

ADMISSION

&

ORIENTATION



HANDBOOK

FEDERAL CORRECTIONAL INSTITUTION

AND

SATELLITE CAMP

ENGLEWOOD

9595 W. QUINCY AVENUE

LITTLETON, CO 80123

Updated 01-16-2020

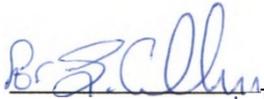
Welcome

Welcome to the Federal Correctional Institution, Englewood, Colorado. Adjustment to any new environment takes time and patience. The purpose of this booklet is to attempt to make that adjustment a little easier by providing information that may be utilized in your daily activities.

For those who are new commitments, this handbook will help you understand how the institution operates and what is expected of you. For those transferring in from other institutions, this handbook will be of help in adapting to institutional differences. This handbook is a supplement to the information available to you from Bureau of Prisons program statements, institution supplements, and operations memorandums. It is your responsibility to seek clarification of any issues you find unclear.

Each newly designated inmate will be scheduled to attend admission and orientation sessions at both the institution and unit levels. These sessions allow you to speak with staff from several different departments and to ask questions.

Hopefully, each of you will use the time spent at FCI Englewood to prepare yourself for life after release. There are many opportunities to further your education; to learn a marketable trade; to gain valuable work experience; and to grow physically, mentally, and spiritually. You and you alone, will decide if you make the best of your experience at FCI Englewood.



B. Greilick, Warden

1-16-2020

Date Updated

Introduction

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

INTAKE, CLASSIFICATION AND THE UNIT TEAM

Orientation

Inmates are given a social screening by Unit Management staff, medical screening by Health Services, and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault, harassment, and abuse.

Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program, while in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility.

Classification Teams (Unit Teams)

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

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m. to 7:00 p.m., and during the day on weekends and holidays.

GENERAL FUNCTIONS OF UNIT STAFF

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

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

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

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

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

Communications

Normally, a unit staff member is available each day of the week and most evenings until 7:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit team members will utilize either open house hours or an open-door policy to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing.

Initial Classification/Program Reviews

Inmates initially designated to the institution will receive initial classification within 28 days of arrival. Unit, Education, and Psychology staff will assess each inmate and work with them to develop an individual plan which will address skill deficits that may deter successful reentry into the community. Subsequent program reviews will be held every 90 to 180 days, depending upon release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security level, institutional adjustment, etc. The inmate may not waive appearance with the Unit Team.

Reentry Pre-Release Programming

Reentry begins on day one of incarceration. The reentry mission is to prepare offenders for a successful return to the community by providing them with the skills to obtain and maintain employment through educational, vocational, and work opportunities.

Additionally, the goal is to provide meaningful programs that enable offenders to grow physically, mentally and spiritually while incarcerated, which in turn will better prepare them for release to the community. The Reentry Affairs Coordinator can assist in linking you with outside available resources.

Release preparation begins on the first day of incarceration. The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better an inmates' chances of a successful reentry upon release.

It is imperative at initial classification (Team) that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Each time an inmate goes to team, he or she will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations. Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, Medicare, etc.) to make the transition easier, Staff may be able to provide you with information concerning benefits so you may determine your eligibility and begin the application process if applicable prior to release. Lastly, the Career Resource Center, located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment and housing information, as well as potential benefits information,

Veterans' Benefits

Sentenced inmates are eligible for some reduced benefits while they are incarcerated. In some cases, your family may still be able to receive benefits. A local VA representative visits the institution to assist with general information and personal benefit issues. If you need to contact the VA representative between visits, contact your Unit Counselor. You must have a copy of your DD-214 for any inquiry about VA benefits. You may receive care from a VA medical center while incarcerated at an RRC.

Social Security Administration's Eligibility Criteria

SSI Eligibility - People who are age 65 or older, who are blind or disabled and whose income and resources are below certain limits, are eligible. No benefits are payable for any month in which you reside in a jail, prison or certain other public institutions. If you were already receiving SSI, your payments are suspended while you are in prison. Benefits to your spouse or children will continue as long as they remain eligible. To reinstate - (the Social Security Administration must be contacted and provided a copy of your release documents. See your unit team for further information and local procedures. If your confinement lasts for 12 consecutive months or longer, your eligibility for SSI benefits will terminate and you must file a new application for benefits. You are eligible to receive benefits while on home confinement.

Selective Service

All males in the U.S. between the ages of 18 and 26 must register. This includes noncitizens. If you do not register before the age of 26, you can permanently lose federal benefits. You can register on-line or by mail. See the Reentry Affairs Coordinator for further information. If you are not registered and are over the age of 26, you can submit a Status of Information Letter (SIL) which can reinstate your benefits. (Not required if you were born before 1960.) See the Reentry Affairs Coordinator for further information. Men born between March 29, 1957, and December 31, 1959, are not required to register.

Town Hall Meetings

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

Treaty Transfer for Non-U.S. Inmates

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmate's home country has a formal exchange treaty with the United States, and provided a copy of the International Prisoner Transfer Program Brochure, which details the program's eligibility requirements and process for application. The Case Manager will provide additional information regarding an inmate's eligibility for participation in the program and at each subsequent program review.

Foreign Consular

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

DAILY INMATE LIFE

Sanitation

It is the inmate's responsibility to check his cell/cubicle immediately after being assigned there and report all damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for any damage to his personal living area.

Monday through Friday, all inmates will be up and their personal areas (cell/cubicle) will be ready for inspection by 7:00 a.m. Beds will be properly made, area will be clean, and all clothes and personal items will be displayed as prescribed above.

Inspections will be conducted daily by unit staff between the hours of 7:00 a.m. and 3:30 p.m. Beds will be neatly made with a blanket and a white collar of approximately six inches. Extra blankets will be folded and laid at the foot of the bed. Only one mattress and is allowed for each inmate. Inmate's wastebasket/trash can, will be cleaned & emptied daily, and may not be used for any other purpose (ice coolers). Non-compliance will result in the trash can being confiscated. All individual living areas will be swept and mopped daily. Walls will be kept clean with no writing on them; shelves, desk tops, and locker tops will be kept clean, free of dust and uncluttered. No items will be placed or stored beneath a mattress. No items may be hung, taped, or attached to the walls, bed, toilets, windows, ceilings, vents, or lockers. The use and collecting of cardboard boxes, wood, paper sacks, etc., is prohibited. These items used for storage is prohibited. No plants or animals will be kept in the housing unit. Light fixtures will not be tampered with, nor will they be covered or altered. All lights in the cell/cubicle will always be in working order.

No items will be stored on the floor except as authorized above. No blankets, sheets, towels, carpet, or clothing will be permitted for use as a rug, curtain, or cover, etc. These items will not be placed on the floor, walls, windows or locker tops, and will be confiscated when used contrary to their intended purposes. Cleaning supplies prohibited from being stored in a cell/cubicle include: (mops, mop buckets, mop ringers, buffing pads, trash bags, large brooms, scrub brushes, wax, or any other cleaning supply not issued for cell/cubicle sanitation.) Institution issued chairs will be cleaned daily. No writing of any kind or other alterations will be permitted. No items shall be attached or affixed to the chair. Chairs left unattended in any common area or altered will be confiscated. No items may be placed on the windows or used to cover the windows. This includes when using the toilet.

Hygiene Items

Hygiene items will consist of items listed on the weekly trust fund list.

Food Items

Food items will consist of items listed on the weekly trust fund list.

Recreation Items

Drawing/drafting/plotting/color pencils/mechanical pencils.

Music books, sheet music.

Yarn (limit 4 skeins)

Trust Fund Sales Unit (Commissary) Items

The accumulative amount allowed for storage is one month's authorized purchases. All trust fund items must be stored in the locker. Anything in excess of the allowable amount, or anything without a receipt, will be confiscated and an incident report will be written.

Clothing

Three sets of issued clothing are the allowable amounts. Clothing must be stored in a locker and shoes must be placed under the bed. Institution issued clothing may be hung neatly on the provided wall hooks. Only institution issued clothing may be hung on the provided wall hooks. Excessive clothing will be confiscated. Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Pre-release civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males. The only exception is for religious headgear. These items are to be neatly stored in the identified storage space provided. Each inmate is authorized to store the following items on one wall and one locker hook: 3 sets issued khaki trousers and shirts, 1 issued winter coat, 1 towel and 1 washcloth per inmate, as well as all other issued or purchased clothing (sweats, t-shirts, etc.) will be stored in an assigned inmate locker. One bag of dirty laundry per inmate is allowed. Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. - black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.), Footwear will be placed neatly under the bed. Safety shoes must be worn to work as designated in policy.

Designated Storage Space

Staff shall set aside space within each regular housing unit for use by an inmate. The designated storage space, i.e. locker, in which the inmate is to store authorized personal property. The inmate shall be allowed to purchase an approved locking device for personal property storage in a regular housing unit. The amount of personal property allowed by each inmate is limited to those items which can be neatly and safely placed in the designated storage space. Under no circumstances will any materials be accumulated to the point where they become a fire, sanitation, security or housekeeping hazard. Items not stored in the designated storage space will be considered contraband and will be confiscated.

Commissary/Special Purchase Items

These items are authorized to the point they can be contained in the storage area provided for personal property. Commissary purchased food items will be stored in the locker. No food items will be stored outside the locker. Canned drinks are to be stored in your locker. A maximum of 60 first-class stamps can be possessed at one time. Stamps must remain in the original container and not be loose. Loose first-class stamps will be considered contraband and will be confiscated. Authorized board games must be stored in the locker.

ANY EXCEPTION TO THIS STORAGE MUST BE APPROVED BY THE UNIT MANAGER.

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Educational materials being used in (current enrollment) formal training classes, DAP classes, or education courses, may be stored on the desk shelf or in the institution provided locker. Each inmate may store a total of five (5) personal books, to include religious and educational books, on the desk shelf. Up to four (4) current newspapers and ten (10) magazines, including religious magazines, may be stored in the locker. All must be stored in the locker, except one (1) book on the desk. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy these materials will be returned to the sender upon receipt at the institution. Any photographs or photo albums are to be stored in the locker. No personal photos, pictures, calendars, or other items may be taped to walls, locker, or windows; the display of such items is confined to the inside door of the locker.

Legal Material

Legal materials will be placed in the locker. Any exception for additional locker space must be approved by the Unit Manager. When staff determines that an inmate has an excessive amount of paperwork which may create a fire hazard, pose a sanitation problem, or prevent effective searches, the inmate will be required to specify the material needed for current litigation. The excess will be discarded or mailed home at the inmate's expense. Legal material will be allowed in accordance with Bureau of Prisons policy,

Hobby Craft Materials

Hobby craft activities in the unit are limited to knitting, crocheting, and drawing. All items of this nature will be stored in the provided locker located in the leisure center or the inmate's personal locker. An authorization form must be obtained from hobby craft, and must have the Recreation Supervisor and Unit Manager's authorizing signatures. Inmates may retain, in the cell/cubicle, only one quiet craft project at a time. All authorized quiet craft supplies must be stored in the locked locker. **ANY EXCEPTION TO THIS STORAGE MUST BE APPROVED BY THE UNIT MANAGER.**

Radios, MP3 Players, and Watches

An inmate may possess only one approved radio, MP3 player, and watch at a time. The inmate must be able to demonstrate proof of ownership, an inmate who purchases a radio, MP3 player, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio, MP3 player, or watch at the new institution, the inmate shall be permitted to mail, at the inmate's expense, the item to a destination of the inmate's choice. Where the inmate refuses to provide a mailing address, the radio, MP3 player, and/or watch may be disposed of through approved methods, including destruction of the property. The MP3 player can be managed through TRULINCS. This service allows inmates to manage the player and to purchase non-explicit music. MP3 players are not authorized or transferrable to contract facilities. All radios must be operated with headphones and no excessive noise will be tolerated, Headphones may not be used as speakers and must be worn when the radio is in use. No battery packs allowed. Radios/headphones are not to be worn or brought into the inmate dining facility. Radios/headphones are not to be worn at any time while on the upper compound.

Jewelry

Inmates may have a plain wedding band and an appropriate religious medallion and chain without stones, valued at less than \$100.00.

Smoking

FCI Englewood has been designated as non-smoking (this includes the Satellite Camp). Any inmate caught smoking will receive an incident report. Smokeless tobacco products are not permitted.

Noise

Each individual is to conduct himself in a manner that creates an atmosphere of order and respect for the rights of others. Loud voices, horseplay, etc., will not be tolerated and is not permitted in the unit.

Emergencies

In the event of an institution emergency (i.e., body alarm, call for assistance, etc.) where staff are responding to the emergency, inmates will get on the ground and out of the way of responding staff. Interfering with responding staff could result in disciplinary action.

Cell/Cubicle Assignments

No inmate or group of inmates own any cell or cubicle in any unit. All cell assignments are made at the discretion of the Unit Counselor. The Unit Counselor, under the guidance of the Unit manager, is the only person authorized to make cell changes. In order to be considered for a cell change, inmates must make requests to the Unit Counselor, in writing, indicating the reason for the requested change. This also includes requests to change from an upper bunk to a lower bunk and vice versa. Not all requests are guaranteed to be approved, as each request is handled on a case by case basis, taking into account the parameters affecting the orderly running of the unit. Only after the counselor has approved the request will the inmate be permitted to make the change. Immediately following a cell assignment, to include movements within your assigned unit, it is your responsibility to inspect the condition of the cell/cubicle and report any discrepancies and/or contraband to your unit team/unit officer. This includes, but is not limited to, holes in the wall/floor, damaged mattresses, damaged locker or any inoperable fixtures. You must report any and all deficiencies to staff and/or the unit team within four hours. After such time, you will assume full responsibility for your cell conditions to include the possibility of receiving an incident report as indicated in the Inmate Disciplinary Program Statement. In an attempt to address the unfortunate act of suicide, it is a practice of the unit team to assign inmates to a cell with another inmate. Single cell assignments are not preferred, will be kept to a minimum and avoided when possible.

Quarters Rules

In order to minimize maintenance costs, permit uniform inspections, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units.

Unit Officers and Counselors inspect cell/cubicles daily and publish individual ratings of appearance.

The rules include items such as:

- All beds are to be made daily in the prescribed manner. If a cell/cubicle or room is not acceptable, disciplinary action will be taken.
- Unit meal rotation is ordinarily based on weekly sanitation ratings of each unit. The unit with the highest sanitation is called first, and the unit with the lowest rating is called last.
- Room or cell/cubicle doors are closed when inmates are not in them.
- Each inmate is responsible for the cleaning and sanitation of his or her room or cell/cubicle.
- Everyone is responsible for cleaning up after themselves.
- Sexually suggestive photographs are NOT authorized for display outside of the individual locker or cabinet. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell/cubicle or dorm.

Unit Shower Schedule

Monday thru Friday the showers will be available for use from 6:00 am to 8:00 am, 11:00 am to 2:00 pm, 3:00 pm to 4:00 pm and 5:30 pm to 8:45 pm.

Weekends and Holidays the showers will be available for use from 6:00 am to 8:00 am, 12:00 pm to 2:00 pm and 7:00 pm to 8:45 pm. Inmates will be dressed in shorts/pants and a shirt at all times when they are outside of their cell/cubicle, to include going to and from the shower.

Hallway lights and telephones are turned off at 8:45 p.m. every night. The TV/Rec rooms will be closed at 8:45 p.m. every night, except for special sporting events when approved by the administration. Excessive noise, shouting, or horseplay is not permitted.

To obtain an iron, inmates must present their I.D. to the Unit Officer and the iron must be returned to the Unit Officer within two hours of check out time.

Wake-up

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

TRUST FUND SALES UNIT (COMMISSARY) AND LAUNDRY/CLOTHING ROOM OPERATIONS

Trust Fund Sales Unit

All prices in the Trust Fund Sales Unit are subject to change without notice, as prices are based on vendor costs. All purchases are 'as is" with no guarantees or warranties expressed or implied. Questions regarding sales must be made prior to leaving the sales unit. Once an inmate verifies by fingerprint or signs, the receipt and leaves the sales window, the sale is final. Inmate clerks may not add or substitute items. Each inmate is required to have a commissary bag and photo identification card in order to shop. Each inmate will shop using the fingerprint system unless authorized otherwise by Trust Fund staff. Inmates confined in the special housing unit will not be permitted to retain the inmate identification card in their possession while in the SHU. The card will be maintained by SHU staff. Inmates in the general population are required to carry their account card on their person at all times. Order amount limitations on certain items are noted on the approved trust fund shopping list. Each inmate is also responsible to adequately maintain all sales slips for verification of purchases and availability for staff review.

FCI Hours

The Trust Fund Sales Unit hours of sales are Monday through Thursday, 6:00 a.m. to 3:30 p.m.; the last shopping list will be taken at the 1:00 p.m., or as dictated in the current institutional Trust Fund Operations Supplement.

Each inmate is allowed to shop once per week, and is allowed to pick the sales day as determined by Trust Fund.

The sales period will be closed when the line has been served. When circumstances warrant, sales hours will be extended, or shortened. The Trust Fund Sales Unit will be closed on Saturday and Sunday and on major holidays under normal circumstances.

The institution Trust Fund Committee will meet each quarter to review Trust Fund Operations and inmate requests for additional or replacement items; inmate requests will only be accepted during the designated open period, as scheduled by the Trust Fund Supervisor, or designee. The committee chairman is the Associate Warden of Operations, and other members are the Captain, Health Services Administrator, Supervisor of Education, Supervisor of Recreation, Trust Fund Supervisor, Safety Manager, and Union Representative.

Camp Hours

The Trust Fund Sales will be conducted during the day and distributed no later than 2:00 p.m. every Tuesday and Wednesday.

Spending Limitations

The National Spending Limit is \$360.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle. The spending limit is increased by \$50 during the November and December months.

Laundry and Clothing Room Operations (Camp)

Each inmate will receive a wash bag along with his initial issue from the clothing room. A white bag is also issued for use in purchasing commissary items in the trust fund sales unit.

Soiled items are to be placed in the wash bag, tied securely, and personally delivered to the laundry. This service is available per posted schedule. Soiled laundry is not to be left in the housing units for delivery to the laundry by others.

Initial Clothing /Linen Issue:

*Seasonal Only

4	Pants	1	Safety Shoes	2	Wash Cloths
4	Shirts	4	Socks	2	Sheets
4	Undershorts/boxers	2	Towels		
4	T-Shirts	1	Winter Coat*		
1	Belt	2	Blankets		
1	White Bag	2	Laundry Loops		

All institutional issued laundry items will be exchanged on a one-for-one basis. Linen exchange will be conducted weekly according to the Trust Fund Schedule. Blankets will be issued once per month, the last Friday of the month. Hygiene packets will be issued to all inmates during the initial issue and once per month, the last Friday of each month.

FCI & SCP ENGLEWOOD

INMATE ACCOUNT DEPOSITS/WITHDRAWALS

U.S. Postal Service

Inmates' families and friends choosing to send inmates funds through the mail must send those funds to the following address and in accordance with the directions provided below:

Lock Box, Federal Bureau of Prisons
Insert Valid Committed Inmate Name
Insert Inmate Eight-Digit Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The BOP will return to the sender, funds that do not have valid inmate information; provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit.

The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure the funds can be returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The BOP shall dispose of all items included with the funds.

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

Western Union Quick Collect Program

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

- 1) At an agent location with cash: The inmate's family or friends must complete a Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to www.westernunion.com.
- 2) By phone using a credit/debit card: The inmate's family or friends may simply call 100-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: The inmate's family and friends may go to www.westernunion.com and select "Quick Collect".

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

- Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes) followed immediately by Inmate's Last Name
- Committed Inmate Full Name entered on Attention Line
- Code City/ State: FBOP / DC

Please note the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The Code City, State / State is always FBOP, DC.

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

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

MoneyGram Express Payment Program

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

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

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

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

*Please note that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed.

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

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

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

Commissary Account Withdrawals

Requests for Withdrawal of Inmate Personal Funds, BP-199 forms, will be processed weekly by Trust Fund, Inmate Accounts. Withdrawals are initiated in TRULINCS, Send Funds (BP-199) by the inmate population.

When the BP-199 is printed it must be signed by the inmate in staff presence and hand delivered by the approving official. The Supervisor of Education approves withdrawal requests for correspondence courses and materials for approved education programs. Unit Managers or Designee will approve all other withdrawal requests.

Only an Associate Warden can approve inmate withdrawals exceeding \$500.00. Questions concerning the inmate's account should be directed to unit staff.

FCI & SCP ENGLEWOOD

TRUST FUND TRULINCS OPERATIONS (INMATE COMPUTERS)

Inmate must comply with all program rules and procedures to use the TRULINCS computers. The use of TRULINCS is a privilege; therefore, the Warden or an authorized representative may limit or deny the privilege of a particular inmate, an inmate's participation in the TRULINCS Program is conditioned on their notice acknowledgement, and voluntary consent to the Warden's authority. Inmates consent to have all incoming and outgoing electronic messages monitored, read and retained by Bureau staff, when they accept the TRULINCS Electronic Messaging Warning/Responsibility/Acknowledgement Statement each time they access the system. Inmates are required to access their accounts using their eight-digit register number, nine-digit phone access code (PAC), and fingerprint identification. As deemed necessary by Trust Fund, new fingerprint images may be captured at the commissary. It is the inmate's responsibility to maintain possession of his login information. Inmates will not disclose passwords (login criteria) to anyone and will log off the system when leaving the workstations. In the event that an inmate is locked out or cannot otherwise access a TRULINCS workstation, the inmate should submit a request to the Trust Fund Supervisor.

Inmates may exchange messages with persons in the community who are on the inmate's approved electronic messaging list, once these individuals consent to receiving and sending messages and comply with all program rules and procedures. Inmates can have up to 30 active electronic messaging contacts. It is the inmate's responsibility to maintain their own contact lists.

The maximum number of consecutive minutes an inmate may use a terminal is 30 minutes. An electronic messaging is billed as one TRU-Unit per minute of session time, and printing is billed as three TRU-Units per page, or side printed. Each unit costs an inmate five cents (.05). Inmates are required to purchase units of time to use TRULINCS, in unit increments of 40, 100, 200, 300, and 600. Inmates are limited to a maximum of 600 units per month, Requests for refunds of fund transfers or reprints of messages should be directed to the Trust Fund Supervisor.

The Electronic Law Library (ELL) and printing workstations in the FCI are available in accordance to the Education/Recreation Department's scheduled hours; printing workstations are located in the Library and Leisure Center and the ELL is located in the Library. The ELL and printing workstations in the SCP are available in the Library from 6:00 am until 9:00 pm daily.

Inmates are responsible for printing their own documents (i.e. emails, account statements, contact lists, and receipts). Inmates are not authorized to possess other inmates' print materials. Inappropriate use of printed materials may result in disciplinary action.

An inmate may be permitted to correspond via electronic messaging with an inmate confined in a BOP facility if the other inmate is either a member of the immediate family or a party or witness in a legal action in which both inmates are involved. The appropriate unit managers at each institution must approve this correspondence in writing before the link will be established by Trust Fund staff.

Inmates are required to place a TRULINCS-generated mailing label on all outgoing Postal mail, with the exception of inmates housed in the Special Housing Unit. Inmates are not to use TRULINCS system to generate their return address on a label. Any inmate printing return labels may be subject to disciplinary action.

Inmates should utilize the electronic Request to Staff service to submit inquiries to the various FCI/SCP/DC departments. A written/typed response, if necessary, will be provided. Inmates are limited to submitting five requests per day. Inmates may report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG) through the TRULINCS Request to Staff service. Questions or concerns concerning the use of the TRULINCS system should be directed to the Trust Fund Supervisor.

FCI & SCP ENGLEWOOD
TRUST FUND TRUFONE OPERATIONS (INMATE TELEPHONES)

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

Each inmate will be provided a nine-digit PAC number for accessing TRUFONE, and instructions regarding the use of this system. The PAC number is confidential and should not be shared with other inmates. If an inmate feels at any time his PAC number has been compromised, he should immediately report this to a unit staff member. When a replacement PAC number is needed due to inmate negligence, a \$5.00 fee will be charged to the inmate via a Request for Withdrawal of Inmate's Personal Funds (BP-199).

TRUFONE credits are sold using the TRUFONE system and must be purchased in even dollar amounts. The TRUFONE credits are deducted from an inmate's commissary account and transferred to the TRUFONE account immediately. Transfers may be made from 6:00 a.m. to 9:00 p.m. any day of the week. It is each inmate's responsibility to verify the correctness of the amount transferred at the time of purchase.

When an inmate is released or transferred, his TRUFONE credits are deducted from his TRUFONE account and returned to his TRUFACS account. Requests to return TRUFONE credits to TRUFACS accounts should be submitted in writing to the Trust Fund Supervisor, and each request will be reviewed according to policy guidelines.

Each inmate is required to perform voice recognition registration before the TRUFONE system will allow him to place calls. This requires inmate to dial '111', then his Phone Access Code (PAC), and then receive a name confirmation by saying his first and last name twice into the telephone. If the system does not recognize a match, he will have to repeat the process. At any time an inmate can dial '112' and listen to his voice recording. Any assistance or questions should be directed to the Trust Fund Supervisor, and inmate can also contact unit staff for assistance with this process.

Inmates manage the additions and deletions of phone numbers via the TRULINCS system. Inmates housed in SHU must complete and submit a TRULINCS Contact REQUEST Form; unit staff delivers the form to Trust Fund.

An inmate may dial "118" and PAC number at any time to check account information. This will give the amount of the last call made and the balance of the TRUFONE account after the call was placed. This may be done after each call to check for discrepancies. Inmates will not receive a monthly statement listing phone calls, but may request a statement covering a 30-day period for a \$3.00 charge, to be paid using a BP-199.

Inmate telephones for general population are operable during the hours of 6:00 a.m. to 9:00 p.m., seven days a week. Limitations on phone availability in the housing units during the work week are also in place. Inmates are required to call from their assigned housing unit only. All calls will automatically end after 15 minutes of conversation or upon depletion of TRUFONE funds. The telephones are closed during count and in case of institution emergencies. There is a one-hour waiting period for each inmate between the completion of a call and the placing of another call.

Telephone calls are limited to 300 minutes per month, per inmate. The 300 minute total limit is reset according to the 5th digit of an inmate register number. The reset day is noted below:

<u>5th Digit Reset Day</u>			
1	4th	6	19th
2	7th	7	22nd
3	10th	8	25th
4	13th	9	28th
5	16th		

Telephone rates are posted throughout the institution and on the TRULINCS Bulletin Board. Charges do not begin accruing until the called party has accepted the call by pressing "115". Each time a call is placed, the called party will hear a pre-recorded message which states, "This call is from a federal prison" and at the end of the message the person has the option of pressing "5" to accept the call, hang up, or pressing "7" to block any future calls from the inmate in question. For international calls, the called party is not required to press the number "5" to accept the call.

If the person enters "7", the number may only be unblocked by a request in writing from the party who accomplished the block. A copy of a phone bill for the number blocked must also be provided with the written request for block removal.

Three-way calls, use of services that provide a long-distance call at local rates, and calls to 800 series and 900 series numbers are not allowed. An incident report will be written on any inmate caught making a three-way call or circumventing the system by asking a person to make a call using another phone,

The TRUFONE telephones are expensive, and an inmate who damages a telephone will likely receive an incident report and sanctions.

Visiting Procedures

Visiting is encouraged. As soon as possible you should submit a list of potential visitors to your Counselor. Immediate family members are ordinarily approved if verified in the Pre-Sentence Report (PSI). 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. Inmates are to instruct their visitors on all visiting rules and requirements.

Frequency

FCI and SCP Inmates will be allowed a total of 40 points per month. One point will be charged for each hour on Monday & Fridays and two points will be charged for each hour on weekends and holiday visits. Any visit exceeding 15 minutes is considered a full hour. Legal visits will not be counted towards the point total.

When an inmate has reached his point total for the month and wants additional time, he must submit an "Inmate Request to Staff" form to the Unit Manager for consideration, stating the visitor's name and the reason for the visit.

Due to space limitations, Special Housing Unit visits will be limited to (1) one hour visit with a maximum of two visitors, per visiting day. Any visit exceeding 15 minutes is considered a full hour. Legal visits will not be counted towards the point total.

Visiting Hours

Visiting hours are from 8:30 a.m. to 3:30 p.m. on Saturday, Sunday, and approved federal holidays. Weekday visiting is conducted on Friday between the hours of 5:00 p.m. and 9:00 p.m.

There is no social visiting at any of the Englewood facilities Monday–Thursday, with the exception of federal holidays. Visitors must present a valid driver's license or other valid Government issued identification. When a visitor is processed into the visiting room, they will not be allowed to leave and re-enter the facility.

Number of Visitors

Due to limited visiting space, inmates will be allowed only three adult visitors per visit. Children 16 years of age and older will be counted as an adult visitor. Small children not yet walking 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 Captain, then through the Unit Manager for final approval.

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 form at the hospital before visiting. Local hospital visiting regulations will be followed. The Unit Team arranging the Special Visit will be responsible for supervising the visit.

Receiving Items from Visitors

An inmate cannot share ANYTHING with a visitor. The visitor can purchase items from the vending machines provided and if needed, heat the item, and give the UNOPENED item to the inmate. 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 only consume food and drink items your visitor purchases from the vending machines in the visiting room. Visits will be terminated upon violation of these rules.

Proper Attire for Inmates During Visits

Only institution issued clothing (shirts, pants, boots) are allowed in the visiting room. Shirts must be buttoned and tucked into the pants. Only a handkerchief, plastic comb, wedding band, approved religious medal/chain and headgear, and prescription eyeglasses are allowed to be brought into the visiting room by inmates. A permit stating the inmate requires soft shoes must be validated by Health Services before entering the visiting room.

Visitor Visiting Room Attire

It is the inmate's responsibility to advise their visitors of the dress code.

The following guidelines will be used:

- No controversial/objectionable gang, obscene, drug and alcohol designs, messages or profanity on clothing.
- No camouflage, solid tan, green, orange or grey clothing.
- Shoes are required. No beach-style footwear, open toed or open back footwear is permitted.
- Visitors are not to wear any garment which unduly exposes the shoulders, chest, back, stomach, midriff, and/or underarm. Necklines must be within two inches of notch of neck.
- Clothing made of sheer, transparent, net or mesh materials are not allowed.
- Clothing designed or intended to be tightly worn, to excessively accent the body, e.g., spandex, tights, leggings, tank tops, etc. is not allowed.
- Appropriate undergarments are required, and should not be visible.
- Dresses, skirts, jumpers, culottes, and shorts shall not be worn if more than 1 inch above the kneecap when standing. Slit dresses/skirts are not permitted. Wrap-around clothing is not permitted. Children under the age of 13 years old will be allowed to wear shorts or skirts.
- Visitors are not to wear hats into the visiting area, except for religious hats or headgear. Gloves, scarves, or outer garments, such as topcoats, raincoats, jackets, and similar inclement weather attire will not be permitted within the visiting area. Any areas in question will be referred to the Operations Lieutenant for clarification.
- No watches or electronic devices are allowed to be worn.

Physical Contact

Physical contact between inmates and visitors will be limited to an embrace and kiss (no opened mouth kissing is permitted) at the beginning and end of each visit and holding hands during the visit. No other contact is permitted (no arm or leg rubbing). Violations will cause the visit to be terminated and/or disciplinary action to be taken.

Visitor's 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. A visit can be terminated if the inmate fails to maintain control of their children during the visit. A children's play area is provided at the FCI, which consists of a small area with a television. At no time is an inmate permitted to enter the children's play/television area.

Termination of Visits

When the visiting room reaches seating capacity, the #1 Visiting Room Officer will consult with the Operations Lieutenant. The Institutional Duty Officer will be responsible for terminating visits at the facilities. 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.

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.

Transportation Assistance for the Facility

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: Take Pena Blvd. south to I-70 west, to Wadsworth Blvd. south, to Quincy Ave. west.

Lodging and Transportation

FCI Englewood is located in the metropolitan area of Denver, Colorado, and many lodging accommodations exist.

INSTITUTION SECURITY PROCEDURES

Attire

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

Standard Work Clothing

Clean trousers with clean shirts issued through the clothing room will be worn. Belts will be worn with trousers at all times during normal working hours. All shirts and t-shirts will be tucked into the trousers. Inmates are not permitted to wear another inmate's clothing.

Inmate Identification Cards

Inmates are required to have their identification cards at all times upon departing their assigned cell/cubicle. Inmates are required to have their ID cards in their possession at all times. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards. In order to replace a lost ID card, inmates must submit an Inmate Request to Staff to their assigned unit counselor requesting a replacement card. Inmates will be charged \$5.00 to replace a lost ID card.

Counts

The official counts at 4:00 p.m. and 9:00 p.m. each day, and 10:00 a.m. on weekends/holidays, are mandatory standing counts. It is your responsibility to be prepared for all counts. When an official stand up count has been announced, all inmates are required to be in their assigned cell/cubicle, standing beside their assigned bed with the cell/cubicle lights on until the count process has been completed for your area. There will be no movement, loud talking, wearing of listening devices, or any other activity which prohibits inmates from hearing the officer's instruction during the count process. All items left outside your cell/cubicle during count will be confiscated. During all other counts, inmates are required to be in the assigned room or cell/cubicle and are not to be counted in any other areas, i.e., other inmate's cell/cubicles, showers, restrooms, game rooms, TV rooms, or unit offices.

Weekdays (Monday through Friday)	12:01 a.m. 3:00 a.m. 5:00 a.m. 4:00 p.m. (stand-up count) 9:00 p.m.
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Weekends and Holidays	12:01 a.m. 3:00 a.m. 5:00 a.m. 10:00 a.m. (stand-up count) 4:00 p.m. (stand-up count) 9:00 p.m. (stand-up count)
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Call-Outs

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

Controlled Movement

During non-working hours, movement throughout the institution will be regulated by a procedure called controlled movement, the purpose of controlled movement is to ensure all inmate movement is safe and orderly. Normally, these moves are a one way move; meaning, "in bound" or "out bound" move. During the movement period, normally ten minutes, inmates may move from one area of the institution to another without staff escort. The start and end of each movement period will be announced by staff. During the evening hours, the first controlled movement period normally begins at the conclusion of a clear official 4:00 p.m. count, and prior to the feeding of the evening meal, inmates can normally move to recreation yard, gymnasium, or chapel; however, you remain secured inside those areas until the next controlled movement is announced. At the conclusion of the evening meal, the Compound will be secured and a ten-minute, controlled movement will commence at approximately 5:55 p.m.

On Saturdays, Sundays, and holidays, normally the first controlled movement will begin at the conclusion of the morning meal. The Compound will be secured at 9:30 a.m., in preparation of the 10:00 a.m. count. Prior to the feeding of the brunch meal, inmates can normally move to the recreation yard, gymnasium, or chapel, however, you must remain secured inside those areas until the next controlled movement is announced. The movement periods will resume after the brunch meal.

Weekdays — Normal Operations

6:00 a.m.	Morning Main Line begins (Laundry, Commissary, UNICOR first call-Weekly unit schedule to be followed)
7:00 a.m.	UNICOR work call
7:30 a.m.	General work call
8:00 a.m.	A.M. Census begins
9:00 a.m.	General movement
9:55 a.m.	Short Line begins
10:30 a.m.	Main Line begins
11:00 a.m.	UNICOR work call
12:00 p.m.	General movement
12:15 p.m.	P.M. Census begins
1:00 p.m.	General movement
2:00 p.m.	General movement
3:00 p.m.	Yard Recall (All areas) and Pill Line
3:30 p.m.	PM Food Service work call
4:00 p.m.	Institutional Stand-up Count
4:50 p.m.	Recreation and Education move (Upon clear institutional count) **All yards and areas to be secured prior to the start of the evening meal**
5:00 p.m.	Evening Main Line begins
5:40 p.m.	Last call for evening meal announced
5:55 p.m.	General movement (Move to be announced after meal is complete-not during last call)
6:55 p.m.	General movement
7:50 p.m.	Yard Recall-All areas
8:40 p.m.	All inmates are to be secured in their assigned cell/cubicle for count
9:00 p.m.	Institutional Stand-up Count

Weekends and Holidays

7:00 a.m.	Morning Main-Line/brunch begins. (Insulin line and Pill line begin)
7:30 a.m.	General movement (approximate time)
8:00 a.m.	Inmate visiting begins
8:30 a.m.	General Movement
9:30 a.m.	Yard Recall
10:00 a.m.	Institutional Stand-up Count
10:45 a.m.	Main Line begins
12:00 p.m.	General movement
1:00 p.m.	General movement
2:00 p.m.	General movement
3:00 p.m.	Yard Recall (All areas) and Pill Line
3:30 p.m.	PM Food Service work call
4:00 p.m.	Institutional Stand-up Count
4:50 p.m.	Recreation and Education move (Upon clear institutional count) **All yards and areas to be secured prior to the start of the evening meal**
5:00 p.m.	Evening Main Line begins
5:40 p.m.	Last call for evening meal announced
5:55 p.m.	General movement (Move to be announced after meal is complete-not during last call)
6:55 p.m.	General movement
7:50 p.m.	Yard Recall-All areas
8:40 p.m.	All inmates are to be secured in their assigned cell/cubicle for count
9:00 p.m.	Institutional Stand-up Count

The Leisure Center/Hobby Shop areas will operate during normal scheduled controlled moves.

Contraband

Items possessed by an inmate ordinarily are not considered to be contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property. Contraband includes material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution. Staff shall consider as nuisance contraband any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization. Staff shall return to the institution's issuing authority any item of government property seized as contraband.

Staff shall seize any item in the institution which has been identified as contraband whether the item is found in the physical possession of an inmate, in an inmate's living quarters, or in common areas of the institution.

An inmate may not purchase, give, or receive any personal property from another inmate.

Items of personal property confiscated by staff as contraband are to be inventoried and stored pending identification of the true owner (if in question) and possible disciplinary action. Staff will then provide you with a copy of the inventory as soon as practicable.

Shakedown

The placement of metal detection devices throughout the institutions may be necessary for the control of contraband. If you cannot clear a metal detector due surgically implanted hardware, bullet fragments, etc., you are responsible for attending sick call to be evaluated for obtaining a Medical Duty Status (MDS) identifying your specific restriction, i.e., "Cannot clear metal detector". You are responsible for retaining this form with you at all times. A metal detector search may be done in addition to the pat search. Staff may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief that contraband may be concealed on your person or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing and work area, and personal items contained within those areas, without notice, randomly, and without the inmate's presence. The property and living area will be left as close to the same conditions as found.

Drug Surveillance / Alcohol Detection

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

Fire Prevention and Control

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards will not be tolerated. Regular fire inspections are made by qualified professionals.

PROGRAMS AND SERVICES

Job Assignments

Inmates are encouraged to obtain a work assignment to help them obtain job skills and to prevent idleness. Inmates' work assignments may be changed at any time in accordance with the needs of the institution. All inmates, who have been medically cleared, will maintain a regular job assignment. Many job assignments are controlled through an Inmate Performance Pay (IPP) system, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit staff are responsible for assigning work assignments and approve all job changes. They also see that the changes are posted on the Daily Change Sheet. Institutional maintenance jobs are usually the first assignment an inmate receives. This might include work in Food Service, as a unit orderly, or in a maintenance shop. However, most institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. Many institutions have a waiting list for factory employment. UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the Federal government. Some examples of products and services UNICOR produces are electronic cable assemblies, executive and systems furniture, metal pallet racks, stainless steel food service equipment, mattresses, towels, utility bags, brooms, data entry, signage, and printing. UNICOR provides an opportunity to the inmates to pay their court ordered financial obligations to society on a faster pace than any other job in the institution. Most institutions give priority for employment in UNICOR to inmates with large court ordered financial obligations. The training and experience acquired in UNICOR is beneficial for re-entry into society.

Inmate Financial Responsibility Program

Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. He will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in responsibility on the progress report. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

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

Food Service

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

Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal unless menu items fail to meet the medical requirement. Menu item replacements may not always be provided as inmates may have to avoid certain foods in the self-selection process; however, if a dietician determines a Special Diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating. The religious diet program, called the Alternative Diet Program, consists of two distinct components: one component provides for religious dietary need through self-selection from the main line, which includes a no-flesh option. The other component accommodates dietary needs through nationally recognized, religiously certified processed foods and is available through the approval of Religious Services.

Times for the meals served at the general population are:

Breakfast	6:00 a.m. until last unit called (Monday-Friday)
Lunch	10:30 a.m. until last unit called (Monday-Friday)
Dinner	5:00 p.m. until last unit called (Daily)
Brunch	11:45 a.m. until last unit called (Weekends)

Times for the meals served at the satellite camp are:

Breakfast	6:00 a.m. until last call (Monday-Friday)
Lunch	10:30 a.m. until last call (Monday-Friday)
Dinner	4:30 p.m. approximately, upon institution "good verbal"
Brunch	10:45 a.m. until last call (Weekends and Holidays)

When you enter the dining hall, you must receive your food tray and then proceed to the seating area before you do anything else. No food items are to be taken out of the dining facility. No personal items are allowed in the dining facility. This includes radios/MP3's or headphones, drink containers, books, magazines or newspapers. No non-religious headwear (hats or beanie's) may be worn at any time in the dining facility. Coats may be worn into the dining facility during periods of inclement weather, but must be removed as soon as you arrived at your seat. You must leave your coat off until you have exited the dining facility.

Safety

The ultimate goal of the Safety Department is to provide a safe and healthful place to work and live for all inmates and staff alike. All factors, such as, safety sanitation, pest control and fire prevention play very important roles in achieving that goal. Not one of us can provide all these things by ourselves. Each of you is responsible for your safety, as well as the sanitation of your individual living quarters. Proper housekeeping not only affects your health, but keeps bad odors, insects and rodent infestations at bay and controlled. More importantly, these are good fire prevention measures. It should be noted that fire equipment is located in each housing quarters for your own protection. We ask you to respect fire protection equipment and not tamper with it, as it is there for your protection.

Anytime you see or think your living or work area has any unsafe conditions, or if persons are doing unsafe acts, report these concerns to a staff member and/or the Safety Department. Examples of such safety hazards include but are not limited to, frayed electrical cords, broken sinks or porcelain, water leaks, blocked exit doors, damaged tile in the shower, and missing covers on water fountains. Do not operate any machinery unless instructed by a staff member. Additionally, prior to the operation of any equipment, you must be trained in the operation of that particular equipment. If you need more information on basic safety rules, refer to the Uniform Basic Safety Regulations (BP A (169-016), with which you were presented upon arrival to FCI Englewood during the admissions and orientations classes.

Another important part of housekeeping is property storage. Each of you is provided a metal locker in which to keep your property. No boxes, paper bags or commissary bags loaded with items are allowed for storage under your bunk. All of your property must be kept in your locker. Large amounts of magazines, legal paperwork and other paper products contribute greatly to fire load should there be a fire. Contact your Unit Manager to be issued a locker for your legal mail to be stored in an area away from your living area but easy to access should you need access to documents.

Along with housekeeping, another important daily task is proper use of equipment and chemicals in the process of cleaning or general maintenance of living and work areas. This includes simple chemical use, such as paints used by all inmates. You are aware of the proper use and protection needed to use chemical properly. You can also find other information about any chemical in the living areas or details shop, UNICOR by reviewing Safety Data Sheets (SDS) Hazard Communication.

Upon initial assignment to a detail, inmates will be trained by the detail supervisor on the correct way to perform the application of cleaning chemicals. Safety Data Sheets (SDS) are available at the job sites as well as the officer's station in the units. The SDS sheets will give information on the health, fire, chemical reactivity and personal protective equipment needed before any chemical is used for cleaning or other applications. Hazardous Chemical Identification System (HMIS) Labeling information for secondary bottles (Spray bottles): See blank label below to understand the following:

Blue color block representing "Personal Health Hazard," How Toxic, Poisonous, Corrosive, is it.

Red color block representing "Flammability of Chemical," How flammable is it.

Yellow color block indicating "Reactivity" cautions when mixing chemicals with water.

White color block indicating "Personal Protective Equipment" (PPE) to be issued for chemical use to protect skin, eyes, and other body parts affected by chemical use.

The ratings 0-4 representing extremely dangerous (4), dangerous (3), Hazardous to health, Warning (3) Slightly hazardous health "Caution"(2) to slightly Hazardous (1), No-Hazard (0). Letter A - J most common letters used will be A- Safety Glasses or Goggles needed, B- Safety Glasses or Goggles needed and appropriate gloves for hand protection, C- Safety Glasses, Protective Gloves and Respirators (Only if medically approved and fit-testing has been conducted by Safety Department staff.) D- All Personal Protective Equipment (PPE) to include protective clothing or aprons.

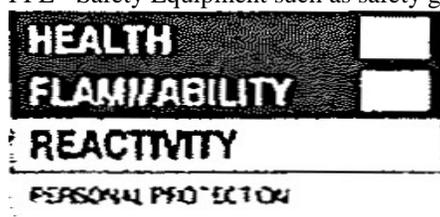
Chemical Name and Chemical Manufacture Name

Blue - Health

Red - Flammability

Yellow - Reactivity

PPE - Safety Equipment such as safety glasses, gloves (or both) Letters A- J can be found.



The Safety Office and various work sites maintain Safety Data Sheets (SDS) on all chemicals used at FCI Englewood. There are approximately 3000 hazardous chemicals in use. Your supervisor is responsible for training you regarding the hazardous chemicals you may work with. SDS's are available for you to review if you have any questions. Personal protective equipment (PPE) may be needed to use the chemicals. You must comply with the requirements in this area. Emergency eye wash stations are available in all required areas. Don't touch or use any chemicals that you may encounter unless trained to handle them by a staff member.

Sanitation/Pest Control

Inspection of all areas for proper housekeeping is critical. It is the responsibility of each inmate to exercise good housekeeping practices and personal hygiene to prevent common pest infestations and annoying smells and conditions which affect other inmates living in each room. Pest infestations are linked to poor sanitation. Should it become necessary to apply pesticides, the inmate must notify the Unit Counselor, and to request such need through the Safety Department. Any rooms having poor sanitation conditions will first be instructed to clean their room and lockers thoroughly. Additionally, contact persons are Safety Manager or Safety Specialist on each compound or through Cop-Out requesting pest service if problems occur.

Fire Drills

Drills are conducted quarterly for your safety. A fire drill will be conducted on every shift, and all inmates in the unit will be directed where to exit. If there is a fire in your unit, notify the unit officer or any available staff member immediately. Manual pull stations are located on all floors of the unit. In the event of a fire, you may utilize the pull station to notify staff. All housing units are equipped with sprinkler systems, smoke detectors, and handheld fire-fighting equipment. If you are injured in any way, it must be reported to a staff member immediately. Additionally, you should seek medical attention from the Health Services Unit. It is our intent to provide you with a safe and healthy living and working environment. Any concerns in this area should be directed to the Safety Manager. If your cell/cubicle is in need of pest control, contact the Unit Counselor/Officer who, in turn, will notify the Safety Department.

Maintenance/Facilities Services

The maintenance, repair, and renovation of all existing institutional grounds and buildings at FCI Englewood are the responsibility of the Facilities Department. The planning and development of new construction projects also falls under the duties handled by our department. The Facilities Department provides for the needed repair, or preventive maintenance of the buildings, grounds, and support equipment which belongs to the institution. The care and oversight of the vehicle fleet and the distribution of utilities and their upkeep are also the department's responsibility. The department is directed by the Facility Manager. Working for the Facility Manager is two General Foreman, an Engineering Technician, and a Facilities Assistant. The General Foreman is responsible for the maintenance and construction at the institution. The Engineering Technician handles all design and drafting work as well as statistical reports and surveys. The Facilities Assistant oversees the monthly reporting and the computer maintenance tracking system (iTMS), as well as all department records and budgeting.

There are many trades represented in the Facilities Department. These trades include carpentry, construction, electrical, plumbing, paint, metal works and machining, landscaping, communications, electronics, refrigeration, HVAC, boiler operations, utilities maintenance, automotive and transportation, computer aided design, steam fitter, heavy equipment operations, and many others. Each facilities shop is supervised by one or more detail foremen, who are responsible for the progress and production of that shop. The detail foreman supervises an inmate crew and sets-work priorities for the shop. The detail foreman maintains pay grades and hours worked, and keeps reports on inmates in his crew. A brief description of each shop follows:

Carpenter Shop

The carpenter shop makes and repairs items which are wood or wood-based. Assignments include cabinets, desks, lockers, window frames, tables, frames and plaques.

Electric Shop

The electric shop is responsible for electrical service once it has been provided to the buildings. This shop also repairs and services all electrical motors and equipment such as fans, lights and circuit boxes.

Machine Shop

The machine shop fabricates and repairs items made of metal using welding, cutting, stamping, machining and lathing. This shop also installs the items it produces.

Paint Shop

The paint shop uses brush roller, and other various paint application techniques desired within the institution.

Plumbing Shop

The plumbing shop maintains, repairs, and installs or remodels all plumbing systems at FCI Englewood.

Outside Facilities

This area is located south of the FCI and stores material, equipment and supplies. Special projects may be assigned to this shop by the Facility Manager.

Transportation

The transportation center is operated at the camp just outside of the rear gate, and maintains the institution's vehicle fleet and fuel supply.

Construction Shops

The construction shops are responsible for a wide variety of work. These shops provide the institution with preventive maintenance to buildings and systems. They are also available for the construction of new buildings. Renovation of existing areas falls under their responsibilities. Their fields of work include concrete, masonry, tile, sheet rock, wood framing, roofing, doors, glass and more.

Compound Maintenance

This shop cares for all lawns, shrubs, trees and plants. The compound maintenance shop also maintains the cleanliness of the institution grounds.

Camp Maintenance

The camp maintenance shop provides for the care, maintenance, repair, and remodeling of all buildings and equipment that are outside the main institution. All utilities, heavy equipment, new construction, and renovation are their responsibility, as is the staff housing.

Communication

This office is responsible for all phones, radios, and electronics at the institution.

Landscape

The outside landscape crew performs all grounds keeping for the camp, outside institution, and staff housing.

Refrigeration and Air-Conditioning

This shop installs, repairs, maintains, and upgrades all refrigeration and air-conditioning equipment and systems.

Steam Fitter

The steam fitter shop performs installation, repair, and maintenance of all steam pipes and steam operated equipment at the institution.

Powerhouse

The powerhouse operates boilers, water purification, and incoming electrical, and main gas lines at the institution.

UNICOR

The Federal Prison Industries (UNICOR) was established by Congress in 1934 to provide employment and training for inmates. UNICOR produces products and services for sale to other government agencies, FCI Englewood has a metal factory and dairy/farm which employs approximately several hundred inmates. Inmates must be programmed for assignment to UNICOR by their unit team. The inmates are placed on a waiting list and will be considered for employment when their name nears the top of the list. Inmates assigned to UNICOR will be required to participate in the Inmate Financial Responsibility Program (IFRP) to repay debts to the government or to satisfy fines imposed by the courts. Inmates in the IFRP will be required to repay obligations at the rate of 50% of their industrial earnings. The IFRP is maintained by the institution business office, and participants are identified by their unit team. UNICOR demands a responsible work attitude, good work habits and quality finished products from each inmate. Inmates are required to operate machinery safely. Monthly safety meetings are mandatory. Safety shoes, safety glasses and hearing protection are required. Inmate pay promotions are based on attitude, quality of work, initiative, work habits, ability, attendance and certain academic requirements. Inmates who do not possess a high school diploma or GED credential may not be promoted above the fourth pay grade level.

Education

The Education Department offers each inmate the opportunity and the challenge to develop progress, enhance, and master the academic, vocational, and recreational programming offered at FCI Englewood. Questions regarding education programs should be addressed through an inmate request to staff member form, or with education staff in the dining room during the noon meal. Camp education staff conduct an open house from 11:00 a.m. to 12:00 p.m., Monday through Friday,

Literacy/GED

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

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

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

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

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

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

Inmates with a Verified High School Diploma

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

Inmates who have a high school diploma (not an AA or higher post-secondary degree) are encouraged to submit a cop-out to the Education Department to request to sign-up for the Tests of Adult Basic Education (TABE) to validate their reading, language, and math computation, as well as applied math. The purpose of the TABE is to ensure these inmates have sufficient language and math skills to pursue their post-secondary education study and/or obtain a job in the community. Mastery of the reading, language, and math skills from the TABE is part of inmates' reentry plan.

English as Second Language (ESL)

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

Incentives

Incentive awards are provided to recognize inmates making satisfactory progress and successfully completing the literacy (i.e., GED and ESL) program. Upon successful completion of GED or ESL, a \$25 incentive award will be added to the inmate's pay. Inmates may also receive incentives for progressing to various levels in the GED or ESL Programs. Graduation ceremonies recognize GED, ESL, and Occupational Education completions.

Academic

The institution offers a variety of academic courses. Individual learning styles are accommodated by the use of various teaching methods, self-paced programming, individualized instruction, computer instruction, and the assistance of inmate tutors. Inmates must have verified proof of a GED/high school diploma in their central file and/or presentence investigation report if there is no verified proof, inmates will be required to attend 240 hours of GED instruction, which is offered in both Spanish and English. Disciplinary action will be taken for failure to attend assigned literacy programs for mandatory students. In addition, depending on sentencing guidelines, all VCCLA/PLRA students must meet the requirements of Program Statement 5350.28, Literacy Program (GED Standard), found in the law library.

English as a second language is designed for the non-English speaking inmates, or for those with a limited English vocabulary. This is also a mandatory class. The CASAS examination will be administered to those enrolled.

Adult Continuing Education classes vary according to inmates' needs and interests.

Vocational

The vocational training programs offered at FCI Englewood provide marketable employment skills. Each of these classes emphasizes hands-on training. Courses offered at the main institution are plumbing, electrical and welding. Additionally, vocational training programs offered at the SCP are horticulture and diesel. The institution also offers apprenticeship training programs in a variety of fields. Successful completion of any of these programs can lead to a journeyman's standing in the specialized trade, and a certificate of completion from the Department of Labor. Assignment to the work detail prior to requesting consideration for placement in a program is required. The apprenticeship committee meets on a quarterly basis, and requests for placement within a program are handled by application with the apprenticeship coordinator.

Occupational Education Programs

Occupational Education programs prepare inmates for a specific occupation or cluster of occupations. Inmates can earn a BOP certificate or an industry accepted certification upon the completion of occupational training programs.

Inmates must request initial enrollment through the VT Coordinator. Education staff will determine an inmate's academic eligibility for enrollment and deportation status (if applicable).

Apprenticeship

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

Adult Continuing Education (ACE)

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

Post-Secondary Education (Inmate Correspondence Courses)

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

Parenting

A parenting program is offered to assist those individuals within the inmate population who desire more effective ways of dealing with their special parenting and family situations. This program is designed to provide basic knowledge and experience of parenting to those who have been subjected to prolonged absence from their families. The intent is to present ways to establish nurturing and healthy relationships within a family.

Library Services

The FCI Library is located in the education building and is open to the general population.

Library hours are:

Monday through Friday: 7:00 a.m. to 3:00 p.m. (closed for lunch from approx. 10:45 a.m. to 11:30 a.m.)

Monday through Thursday: 5:00 p.m. to 8:00 p.m.

Saturday: 7:00 a.m. to 3:00 p.m. (Out-Count only)

The library is closed on Sundays and all Federal holidays.

The leisure library has a wide selection of reading material in both Spanish and English. Books may be checked out for a two-week period. Books not found in the library may be obtained through the inter-library loan program. Reference books may be used in the library only. The legal library is open during regular library hours. Legal materials needed to properly prepare court presentations are on the Electronic Law Library. Copy cards may be purchased in the commissary. Inmate legal clerks will assist in locating research material. Program statements, institution supplements, the codes of federal regulations, and other legal reference materials are maintained in the law library. It is the inmate's responsibility to familiarize himself with these policies and regulations. If an inmate has questions, he should confer with his unit team.

Recreation, Leisure, Wellness, and Social Programs

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

Leisure Programs

The mission of the Recreation Department at FCI Englewood is to reduce idleness and keep inmates constructively occupied, to reduce personal stress and institutional tensions, and to promote the concept of increased physical fitness and positive lifestyles both in prison as well as after release. The Recreation Department is dedicated to the goal of filling inmates' leisure time with a wide cross-selection of constructive activities.

The facilities include arenas for both indoor and outdoor activities, field games, court games, table-top games, individual events, arts and crafts, team sports, space for music enthusiasts, and television. Recreational facilities are open to the general population per posted schedules. Inmates are encouraged to participate in the many and various activities that are provided by the recreational staff. Steel-toed boots will be permitted in recreation areas (both recreation yard/gym or leisure center) for inmate orderlies assigned to the recreation department or work crews performing maintenance in the recreation areas. All other Safety shoes (Steel-toed) will NOT be permitted in the recreation areas including both the recreation yard/gym and the leisure center.

Art and Hobby Craft Programs

Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, inks, and charcoal). Hobby craft activities include mirror etching, leatherwork, stick art, beading, and crochet, etc.

Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income. Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny. Inmates are encouraged to participate in housing unit activities such as unit-based hobby craft. The Recreation Supervisor will coordinate housing unit activities with Unit Managers.

Recreation and Zimmer Amendment

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

Consequences for Rules Violation in Recreation

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

Religious Services

Chaplains

The Religious Services Department consists of a Supervisory Chaplain, Staff Chaplain, and Religious Services Assistant. The chaplains conduct worship services according to their faith and are available for pastoral counseling. They also coordinate the weekly services for other faith groups. Volunteers from the community also contribute to chapel programming. If you have any questions, please see one of the chaplains during open house hours or mainline.

Family Emergencies

Should there be an outside emergency, your family must contact the institution at (303) 763-4300. The person calling should tell the officer the nature of the call and must provide your name and inmate registration number. It is important that the caller provide information for staff to verify the emergency, for example, the name of a funeral home or hospital and phone number(s). Upon verification of the information, the Chaplain, if present, or a member of your Unit Team will inform you of the emergency situation.

Chapel Schedule

Chapel schedules, special event notices, and upcoming classes are posted in each housing unit and Trulincs. If your stated religious preference is not represented on the posted chapel schedule and you desire religious group accommodation, arrange to speak with the Chaplain who will explain the process for considering Chapel time and space.

Religious Diet Program

A Religious Diet Program, usually referred to as "Common Fare," is available. Inmates who wish to participate must submit an "Inmate Request to Staff Form" to Religious Services requesting the diet. Once the request is made, an interview will be set up. After completion of the interview, the inmate will be notified in writing of which component of the Religious Diet Program he has been approved for.

Personal Property

The institution has policies that govern incoming publications and personal property, including religious property. There are catalogs in the Chapel from which you may purchase approved personal religious items from your Commissary Account through a Special Purchase Order (SPO). BOP policy does not allow anything to be sent in from friends or relatives.

Religious Headwear

Religious headwear is standardized across the BOP. Approved headwear is sold in the Commissary. If you have questions about appropriate headwear, submit an Inmate Request to Staff form to Religious Services.

Special Observances

Many religions have days that are important and considered special or holy to its followers. The BOP recognizes certain holy days and days of "work proscription," i.e., days off from work. To participate in any recognized special religious observance, fast, ceremonial meal, holy day, or religious day off (work proscription/lay in), you must submit a request in writing to Religious Services at least 30 days prior to the observance date. Jewish Passover requests must be received 90 days in advance due to ordering Passover foods. If approved, you will be placed on the callout that day to observe the religious holiday.

Chapel Library

The Chapel has religious books, videos, and literature available for many religious faith groups. Most books may be checked out during the faith group's meeting time. See the Chapel schedule for video viewing times.

Special Religious Events

The Chapel Schedule is subject to change without prior notice. The chaplains may reschedule or limit any activity that occurs to facilitate special events.

Psychology Services

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

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

If you are new to the Bureau, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

The Psychology Services department at this institution is staffed by the Chief Psychologist, DAP Coordinator, and Staff Psychologist. The department's offices are located just beyond the Education Building down on the west side of the lower compound. There are a number of ways to contact Psychology Services at this institution. You may:

- email an electronic "Cop-out" via the TRULINCS Staff Messaging.
- Submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services if in the Special Housing Unit.
- Visit the department during "Open House" hours. The Psychology Department Open House is open on Thursday from 11:00 a.m. to 12:00 p.m.
- The DAP Open House coincides with general psychology open house hours.
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- Or in the case of a crisis situation, notify your Unit Officer, unit team, or any other Bureau staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

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

If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

In addition, if you suspect another inmate is contemplating suicide, please notify a staff member. Staff do not always see everything inmates see. And, most suicidal individuals display some warning signs of their intentions. Please alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide, take warning signs seriously and know how to respond. The warning signs of suicide may include: threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself, Feeling hopeless feeling rage or uncontrolled anger or seeking revenge, increased alcohol or drug use, withdrawing from friends, family, associates, experiencing dramatic mood changes, feeling anxious or agitated, being unable to sleep, or sleeping all the time, seeing no reason for living or having no sense of purpose

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

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in this institution's inmate companion program. Inmates who are interested in serving as suicide watch inmate companions should contact the Chief Psychologist or submit an inmate letter to the Psychology Department.

Drug Abuse Programs

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

Drug Abuse Education Course

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

You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor. The Drug Abuse Education Course is available in every BOP institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you, if you would like to enroll in the course, but are not required to participate, you may submit an Inmate Request to a Staff Member (a "Cop-Out") in order to place your name on the waiting list for the course.

Nonresidential Drug Abuse Treatment

Nonresidential Drug Abuse Treatment is also available in every Bureau institution. Nonresidential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for: inmates with a relatively minor or low-level drug abuse problem, inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP), inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP, inmates with a drug use history who chose not to participate in the RDAP, but want to prepare for staying sober in the community, and inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (half-way house). Program completion awards are only available for those who complete the program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards.

Residential Drug Abuse Treatment

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

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

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

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 76 BOP institutions. It is available [here](#).

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

Early Release

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

Community Transition Drug Abuse Treatment

To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The BOP ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC, is structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The BOP contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

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

Nonresidential Counseling Groups

The Resolve Program also includes a treatment component - non-residential counseling groups. Only those inmates with a history of trauma and an associated mental health problem may participate in Resolve Program counseling groups. These groups are designed to improve coping skills, build healthy relationships, and enhance emotional stability. This institution does not have a Resolve Program. If you are interested in the Resolve Program, please submit an Inmate Request to a Staff Member (a "Cop-Out") to the Psychology Services Department.

Specialized Mental Health Programs

The BOP also has several residential mental health programs designed to help inmates with severe emotional, cognitive, and behavioral problems. These programs are indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. They are designed to improve the day to day functioning of inmates with the goal of helping them return to a mainline institution or preventing the need for hospitalization. Psychology Services has additional information about these programs and can make recommendations for participation.

The Sex Offender Management Program

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

The BOP's sex offender treatment programs are stratified into two program levels:

- **The Residential Sex Offender Treatment Program**
 - The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high risk sexual offenders - ordinarily inmates with multiple sex offenses, or a history of contact sexual offenders. The SOTP-R is offered at the Federal Medical Center (FMC) in Devens, Massachusetts and at USP Marion in Illinois.
- **The Non-residential Sex Offender Treatment Program**
 - The Non-residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR.

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

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

Institution Specific Programs

The Psychology Department at FCI Englewood has other programming available. In addition to individual counseling, we offer an Anger Management Program, and we serve as a resource to a number of programs led by Correctional Counselors such as Breaking Barriers, Pre-Release, and MRT. Additionally, we offer some self-help programs such as Stress Management, which can satisfy Release Preparation Program Credit.

Confidentiality

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

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

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

Escorted Trips

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

Furloughs

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

Central Inmate Monitoring System

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

Marriages

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

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

Marriage procedures for the State of Colorado are detailed in local Institution Supplements.

Barber Shop

Haircuts and hair care services are authorized in the barber shop only. Inmates must sign-up prior to receiving services. The sign-up book is located in the barber shop. The barber shop is open Tuesday through Sunday whenever the recreation department is open. It is closed on Mondays and all holidays. The location of the barber shop at the FCI in the hobby shop/recreation area.

At the Camp, the barber shop is located in the north wing. Inmates may make arrangements for a haircut by contacting one of the approved barbers. Specific barber shop rules and regulations and hair procedures are maintained at the FCI and Camp barber shops and are on file in the Special Housing Unit.

MEDICAL SERVICES

Health Services Mission Statement

FCI Englewood offers quality health care that is appropriate for the Bureau of Prisons' inmate population and consistent with recognized community health care and correctional standards. It is the policy of the Bureau of Prisons to provide medical care and treatment for inmates during incarceration that will maintain health. All medical care will be provided by the Health Services Unit (HSU) staff. If necessary, inmates may be referred to a consultant at the discretion of the health service staff.

Notice to Inmates Inmate Co-payment Program

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (Public Law 106-294, 18 U.S.C. 4048), the Federal Bureau of Prisons and FCI Englewood provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

Application

The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the general population at these facilities are subject to copay fees.

Health Care Visits with a Fee

An inmate must pay a fee of \$2.00 for health care services, charged to his inmate commissary account, per health care visit, if the inmate receives health care services in connection with a health care visit that the inmate requested, except for services described below. These requested appointments include sick call and after-hours requests to see a health care provider. If an inmate asks a non-medical staff member to contact medical staff to request a medical evaluation on his behalf for a health service not listed below. The inmate will be charged a \$2.00 copay fee for that visit. If the inmate is found responsible through the disciplinary hearing process to have injured another inmate, as a result of a fight, he must pay a co-pay of \$2.00 for the injured inmate.

Health Care Visits with No Fee

An inmate will not be charged a fee for:

- Health care services based on health care staff referrals
- Health care staff-approved follow-up treatment for a chronic condition
- Preventive health care services
- Emergency services
- Diagnosis or treatment of chronic infectious diseases
- Mental health care
- Substance abuse treatment.

If a health care provider orders or approves any of the following, an FCC will not be charged for:

- Blood pressure monitoring
- Glucose monitoring
- Insulin injections
- Chronic care clinics
- TB testing
- Vaccinations
- Wound care
- Patient education.

The inmate's health care provider will determine if the type of appointment scheduled is subject to a copay fee.

Indigence

An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If an inmate is considered indigent, he will not have the copay fee deducted from his inmate commissary account. If an inmate is NOT indigent, but does not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into the inmate's commissary account.

Complaints

An inmate may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (See 28 CFR Part 542).

Health Services Admission and Orientation

The Health Services Department conducts an intake screening examination upon the inmate's arrival at the institution. Within 14 days, the inmate will be given a complete physical examination if he has not had one at another Bureau of Prisons facility. After the initial complete physical examination, inmates are entitled to receive periodic examinations as a preventative health screening free of the \$2 co-pay. Inmates will receive the prevention baseline visit within six months of incarceration. It is the inmate's responsibility to seek periodic visits in the future. Inmates may request a free prevention periodic visit every three years if they are under 50 years old, and may request one annually if over age 50. Inmates request this visit by reporting to sick call triage and obtaining the next available appointment.

Hours of Operation

General hours of operation will ordinarily be 6:00 a.m. to 10:00 p.m. seven days a week. Emergency medical attention is available 24 hours daily.

Routine sick call triage, including dental problems, will be held in the FCI Health Services Department on weekdays (except for Wednesday) between 6:00 a.m. and 6:30 a.m. Inmates must be present with their identification card to obtain a triage visit.

Inmates at the Satellite Camp must be present on weekdays (except for Wednesday), in front of the DC, between 7:00 a.m. and 7:30 a.m. Emergency treatment is conducted on an as-needed basis. During sick call triage, the inmate's medical or dental needs will be evaluated and he will be assigned a medical priority visit. Medical staff on duty will make a medical determination concerning the complaint and take the appropriate action. Emergent and urgent issues will receive a same day evaluation. Issues that are assigned a routine ranking will have an appointment scheduled when available. Inmates must watch the call-outs for their appointment time.

Other appointments with I-ISU providers are scheduled and call-out sheets are posted on the bulletin boards in the units. It is the inmate's responsibility to monitor the call-out sheet on a daily basis. Except for emergencies, inmates will not be permitted in the HSU without an appointment or call-out. The inmate picture identification card must be presented each time an inmate comes to the HSU for sick call triage, call-out or pill lines. The inmate, in addition to being responsible for making his own appointment, will be responsible to advise his detail supervisor as to his appointment time and medical status. The detail supervisor will send the inmate to the health services ambulatory care department at the scheduled appointment time.

Inmates in detention or segregation can sign up for sick call daily. This is conducted when the Health Services clinician makes daily rounds in the secured unit.

The institution-controlled movement system will be utilized during regular work hours for inmate appointments, Monday through Friday.

**Federal Bureau of Prisons
Health Care Rights and Responsibilities**

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

Your Health Care Rights	Your Responsibilities
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If the inmate co-pay system exists in your institution, health services cannot be denied due to verified lack of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the health services administrator, members of your unit team, the associate warden and the warden.	3. You have the responsibility to address your concerns in the accepted format, such as the inmate request to staff member form, main line, or the accepted inmate grievance procedures.
4. You have the right to provide the Bureau of Prisons with an advance directive or a living will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, and information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow-up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a free prevention periodic visit every three years if you are under the age of 50, and you may request one annually if over age 50.	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons policy to include preventative services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

SPECIALTY CLINICS AND SERVICES

Chronic Care Clinics

Patients with chronic care needs, such as, diabetes, heart disease, lung disease, etc., will be seen on a regularly scheduled basis. Each clinic will be scheduled appropriately and the patient will be placed on call-out for the clinic.

Eyeglasses

If an inmate needs glasses or has other vision problems, he should request an evaluation by reporting to sick call triage. A \$2.00 co-pay will be charged for the vision screen only. The inmate will be scheduled for an optometric evaluation. If glasses are prescribed, a pair of standard issue eyeglasses will be provided. Sunglasses are available in the commissary, as are clip-ons for standard issue eyeglasses. No tinted or reflector type glasses will be authorized.

Reading glasses are available in commissary.

Questions/Open House

Questions regarding the Health Services Department should be addressed to the specific person or area via an inmate request to staff member form. Questions regarding medical care should be addressed during sick call. Health Services will conduct open house on Tuesdays and Fridays between 11:15 a.m. and 12:00 p.m., in the HSU. Inmates may utilize the TRULINCS staff messaging system for all correspondence directed to the Health Services Department or use the standard inmate request to staff member form.

Medical Appointments

The majority of medical appointments appear on the daily call-out sheet. It is the inmate's responsibility to check the call-out sheet each day to see if he is scheduled for any such appointment, Failure to appear for scheduled appointments may adversely affect the continuity of care received and could result in disciplinary action.

Insulin and Pill lines

- Insulin line and pill line coincide with the morning meal, which is ordinarily announced at 6:00 a.m. (7:00 a.m. weekends and holidays).
- Evening insulin line and pill line will be announced at 3:00 p.m. when yard recall is announced.

Medication Pick Up will be during AM and PM pill line. If you have medication to pick up, report to pill line to receive it.

Pill line times for the Satellite Camp are as follows:

Monday through Friday

AM Pill/Insulin 6:30 a.m. to 7:00 a.m.

AM Pill/Insulin 5:00 p.m. to 5:30 p.m. (approximate)

Medication Pick Up is during these times.

Over-the-counter (OTC) medications are not provided, and must be purchased from the commissary. **Indigent OTC pill line is offered on Sunday (with a pick-up date of the following Friday)** during morning pill line. Satellite camp inmates, who are indigent and in need of medications, should get an indigent form at the DC during morning pill line on Sunday's. All prescriptions must be picked up from the pharmacy within three days of the prescription being ordered.

The TRULINCS Prescription Refill Service is available at FCI Englewood. To access the service, inmates will select the Prescription Refill button from the main TRULINCS Portal

Screen. Inmates will be provided with a list/grid of their prescriptions that are eligible to be refilled. Inmates will select prescriptions they want to be refilled and then select the Request Refill button. Inmates may Exit the service without submitting a refill request. Available prescriptions will no longer appear in grid once they have been requested to be refilled.

Requested prescriptions may be picked up approximately 24 hours after they submit a request. These may be picked-up at the respective pill line.

Medical Records

To obtain copies of medical records, the inmate must submit an inmate request to staff member form by electronic copout or the institution mail to the Health Information Management Department stating what information is desired. Requests will be processed in the order they are received. Issuance of copies of medical records is governed by Bureau of Prisons policy. Medical records open house will be held on Tuesday's from 10:30 a.m. to 11:00 a.m.

Inmate/Staff Communication

Inmates are encouraged to discuss health and administrative concerns with health services staff during open house on Tuesdays at 10:00 a.m. to 10:30 p.m. in the HSU. Pharmacy open-house is conducted at the same time.

Administrative Remedy

Inmates are provided unimpeded access to health care and provided a system for processing complaints regarding health care. Complaints may be addressed by contacting the Health Services Administrator or the Associate Warden (Programs) by submitting an inmate request to staff member form through the institution mail or electronic copout.

Sexual Assault

If an inmate is sexually assaulted, he should immediately inform staff. The inmate will be examined and evaluated by appropriate medical staff. Do not clean or shower prior coming to see medical. All complaints will be investigated.

Emergencies

Medical emergencies should be brought to the attention of the nearest staff member immediately. Emergencies are defined as life threatening events such as chest pain, eye injuries, severe bleeding, etc. All non-emergencies must be handled through sick call.

Advance Directives and Do-Not-Resuscitate Orders

Each inmate may obtain and fill out an advance directive for health care for the State of Oklahoma. Inmates may direct, in advance, to withhold or withdraw certain medical treatments when recovery or cure is not possible. Inmates may appoint, in advance, proxy decision makers who will make critical health care decisions for them should they become incapacitated and unable to make such decisions for themselves. Each inmate may obtain and fill out an Oklahoma Do-Not-Resuscitate (DNR) consent form. Inmates are to understand that DNR orders will never be invoked while an inmate is housed at a general population institution. Emergency resuscitative measures must and will always be performed on an inmate who suffers cardiopulmonary arrest at a general population institution. Advance directives may be implemented only at community health care facilities or Medical Referral Centers (MRCs). Advance directive and DNR forms will be offered at intake screening and may also be obtained during health services open house on Tuesdays at 10:00 a.m. to 10:30 p.m. in the HSU.

Emergency Medical Treatment

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

On-the-job Injuries

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

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail from a sentenced inmate in a minimum or low security institution may be sealed by the inmate and is sent out unopened and uninspected. Except for "special mail," outgoing mail from a sentenced inmate in a medium or high security institution, or an administrative institution may not be sealed by the inmate and may be read and inspected by staff. The outgoing envelope must have the inmate's committed name, register number, and complete institution return address in the upper left-hand corner. Inmates are expected to include a complete return address on the return portion of outgoing envelopes as shown below:

Inmate name
Register number
Federal Correctional Institution (May not abbreviate)
9595 W Quincy Ave
Englewood, Colorado 80123

Outgoing mail placed in any institution mail depository, which does not include the above required information in the return address section, will be returned to the inmate for correction. Unauthorized mail includes correspondence with other inmates without written approval. Other examples of unauthorized mail include musical greeting cards, Polaroid photos, nude personal photos, publications depicting nude photos (as described by federal law in the Ensign Amendment), plant material, items which cannot be inspected, etc. All unauthorized mail which arrives at this facility will be returned by mail room staff to the sender, along with a rejection form explaining why the mail was rejected. Inmates need written authorization before they may mail or receive packages. A package is defined by policy as anything over 16 ounces, or packed in a box or padded envelope. Packages or publications without authorization or not mailed from authorized sources will not be picked up at the post office by mail room staff and the U.S. postal staff will return to the sender as refused. Authorization to mail out a package may be obtained from your unit team. The authorization to receive a package must be completed by the unit team and approved by the correctional systems manager. Only those items that were approved may be included in the package.

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided. Mail is processed Monday through Friday, except federal holidays. All mail must include the inmate's committed name, register number, and quarters. Inmates are not allowed special mail privileges, i.e., overnight delivery services, express mail, etc. Inmates are allowed to certify mail. These services are treated as regular mail. Stamps are sold in the commissary. No stamps will be allowed to be mailed to the institution from outside sources.

An inmate must be in the unit to receive his mail. Outgoing mail must be in the unit mailbox by 10:00 p.m. each evening. Inmates are not permitted to draw or write messages on outgoing envelopes.

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

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

Incoming Correspondence

Incoming mail will not be distributed on Saturday, Sunday, or on holidays. Inmates who receive legal or special mail will be placed on call-out to the mail room to pick it up. Inmates must deliver their outgoing special mail directly to mail room staff, Monday through Friday between 10:30 a.m. and 11:30 a.m. at the FCI mail room. Inmates housed at the camp are to deliver their special mail directly to the unit Officer or Unit Team Staff. Inmates may seal their outgoing special mail before submitting it directly to staff for further processing. Inmates are responsible for providing staff with their inmate account card to verify their identity as the name on the return address. Incoming legal mail must be identified and marked "LEGAL MAIL - OPEN ONLY IN PRESENCE OF INMATE." In order to be treated as legal mail, it must also be from a clearly identifiable sender who has legal mail privileges.

All incoming envelopes and paper must be white in color. If incoming general correspondence to an inmate is in an envelope other than white, the item will be stamped "return to sender, only white stationary allowed." If the envelope is opened, and correspondence is written on paper other than white, or contains other items (i.e. glitter, stickers, etc.), the item will be rejected and stamped, "return to sender, only white stationary allowed." A rejection letter will be generated.

Any incoming correspondence sprayed with a fragrance (perfume, cologne, etc.) will be stamped "return to sender, mail contains fragrance." If the envelope is opened and discovered to contain a fragrance, the item will be rejected and stamped, "return to sender, mail contains fragrance." A rejection letter will be generated.

When an inmate transfers from another federal institution, his property is usually mailed from the previous institution the day after his departure. As soon as the property arrives at FCI Englewood, the inmate will be placed on call-out to receive the property authorized for retention. Different institutions allow different personal property. If any property is not allowed at this facility, the inmate will be given the opportunity to mail it to a third party at his expense.

The main institution open house hours for the mail room are Wednesday and Friday from 10:30 a.m. to 11:30 a.m. The Records Office open house hours are Wednesday and Friday from 10:30 a.m. to 11:30 a.m. Correctional Systems Management staff are available to answer questions at the camp during the noon meal on Thursdays.

The postage stamps on all incoming mail will be removed prior to being provided to the inmate.

Special Mail

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

Special mail also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the 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.

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

Inmate Correspondence with Representatives of the News Media

An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in BOP custody. Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to BOP regulations.

Correspondence between Confined Inmates

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

Rejection of Correspondence

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

Notification of Rejection

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

Change of Address/ Forwarding of Mail

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

Certified/Registered Mail

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

Telephones

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

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

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

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

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

ACCESS TO LEGAL SERVICES

Legal Correspondence

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

Attorney Visits

Attorneys are encouraged to visit during regular visiting hours, by advance appointment.

However, visits from an attorney can be arranged at other times based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Legal Material

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

Attorney Phone Calls

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

Law Library

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

Notary Public

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

Copies of Legal Material

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

Federal Tort Claims

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

Freedom of Information/Privacy Act of 1974

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

Inmate Access to Central Files and Other Documents

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

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

Executive Clemency

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

Commutation of Sentence

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

Pardon

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

Compassionate Release/Reduction in Sentence

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

Treaty Transfer Program

The Bureau of Prisons has entered into treaty agreements with certain foreign countries which allow for foreign inmates to volunteer to return to their country for service of sentence. Each country has its own list of requirements to qualify for transfer. If interested, the inmate should contact his or her case manager. Additionally, inmates who are citizens of foreign countries who wish to contact their closest consulate office may make this request through their case manager or the Case Management Coordinator. A current list of participating countries is made available to the inmates in the institution Law Library. Additionally, it is available to inmates via the inmates' Electronic Bulletin Board.

PROBLEM RESOLUTION

Inmate Request to Staff Member

Inmates are encouraged to utilize the TRULINCS staff messaging system to make an electronic request to a staff member. Inmates may also use the Inmate Request to Staff Member form (BPS 148), commonly called a Copout, which is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the living units from the Correctional Officer on duty. Staff members will answer the request within a reasonable period of time.

Administrative Remedy Process

The purpose of the Administrative Remedy Program is to allow an inmate to seek formal review of an issue relating to any aspect of his/her own confinement. An inmate may not submit a request or appeal on behalf of another inmate.

The Executive Assistant serves as administrative remedy coordinator and the Wardens' Secretary serves as the administrative remedy clerk for the institution, Informal Resolution Procedures: Inmates will attempt to informally resolve their complaints by directly communicating with the staff member involved. If this fails, the inmate may request an informal resolution form from his unit counselor. Upon the inmate's request for this form, the counselor and inmate will attempt to resolve the complaint. After completing the informal resolution form in a clear and specific manner, the inmate will return it to his Unit Counselor for investigation of the complaint.

Inmates must attempt informal resolution in all cases before formally filing with the warden, with the exception of unit discipline committee appeals. All other exceptions must be approved by the warden.

Administrative Remedy Request Processing Procedures: The Administrative Remedy Coordinator is the Executive Assistant at FCI Englewood. Inmates are to obtain the Request for Administrative Remedy, BP-229 (13), from their Correctional Counselor. When submitting a request for administrative remedy, the inmate must attach one copy of the completed Informal Resolution Form (Attachment A). Completed request for administrative remedy forms must be submitted to the inmate's unit manager or designee. The deadline for completion of informal resolution and submission of a formal written administrative remedy request, on the appropriate form (BP-9), is 20 calendar days following the date on which the basis of the request occurred. In accordance with the program statement for inmate discipline, the reviewing official for decisions by the Discipline Hearing Officer (DHO) is the Regional Director. Appeals shall be initially filed on Form BP-230(13) (formerly BP- 10) with the appropriate Regional Director within 20 calendar days from the date that the inmate receives the written notice of the decision. The Regional Administrative Remedy Appeal form and Central Office Administrative Remedy Appeal form may be obtained from the Correctional Counselor.

An inmate may only place a single complaint or reasonable number of closely related issues on an administrative remedy request form. For DHO and Unit Discipline Committee (UDC) appeals, each separate incident report number must be appealed on a separate form.

The inmate must complete all requested identifying information on the administrative remedy request forms and state his/her complaint in the space provided on the form. If more space is needed, one letter-size (8.5" x 11") continuation page may be used. The inmate must sign and date the administrative remedy request form.

If the inmate is not satisfied with the warden's response, he may submit an appeal on the appropriate form (BP-IO) to the appropriate Regional Director within 20 calendar days of the date the warden signed the response. If the inmate is not satisfied with the Regional Director's response, he/she may submit an appeal on the appropriate form (BP-I 1) to the General Counsel within 30 calendar days of the date the Regional Director signed the response. Addresses for these offices are located in the law library. Inmates should mail their appeals promptly after receiving a response to ensure timely receipt. Inmates may not raise an appeal, issues not raised in lower level findings. Appeals of separate lower level responses (different case numbers) may not be combined into a single appeal.

Sensitive Complaints

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

General Information

When a complaint is determined to be of an emergency and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, usually within seventy-two (72) hours from the receipt of the complaint.

For detailed instructions see Program Statement 1330.16, Administrative Remedy Program.

DISCIPLINARY PROCEDURES

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

Discipline

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

Inmate Discipline Information

If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the lieutenant, if an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the high and greatest severity category. Violations in the greatest severity category must be forwarded to the discipline hearing officer (DHO) for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the Unit Discipline Committee (UDC) for an initial hearing.

Initial Hearing

Inmates must ordinarily be given an initial hearing within five work days of the time staff become aware of the inmates' involvement in the incident (excluding the day staff became aware of the incident, weekends and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day.

The UDC may extend the time limits of these procedures for good cause. The warden must approve any extension over five work days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the DHO for final disposition.

Discipline Hearing Officer (DHO)

The Discipline Hearing Officer conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The segregation review officer conducts periodic reviews of inmates in disciplinary segregation.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DI-10. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his or her choice to represent him or her if requested. An inmate may make statements in his or her own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness (es) to the DHO if there is no staff representative. The DI 10 will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through the administrative remedy procedures. UDC appeals are made on a BP-229 (13). Appeals are made to the regional director on a BP-230 (13) and the general counsel on a BP-231 (13). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline,
- Whether the UDC or DI-IO based its decisions on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.
- The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

Special Housing Unit Status

Special Housing Units (SHUs) are housing units in BOP institutions where inmates are securely separated from the general inmate population, and may be housed either alone or with other inmates. SHU helps ensure the safety, security, and orderly operation of correctional facilities, and protect the public by providing alternative housing assignments for inmates removed from the general population. When placed in the SHU, you are either in administrative detention (A/D) status or disciplinary segregation (D/S) status. Administrative detention (A/D) status: A/D is an administrative status which removes you from the general population when necessary to ensure the safety, security, and orderly operation of correctional facilities, or protect the public. Administrative detention status is non-punitive, and can occur for a variety of reasons.

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

- Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.
- Holdover Status: You are in holdover status during transfer to a designated institution or other destination.
- Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:
- Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law.
- Transfer: You are pending transfer to another institution.

- Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or
- Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

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

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

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

For reasons of security, fire safety and good housekeeping, the amount of inmate personal property allowed in the Special Housing Unit will be limited.

To ensure safe and secure living areas, a fire/safety and sanitation inspection is conducted weekly. A fire drill is conducted in the Special Housing Unit on a quarterly basis.

Each inmate is required to make his bed every morning. Inspections will be made each morning, and anyone found in violation will be subject to disciplinary action. Inmates are allowed to lie on top of the bed and use the blanket for cover. Inmates must maintain their cell/cubicle in a sanitary condition, and cleaning supplies will be provided on a regular basis. All items issued on the food tray will be returned when the trays are picked up after each meal.

Writing or attaching anything to walls, destroying issued clothing, bedding or other government property will not be tolerated. Lights and windows may not be covered.

Written requests must be submitted to staff for use of the phone, law library and for haircuts. Laundry and bedding are issued on a one-for-one basis. Each inmate is responsible for all issued items. The retention of excess laundry items will not be allowed, Recreation will be terminated for any inmate who must leave the recreation area for any reason (i.e., restroom, etc.).

In the event of a fire, all special housing unit cell/cubicles are equipped with fire suppression sprinklers. If it is determined that the special housing unit must be evacuated, all inmates will be restrained, moved through the nearest fire exit, and secured in the outside recreation cages.

SHU Expectations

1. High Sanitation level will be maintained at all times.
2. Cell/Cubicle lights on weekdays will be on from 6:00 a.m. to 10:00 p.m. daily. (7:00 a.m. to 9:30 p.m. on weekends and holidays)
3. No regular ink pens or pencils will be retained in cells; only two secure writing instruments per inmate.
4. No empty boxes or containers (i.e. bags, vitamin bottles, etc.) will be retained in cells for storage.
5. No excess personal/government property will be retained in cells
6. No more than 1 (one) newspaper (dated within 14 days)
7. No more than 3 (three) softback books or magazines (provided by the institution book carts)
8. 10 pieces of mail and 5 personal photos per inmate. (Photos for A/D inmates only)
9. Altered items (clothing, books, radios, etc.) will be confiscated.
10. Cells must be cleaned and beds made prior to recreation.
11. Inmates will receive incident reports for violating rules and will be placed on paper sheets for destroying government property.
12. Visiting will be conducted in the non-contact rooms. You are not allowed contact visits while housed in SHU.
13. Legal property is for active cases only and may be no more than 1 cubic foot. If necessary, additional legal material may be requested from your property.
14. Cleaning supplies may not be stored in individual cells, but will be provided by staff upon request.
15. Nothing may be hung from the cell doors, light fixtures, vents or on the wall. No clotheslines, fishing lines, privacy sheets, etc.
16. No writing on walls, beds, lights, or defacing the cell (e.g., placing stickers on beds, walls, etc.)
17. All property, including legal material, will be neatly stored under your bed. No property will be stored along the walls.
18. When recreation is announced, inmates must be at their cell door when the officer arrives. No personal items of any kind may be taken to recreation.

19. All trays, eating utensils, and uneaten items, including unused condiments and drink packets and fruit will be returned or disposed of after each meal. You will be issued one Styrofoam cup once every week. Do not destroy or alter it. If a cup becomes unserviceable, it will be exchanged on a one-for-one basis.
20. Commissary is every Monday, with commissary forms being collected on Sunday evening. Only those items on the approved list may be purchased. Accumulation of excess commissary items will result in confiscation and those items will be placed in your personal property storage.
21. All inmates are allowed 1 (one) call every 30 days on evening watch (after 4:00 p.m.). Only the Unit Team can authorize requests for legal calls and other social calls. Requests for emergency calls must go through the Chaplain and/or your Unit Team.
22. Haircuts are done on Sunday during the Day Watch, via cop-out to the SHU Officers.
23. The Law Library is open on Evening Watch and for no longer than two hours at a time. No material may be removed from the Law Library.
24. Clothing is exchanged on a one-for-one basis during shower times. Linen is exchanged on a one-for-one basis on Wednesdays.
25. Inmates will rotate their cell assignment when directed by staff.
26. All inmates must stand for the daily 4:00 p.m. and 9:00 p.m. counts, as well as, the 10:00 a.m. count on weekends and holidays.

RELEASE

Release Preparation Program

An inmate's preparation for release begins at initial commitment and continues throughout incarceration until final release to the community. A program has been implemented to enhance the likelihood that inmates will successfully reintegrate into the community.

Release preparation entails six program areas, each supervised by a program manager:

- 1) Health and Nutrition - Health Services Administrator
- 2) Employment - Supervisor of Education
- 3) Personal Finance/Consumer Skills - Supervisor of Education
- 4) Information/Community Resources - Unit Manager
- 5) Release Requirements and Procedures - Correctional Systems Manager
- 6) Personal Growth and Development - Chief of Psychology Services

Inmates who return to custody within less than 12 months of release will not be required to attend the Release Preparation Program (RPI) if they had previously completed the program successfully. Inmates who are transferred in from other institutions will only complete the portions of the program they have not completed at their parent institution.

While release preparation begins at initial classification, inmates should enroll in the RPI no later than 30 months prior to their release to the community. Inmates serving shorter sentences should consider immediate enrollment.

Each inmate is expected to participate in all categories of the RPI and will only be exempted with approval from the Associate Warden of Programs. The unit team will complete recommendations for category and course participation with the inmate's assistance at initial classification or subsequent program reviews. It will be the inmate's responsibility to request enrollment in recommended courses directly to the facilitator.

Refusal to participate in the RPI will be documented in the program review report and may affect eligibility for or length of participation in community-based programs.

Inmate Release Debit Care Information

Your personal funds will be loaded onto an inmate release Visa debit card. You will receive cash for gratuity and transportation only, if applicable, please read carefully the instructions you will receive with the card.

Each card will have a unique PIN # that is system-generated and printed on the card carrier, which is issued at the time of release, Your PIN # is protected by a secure seal and is unknown until you remove the seal.

The funds placed on the card will be immediately available.

You are advised to retain this card until it expires. Any funds received or credited back to your account after your release will be placed on the card. The card is considered "Non-Reloadable." You cannot deposit/add additional funds to the card.

The cards can be used at ATMs and POS (Point of Sale — any location that accepts 'Visa Card'). No fee is charged at JPMorgan Chase ATMs and affiliates; if the ATM is not JPMorgan Chase or their affiliate any applicable ATM fees apply.

The card can be taken to a JPMorgan Chase bank and the funds withdrawn. Cards have an expiration date printed on the card. You can request a new card from JPMorgan Chase if the card expires prior to withdrawing all available funds.

Once you take possession of your card and exit the institution, all issues regarding the card are between you and JPMorgan Chase and are governed by Federal and State laws. If your card is lost or stolen, you may contact JPMorgan Chase by calling the customer service toll free number: (1-877-789-5895) to report the card lost or stolen and obtain a new card.

JPMorgan Chase will send all correspondence, including new cards, to the address provided to them by the BOP at the time of your release. You may change this address by calling customer service, but JPMorgan Chase will NOT issue a new card the same day you change your address. It is recommended that you update your address as soon as possible, after your release.

When calling customer service, you will be prompted to enter the sixteen 1 6-digit card number, your Date of Birth (DOB) and Social Security Number (SS#). The DOB provided to the bank is the DOB on record with the Bureau of Prisons. Use your eight (8) digit BOP register number followed by a zero instead of your Social Security Number. This reminder is noted on the back of your card.

Sentence Computation

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

Fines and Costs

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

Detainers

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

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

Good Conduct Good Time

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

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

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

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

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

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

Good Time

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

Statutory Good Time

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

- Not greater than one year - 5 days for each month of the not less than six months or more than one year sentence.
- More than 1 year, less than 3 years - 6 days for each month of the stated sentence.
- At least 3 years, less than 5 years - 7 days for each month of the stated sentence.

- At least 5 years, less than 10 years 8 days for each month of the stated sentence.
- 10 years or more - 10 days for each month of the stated sentence.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions. The following applies only to inmates sentenced for an offense committed prior to November 1, 1987.

Extra Good Time

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, performing duties of outstanding importance, or for employment in an Industry or Camp.

An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or Camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the DHO may forfeit or withhold extra good time.

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

Residential Reentry Center Good Time

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

Camp Good Time

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

Lump Sum Awards

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

Good Time Procedures

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

Parole

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

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

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

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

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

Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

Residential Reentry Center Placement

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

Community-Based Residential Programs

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

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

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

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

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

The Adam Walsh Child Protection and Safety Act

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

Conclusion

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

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, and toiletries.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through Correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedules prescribed. Respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

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| <p>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.</p> | <p>10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.</p> |
| <p>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.</p> | <p>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.</p> |

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- C. 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).
- D. Disciplinary segregation (up to 12 months).
- E. Make monetary restitution.
- F. Monetary fine.
- G. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation),
- 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.
- M. Restrict to quarters.
- N. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used)
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage,
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- C. 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).
- D. Disciplinary segregation (up to 6 months).
- E. Make monetary restitution,
- F. Monetary fine.
- G. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- 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.

M. Restrict to quarters.

N. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization,
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- C. 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).
- D. Disciplinary segregation (up to 3 months).

- E. Make monetary restitution.
- F. Monetary fine.
- G. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- 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.
- M. Restrict to quarters.
- N. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- A. 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).

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

ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

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



U.S Department of Justice
Federal Bureau of Prisons
Sexually Abusive Behavior Prevention and Intervention
An Overview for Offenders

You Have the Right to be Safe from Sexually Abusive Behavior

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

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

What Can You Do To Prevent Sexually Abusive Behavior?

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

- Carry yourself in a confident manner at all times. Do not permit your emotion (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.
- 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 to Report an Incident of Sexually Abusive Behavior?

It is important that you tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust, BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to 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 (131)-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 by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

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

Note: These emails:

- are untraceable at the local institution,
- are forwarded directly to OIG
- will not be saved in your email 'Sent' list
- do not allow for a reply from OIG,
- If you want to remain anonymous to the BOP, you must request it in the email to OIG.

Third-party Reporting. Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically:

http://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp.

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Contact your local Rape Crisis Center (RCC): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services. The institutions Rape Crisis Center is the Intervention & Crisis Advocacy Network (ICAN!), 121 N. Evans, Englewood, OK. 73036, 405-262-4455.

Management Program for Inmate Assailants

Those who sexually abuse/assault/harass 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 following Prohibited Acts under the Inmate Disciplinary Policy. Code 114/(A): Sexual Assault By Force Code 205/(A): Engaging in a Sex Act Code 206/(A): Making a Sexual Proposal Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex Code 229/(A): Sexual Assault Without Force Code 300/(A): Indecent Exposure Code 404/(A): Using Abusive or Obscene Language

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

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

Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person FORCIBLY or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury;

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

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

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

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

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

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

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

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

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

Contact Offices:

U.S. Department of Justice Office of the Inspector General Investigations Division
950 Pennsylvania Avenue, NW Suite 4706
Washington, D.C. 20530-0001

Federal Bureau of Prisons
Central Office
National PREA Coordinator
400 First Street, NW, Room 4027
Washington, D.C. 20534

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

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

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

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

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

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

Third-party reporting (outside of institution):
http://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp