or Acop-outs@ are available. The forms are available in the unit officers station or your Correctional Counselor=s office. You are encouraged to speak directly to unit staff first to resolve issues or clarify rules/regulations.

MEDICAL CARE

An intake screening examination will be conducted by the Health Services Department when you arrive at this institution. If you have medical and/or dental concerns, you should bring them to the Physician Assistant=s

attention. You must sign-up for sick call prior to receiving treatment. There is a \$2.00 charge for all Sick Call visits. Sick call is between 6:15 a.m. and 6:45 a.m. The Dentist is in on Tuesday and Thursday. While at this facility, you will only be provided emergency dental care. It is your responsibility to make these appointments.

PATIENTS RIGHTS AND PRIVACY

The patients of this facility have the following rights and the utmost will be done to protect these rights:

1. 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.
2. Every individual who enters this hospital for care retains the right to privacy and these rights shall be protected in accordance with the Privacy Act of 1994 and the Freedom of Information Act.
3. The individual's dignity is reflected in the respect afforded 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.
4. The patient has a right to 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 Records on a need to know basis.
5. The patient has the right to communicate with those responsible for his care and to receive from them adequate information concerning the nature and extent of his medical problem, 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.
6. 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.
7. The inmate has the right to refuse being seen by a student or trainee.
8. The inmate has a right not to be used for medical, pharmaceutical or cosmetic experiments.

INMATE RESPONSIBILITIES

All inmates must assume the following responsibilities when reporting for medical care or evaluation:

1. Provide a chief complaint.
2. Provide an accurate and complete history of past illness.
3. Provide an accurate and complete history of hospitalization.
4. Provide an accurate and complete medication history.
5. To report at scheduled times for appointments and wait patiently to be seen.
6. To follow treatment plans as prescribed, unless you sign a refusal of treatment.
7. Be sure you fully understand consequences prior to refusing treatment.
8. Follow all institutional rules and regulations about patient care and conduct.
9. Consider the rights and privacy of other patients and staff.
10. Respect other=s property.
11. Conduct yourself in a respectful manner.
12. Inform the health services staff of any adverse reaction to medication or change in condition.

RECREATION

Recreation activities are available 7 (seven) days a week. Outside recreation is available Monday through Friday, as weather dictates. Inside activities will cease if there is excessive noise or rowdiness. Recreation will be canceled for any individual whose room is not ready for inspection Monday - Friday during the hours 7:30 a.m. - 3:30 p.m.

This facility makes every effort to provide inmates reasonable access to legal materials. The library is maintained by the Education Department and requests for materials not available should be made to that department. Reference material is available on the Law Library Computer located in each unit in the ITS room.

This is a basic law library. To request case law not available on the FDC Law Library Computer, place a cop-out with your name, Reg. # and specific information in the mailbox located in each unit addressed to Education. Photo copies may be made using the copier located in the FDC ITS room. The purchase of a copy card is necessary.

COMPUTER ROOM

A computer room located outside of the housing unit is available to review legal material. Only those inmates with CD Rom disks will be allowed to use the computer room located outside of the housing unit. Please sign up with a Unit Officer, in advance, for the use of the computer room.

INMATE GRIEVANCE PROCEDURE

You are encouraged to solve problems on an informal basis. When this is not possible, you have recourse through the formal Administrative Remedy process. Your Counselor can explain the procedure and provide the necessary forms.

FDC UNIT RULES

Destruction, alteration or theft of government property, including inmate clothing, will result in an Incident Report. If found to have committed the prohibited act, the individual may be required to pay for the damaged property, assessed at its full replacement value and possible legal action taken if the case warrants it.

During all counts, you shall remain silent and in your assigned area. The 4:15 p.m., 10:00p.m., and 10:00 a.m. (weekends and Holidays) count will be a stand-up count. All inmates will be standing at their assigned bed during the stand-up count. All radios and televisions will be turned off.

Each inmate is responsible for his living area and will be held accountable for any contraband found in his area. Any contraband concealed in an inmate's bowl, cup or any other unauthorized containers shall

be subject to disposal.

All cleaning supplies will be returned to the supply closet, Unit Officer, or Correctional Counselor after use and properly stored.

Mop buckets, pails or trash bags will not be permitted in cells for the purpose of washing, storage of clothes, or used as ice coolers.

All rooms will be cleaned, beds properly made and cells ready for inspection by 7:30 a.m. each workday Monday - Friday. On weekends and holidays all areas must be kept at acceptable levels of sanitation. Staff will conduct routine inspections regularly and noted discrepancies must be corrected promptly.

Nothing is to be placed over the windows, window-sills, heaters or vents. Photos may be displayed only in photo albums or on bulletin boards where provided. No nude photos will be displayed. Sexually suggestive photos or materials will not be displayed. No pictures cut out from magazines will be allowed. Nothing will be placed on the walls or taped to any furniture in the cells. Obstructing staff=s view of a cell, may result in an Incident Report. Institutional clothing placed in your locker or in your commissary purchased laundry bag, may be hung on the side of the locker. Wet towels and wet clothes are permitted to be hung on chairs until dried, then placed in your locker.

CELL WINDOWS WILL REMAIN CLEAR OF ANY ITEMS AT ALL TIMES. CELL WINDOWS AND DOORS WILL NOT BE COVERED. NO fruit is authorized to be in your cell at any given time. NO other food items will be removed from the eating area and taken to cells. If you are diabetic, you are allowed food in your cell, which must be consumed prior to the next feeding.

Light fixtures are to be kept clean and are not to be painted or tampered with.

NO CARDBOARD BOXES OR PAPER SACKS WILL BE RETAINED IN ANY INDIVIDUAL LIVING AREA.

Locker tops are to remain clear and desks are to remain neat and uncluttered.

Each inmate must always be fully dressed when outside their assigned cells. Inmates are to be appropriately dressed on trips to and from the showers and recreation areas.

No inmate will be allowed to go to recreation if his cell is not cleaned and his bed is not made. Also, an Incident Report will be written and disciplinary action taken against you, which could include removal from

a two man cell and possible quarters' restriction. Shower shoes are not allowed to and from the recreation yard.

As of October 2002, smoking is prohibited in all Federal buildings. An Incident Report and disciplinary action will be taken against you, if you are found to be smoking.

No food items of any kind, to include drinks and ice cream are allowed to be put into the ice machine at any time.

ALL INMATES ENTERING OR LEAVING THE LIVING UNIT WILL BE PAT SEARCHED AND INMATES RETURNING FROM RECREATION, UPON COMPLETION OF OUTDOOR RECREATION, WILL BE SUBJECT TO BEING SEARCHED WITH A METAL DETECTOR.

Excessive amounts of legal materials will not be allowed to accumulate in individual cells. The Correctional Counselor can make arrangements for storage of excessive legal materials pertaining to current and/or active cases. Access to stored legal materials will be afforded to you on Tuesday and Thursday between 12:00 p.m. and 2:00p.m..

Exercise rooms and Library will maintain an acceptable level of sanitation at all times. The unit officer has the authority to shut down any or all exercise rooms or library until sanitation levels are addressed. If you are not using your chair in the day room, it must be returned to your cell or it will be confiscated.

All inmate personal property will remain in the possession of the owner at all times. Inmates are not allowed to loan, borrow or exchange property. Altered, marked or excessively worn out personal clothing will be confiscated. All inmate property, to include institutional clothing, legal materials and commissary items will be stored in your locker.

Each inmate is authorized one (1) mattress, two (2) sheets, one (1) blanket and one (1) pillow. Additional blankets may be issued as temperature demands dictate.

Limitations on commissary purchased items are addressed in the Institutional Supplement (5580.)

Laundry procedures for each unit are posted on the unit bulletin board.

Radios are not to be worn on any work detail.

Visiting in individual cells will not exceed a total of four (4) inmates. The cell door will remain fully open at

all times when visitors are in the cell.

The shower schedule is as follows:

Monday through Friday

Weekends and Holidays

6:00 a.m. - 7:30 a.m.

7:30 a.m. - 9:30 a.m.

1 hour post-recreation

1 hour post-recreation

5:30 p.m. - 9:00 p.m.

6:00 p.m. - 9:00 p.m.

Quiet hours are from 10:00 p.m. until 6:00 a.m. All loud noises will cease between these hours.

Games and other such activities may be enjoyed throughout the week. The Unit Officer is authorized to close down an activity at any time for good cause; such as excessive noise, rowdiness or poor sanitation. Clean-up activities will have priority above all other activities.

Town hall meetings are conducted on an as needed basis. Relevant information is passed on to the inmates, as well as, any significant changes in the institution or Bureau of Prisons policy.

Each inmate is responsible for familiarizing himself with the fire exit plans located throughout the unit. Failure to evacuate the unit after a fire alarm is sounded will result in disciplinary action.

Exercise rooms and Library are for your use, doors to exercise room and library will remain closed and the area is expected to be clean. The officer may close down any exercise room or Library due to poor sanitation, excessive noise or rowdiness. Exercise rooms and Library will remain closed until all common areas of the unit are cleaned Monday - Friday.

FDC Unit Rules will be updated as deemed appropriate by the FDC Unit Staff. Unit Rules are posted on the bulletin board located in the main day room of each unit.

GUIDE FOR INDIVIDUAL LIVING AREAS

These instructions are meant as a guide to help each individual maintain his living quarters. Cells should meet these standards at all times.

BED MAKING: Beds will be tightly made, with the sheet folded approximately 18" from the head of the bed.

The extra blanket will be folded neatly and placed at the end of the bed.

BED FRAMES: All bed frames will be dusted daily. Beds will be positioned by staff and will not be moved. No clothing items are to be hung from the bed frame. Clothes lines are prohibited.

FURNITURE: All furniture is to be cleaned and dusted daily. Inmates are expected to have all items inside the locker. All clothing will be folded neatly and stored in the locker. No items should be placed against the outer wall of the cell.

All cells should be cleaned and dusted daily.

LIGHT FIXTURES: Light bulbs or light fixtures are not to be painted or shaded in any form. Nothing will be hung from the light fixtures.

FLOORS AND BASEBOARDS: Daily sweeping and mopping is required. Baseboards will be kept clean and washed regularly.

WALLS: The walls in the area of your cell are to be kept scuff and stain free. This would include any fixtures in your area such as light switch plate, light fixtures, etc. No items are to be taped to cell walls. Both occupants of a room are equally responsible for the cleaning of their living area.

TRASH CONTAINERS: You are expected to empty any trash in your container prior to 7:30 a.m. daily. This trash will be deposited in the unit trash containers located throughout the unit. Your trash container is to be kept in a sanitary condition at all times. Paper bags and boxes are fire hazards and will not be used as trash receptacles.

UNAUTHORIZED ITEMS: You are responsible for the items in your cell. Any unauthorized items are considered contraband and will be confiscated and you may be subject to disciplinary action.

WINDOWS: As needed, all windows, window sills, etc., will be cleaned. Do not hang anything in front of the window to obstruct the view inside or outside. Do not use abrasive materials on glass.

DESKS AND LOCKERS: Inmate living areas will be ready for inspection at all times. Inmates are expected to have all items inside the locker. No items will be placed between lockers or left on desks when you are not in your cell. The only exception is a Religious book (i.e. Bible, Koran) on the desk.

TOWELS: Clean towels are to be folded neatly in the locker.

VENTS: Vents are to be cleaned regularly and are not to be obstructed or you will be subject to disciplinary action.

COMMON AREAS: All inmates are responsible for maintaining the sanitation in common areas such as showers, wash basins, commodes, game rooms, library, etc. Recreational activities may be suspended until the unit is properly prepared for inspection.

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.

INMATE RESPONSIBILITIES

1. You have the responsibility to treat employees and inmates in the same courteous and respectful manner.
2. You have the responsibility to know the rules of the institution and to abide by them.
3. You have the responsibility to follow the shower and laundry schedule, maintain neat and clean living quarters, keep your area free of contraband items, seek medical care as needed and not waste food.
4. You have the responsibility to conduct yourself properly during visits. Do not pass or accept contraband. Do not violate the law or Bureau of Prison rules, or institution guidelines through your correspondence.
5. You have the responsibility to recognize and respect the rights of others.
6. You have the responsibility to present honestly and fairly your questions and problems to the Court.

7. You have the responsibility to use the service of an attorney honestly and fairly.
8. You have the responsibility to use the Education Library resources in keeping with the procedures and schedules prescribed and to respect the rights of other inmates with regard to the use of materials and assistance. You may use these resources but may not deprive others of their right to use them.
9. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
10. You have the responsibility to meet your financial and legal obligations, including, but not limited to court-imposed assessments, fines and financial 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 responsible financial obligations that you may have.

INMATE RIGHTS

1. You have the right to expect that you will be treated respectfully, impartially and fairly by all personnel.
2. You have the right to be informed of institution rules, procedures and schedules.
3. You have the right to freedom of religion and voluntary worship.
4. You have the right to health care and housing, which includes nutritious meals, clean, proper bedding and clothing; a laundry schedule, an opportunity to shower regularly, proper ventilation, a regular exercise period, toilet articles, and medical/dental treatment.
5. You have the right to visit and correspond with family members and friends and correspond with members of the news media in keeping with Bureau of Prisons rules and institution guidelines.
6. You have the right to unrestricted, confidential access to the courts by correspondence regarding matters such as legality of your conviction, civil matters, pending criminal cases and conditions of

imprisonment.

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help when available, via the legal assistance program.
9. You have the right to a wide range of reading material for educational use and your enjoyment. These material may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training and employment, as far as resources are available, and in keeping with your interests, needs and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bond and/or saving accounts, and for assisting your family.

Prohibited Acts Disciplinary Severity Scale (541.13)

- 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 G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction.
- D. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke the suspension, if the DHO finds that the prohibited act was committed. If the Discipline Hearing Officer then finds that the prohibited act was committed, he or she will so advise the Unit Discipline Committee, which may then revoke the previous suspension.
- E. The Unit Discipline Committee (UDC) shall refer all Greatest Severity Prohibited Acts to the Disciplinary Hearing Officer (DHO) with recommendation as to an appropriate disposition.
- F. The following pages will outline the Prohibited Acts within each of the four categories: Greatest, High, Moderate and Low Moderate. Various sanctions applicable to each category are also provided. Study this information carefully.

PROHIBITED ACTS

Sanctions by severity of prohibited acts, with eligibility for restoration of forfeited and withheld statutory good time. Good time is creditable for single month during which violation occurs. Applies to all categories.

SEVERITY MAXIMUM AMOUNT FORFEITED

LEVEL	SANCTION	STATUTORY GOOD TIME:
maximum	a-f	100%
high	a-m	50% / 60 days, which ever is less
moderate	a-n	25% / 30 days, which ever is less
low moderate	e-p	Not applicable (1st, 2nd, 3rd offenses)

ELIGIBLE RESTORATION

24 months	18 months	60 days
18 months	12 months	30 days
12 months	06 months	15 days
N/A	03 months	N/A
06 months	03 months	07 days
06 months	03 months	15 days

GREATEST SEVERITY LEVEL

Description of Sanction - Greatest Severity Level
A. Recommend parole date recession or retardation.
B. Forfeit earned statutory good time up 100% and/or terminate or disallow extra good time. (An extra good time can't be suspended).
B1. Disallow between 50-75% (27-41 days) of good conduct time credit available for year. (A good conduct sanction may not be suspended.)
C. Disciplinary transfer is recommended.
D. Disciplinary segregation for up to sixty (60) days.
E. Make monetary restitution.
F. Withhold statutory good time.
G. Loss of privileges: Commissary, movies, recreation, or other privileges.

PROHIBITED ACTS/GREATEST SEVERITY LEVEL

Code/Prohibited Acts
100 Killing. Penalty = Sanctions A-G
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). Penalty = Sanctions A-G

<p>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. Penalty = Sanctions A-G</p>
<p>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) Penalty = Sanctions A-G</p>
<p>104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon. Penalty = Sanctions A-G</p>
<p>105 Rioting Penalty = Sanctions A-G</p>
<p>106 Encouraging others to riot. Penalty = Sanctions A-G</p>
<p>107 Taking hostage(s) Penalty = Sanctions A-G</p>
<p>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). Penalty = Sanctions A-G</p>
<p>109 (Not to be used)</p>
<p>110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing. Penalty = Sanctions A-G</p>
<p>111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff. Penalty = Sanctions A-G</p>
<p>112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff. Penalty = Sanctions A-G</p>
<p>113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff Penalty = Sanctions A-G</p>
<p>114 Sexual assault of any person, involving non-consensual touching by force or threat of force. Penalty=Sanctions A-G</p>
<p>115 Destroying and/or disposing of any item during a search or attempt to search. Penalty=Sanctions A-G</p>

196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act. Penalty=Sanctions A-G
197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act. Penalty = Sanctions A-G
198 Interfering with a Staff Member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable Penalty = Sanctions A-G
199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable. Penalty = Sanctions A-G

HIGH SEVERITY LEVEL

Description of Sanction - High Severity Level
A. Recommend parole date recession or retardation.
B. Forfeit earned statutory good time up to 50% or up to 60 days, whatever is less, and/or terminate or disallow extra good time.
B1. Disallow between 25-50% (14-27 days) of good conduct time available for year.
C. Disciplinary transfer is recommended.
D. Disciplinary segregation for up to thirty (30) days.
E. Make monetary restitution.
F. Withhold statutory good time.
G. Loss of privileges: Commissary, movies, recreation, or other privileges.
H. Change housing quarters.
I. Remove from program and/or group activity.
J. Loss of job.
K. Impound inmate's personal property.
L. Confiscate contraband items.
M. Restrict inmate to quarters.

PROHIBITED ACTS/HIGH SEVERITY LEVEL

Code Prohibited Acts

<p>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. Penalty = Sanctions A-M</p>
<p>201 Fighting with another person Penalty = Sanctions A-M</p>
<p>203 Threatening another person with bodily harm or any other offense. Penalty = Sanctions A-M</p>
<p>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. Penalty = Sanctions A-M</p>
<p>205 Engaging in sexual acts Penalty = Sanctions A-M</p>
<p>206 Making sexual proposals or threats to another Penalty = Sanctions A-M</p>
<p>207 Wearing a disguise or a mask Penalty = Sanctions A-M</p>
<p>208 Possession of any unauthorized locking device, or lock pick, or tampering with and/or blocking any lock device, (including keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or security procedure. Penalty = Sanctions A-M</p>
<p>209 Alteration of any food or drink Penalty = Sanctions A-M</p>
<p>210 (Not to be used)</p>
<p>211 Possessing any Officer's or other Staff Member's clothing. Penalty = Sanctions A-M</p>
<p>212 Engaging in, or encouraging a group demonstration. Penalty = Sanctions A-M</p>
<p>213 Encouraging others to refuse to work, or to participate in a work stoppage. Penalty = Sanctions A-M</p>
<p>214 Not to be used.</p>
<p>215 Not to be used.</p>
<p>216 Giving or offering an Official or Staff Member a bribe, or anything of value. Penalty = Sanctions A-M</p>
<p>217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes. Penalty = Sanctions A-M</p>
<p>218 Destroying, altering, or damaging government property, or the property of another person, having value in excess of \$100.00; or destroying, altering, or damaging life-safety devices (e.g., fire alarms) regardless of financial value. Penalty = Sanctions A-M</p>

219 Stealing and theft, also including data obtained through the unauthorized use of a communications device, or through the unauthorized access to disks, tapes, computer printouts, or other automated equipment on which data is stored. Penalty = Sanctions A-M
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 drills (except for drill authorized and conducted by staff) Penalty = Sanctions A-M
221 Being in an unauthorized area with a person of the opposite sex without staff permission. Penalty = Sanctions A-M
222 Not to be used.
223 Not to be used.
224 Assaulting any person. (charge with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate) Penalty = Sanctions A-M
225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct. Penalty = Sanctions A-M
226 Possession of stolen property. Penalty = Sanctions A-M
227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis). Penalty = Sanctions A-M
228 Tattooing or self-mutilation Penalty = Sanctions A-M
229 Sexual assault of any person, involving non-consensual touching without force or threat of force. Penalty = Sanctions A-M
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). Penalty = Sanctions A-M
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. Penalty = Sanctions A-M
298 Interfering with a staff member in the performance of duties. (<u>Conduct must be of the high severity nature</u>). This charge is to be used only when another charge of high severity is not applicable Penalty = Sanctions A-M
299 Conduct which disrupts or interfere with the security or running of the institution or the Bureau of Prisons. (<u>Conduct must be of the high severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable Penalty = Sanctions A-M

MODERATE SEVERITY LEVEL

Description of Sanction - Moderate Severity Level
A. Recommend parole date recession or retardation.
B. Forfeit earned statutory good time up to 25% or up to 30 days, whatever is less, and/or terminate or disallow extra good time.
B1. Disallow up to 25% (1-14 days) of good conduct time credit available for year.
C. Disciplinary transfer is recommended.
D. Disciplinary segregation for up to fifteen (15) days .
E. Make monetary restitution
F. Withhold statutory good time.
G. Loss of privileges: Commissary, movies, recreation, or other privileges.
H. Change housing quarters.
I. Remove from program and/or group activity.
J. Loss of job.
K. Impound inmate's personal property.
L. Confiscate contraband items.
M. Restrict inmate to quarters.

PROHIBITED ACTS/MODERATE SEVERITY LEVEL

Code Prohibited Acts
300 Indecent exposure. Penalty = Sanctions A-M
301 (Not to be used.)
302 Misuse of authorized medication. Penalty = Sanctions A-M
303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized. Penalty = Sanctions A-M
304 Loaning of property or anything of value for profit or increased return Penalty = Sanctions A-M
305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him/her through regular channels. Penalty = Sanctions A-M
306 Refusing to work or accept a program assignment. Penalty = Sanctions A-M

<p>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; failure to obey an order which furthers a riot would be charged 105 Rioting; refusing an order which furthers a fight would be charged as 201, Fighting; refusing an order to provide a urine sample would be charged as 110) Penalty = Sanctions A-M.</p>
<p>308 Violating a condition of a furlough Penalty = Sanctions A-M</p>
<p>309 Violating a condition of a community program. Penalty = Sanctions A-M</p>
<p>310 Unexcused absence from work or any assignment. Penalty = Sanctions A-M</p>
<p>311 Failing to perform work as instructed by the supervisor. Penalty = Sanctions A-M</p>
<p>312 Insolence towards a Staff Member. Penalty = Sanctions A-M</p>
<p>313 Lying or providing a false statement to a staff member. Penalty = Sanctions A-M</p>
<p>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 results in Code 102 or Code 200.) Penalty = Sanctions A-M</p>
<p>315 Participating in an unauthorized meeting or gathering. Penalty = Sanctions A-M</p>
<p>316 Being in an unauthorized area. Penalty = Sanctions A-M</p>
<p>317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards). Penalty = Sanctions A-M</p>
<p>318 Using any equipment or machinery which is not specifically unauthorized. Penalty = Sanctions A-M</p>
<p>319 Using any equipment or machinery contrary to instructions or posted safety standards. Penalty = Sanctions A-M</p>
<p>320 Failing to stand court. Penalty = Sanctions A-M</p>
<p>321 Interfering with the taking of count. Penalty = Sanctions A-M</p>
<p>322 (Not to be used)</p>
<p>323 (Not to be used)</p>
<p>324 Gambling. Penalty = Sanctions A-M</p>

<p>325 Preparing or conducting a gambling pool. Penalty = Sanctions A-M</p>
<p>326 Possession of gambling paraphernalia. Penalty = Sanctions A-M</p>
<p>327 Unauthorized contacts with the public. Penalty = Sanctions A-M</p>
<p>328 Giving money or anything of value to, or accepting money or anything of value from another inmate, or any person without staff authorization. Penalty = Sanctions A-M</p>
<p>329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less. Penalty = Sanctions A-M</p>
<p>330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards. Penalty = Sanctions A-M</p>
<p>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). Penalty = Sanctions A-M</p>
<p>332 Smoking where prohibited. Penalty = Sanctions A-M</p>
<p>333 Fraudulent or deceptive completion of a skills test (<i>e.g.</i>, cheating on a GED, or other educational or vocational skills test). Penalty = Sanctions A-M</p>
<p>334 Conducting a business; conducting or directing an investment transaction without staff authorization. Penalty = Sanctions A-M</p>
<p>335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation. Penalty = Sanctions A-M</p>
<p>336 Circulating a petition. Penalty = Sanctions A-M</p>
<p>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. Penalty = Sanctions A-M</p>
<p>397 Use of the telephone for abuses other than criminal activity (<i>e.g.</i>, conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list) Penalty = Sanctions A-M</p>
<p>398 Interfering with a staff member's performance of duties. (<u>Conduct must be of moderate severity nature</u>) This charge is to be used only when another charge of moderate severity is not applicable. Penalty = Sanctions A-M</p>

399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of moderate severity in nature.) This charge is to be used only when another charge of moderate severity is not applicable.
 Penalty = Sanctions A-M

LOW MODERATE SEVERITY LEVEL

Description of Sanction - Low-Moderate Severity Level
B1. Disallow up to 12.5% (1-7 days) of good conduct time credit available for year.
C. Disciplinary transfer is recommended.
D. Disciplinary segregation for up to fifteen (15) days.
E. Make monetary restitution.
F. Withhold statutory good time.
G. Loss of privileges: Commissary, movies, recreation, or other privileges.
H. Change housing quarters.
I. Remove from program and/or group activity.
J. Loss of job.
K. Impound inmate's personal property.
L. Confiscate contraband items.
M. Restrict inmate to quarters.
N. Extra duty.
O. Reprimand.
P. Warning.

PROHIBITED ACTS/LOW MODERATE SEVERITY LEVEL

Codes Prohibited Acts
400 Not to be used
401 Not to be used
402 Malingering, feigning illness Penalty = Sanctions B1-P
403 Not to be used
404 Using abusive or obscene language. Penalty = Sanctions B1-P
405 Not to be used.

406	Not to be used
407	Conduct with a visitor in violation of Bureau regulations. Penalty = Sanctions B1-P
408	Not to be used.
409	Unauthorized physical contact (Kissing, embracing) Penalty = Sanctions B1-P
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. Penalty = Sanctions B1-P
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 Penalty = Sanctions B1-P

ADDITIONAL INFORMATION

Aiding another person to commit any of these offenses, attempting to commit any of these offenses and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself..

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.

DISCIPLINARY SYSTEM WITHIN THE INSTITUTION

Incident reports may be filed by any staff member, for any of the rule infractions listed under Prohibited Acts. All incident reports are investigated by a third party, then reviewed by the Unit Discipline Committee (UDC).

If the incident is of sufficient severity and the UDC cannot come to a resolution, the incident report will be sent to the Discipline Hearing Officer for final review and resolution. Appeals of DHO action may be made through the Administrative Remedy Procedure. All investigations will normally be conducted within 24 hours of appointment of the investigator, unless unusual circumstances occur.