

Admission and Orientation Handbook



Federal Correctional Institution
El Reno, Oklahoma

2010

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WELCOME

Welcome to the Federal Correctional Institution, El Reno, Oklahoma. 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 which you find unclear.

Each newly designated inmate will be scheduled to attend admission and orientation sessions at both the institution and unit level. 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, El Reno 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, El Reno.

H. A. Ledezma
Warden

Date

Unit Staff

Upon arrival at this institution, you were assigned to a unit. This determines where you live and who your team members are. Your team includes a unit manager, case manager, correctional counselor, educational representative, unit psychologist, unit secretary, and correctional officers assigned to the unit. Your counselor will probably be one of the first team members that you meet. The following is a brief description of the duties of each of your unit staff:

Unit Manager: The unit manager has the overall responsibility for the supervision and operation of the administrative functions of the unit, quality program development and implementation, and for the security and sanitation of the unit.

Case Manager: The case manager is responsible for unit classification, assessing inmate needs and interests, making appropriate program recommendations, completing inmate progress reports, and assisting inmates in release preparations. The case manager assists the unit manager in program development while sharing responsibility for security, sanitation, and various other operational functions.

Correctional Counselor: Counselors have the responsibility of assisting in the resolution of day-to-day inmate issues, work assignments, room assignments, package approvals, fund withdrawals, preparation and approval of inmate visiting lists, informal resolution of grievances, and distribution of administrative remedy forms. The counselor also shares responsibility for security, sanitation, and other operational functions of the unit.

Unit Secretary: The unit secretary maintains the central files of the inmates and prepares paperwork for all staff assigned to the unit. The unit secretary and case manager collectively schedule inmates for classification and program reviews.

Unit Correctional Officers: Correctional officers assigned to the unit have the primary responsibilities of accountability, security, and assist in maintaining the sanitation standards of the unit. They also provide unit staff with information concerning the activities and adjustment of inmates in the unit.

UNITS

Regulations of Unit Living

Generally speaking, use of common sense and respect for the rights of others is all that is necessary for unit living. Inmates are prohibited from posting any items for inmate viewing on common area bulletin boards, walls, windows, etc. Listed below are the basic guidelines.

Contraband: Contraband is anything not issued, authorized for

retention, or not sold by the commissary. Residents are responsible for any contraband found in their assigned room or cubicle. Where an assigned room or cubicle has two or three occupants, all residents are equally responsible for contraband found in their living area. Your living area and person will be searched periodically. Stamps which have been removed from the book they were purchased in are considered contraband (no loose stamps).

Smoking: The hazards of tobacco smoke are now well established by medical and public health authorities. To advance towards becoming a clean air environment and to protect the health and safety of staff and inmates, FCI, El Reno 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.

Radios: Radios will be played with the use of an ear plug or with a headset only. No exceptions will be made. Original equipment antenna attached to the radio will be the only antenna permitted. Battery packs are not permitted.

Emergencies: In the event of an institution emergency (i.e., body alarm, call for assistance, etc.) where staff are responding to the emergency, inmates are instructed to sit down on the ground immediately and comply with staff instructions.

Cell Assignments: Inmates at the FCI will not be eligible for a cell change for six months from the date of their assignment. Any cell changes prior to six months must be approved by the unit manager.

Work 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.

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, and work clothing and coats must be properly identified with the inmate's name and number.

Unit Telephones: Refer to the Inmate Telephone System section of this handbook. The Federal Bureau of Prisons reserves the authority to monitor (this includes recording) conversations on any telephone located within the institution. Monitoring may be done to preserve the security and orderly running of the institution. Use of the telephones constitutes consent to this monitoring. Staff telephones are not ordinarily available for inmate use. Inmate access to office telephones are strictly limited to international calls (not more than one monthly with the inmate bearing the cost) and verified family

emergencies (i.e., death in family, etc.). The use of office telephones to make inmate legal calls will be discouraged unless the inmate can demonstrate there is legitimate need to make contact with a court or attorney which cannot be accomplished by other means.

Visiting: Visiting is permitted in assigned living areas until 10:00 p.m., if the occupant of that assigned living area is present. Do not enter any other housing unit or bring anyone from another housing unit into your assigned unit.

Authorized Inmate Personal Property

INMATE PERSONAL PROPERTY LIST
AUTHORIZED FOR RETENTION & TRANSFER BETWEEN INSTITUTIONS
NATIONAL LIMIT
MALES

W = White
G = Grey
C = Commissary Only
B = Black
BW = Combination
I = BOP Issued

CLOTHING:

Bathrobe, WG (no hoods) c (1)
Cap, Baseball, WG (no logos) c (1)
Shoes, Athletic/Specialty, (W) (B) (BW) (\$100 value maximum/no pumps/no pockets) court, turf, running shoe c (2 pr)
Shoes, Casual c (1 pr)
Shoes, Shower, WG, c , (1 pr)
Shoes, Slippers (colorless) c (1 pr)
Shoes, Work c, (1), (I), (1)
Shorts, Gym, WG c (2)
Socks, Tube, W c (5)
Sweatshirt, G (pullover/no hoods/cotton)(C)(2) (no logos)
Sweatpants, G (cotton) c (2) (no logos)
T-Shirts/Sleeveless Undershirts, WG (no pockets/no logos) c (5)
Underwear, W (boxers or briefs) c (7)
Handkerchief, (white only), (5)

PERSONALLY OWNED ITEMS:

Address Book c (1)
Alarm Clock (non-electric) c (1)
Bag, Athletic Tote c (1) no logo
Batteries c (4)
Books (hard/soft) (5)
Book/Reading Light c (1)
Bowl (plastic/24 oz or less) c (1)
Calculator, Small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated) c (1)
Language Translator, (small, electronically unsophisticated, inexpensive, non-print feature/battery, or solar operated),(c), (1).
Calendar, Small (1)
Comb/Pick (plastic) c (2)
Combination Lock c (1)
Shaving Bag c (1)

Cup (plastic) c (1)
Dentures (1 set)
Earplugs c (1 set)
Envelopes c (1 box)
Eyeglasses (no stones) (2 pair)
Eyeglass Case (2)
Hairbrush c (1)
Hangers (plastic) c (5)
Headphones c (1)
Jug (plastic/1 gal) c (1)
Laundry Bag (mesh) c (1)
Letters (25)
Mirror (small/plastic) c (1)
Pen, Ballpoint c (2)
Pencils c (2)
Photo Album/Scrapbook c (1)
Photos (single-faced) (25)
Picture Frame (clear plastic) c (2)
Playing Cards c (2 decks)
Radio W/Earplugs (walkman-type) c (1)
Stamps c total value equivalent to (60, 1st Class)
Sunglasses (non-reflective) c (1)
Towel (white/large) c (1)
Watch (\$100 maximum value, no stones, electronically unsophisticated, i.e. inability to send signals) c (1)
Watchband c (1)
Wedding Band (no stones/white/yellow metal) (1)
Writing Tablet c (2)

HYGIENE ITEMS:

Dental Floss and/or Pick (unwaxed) c (1 container)
Denture Adhesive c (1)
Denture Brush c (1)
Denture Cleaner/Powder c (1)
Denture Cup c (1)
Deodorant c (2)
Lens Cloth c (1)
Nail Clippers (no file) c (1)
Razor c (1)
Scissors, Mustache (blunt tip) c (1)
Sewing Kit c (1)
Soap, Bar c (3)
Soap Dish c (1)
Toothbrush c (1)
Toothbrush Holder c (1)
Toothpaste c (2 tubes)
Tweezers (blunt tip) c (1)

RECREATIONAL ITEMS:

Athletic Supporter c (2)
Gloves (fingerless/athletic) c (1)
Gloves (handball) c (2)
Harmonica c (1)
Mouth Piece c (1)
Eye Protection c (1)

Softball Glove c (1)
Headbands/Sweatbands (white) c (2)
Knee Wraps c (2)
Racquetballs (2 cans of 2) c (4)
Tennis Balls (can of 3) c (1)
Weightlifting Belt c (1)
Weightlifting Gloves c (1)
Weightlifting Wraps c (2)
Knitting/crochet needles c (1)
Tools for Bead Work c (1)
Yarn, Embroidery, Hoops/needles c (1 set)

OTHER ITEMS:

Chocolate (instant) c (10 packets)
Coffee (instant/jar/container, unopened) c (1)
Coffeemate (jar/container, unopened) c (1)
Tea (instant/jar/container, unopened) c (1)

Non-perishable commissary items sealed in unopened, original containers may also be transported or shipped.

Inmate Personal Property "For Local Use Only" at FCI, El Reno

CLOTHING:

Thermal pants (2)
Thermal shirts (2)
Gloves (1 Pair), grey or white, cloth only (no vinyl or leather fabric)

PERSONALLY OWNED ITEMS:

Contact lens (clear/prescribed) (2 pair)
Contact lens solution (1 bottle)
Magazines (10) (to include any religious magazines) May only be retained 90 days from the printed date on the magazine.
Newspapers (4)
Photo tickets (20)
Greeting cards (20), distributed by religious services
Copier card (3)
Can opener
Any item sold in local commissary

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 weekly trust fund list.

RECREATIONAL ITEMS:

Drawing/drafting/plotting/color pencils/mechanical pencils
Music books, sheet music
Yarn, limit (4) skeins
Musical instruments

(NOTE: This item will no longer be sold at this institution, and only inmates with proof of purchase prior to February 7, 1996, will be allowed to retain possession until release or transfer

from this institution.)

Limits of Inmate Personal Property

Storage Space: Each inmate is limited to that property which may be stored in the institution provided locker. Each room will have one locker per inmate. An inmate is allowed to retain that authorized personal property which the inmate may neatly and safely store in his locker. Trust fund purchases are to be neatly stored in the assigned unit locker. Items not stored in the locker will be considered contraband and will be confiscated. Under no circumstances will any materials be accumulated to the point where they become a fire or security hazard, or detrimental to sanitation or good housekeeping. Questionable items must have the approval for entry as determined by the case management coordinator.

Clothing: Three sets of issued clothing is the allowable amount. 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.

Special Purchase Items: Two pairs of tennis shoes, two sweat suits, and three t-shirts, sold through the trust fund sales unit, will be allowed. Tennis racquets and shoes should be stored under the bed. All other special purchase items must be stored in the locker.

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.

Radios and Watches: An inmate may not possess, or own, more than one approved radio or watch at any time. Proof of ownership through a Form 40 and/or trust fund sales unit receipt(s) will be required. The inmate's identifying number will be etched on these articles by trust fund sales unit staff at time of sale. Any alteration of identification will cause the article to be considered contraband and will lead to confiscation.

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 determine that an inmate has an excessive amount of paperwork that 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.

Correspondence and Reading Materials: A total of five hard/soft books, including religious books, will be allowed. Not more than a total of ten magazines and four newspapers, including religious, may be accumulated. Education materials for current correspondence courses (approved by the Education Department at this institution) are

exempt from this requirement. However, once a course is completed, associated books and materials must be removed from the living unit and mailed home at the inmate's expense. All reading materials will be stored in the locker.

Personal Photos: An inmate may possess photographs, subject to storage space, and so long as they are not detrimental to personal safety and security, or to the orderly running of the institution. Nude or sexually suggestive photos (individual prints or copies, as opposed to those from publications) present a special concern for personal safety, security, and good order. This is particularly true when the subject is a relative, friend, or acquaintance of an inmate. For these reasons, an inmate ordinarily will not be permitted to retain, receive or possess, a personal photograph in which the subject is nude, displays genitalia, female breasts, or where the photo depicts suggestive acts such as intercourse, fellatio, or sodomy. The warden will determine the exclusion of this, or similar materials, on the basis of the standard of whether the material would be detrimental to an individual's personal safety, security, or to institutional good order, if it were in the inmate's possession.

Possession of Electronic Items: The unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items, such as MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate discipline system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.

Special Housing Unit (SHU)

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 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 items issued. 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 cells 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.

TRUST FUND

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. After any item leaves the sales unit, no changes will be made. Inmate clerks may not add or substitute items on your shopping list. Each inmate is required to have a commissary bag and inmate account card in order to shop. An attempt to utilize another inmate's account card to conduct financial transactions of any kind constitutes fraud, and appropriate disciplinary action will be taken. Once an inmate signs the receipt and leaves the sales window, the sale is final.

Inmates confined in the special housing unit will not be permitted to retain the inmate account 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.

Purchased radios, watches and padlocks will have the inmate's number etched on them at the time of purchase. Items brought by an inmate from another institution will have their number etched by receiving and discharge staff upon verification with property records.

Normally, an inmate will need to purchase only one of the items noted above. However, if an additional purchase is needed due to breakage, theft, etc., a memo detailing the reason for the purchase must be received from unit staff before the sale is approved. Any of the above items will be considered contraband in the possession of any inmate other than inmate whose number is etched on item.

Padlocks are sold in the sales unit for the purpose of locking individual lockers. When an inmate purchases a padlock, his number is etched on the back. The institution retains the right to break open any padlock that is altered or unserviceable.

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.

The institution trust fund sales unit hours of sales are:

Monday through Thursday: 6:30 a.m. to 7:15 a.m.
11:00 a.m. to 12:25 p.m.
1:55 p.m. to 3:45 p.m.

The last shopping list of the day will be taken at 3:35 p.m. Even-numbered shoppers (based on fifth number of inmate register number) will shop on Mondays and/or Wednesdays, while odd-numbered shoppers will shop on Tuesdays and/or Thursdays.

The camp trust fund sales unit hours of sales are:

Tuesday and Thursday: 10:30 a.m. to 12:30 p.m.
2:30 p.m. to 3:45 p.m.

Even-numbered shoppers (based on fifth number of inmate register number) will shop on Tuesdays, and odd-numbered shoppers will shop on Thursdays.

Inmates are allowed to have pictures made during approved time periods. Each photo voucher costs \$1.00 and can be purchased in the sales unit during normal sales hours.

The sales period will be closed when the line has been served. When circumstances warrant, sales hours will be extended as deemed appropriate. On Wednesdays, trust fund staff will conduct sales in the SHU. On Fridays, staff will conduct open house from 11:00 a.m. to 12:15 p.m. in the institution clothing room. The trust fund sales unit will be closed on Saturday and Sunday and on major holidays under normal circumstances. Sales are limited to two per week per inmate. Inmates will purchase special purpose orders (SPO's) during normal sales hours on their day to shop. Validation of spending limit is \$145 on the 1st and again on the 15th of each month.

The institution trust fund committee will meet each quarter to review trust fund operations and inmate requests for additional or replacement items. 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. An automated inquiry machine (AIM) is located in front of the sales unit in the institution and also at the camp, in the main building by the officer's station. The AIM machine allows inmates to obtain information regarding their accounts. A personal identification number (PIN) is needed to access the machine and can be obtained during open house.

All money orders must be sent to the national lockbox at the address listed below:

Lock Box, Federal Bureau of Prisons
Inmate Name and Register Number
P.O. Box 474701
Des Moines, IA 50947-0001

Inmates should carefully note the requirements of this process. Withdrawal of funds from an inmate's account is done with the assistance of the inmate's unit team. Questions concerning the inmate's account should be directed to unit staff.

Laundry/Clothing Room

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 institution clothing is to be placed in the wash bag, tied securely, and personally delivered to the laundry by 7:15 a.m. This service is available each week day. Beginning at 11:00 a.m. each day, the clothing turned in that morning will be available for pickup in the clothing room under normal circumstances.

Soiled laundry is not to be left in the housing units for delivery to the laundry by others. The institution is not responsible for personal clothing turned into the laundry/clothing room.

Initial Clothing/Linen Issue:

3 pants	1 pair safety shoes	2 wash cloths
3 shirts	4 pair socks	2 sheets
4 undershorts	4 towels	1 winter coat* and
4 t-shirts	1 pillowcase	1 stocking cap*
1 belt	2 blankets	*(seasonal only)

FCI Laundry Hours of Operation

Monday through Friday 6:00 a.m. to 2:00 p.m.

FCI Clothing Room Hours of Operation

Monday	6:10 a.m. to 7:20 a.m.	New Commitments, Bag Issue
	11:00 a.m. to 12:15 p.m.	New Commitments, Bag Issue
Tuesday	6:10 a.m. to 7:20 a.m.	New Commitments, Bag Issue, Linen Exchange
	11:00 a.m. to 12:15 p.m.	New Commitments, Bag Issue, Linen Exchange
Wednesday	6:10 a.m. to 7:20 a.m.	New Commitments, Bag Issue, Clothing Exchange, Boot Issue
	11:00 a.m. to 12:15 p.m.	New Commitments, Bag Issue, Clothing Exchange, Boot Issue
Thursday	6:10 a.m. to 7:20 a.m.	New Commitments, Bag Issue, Linen Exchange, Hygiene Issue
	11:00 a.m. to 12:15 p.m.	New Commitments, Bag Issue, Linen Exchange
Friday	6:10 a.m. to 7:20 a.m.	New Commitments, Bag Issue, Clothing Exchange, Boot Issue

11:00 a.m. to 12:15 p.m. New Commitments, Bag Issue,
Clothing Exchange, Boot
Issue, Open House

Camp Clothing Room Hours of Operation

Monday	6:10 a.m. to 7:30 a.m.	Laundry Turn In**
	7:30 a.m. to 12:00 p.m.	Linen Exchange
	11:00 a.m. to 12:00 p.m.	Photo Distribution
	2:00 p.m. to 2:50 p.m.	Laundry Issue
Wednesday	6:10 a.m. to 7:30 a.m.	Laundry Turn In**
	11:00 a.m. to 12:00 p.m.	Clothing Exchange
	11:00 a.m. to 12:00 p.m.	Photo Distribution
	2:00 p.m. to 2:50 p.m.	Laundry Issue
Friday	6:10 a.m. to 7:30 a.m.	Laundry Turn In**
	11:00 a.m. to 12:00 p.m.	Shoe Issue, Hygiene Issue
	11:00 a.m. to 12:00 p.m.	Photo Distribution
	2:00 p.m. to 2:50 p.m.	Laundry Issue

**Laundry bags at the camp may also be placed in the lobby of the camp inmate services building through the south-side double glass doors from 6:00 a.m. to 7:30 a.m. on Monday, Wednesday and Friday.

Inmate Telephone System (TRUFONE)

Inmates may submit telephone number request forms for up to 30 numbers, and forms may be submitted once per month. Illegible and/or incomplete forms will be returned to the inmate. Each form must be approved by unit staff. Phone request forms are authorized and keyed into TRUFONE within five working days under normal circumstances. The automated inquiry machine (AIM), located in front of the sales unit, enables an inmate to view the phone numbers on his list. Camp inmates may use the AIM located near the main television room.

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 (instructions provided throughout the institution) 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 11:00 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.

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 10:00 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 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.

Telephone rates are posted throughout the institution. Charges do not begin accruing until the called party has accepted the call by pressing "5". 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 "77" 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 "77", 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 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.

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.

The TRUFONE telephones are expensive, and an inmate who damages a telephone will receive an incident report and sanctions. The unit in which the phone is damaged will also be without one of the phones until repairs can be made.

TRULINCS

Inmates must comply with all program rules and procedures to use the TRULINCS computers. Each inmate must sign the Inmate Agreement for Participation in TRULINCS Program, Form BP-0934. By signing, the inmate has demonstrated his understanding of the program rules and procedures. Participation in TRULINCS is voluntary.

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.

An electronic messaging is billed as one TRU-Unit per minute of session time, and printing is billed as three TRU-Units per page. 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 hours of operation will be 6:00 am until 10:00 pm daily. Inmates must consent to have all incoming and outgoing electronic messages monitored, read and retained by Bureau staff.

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.

Questions or concerns concerning the use of the TRULINCS system should be directed to the Trust Fund Supervisor.

MAIL

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. Authorized mail includes letters, magazines, and paperback books. At the FCI, newspapers and hardcover books must come directly from the publisher or book store. Magazines, paperback books, brochures, newsletters and flyers must also come directly from the publisher, book store or book club. Inmates must pay for magazines, newspapers, and other subscriptions at the time the order is placed (i.e., no "bill me later" orders). 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)
P.O. Box 1500
El Reno, Oklahoma 73036

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 inmate systems manager. Only those items that were approved may be included in the package.

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. 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 11:15 a.m. and 12:15 p.m. at the FCI mail room. Inmates housed at the camp are to deliver their special mail directly to the mail room staff Monday through Friday between 10:15 a.m. and 11:15 a.m. at the outside mail room. 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.

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, El Reno, 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 both the mail room and the records office are from 11:15 a.m. to 12:15 p.m., every Tuesday and Thursday. Inmate systems management staff are available to answer questions at the camp during the noon meal on Fridays.

BARBER SHOP

Normal operations are as follows: 5-8 p.m. Monday through Friday, and 12-8 p.m. Saturday. The location of the barber shop at the FCI is near the main entrance to the leisure center. At the camp, the barber shop is located across from the officer's station. Inmates may make arrangements for a haircut by contacting one of the approved barbers. Specific barber shop rules and regulations and hair care procedures are maintained at the FCI and camp barber shops and are on file in the special housing unit.

VISITING PRIVILEGES

Immediate relatives (wife, children, parents, brothers, or sisters) will normally be approved for visits. Associates and friends may be approved for visits when it can be established that a constructive relationship existed prior to incarceration. Visiting lists will be prepared by the unit team upon request. The inmate is responsible for providing visitor information forms to any persons placed on his visiting list.

Each inmate is authorized no more than five adult visitors in the visiting room at any one time. Children will be limited to five per inmate; however, the behavior of children accompanying adult visitors will be the responsibility of the inmate and adult visitors. Children must remain within the supervision of an adult visitor at all times. All visitors, including children, must remain within the boundaries specified as visiting areas. Disturbances caused by an undisciplined child will result in termination of the visit. A portion of the FCI visiting room is set up as a playroom for children. It is the responsibility of the adult visitors to supervise the actions of their children. No food or drink items are permitted in the playroom. The playroom is considered out-of-bounds for inmates. Inmates are prohibited from entering the playroom at all times.

Inmates are also responsible for informing all visitors of Bureau of Prisons policy regarding the introduction of contraband into the institution. Inmates are not allowed to give or receive any item from visitors in the visiting room. All food and/or drink items at the FCI may only be purchased and consumed by visitors in a designated area. Inmates at the FCI are prohibited from consuming any food or drink during the visit, and they may not enter the designated visitor eating area. Once a visitor leaves the visiting area, the visit is terminated for that day. Inmates are not allowed to leave the visiting area to eat. Once an inmate leaves the visiting area, the visit will be terminated for that day. Handshaking, embracing, and kissing are permitted within the bounds of good taste and only at the beginning and at the end of the visit. During the visit, inmates and visitors are allowed only to hold hands, but no other physical contact is permitted.

Visits may be terminated, or a visitor may be turned around for reasons such as: national/institution emergency, inclement weather, failure to clear initial screening at the front entrance (i.e., metal detector, search, etc.), no documentation of visit approval, insufficient visiting points, misconduct on the part of the inmate or

visitor, inappropriate dress, improper identification, and overcrowding.

Camp inmates must wait behind the wooden door which leads to food service until they are called for the visit by the camp officer. Inmates may not meet their visitors outside of the camp building or in the lobby area until they have been called by the camp officer. Camp visitors are permitted only in the institution parking lot and the area from the parking lot to the front entrance of the camp. All camp visits will be terminated inside the front door of the camp front entrance. Inmates are not allowed to accompany visitors to the parking area. Camp visitors must remain within the roped-off area when visiting in the outside area. All areas accessible to visitors are designated as non-smoking areas.

Authorized Inmate Items: Inmates are permitted to have a wedding ring, prescription glasses/case, head band, religious medallion, heart or asthma medication, and tennis shoes or work shoes.

Authorized Visitor Items: Visitors are prohibited from bringing food/drink items, pictures, packages, letters, money over \$100, gift items, or other contraband into the visiting room. Tobacco products are also prohibited. It is illegal for any person or persons to introduce contraband or attempt to introduce contraband that threatens the order, discipline, or security of the institution, into or upon the grounds of any Federal penal institution or to take or attempt to take, or send anything whatsoever without the knowledge or the consent of the warden or his appointed representatives. The law provides that a penalty of 20 years or a \$250,000 fine, or both, may be imposed upon violators of this law. Inmates are responsible for informing all visitors of Bureau of Prisons policy regarding introduction of contraband into the institution.

Inmate Attire: Inmates will wear clean, institution issued khaki trousers, khaki button-up shirts, web belts, T-shirts, underwear (briefs or boxers), socks, and either issued institution shoes/boots (black or brown) or tennis shoes in the visiting room. SHU inmates will wear institution issued underwear, socks, t-shirts, blue deck shoes, and an orange jumpsuit. They will not be allowed to wear personal tennis shoes in the visiting room.

Special Visits: Special visits (i.e., family emergencies) must be arranged through the inmate's unit team. Arrangements may be made through the unit team for visits if there are special reasons or circumstances.

Visitor Attire: All visitors will be properly attired when coming into the institution. Visitors (including minors) wearing sexually provocative clothing will be prohibited from admission to the institution visiting room. Female visitors must wear a brassiere and other undergarments without any exception. Visitors, including minors over age ten, may not wear miniskirts, halter tops, sleeveless shirts, tank tops, backless shirts/dresses, body suits, hip huggers, see-through clothing, or clothing which ends at the knee or above.

Visitor Identification: Inmate visitors will provide a minimum of one form of photo identification (i.e., valid state driver's license, state identification card, or federal identification card).

Each inmate is allowed 32 points each month for visiting. One hour of visiting time equals one point on weekdays. At the FCI, on weekends and holidays, one hour of visiting equals two points. Any part of an hour used will be charged as a full hour. Points are not accumulative from month to month.

Visiting hours at the FCI are from 8:00 a.m. to 3:00 p.m.. Thursday through Monday. Camp visits are conducted Friday through Monday, and on federal holidays. Camp visiting hours on Monday and Friday are from 5:00 p.m. to 9:00 p.m. Camp visiting hours on Saturday, Sunday, and federal holidays are from 8:00 a.m. to 8:00 p.m. The address of the institution is 4205 Highway 66, West, El Reno, OK 73036. Visitors may locate the institution by taking the Country Club exit off I-40 and turning north after exiting the highway. Approximately two miles after exiting I-40, Country Club Road dead ends into Highway 66. Visitors should turn left and travel approximately one and one-half miles. The institution is on the left side of Highway 66. The phone number for the institution is (405) 262-4875. There is Greyhound Bus service which picks up and drops off passengers at the Valero station at Country Club and I-40. However, there is no local taxi service in El Reno.

MEDICAL, DENTAL, AND PSYCHOLOGY SERVICES

Medical Services

Health Services Mission Statement: The Federal Correctional Institution at El Reno 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.

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, El Reno provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

- A. 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 MRC's and inmates assigned to the general population at these facilities are subject to copay fees.

- B. Health Care Visits with a Fee:

1. 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 in section C., 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 in section C. below, the inmate will be charged a \$2.00 copay fee for that visit.

2. 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 is found responsible through the disciplinary hearing process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with No Fee:

An inmate will not be charged a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

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

1. Blood pressure monitoring;
2. Glucose monitoring;
3. Insulin injections;
4. Chronic care clinics;
5. TB testing;
6. Vaccinations;
7. Wound care; or
8. Patient education.

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

- D. 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.

- E. 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 are 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 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 at the health services exam room between 7:15 a.m. and 7:30 a.m. The inmate must obtain a pass from his detail supervisor to report for his appointment. 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 several days to two weeks in the future. Inmates must watch the call-outs for their appointment time. Other appointments with HSU 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. 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.

Your Health Care Rights	Your Responsibilities
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, as well as 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 also 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.

Your Health Care Rights	Your Responsibilities
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.

Consultant Physicians: At the discretion of the health services staff, based on the patient's medical needs, patients will be scheduled to see physicians who specialize in all aspects of medicine.

Eyeglasses: If an inmate needs glasses or has other vision problems, he should request an evaluation by reporting to sick call triage. 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. If the optometric evaluation reveals a need for eye wear, and the inmate desires other than standard issue glasses, at his own expense, he must submit a copy of his current eyeglasses prescription (which may be obtained from the optometrist at the time of the inmate's exam) along with the package authorization form which he can obtain from Health Services open house.

HIV Education: Basic instruction will be provided as part of the Admission and Orientation Program. HIV information is available from the Health Services Department.

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. Questions or requests pertaining to the health services administrator or assistant health services administrator must first be addressed via an inmate request to staff member form. If a meeting is found to be necessary, the administrator or his/her assistant will respond to the inmate's request and have him report to open house on Wednesdays between 11:00 a.m. and 12:00 p.m. in the HSU.

All correspondence directed to the Health Services Department must be on 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.

Pharmacy/Pill Line Procedures: Pill line times for the main institution are as follows:

Monday through Friday	6:45 a.m. to 7:15 a.m.
	7:00 p.m. to 7:25 p.m.

Pill line times for the satellite camp are as follows:

Monday through Friday	7:00 a.m. to 7:15 a.m.
Evening Pill Line	6:30 p.m. to 6:45 p.m.

The inmate must present his identification card to be served by the pharmacy.

Over-the-counter (OTC) medications are not provided, and must be purchased from the commissary. All prescriptions must be picked up from the pharmacy within three days of the prescription being ordered. Indigent OTC pill line is offered on Wednesdays from 11:00 a.m. to 12:00 p.m. at the main institution. Satellite camp inmates, who are indigent and in need of medications, should sign up for sick call.

Medical Records: To obtain copies of medical records, the inmate must submit an inmate request to staff member form by 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.

Inmate/Staff Communication: Inmates are encouraged to discuss health and administrative concerns with health services staff while in the dining room during the noontime meal. Concerns may also be addressed by submitting an inmate request to staff member form directly to the HSU through the institution mail. The health services administrator's open house is conducted on Wednesdays from 11:00 a.m. to 12:00 p.m. in the HSU.

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 of operations by submitting an inmate request to staff member form through the institution mail.

Sexual Assault: If an inmate is sexually assaulted, he should immediately inform staff. The inmate will be examined and evaluated by appropriate medical staff. 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, 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 (MRC's). Advance directive and DNR forms will be offered at intake screening and may also be obtained during health services open house on Wednesdays from 11:00 a.m. to 12:00 p.m.

Psychology Services

Psychologists are responsible for providing a full range of

professional psychological services. Psychologists also aid staff members through program design, consultation, and training. Services for inmates include evaluations and therapy. As part of the admissions procedures, newly incarcerated inmates are placed on call-out for an interview. Counseling may be brief term, or long term, and may be done on an individual or group basis. To see the unit psychologist, the inmate must submit an inmate request to staff member form to psychology services.

It is not uncommon for people to experience feelings of depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to the pressure they may experience. Staff are trained to monitor inmates for signs of suicidality, and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If an inmate is personally experiencing any of the problems noted above, or if an inmate is showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that "there is nothing to live for"), a staff member should be alerted right away. This immediate response can save a life.

Drug Abuse Program

There are three programs offered at FCI, El Reno which are dedicated to the problems of drug abuse:

Drug Education Program: An educational program which explains the different classifications of drugs and their impact on an individual's lifestyles, physical health, and society at large. An overview of methods used to stop using drugs is covered, but this program is NOT a drug treatment program. This program is mandatory for inmates who meet certain criteria. If an inmate is mandated to attend the Drug Education Program and fails to do so, he will be held at the lowest pay grade throughout his incarceration and will not be allowed community activities such as furloughs or halfway house placement toward the end of incarceration for which he might otherwise qualify. However, anyone may volunteer for the Drug Education Program.

Residential Drug Abuse Program (RDAP): This is a course of individual and group activities provided by a team of drug abuse treatment specialists and the drug abuse treatment coordinator in a treatment unit which is set apart from the general prison population and lasts a minimum of 500 hours over a nine-month period. The satellite camp does not have an RDAP; however, camp inmates may be referred to other RDAP institutions when appropriate. All participants must adhere to program rules, behave in a manner consistent with the program philosophy and comply with the Bureau of Prisons rules and regulations. An inmate who successfully completes RDAP and meets the criteria in Program Statement 5330.11 may be eligible for early release by a period not to exceed 12 months. There is an effort made to obtain up to six months halfway house placement for graduates,

during which one to four hours of drug counseling is required for aftercare as this is the time when an individual is most vulnerable to relapse.

The philosophy of RDAP is that the problem of drug abuse is not just a problem for chemical addiction, but it is one of lifestyle. The program aims at developing a lifestyle conducive to living free of drugs and crime. We believe that the focus of treatment for drug abuse is more than simply the drug abuse per se, but the lifestyle which supports the drug use. When a lifestyle supports drug use or criminal behavior, the focus of treatment must be the lifestyle, not simply the drug use. This program includes understanding drugs and what they do to a person. But more importantly, the program examines and facilitates change in every aspect of life, including thinking patterns, emotions, social and family relationships, physical wellness, criminal behavior, spirituality, and others. The focus is on learning alternatives in life and accepting responsibility for living the new alternatives.

Non-Residential Drug Abuse Program: This program is provided to inmates with a substance abuse problem who are not eligible or not interested in participating in RDAP. Participation in the non-residential drug abuse treatment program is voluntary. This is a treatment program which covers a variety of issues related to drug abuse.

If an inmate would like more information or wishes to enroll in any of the drug abuse programs, he should visit the DAP Department.

RELIGIOUS SERVICES

The chapel is staffed by professional chaplains endorsed by a specific religious authority. Although they have their own religious traditions, the chaplains facilitate religious practice for all inmates at the institution. A chaplain is on duty or on call everyday to provide pastoral care, worship services, or program supervision. Assisting the chaplains are volunteers and contract personnel who represent a number of religious faith groups. Inmates may request to see a minister of a specific religious faith, and arrangements can usually, but not always, be made to do so.

The chapel complex is open at scheduled times for a variety of uses. With certain limitation, inmates may come to the chapel on call-out during times they are assigned for work or other programs. During regular pass periods, if they are otherwise free to move about the compound, inmates may also come to the chapel when it is scheduled to be open.

Besides worship services and programs, the chaplains provide services such as personal and family counseling, crisis intervention, and emergency contacts for/with inmates/families. The chapel schedule is posted in the units, recreation and education facilities, and is available for personal distribution. Public notice is also given concerning special chapel sponsored programs.

The chapel and the various programs exist for the moral and spiritual growth of inmates. The chaplains are here to assist and encourage spiritual growth within those religious traditions chosen by the individual inmate. Inmates are encouraged to use the opportunities available for spiritual growth.

EDUCATIONAL AND RECREATIONAL OPPORTUNITIES

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, El Reno. Questions regarding education programs should be addressed through in 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 3:00 p.m. to 4:00 p.m., Monday through Friday.

Academic

The institution offers a variety of academic courses ranging from basic skills instruction to college courses leading to an associate of arts degree. 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 inmate, 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 inmate's needs and interests. Inmates may work toward an associates of applied science degree while at FCI, El Reno. College classes are held during the evening hours through Redlands Community College. Courses vary from one semester to another depending on program needs.

Vocational

The vocational training programs offered at FCI, El Reno provide marketable employment skills. Each of these classes emphasize hands-on training. Courses offered at the main institution are business management, building maintenance, electrical and welding. 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 is handled through the supervisor of education.

Effective 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.

Recreation

The mission of the Recreation Department at FCI, El Reno 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. While recognizing that not every sport or activity will appeal to everybody, we are proud of being able to say that we have a sport or activity that best suits the individual.

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 are not allowed on the recreation yard or in the gym on weekends, holidays or during evening hours by non-recreation orderlies who are at work.

Library/Legal Library

The FCI library is located in the education building and is open to the general population. Library hours are:

Monday through Friday: 12:30 p.m. to 3:00 p.m.

Monday through Thursday: 5:30 p.m. to 8:00 p.m.

Saturday and Sunday: 7:30 a.m. to 10:00 a.m.
11:30 a.m. to 3:00 p.m.

The library is closed on federal holidays.

The leisure library has a wide selection of reading material in both Spanish and English. Books may be checked out for two-week periods. 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 inventory. Photo reproduction equipment is available for use in the law library. 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. If an inmate is unable to find the legal reference material needed, he should inform education staff.

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 - Supervisors of Education
4. Information/Community Resources - Unit Manager
5. Release Requirements and Procedures - Inmate Systems Manager
6. Personal Growth and Development - Chief of Psychology Services

Inmates who return to custody with less than 12 months of release will not be required to attend the Release Preparation Program (RPP) 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 RPP 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 RPP and will only be exempted with approval from the AWP. 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 RPP will be documented in the program review report and may affect eligibility for or length of participation in community-based programs.

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, El Reno has a metal factory 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.

FOOD SERVICE

The Food Service Department has the responsibility to provide a clean, sanitary environment with quality prepared meals attractively served to the entire population three times per day.

Meals served for the general population at the main institution are:

Breakfast	6:00 a.m. to 6:45 a.m. (Monday through Friday)
Lunch	11:00 a.m. to 12:00 p.m. (Monday through Friday)
Dinner	4:35 p.m. until last unit called (Daily)
Brunch	11:00 a.m. until last unit called (Weekends)

Meals served for the satellite camp are:

Breakfast	5:30 a.m. to 6:15 a.m. (Monday through Friday)
Lunch	11:00 a.m. to 12:00 p.m. (Monday through Friday)
Dinner	The serving lines are open after the 4:00 p.m. count clears.
Coffee Hour	7:00 a.m. to 8:00 a.m. (Weekends and Holidays)
Brunch	10:30 a.m. to 11:30 a.m. (Weekends and Holidays)

No food items are to be taken out of the dining facility. No personal items, including drink containers, may be brought into the dining facility. When you enter the dining hall, you must receive your food tray and then proceed to the sitting area before you do anything else.

MECHANICAL SERVICES

The maintenance, repair, and renovation of all existing institutional grounds and buildings at FCI, El Reno 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 Facilities Department is staffed by 25 civilian employees with more than 300 years of experience. Over 1,100,000 square feet of building space, 4,200 acres of property, 48 acres inside the perimeter fence, and over 20 ponds, lakes and lagoons are maintained. The department is directed by the facility manager. Working for the facility manager is one 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 (CMMS), as well as all department records and budgeting. There are over 20 trades represented in the Facilities Department. These trades are 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 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, El Reno.

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 also are available for the construction of new buildings. Renovation of existing areas also 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 is their responsibility, as well as 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, incoming electrical, and main gas lines at the institution.

ADMINISTRATIVE REMEDY PROCEDURES

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 associate warden of programs serves as administrative remedy

coordinator for the institution, and the volunteer coordinator serves as the administrative remedy clerk.

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: Inmates are to obtain the Request for Administrative Remedy, BP-229(13), from their unit 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 and special housing units, 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 unit 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 ½ " 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-10) 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-11) 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 in 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.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you made need it.
5. You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or visitation guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.

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

DISCIPLINARY PROCEDURES

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 three work days of the time staff become aware of the inmate's involvement in the incident (excluding 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 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 DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his or her choice to represent them 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 DHO 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 DHO 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: There are two components of special housing. These are administrative detention and disciplinary segregation.

Administrative detention separates an inmate from the general population. To the extent practical, an inmate in administrative detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in administrative detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection or is finishing confinement in disciplinary segregation.

Disciplinary segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in disciplinary segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in disciplinary segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary).

Inmates may possess legal and religious materials while in disciplinary segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in disciplinary segregation shall be seen by a member of the medical staff daily, including weekends and holidays. Unit staff members will visit the segregation unit regularly. Inmates in both administrative detention and disciplinary segregation are provided with regular reviews of their housing status.

Prohibited Acts and Disciplinary Severity Scale

GREATEST CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing	A. Recommend parole date recission or retardation.
101	Assaulting any person (includes sexual assault) 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 carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended.)
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
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)	C. Disciplinary Transfer (recommend).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	D. Disciplinary segregation (up to 60 days) E. Make monetary restitution.
105	Rioting	F. Withhold statutory good time (Note: Can be in addition to A through E, cannot be the only sanction executed.)
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction 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., hack-saw blade)	G. Loss of privileges (Note: Can be in addition to A through E, cannot be the only sanction executed).
109	(Not to be used)	

GREATEST CATEGORY (CONTINUED)

CODE	PROHIBITED ACTS	SANCTIONS
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	Sanctions A-G
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties. (Conduct must be of the greatest severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the greatest severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.	

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	Sanctions A-M
201	Fighting with another person	A. Recommend parole date recission or retardation.
202	(Not to be used)	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended.)
203	Threatening another with bodily harm or any other offense	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C. Disciplinary Transfer (recommend).
205	Engaging in sexual acts	D. Disciplinary segregation (up to 30 days)
206	Making sexual proposals or threats to another	E. Make monetary restitution.
207	Wearing a disguise or a mask	F. Withhold statutory good time
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	G. Loss of privileges: commissary, movies, recreation, etc.
209	Adulteration of any food or drink	H. Change housing (quarters)
210	(Not to be used)	I. Remove from program and/or group activity
211	Possessing any officer's or staff clothing	J. Loss of job
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	Introduction of alcohol into BOP facility	

HIGH CATEGORY (CONTINUED)

CODE	PROHIBITED ACTS	SANCTIONS
216	Giving or offering an official or staff member a bribe, or anything of value	Sanctions A-M
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	K. Impound inmate's personal property L. Confiscate contraband M. Restrict to quarters
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; this includes data obtained through the unauthorized use of a communications facility, or through the 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 and conducted by staff)	
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	

HIGH CATEGORY (CONTINUED)

CODE	PROHIBITED ACTS	SANCTIONS
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	Sanctions A-M
298	Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.	

MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	Sanctions A-N
301	(Not to be used)	A. Recommend parole date recission or retardation.
302	Misuse of authorized medication	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	B. Forfeit 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.)
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	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
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 would be charged as Code 110)	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 15 days).
308	Violating a condition of a furlough	E. Make monetary restitution.
309	Violating a condition of a community program	F. Withhold statutory good time.
310	Unexcused absence from work or any assignment	G. Loss of privileges: commissary, movies, recreation, etc.
311	Failing to perform work as instructed by the supervisor	H. Change housing (quarters).
312	Insolence towards a staff member	
313	Lying or providing a false statement to a staff member	I. Remove from program and/or group activity. J. Loss of job.

MODERATE CATEGORY (CONTINUED)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
		Sanctions A-N
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 or Code 200)	K. Impound inmate's personal property. L. Confiscate contraband. M. Restrict to quarters. N. Extra duty.
315	Participating in an unauthorized meeting or gathering	
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
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	

MODERATE CATEGORY (CONTINUED)

CODE	PROHIBITED ACTS	SANCTIONS
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	Sanctions A-N
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool 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 or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.	

LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended). (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	(Not to be used)	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	(Not to be used)	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters).
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	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.

LOW MODERATE CATEGORY (CONTINUED)

CODE	PROHIBITED ACTS	SANCTIONS	
498	Interfering with a staff member in the performance of duties. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.	N.	Extra duty.
		O.	Reprimand.
		P.	Warning.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.		

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

When the prohibited act is interfering with a staff member in the performance of duties (code 198, 298, 398, or 498), or conduct which disrupts (code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

Example: "We find the act of _____ to be of high severity, most comparable to prohibited act engaging in a group demonstration."

Sanction B.1 may be imposed on the low moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Program Statement 5270.07, Chapter 4, Page 16).

Sanctions

1. Sanctions of the Discipline Hearing Officer: (upon finding the inmate committed the prohibited act)
 - A. Recommend Parole Date Rescission or Retardation. The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-findings hearings upon request of or for the use of the Commission.

- B. Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, and/or Terminate or Disallow Extra Good Time. The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the warden. This decision may not be delegated lower than the associate warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale.

See Program Statement 5270.07, Chapter 4, Page 19 for limitations on this sanction and for eligibility for restoration. Good time (statutory and good conduct time) percentages may be combined when separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, when an inmate is charged, and found to have committed, both a 200 and 300 code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 code violation, 25% for the 300 code violation). Good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See the Sentence Computation Manual (Old Law, Pre-CCCA-1984) for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and captain for comments, to the warden or his or her delegated representative for final decision.

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

- B.1 Disallowance of Good Conduct Time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to

receive 54 days good conduct time credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed. However for crimes committed on or after September 13, 1994 and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or an equivalent degree, or has been exempted from participation because of a learning disability. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall vest on the date the inmate is released from custody. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.

VCCLAE inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following;

- (1) Greatest Category Offenses. A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good time conduct) for each act committed;
- (2) High Category Offenses. A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available good conduct time) for each act committed.
- (3) Moderate Category Offenses. A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.
- (4) Low Moderate Category Offenses. A minimum of six

days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

However, the DHO may, after careful consideration of mitigating factors (seriousness of the offense, the inmate's past disciplinary record, the lack of available good conduct time, etc.) choose to impose a lesser sanction, or even disallow no GCT for moderate and low moderate prohibited acts by VCCLEA inmates rated as violent or by PLRA inmates. The DHO must thoroughly detail the rationale for choosing to disallow less than 13 days or six days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or six days respectively will occur with repetitive offenses consistent with the guidelines in this B.1.

The decision of the DHO is final and is subject only to review by the warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy program. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures.

Except for VCCLEA inmates rated as violent or PLRA inmates, Sanction B.1 may be imposed on the low moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The appendix to Program Statement 5270.07, Chapter 4 discusses procedures for the disallowance of good conduct time.

- C. Recommend Disciplinary Transfer. The DHO may recommend that an inmate be transferred to another institution for disciplinary reasons.

Where a present or impending emergency requires immediate action, the warden may recommend for approval of the regional director the transfer of an inmate prior to either a UDC OR DHO hearing. Transfers for disciplinary reasons prior to a hearing before the UDC or DHO may be used in emergency situations and only with approval of the regional director. When an inmate is transferred under these circumstances, the sending institution shall forward copies

of incident reports and other relevant materials with completed investigation to the receiving institution's discipline hearing officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC or DHO hearings contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony. Transfers from one region to another require the approval of both the sending and receiving regional directors.

The receiving institution does not need to hold a new UDC hearing if such a hearing was held by the sending institution prior to the inmate's transfer.

- D. Disciplinary Segregation. The DHO may direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in disciplinary segregation are based on the severity scale.

Separate sanctions may be imposed for separate acts or offenses. Acts are different or separate if they have different elements to the offenses. For example, if an inmate is involved in a fight with another inmate, and in the course of subduing that incident the inmate also strikes a staff member, the inmate can be charged with fighting (code 201) and also assaulting a staff member (code 101). The inmate can be separately charged and punished, on the basis of one incident report, or in two separate incident reports, for each offense. The inmate could not be punished for both assault on and fighting with the inmate, since the elements of both offenses (the time, place, persons involved, actions performed) are essentially the same for both offenses. If, on the way to administrative detention, the inmate starts another disturbance, and strikes another officer, the inmate could be charged with that as another assault offense. Similarly, an inmate serving a period of time in disciplinary segregation may commit a prohibited act there, and receive additional, consecutive time in segregation for that new offense.

See the table below for the specific limits on sanctions. Each different or separate offense should be written on a separate incident report. Unless otherwise specified by the DHO, disciplinary segregation placement for different or separate prohibited acts are to be imposed consecutively.

An inmate who has been recommended for a control unit placement may be transferred prior to completing the required segregation period. The remainder of any segregation period shall be served at the receiving institution.

Except as noted above, an inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. When this is not practical, the regional office must approve the transfer. The inmate shall complete the remainder of any segregation period at the receiving institution.

- E. Make Monetary Restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to.

An inmate's commissary privileges may be suspended or limited until restitution is made. See the Accounting Management Manual for instructions regarding impoundment of inmate funds.

- F. Withholding Statutory Good Time. The DHO may direct that an inmate's good time be withheld. Withholding of good time should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs.

Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an on-going offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial institution discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the administrative remedy procedures (Part 542).

Only the warden may restore withheld statutory good time. This decision may not be delegated lower than the associate warden level. Restoration eligibility is based on the severity scale.

An application for restoration of good time must be

forwarded from the inmate's unit team, through both the DHO and captain for comments, to the warden or his or her delegated representative for final decision.

Part 542 refers to the program statement on administrative remedy procedure for inmates. See Program Statement 5270.07, Chapter 4, Page 20 for information on restoration eligibility.

This sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days good conduct time credit (18 U.S.C. § 3624(b)). This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the warden to ensure conformity with the provisions of the discipline policy and by inmate appeal through the administrative remedy procedures.

2. Sanctions of the Discipline Hearing Officer/Unit Discipline Committee: (upon finding the inmate committed the prohibited act)
 - G. Loss of Privileges: Commissary, Movies, Recreation, etc.
The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege. However, the DHO or UDC may impose a loss of privilege sanction not directly related to the offense when there is a lack of other appropriate sanctions or when imposition of an appropriate sanction previously has been ineffective.

After careful consideration of all relevant facts, the UDC or DHO may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction (e.g., loss of visiting privileges) is viewed as having a significant impact on the inmate's future behavior.

Loss of recreation privileges cannot be imposed on inmates in special housing, but may be used as a sanction for general population inmates.
 - H. Change Housing (Quarters). The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.
 - I. Remove from Program and/or Group Activity. The DHO or UDC

may direct that an inmate forego participating in any program or group activity for a specified period of time.

- J. Loss of Job. The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.
- K. Impound Inmate's Personal Property. The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.
- L. Confiscate Contraband. The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately.

For procedures, see the program statement on personal property of inmates.

- M. Restrict Quarters. The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.
- N. Extra Duty. The DHO or UDC may direct that an inmate perform tasks other than those performed during regularly assigned institutional job.
- O. Reprimand. The DHO or UDC may reprimand an inmate either verbally or in writing.
- P. Warning. The DHO or UDC may verbally warn an inmate regarding committing prohibited act(s).]

Note: Although not considered sanctions, the UDC or DHO may recommend classification or program changes. For example, the DHO may recommend an inmate's participation in, or removal from, a particular program. When this occurs, a final decision will ordinarily be made in accordance with the established procedures for deciding that issue. In the example cited above, a referral would be made to the inmate's unit team for a decision on the recommendation.

Sanctions for Repetition of Prohibited Acts Within Same Category

When the unit discipline committee or DHO finds that an inmate has committed a prohibited act in the low moderate, moderate, or high category, and when there has been a repetition of the same offense(s) within recent months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart.)

Category	Prior Offense (Same Code) Within Time Period	Frequency of Repeated Offense	Sanction Permitted
Low Moderate (400 Series)	6 months	2nd offense	Low Moderate Sanctions plus <ol style="list-style-type: none"> 1. Disciplinary segregation, up to 7 days. 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).
		3rd offense or more	Any sanctions available in Moderate (300) and Low Moderate (400) series.
Moderate (300 Series)	12 months	2nd offense	Moderate Sanctions (A,C,E-N) plus <ol style="list-style-type: none"> 1. Disciplinary segregation, up to 21 days 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).
		3rd offense or more	Any sanctions available in Moderate (300) and High (200) series.
High (200 Series)	18 months	2nd offense	High Sanction (A,C,E-M), plus <ol style="list-style-type: none"> 1. Disciplinary segregation, up to 45 days. 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).
		3rd offense	Any sanction available in High or more (200) and Greatest (100) series.

Sanctions by Severity of Prohibited Act, with Eligibility for

Restoration of Forfeited and Withheld Statutory Good Time

Severity of Act	Sanctions	Maximum Amount Forf. GT 1	Max.Amt. w/hd SGT	Elig. Restoration Forf.SGT	Elig. Restoration w/hd/SGT	Max. Dis Seg 1
Greatest	A-F	100%	Good time creditable for single month during which violation occurs. Applies to all categories.	24 mos	18 mos	60 days
High	A-M	50% or 60 days, whichever is less		18 mos	12 mos	30 days
Moderate	A-N	25% or 30 days, whichever is less		12 mos	6 mos	15 days
Low / Moderate	E-P	N/A		N/A (1st offense) 6 mos. (2nd or 3rd offense in same category within six months)	3 mos	N/A (1st offense) 7 days (2nd offense) 15 days (3rd offense)*

1 SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY. Forfeited good conduct time will not be restored ("GT" in this table represents both good conduct and statutory good time.)

NOTE: In this table's headings, "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.

To ensure an inmate's case is not overlooked when statutory good time has been forfeited or withheld, the unit team must review the eligibility requirements for restoration in accordance with the time frames established by the program statement on classification and program review of inmates. A recommendation of the unit team, whether for or against restoration, must be forwarded (on BP-389/Record Form 84) to the warden, through the DHO and captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO. An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody

of the Bureau of Prisons. The warden will refer for approval of the regional director a case where the warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements.

An inmate with an approaching parole effective date, or an approaching mandatory release or expiration date who has forfeited good time may be placed in a community treatment center only if that inmate is otherwise eligible under Bureau policy, and if there exists a legitimate documented need for such placement. The length of stay at the community treatment center is to be held to the time necessary to establish residence and employment.

Disallowance of Good Conduct Time

Sanctions B and F of the Prohibited Acts and Disciplinary Severity Scale, pertain to statutory good time and do not apply to inmates committed under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987 and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days per year of good conduct time credit (18 U.S.C. §3624(b)). This credit is given at the end of each year of time served and, once given, is vested. Also, once disallowed it may not be restored (except for procedural error, corrected on immediate administrative review, or by appeal through the administrative remedy procedures). Disallowance of good conduct time is to be accomplished in accordance with the following procedures.

- A. Only the DHO can take action to disallow good conduct time. A UDC may recommend a disallowance to the DHO, but a UDC may not independently disallow good conduct time.
- B. In determining the amount of good conduct time to be disallowed, the DHO should assess the seriousness of the particular prohibited act. Code violations of the greatest severity ordinarily should have the greatest amount of lost good conduct time credit. However, even within the same severity level, the DHO is to assess the severity of the offense and impose lost good conduct time credit based on an assessment of the particular violation. Consideration of the inmate's VCCLEA 1994 Offense Category should be taken into consideration when imposing sanctions. Those with a "VIOLENT" category offense should receive greater disallowance sanctions. See Section B.1 (above) for specific minimum disallowance guidelines.
 - (1) Except as indicated in paragraph (2) below, the DHO should effect the loss of good conduct time pursuant to the following table.

100 Code (Greatest Category)	Disallow ordinarily between 50 and 75% of good conduct time credit (27-41 days) available for year.
200 Code (High Category)	Disallow ordinarily between 25 and 50% of good conduct time credit (14-27 days) available for year.
300 Code (Moderate Category)	Disallow ordinarily up to 25% of good conduct time credit (1-14 days) available for year.
400 Code (Low Moderate Category)	May disallow only for repetitive acts. For a second violation of the same prohibited act committed within 6 months, the DHO may disallow ordinarily up to 12.5% of the good conduct time credit (1-7 days) available for year; for a third violation of the same prohibited act committed within 6 months, the DHO may disallow ordinarily up to 25% of the good conduct time credit (1-14 days) available for year.

(2) The DHO may impose a sanction greater than or less than the guidelines indicated in paragraph (1) of this section when the available information clearly indicates such action is warranted. The DHO is to indicate in the record of the hearing the specific reasons for varying from the established guidelines. Going above the guidelines is warranted for a greatly aggravated offense or for repeated violations of the same prohibited act that occurs within a relatively short time frame (e.g., within an 18-month period for the same greatest severity prohibited act, within a 12-month period for the same high severity prohibited act, and within a six-month period for the same moderate severity prohibited act). Going below the guidelines is also warranted for strong mitigating factors.

C. The decision of the DHO is final, and is subject only to procedural review by the warden and by appeal through the administrative remedy procedures. The DHO is to ensure that the inmate is notified of the information contained in this paragraph C.

D. The DHO is to provide the inmate systems manager (ISM) with documentation of each good conduct time disallowance (BP-448, Good Conduct Time Action Notice).

(1) At the end of each year of an inmate's confinement, and within the 15-day window provided by the statute for a determination of an award of good conduct time,

the ISM is to determine the number of days disallowed by the DHO and, when necessary, is to recalculate the inmate's sentence. This recalculation is based on the total amount of time disallowed, as reported by DHO actions on offenses (prohibited acts) occurring during the year. The calculation should be made on DHO actions near the end of the year, even if they are under administrative review or appeal. The records will be corrected (disallowance reduced, for example) if ordered by the reviewing official. Until any such order, the action of the DHO is final and may be implemented in the inmate's sentence computation and all official records.

- (2) CCMs will perform the above computation for inmates in contract facilities.
- (3) Prior to making an award ISM staff should determine if there are unresolved (pending) incident reports that might result in a disallowance of GCT. If a pending report exists, the award decision should be deferred until resolution of that report.
- (4) If subsequent to an award, staff become aware of misconduct that occurred during the evaluation period, the awarded GCT will be available for disallowance following a finding by a DHO that a prohibited act occurred. However, GCT cannot be disallowed for misconduct that occurred after the evaluation period.

E. Questions concerning the disallowance of good conduct time credits are to be directed to the regional inmate systems administrator or to the regional counsel.

In Addition:

The Court Security Improvement Act of 2007, Title 18 U. S. C. § 1521, (Public Law 110-177) was enacted into law on January 7, 2008.

Title 18 U. S. C. § 1521 establishes a new criminal offence for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer (as described in 18 U.S.C. § 1114). The offense is punishable by up to 10 years imprisonment.

Sexual Assault Prevention

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

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

What Can You Do To Prevent Sexually Abusive Behavior?

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

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

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.

How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you **tell a staff member if you have been sexually assaulted**. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust.

BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

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

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

- **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

Office of the Inspector General

P. O. Box 27606

Washington, D.C. 20530

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation.

The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Counseling Programs for Victims of Sexually Abusive Behavior

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

Management Program for Inmate Assailants

Anyone who sexually abuses/assaults others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to

Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

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

Code 101/(A): Sexual Assault

Code 205/(A): Engaging in a Sex Act

Code 206/(A): Making a Sexual Proposal

Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex

Code 300/(A): Indecent Exposure

Code 404/(A): Using Abusive or Obscene Language

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

What is sexually abusive behavior? According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:
a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

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

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

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

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

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.**