

***FEDERAL BUREAU OF PRISONS
FCI FAIRTON, NEW JERSEY***

***INMATE
INFORMATION
HANDBOOK***

Table of Contents

Introduction.....	1
Intake, Classification, and the Unit Team.....	2
Daily Inmate Life.....	4
Security Procedures.....	8
Programs and Services.....	10
Health Services.....	18
Contact with the Community and Public.....	24
Access to Legal Services.....	26
Problem Resolution.....	28
Release Issues and Sentence Computation.....	29
Disciplinary Procedures.....	33
Inmate Rights and Responsibilities.....	36
Discipline Severity Scale; Rules and Regulations.....	39
Directions.....	53

INMATE INFORMATION HANDBOOK

FEDERAL BUREAU OF PRISONS

Introduction

Welcome to the Federal Correctional Institution (FCI) Fairton, New Jersey. As you went through receiving and discharge, you were given a copy of this Inmate Information Handbook so you can better understand the operation of the institution, the Bureau of Prisons, and its policies and procedures.

The material in this handbook will help you quickly understand what you will be encountering when entering prison and hopefully assist you in your successful adjustment to institutional life here at Fairton. The material in this handbook will also provide you with valuable resource information.

If you know of any reason you cannot function at this institution, you should inform staff.

FCI Fairton is a medium security level institution located in Southern New Jersey. We are within one hour of driving time from both Philadelphia, Pennsylvania, and Atlantic City, New Jersey. Opened in early 1990, the institution covers 51 acres and has four major housing units: HA, HB, HC, and HD.

This booklet is not designed to answer all your questions; therefore, you are encouraged to address your additional questions to your Counselor, Case Manager, Unit Manager, or Unit Officer, who can further explain policies and procedures to you.

Intake, Classification, and the Unit Team

Orientation

Upon commitment, and within the first four weeks of your stay at this institution, you will participate in an Institution and Unit Admission & Orientation (A&O) Program.

While in Unit A&O, you will be introduced to your unit team (unit manager, case manager, counselor, and unit officer). During this time, each member will discuss his/her duties and responsibilities.

While in Institutional A&O, you will learn about the programs, services, policies and procedures at this facility. Also, you will hear lectures from staff regarding their departments and programs. Inmates are given a social and medical screening at the time of arrival and will also be screened by Psychology Services staff.

Classification Teams (Unit Teams)

Fairton is organized into a unit management system. A unit is a self-contained living area that includes both housing sections and office space for unit staff. Each unit is staffed by a unit team directly responsible for inmates living in that unit. The unit staff offices are located in the units so staff and inmates can be accessible to each other. The unit staff includes a unit manager, case managers, correctional counselors, and unit secretary. When appropriate, the education advisor, Psychology staff, and the unit officer will attend an Initial Classification/Program Review and be considered as Unit Team members.

Inmates are assigned to a specific unit team. Generally, the resolution of issues or matters of interest are most appropriately initiated with the unit team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, work assignments, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution weekdays from 6:00 am to 9:00 pm and 6:00 am to 6:00 pm on weekends and holidays. Schedules are subject to change due to staff work schedules.

General Functions of Unit Staff

Unit Manager -- The Unit Manager is the administrative head of the general area and oversees all unit programs and activities. He/she is a department head at the institution and has a close working relationship with other departments and personnel. The unit manager is the "Chairperson" of the team, and reviews all team decisions, and "normally" chairs the Unit Discipline Committee (UDC). Additionally, the Unit Manager has direct responsibility for the sanitation of the unit by coordinating closely with the Unit Officer and the Correctional Counselor.

Case Manager -- The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He/she responds to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the UDC.

Correctional Counselor -- The Correctional Counselor provides counseling and guidance to the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. He/she plays a leading role in all segments of Unit programs and is a voting member of the Unit Team. The Correctional Counselor will visit inmate work assignments regularly and is the individual to approach for resolution of daily problems. The Counselor generally provides leadership and guidance to other staff in the Unit. The Correctional Counselor is a frequent member of the UDC.

Unit Secretary -- The Unit Secretary performs clerical and administrative duties.

Unit Officer -- The Unit Officer, along with the Unit Team members, has direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the Unit. The Unit Officer is jointly supervised by the Unit Manager and the shift supervisor (Lieutenant) during his/her Unit assignment.

Communications

The Unit bulletin boards contain written communication of interest to inmates. Unit Managers will utilize Town Hall meetings at their discretion to foster improved communications.

Initial Classifications/Program Reviews

Initial Classifications will be held within 28 calendar days after an inmate's arrival to the institution. After the Initial Classification is conducted, Program Reviews will be held every 180 days for inmates with more than 12 months remaining on their sentence. Inmates with 12 months or less remaining on their sentence will be reviewed every 90 days. Program reviews are conducted in order to monitor inmate progress toward completion of established goals. Further, it is an opportunity to discuss areas such as release preparation, work assignments, transfers, and payment of financial obligations. All inmates are expected to attend each program review.

Town Hall Meetings

Town Hall meetings are held bi-monthly in each Unit and/or as the need arises. These meetings are held to make announcements and to discuss changes in policy and procedures of the Unit or institution. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the issue as a whole rather than personal questions or problems. Personal problems will be resolved by Unit staff members during the regular working hours which are posted in each Unit.

Team Participation in Parole Hearings (if eligible)

The Unit Team prepares progress reports and compiles other information in the Inmate Central File for presentation to the U.S. Parole Commission or other appropriate agencies.

The inmate's Case Manager will ordinarily be present at the inmate's Parole hearing. The Case Manager's function at the hearing is to assist the parole examiners and not to act as a staff representative for the inmate.

Work Assignments and Work Reports

As you finish your orientation period, your Unit Team will assign you to a work detail based, primarily, on institution need. All newly arrived inmates who are medically cleared will be expected to work in the Food Service Department during their initial 90 days of work. Upon completion of the 90 days, you will be placed to a permanent detail, a training program, or a combination of both. Factors considered in determining specific work assignments are your physical condition, education level, previous work experience, general aptitude, ability to benefit from training, and plans for the future. Some of the jobs available are:

- Food Service: Cooks, bakers, salad men, orderlies, dishwasher operators, and clerks.
- Facilities: Electricians, plumbers, cement finishers, masons, mechanics, welders, painters, carpenters, motor repairmen, laborers, and clerks.
- Health Services Unit: Orderlies, clerks, and technical assistants.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

- Education: Librarians, clerks, teacher's aides (bi-lingual).
- Clothing Room: Clerks and clothing dispensers.
- Safety & Sanitation: Sanitation workers.
- **UNICOR Positions:** Production, warehouse, clerks, sanitation, procurement clerks, accountant clerks, quality assurance inspectors, etc...
- Other: Laundry, landscape, garage, warehouse workers, commissary, etc...

Job changes are made by the unit team when there is a justifiable need. Ordinarily, an inmate will be on a job 90 days before being considered for a job change. UNICOR will advise the team with regard to job assignments or changes requested. UNICOR job changes, either entering or leaving the factory, will become effective on Monday of each week.

Pay sheets detailing your hours of work will be completed every month for Performance Pay. Additionally, reports evaluating your work performance will be prepared by your supervisor at least every 90 days. In UNICOR, semi-annual evaluations are generated.

PERFORMANCE PAY

Each inmate is eligible for pay for satisfactory work performed, based upon grade level for the particular job established by his work supervisor. Ordinarily, you may be awarded Performance Pay at the rate of \$.12 to \$.40 per hour of satisfactory work performed, depending on the designated grade level. There are four pay grades utilized in the Bureau of Prisons (Grade 1: \$.40/hour; Grade 2: \$.29/hour; Grade 3: \$.17/hour; and Grade 4: \$.12/hour). Maintenance Pay, which is \$5.25 per month, is also utilized for certain work details. The higher pay grades, such as Grades 1 & 2 are limited. Any pay problems should be discussed with your work supervisor. Inmates who refuse to participate in the Financial Responsibility Program (FRP) or the required 40 Hour Drug Education Program will be held to Maintenance Pay level. You must have a high school diploma or GED equivalent to earn a grade higher than grade 4.

Inmates employed by UNICOR earn pay at higher rates, from \$.23 to \$1.15 per hour, depending on skill level achieved and satisfactory work performance. Inmates who refuse to demonstrate financial responsibility while employed in UNICOR will be fired. Inmates employed by UNICOR are required to pay at least 50% of their pay each month to their financial obligations if above a Grade 5 level. Payments are deposited to your trust fund account the first of the month after it is earned.

Factors considered in awarding pay are dependability, motivation, resourcefulness, and job performance. Pay bonuses are available for both UNICOR and non-UNICOR work assignments. Bonuses are awarded at the discretion of your work supervisor with concurrence from the department head.

Daily Inmate Life

Sanitation

It is the inmate's responsibility to check his living/work area immediately after being assigned there and to report any damage to the Correctional Officer, Case Manager, Counselor, or Detail Supervisor. An inmate may be held financially liable for any damage to his personal living or work areas.

Each inmate will be responsible for making his bed in accordance with posted regulations before work call, which is announced at 7:30 am. On weekends and holidays, beds will be made whenever inmates are awake or gone from their cell. Each inmate is also responsible for sweeping and mopping their personal living area to ensure it is clean and sanitary. Lockers must be neatly arranged, inside and out, and all shelving and desk areas must be neat and clean.

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons and to ensure that excess personal property, which would constitute a fire hazard or impair staff searches of living areas, is not accumulated.

Storage Space: The Program Statement and Institutional Supplement on Inmate Personal Property, indicates the property limitations for specific items. Personal items (radios, clothing, etc...) should be marked with a register number in order to reduce the possibility of theft. A combination lock may be purchased at the commissary to further protect personal property.

Clothing: Civilian clothing of any type (except athletic apparel) is not authorized at FCI Fairton. All clothing, except socks, will be stamped with a bin number and neatly stored in the individual locker. An inmate may possess two sweat suits (plain with no logos) and two jogging suits (plain with no mottos). Refer to the Inmate Personal Property Supplement for additional authorized items. Individual washcloths, towels, and bed linens are issued to inmates.

Special Purpose Items: Special purpose items will be authorized only when they can be contained in the storage area provided for personal property, i.e. inmate locker.

Legal Materials: Inmates are allowed to maintain legal materials necessary for their current/active legal actions. The amount of storage space provided for legal materials is dependant upon the total storage space available. Ordinarily, the amount may not be restricted below a level of three cubic feet. See the Institutional Supplement entitled Inmate Personal Property for complete information.

Hobby Craft Materials: Hobby Shop raw materials will not be permitted in the housing units. The only hobby craft project permitted in the housing unit will be a pen and pencil with sketch pad and water-based calligraphy markers. However, these items must be stored in the inmate's locker. Disposal of completed hobby craft work must be arranged immediately after completion, through the Recreation Department.

Commissary Items: The total value of an inmate's accumulated commissary items (excluding special purchases) will be limited to the respective monthly spending limit. Inmates may not have more than 60 First Class Stamps in their locker. Inmates are not authorized to have more than 60 First Class stamps.

Food Storage: Food items left open creates a health hazard. Accordingly, these items must be properly sealed at all times and stored in your locker. Empty jars may not be used as drinking containers and are to be thrown away.

Letters, Books, Photographs, Newspapers, and Magazines: Letters, books, photographs, newspapers, and magazines will be limited, as indicated in both the Program Statement and Institutional Supplement governing Inmate Personal Property. Ordinarily, picture frames sold in the Commissary may be displayed on top of the desk. Nothing is to be tacked, stapled, or scotch taped to any surface except to the bulletin boards.

Smoking and Tobacco Policy: FCI Fairton is completely smoke free. Possession and/or use of cigarettes and other tobacco items is prohibited and subject to disciplinary action.

Sports and Musical Equipment: A limited amount of sports equipment may be maintained in the Unit. Inmates will be limited to three athletic gloves, one weight-lifting belt, two mouth pieces (one musical and one athletic), one deck of cards, one set of dominoes, and one checker/chess game set. These items must also be stored in the inmate locker. There will be no musical instruments for retention by any inmates as personal property, nor will musical instruments be allowed for play within any housing unit.

Radio and Watches: An inmate may not own or possess more than one approved radio and watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding the established limits set forth in the Program Statement entitled Inmate Personal Property. Radios with a tape recorder and/or tape player are not authorized. Radios will be inscribed with the inmate's name and register number. Only walkman-type radios are permitted and headphones are required at all times. Radios and watches may not be loaned or given to another inmate.

Jewelry: One religious medal on a chain not to exceed the combined value of \$100.00 may be retained. One plain wedding band (no stones) may be retained.

Quarters Rules

Unit staff will inspect cells and common area living quarters daily for general appearance and overall cleanliness. We impose reasonable regulations on inmate conduct and furnishings in the Housing Units. Refer to the posted Unit Rules and Regulations on the inmate bulletin boards in the housing Units.

The following areas will be monitored:

Pictures cannot be posted on the walls and can only be placed on the desk area. Bulletin boards have been provided for this purpose. Nude pictures may not be posted in public view. All beds are to be made daily in the prescribed manner as posted on the Unit bulletin board. If a room is not acceptable, corrective action, including incident reports, can be expected.

Room doors are to be closed when inmates are not in the room.

Each inmate is responsible for the cleaning and sanitation of his room. Additionally, inmates may be assigned cleaning tasks in the unit during off hours. Orderlies are responsible for overall unit sanitation. However, everyone is responsible for cleaning up after themselves. Trash and wastebaskets are to be emptied prior to 7:30 am each day.

Beds will be made each weekday by 7:30 am. On weekends and holidays, beds will be made whenever inmates are awake or gone from their room. At no time will a mattress be removed from a bunk and placed on the floor.

Showers are available everyday, but inmates may not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the Unit.

Intra-room visitation is allowed in the units. Inmates will not be allowed to cross to the other side of a Housing Unit, nor visit another Unit. Inmates found in these areas are strictly "Out of Bounds" and are subject to disciplinary action. A limited number of inmates, not to exceed three including the cell's occupant(s), are allowed in a room. During room visitation, the door must remain open.

Removal of food from the dining hall is not permitted.

Steel-toed safety shoes must be worn at work, including orderly positions in the Unit. Shoes or sneakers are to be worn in the dining hall area.

Unit televisions may be viewed during off-duty hours. During normal working hours, the television may be viewed at the discretion of the unit officer. Inmates may play cards and approved quiet games during established hours, provided appropriate noise levels are maintained.

Wake-up

General wake-up for all inmates is after the 5:00 am count clears. The Unit is called to breakfast by the correctional supervisor on the basis of a rotating schedule starting by 6:00 am. The Unit Officer will announce breakfast when notified and the Control Center will announce meal times. Inmates are given a reasonable amount of time to leave the Unit if they desire breakfast. It is the inmate's responsibility to leave the Unit for work. Late sleepers who are unable to maintain rooms or arrive to work on time are subject to disciplinary action.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS****Clothing Exchange & Laundry**

At Fairton, all issued clothing, linen, towels, etc..., may be taken to the Laundry for washing. Items are to be placed in a laundry bag with your name and register number clearly marked. The Housing Units will have washers and dryers available for inmate personal property items only.

Laundry Procedures

Dirty laundry must be exchanged during Clothing Room hours (listed below). The clothing will be washed and available the next working day. Initial issue will be at 11:00 am to 12:15 pm, Monday through Friday.

Clothing Room Hours

The Clothing Room will be open from 6:30 am until 7:30 am and 11:00 am to 12:30 pm for laundry exchange. Exchange of sheets and pillow cases will occur during the same hours.

Commissary

Inmate funds are retained by the institution in a Trust Fund, from which the inmate may withdraw money for personal spending in the institution Commissary, family support, or other approved purposes. Accumulated institutional earnings and moneys sent from outside are given to the inmate upon release or may be mailed home. Fairton uses a point-of-sale computerized commissary withdrawal system that simplifies purchasing and gives the inmates an improved, up-to-date record of all account activity.

The commissary access time for inmates in each unit is scheduled on a rotating basis. The schedule is posted in the unit and on the commissary item sheet. It is the inmate's responsibility to know the amount of money available in his commissary account. Inmates may check on the balance in their account via a written request or by utilizing their inmate commissary card and PIN by accessing the centralized terminal.

Commissary lists must be turned in at the Commissary between the hours of 11:00 am and 12:30 pm on the day you are assigned to shop. A number will be assigned and the top portion of the commissary list will be returned to you as a receipt. This must be brought with you when your number is called to shop.

Borrowing commissary items from other inmates will not be tolerated. The purchase of radios and watches requires a form completed by the Counselor and routed to the Commissary.

Spending Limitations

Inmates are permitted to spend up to \$290.00 each month (subject to change dependent on national policy) for all purchases. The only items that are excluded from this spending limitation are stamps, phone credits and computer/trulines. The population is divided into four groups, according to inmate register number, for the purpose of resetting the spending limit. The spending limit will be reset once per month. A schedule with exact dates of revalidation will be posted on the Commissary bulletin board quarterly.

Deposits to Accounts

The Federal Bureau of Prisons has centralized the processing of incoming inmate funds through the National Lockbox System. All funds being sent to inmates should be sent to the National Lockbox location at the following address: Federal Bureau of Prisons, Inmate Name, Inmate Register Number, Post Office Box 474701, Des Moines, Iowa 50947-0001. Approved types of negotiable instruments include money orders, government checks, foreign negotiable instruments (U. S. Currency only), and business checks. It is not recommended to have cash sent through the mail system. All items must include the inmate's name and eight digit register number. Items not meeting the above criteria will be returned to sender.

Trust Fund Limited Inmate Computer System/Electronic Messaging-Trulincs

FCI inmates will have access to TRULINCS stations in each housing unit, excluding the Special Housing Unit (SHU). Camp inmates will have access to the system in the common area adjacent to the inmate dining hall. Inmates may access the public messaging system during authorized time frames and only after submitting a completed Inmate Agreement for Participation in TRULINCS Electronic Messaging Program form. By signing the agreement, the inmate has demonstrated their understanding of the Program rules and procedures.

User Fees: Inmates will be charged \$.05 per minute in Program fees for using TRULINCS public messaging service. There will be no charge to check for new messages received since their previous session. Inmates must purchase time in the following minute increments: 40, 100, 200, 300, and 600 in order to use the public messaging function of TRULINCS. The TRULINCS public messaging function will not be available to inmates without funds to purchase the minimum increment of minutes. Inmates may access the TRULINCS at no charge to access account information, add/edit contact information, complete BP-199's and initiate mailing labels. **Printing Fees:** Inmates may elect to print their messages or account/contact information using the designated print station. Inmates will be charged three units (\$.15) per each printed page. Multiple page messages will be printed front and back (duplexed) and count as two pages per sheet of paper. Example: A two page message will be printed front and back on one sheet of paper and cost six minutes (\$.30). Inmates may print BP-199's and mailing labels at no charge to the inmate.

Inmate Telephone System/Trufone

The Associate Warden (Programs) will oversee the inmate telephone usage at the FCI and FPC at Fairton, New Jersey. On occasion, there are Holdover inmates housed at FCI Fairton. The Inmate Telephone System (TruFone) is in operation at this facility which allows inmates to place collect and direct dial calls. In the main institution, all telephones will be on Monday through Friday in the housing units from 6:00 a.m. to 7:00 a.m., 10:30 a.m. to 12:00 p.m. and 4:00 p.m. to 10:00 p.m. With the exception of the telephone located farthest to the left in the inmate telephone room, telephones are available in each of the inmate housing units and are only for inmate use during their off duty time. The telephone located farthest to the left will remain activated for inmates who are on their day off from work, on vacation, or not scheduled to work during a particular shift. This phone will remain activated daily from 6:00 a.m. to 10:00 p.m. Only these inmates are authorized to use this phone during non-phone hours. Unit Orderlies are not authorized to use the phone when in work status. No A.M. or P.M. workers are authorized to leave work to use the phone. Incident reports will be written for those inmates found violating any rules governing telephone usage. On weekends and holidays, the inmate telephones will be available from 6:00 a.m. to 10:00 p.m. These telephone hours will accommodate all inmates regardless of their days off and work hours. In the Satellite Federal Prison Camp (FPC), telephone hours will be Monday through Friday from 6:00 a.m. to 7:00 a.m., 10:30 a.m. to 12:00 p.m. and 4:00 p.m. to 11:30 p.m. On weekends and holidays, all inmate telephones in the FPC will be available from 6:00 a.m. to 11:30 p.m.

Upon your arrival, a telephone account will be established in your name. You will receive, in the mail, instructions on using the telephone system and a personal access number (PAC). This number is not to be shared with other inmates. Phone credits may be purchased at the Commissary daily at lunch time. Ordinarily, if purchased at lunch time, credits will be transferred to the phone accounts after 4:00 pm the same day. Use of the Inmate Telephone System is a privilege and abuse may result in disciplinary action, to include suspension of your telephone privilege.

Commissary Fund Withdrawals

A standard form is provided to inmates by the institution for withdrawal of inmate funds from commissary accounts. Unit managers can approve withdrawals from the Trust Fund account to send funds to dependents and other family members. The unit manager can also approve withdrawals for the payment of legitimate debts (not to include FRP) and other obligations, such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips, and the purchase of legal books. Only the Associate Warden bearing responsibility over the Programs division can approve withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS****Inmate Personal Funds**

An inmate transferred to this institution from a non-BOP facility should wait a minimum of 10 days for the transfer of their funds. If at that point the funds have not yet been received, the inmate should contact his counselor and have him/her check with the institution from which the inmate transferred in order to attempt to locate the inmate's funds. All funds received at the institution will be posted to the respective account upon receipt.

Security Procedures**Counts**

It is necessary for the staff to count inmates on a regular basis. During a count, inmates are to remain quietly in their rooms until the count is announced as clear. Inmates are required to stand for the daily 4:00 pm count, as well as the 10:30 am count on weekends and holidays.

Additionally, for the 10:30 am (weekends & holidays), 4:00 pm, and 9:30 pm counts, all cells will be locked. When a count is announced, each inmate is to return to his room or bed area and remain there quietly until a clear count is announced. Official counts will be taken at 12:00 Midnight, 3:00 am, 5:00 am, 4:00 pm, and 9:30 pm. Other counts may occur during the day and evening. On weekends and holidays, there will be an additional stand-up count at 10:30 am. Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will be taken against inmates for leaving an assigned area before the count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened.

Inmate Attire

During work hours, 6:30 am - 4:00 pm, all working inmates will be dressed in institution khaki clothing or T-shirt. Inmates in possession of altered clothing (shirt sleeves or pants cut off, etc.), will be subject to disciplinary action and the altered clothing will be confiscated. Shirt tails must be tucked in at all times. Inmates must wear hard-soled shoes or tennis shoes and have their shirts buttoned to the top, except for the collar button. Inmates are allowed to wear khaki pants and a white T-Shirt. Shower shoes shall only be worn inside the housing units only. Sweat suits will be worn only during non-working hours and are authorized attire for the recreation yard and meals during the evening on Monday through Friday and for all meals on weekends and holidays. Inmates entering the Food Service area for the purpose of eating must remove all head attire except authorized religious headgear. Inmates entering the Food Service Dining area for the breakfast meal and noon meal on Monday through Friday will be properly dressed in work day attire.

Inmate Identification Card

Inmates are required to have their inmate identification cards on their person at all times. Inmates may be subject to disciplinary action if they do not possess their identification card when asked by staff.

Lockdown

Lockdown in the housing units will be at 11:00 pm. All inmates must be in their cells at this time.

Call-Outs

Call-outs are a scheduling system for appointments (which includes hospital, dental, educational, team meetings, and other activities) and are posted each day on the Unit bulletin boards after 4:00 pm, on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept. If an inmate is in need of routine medical attention, he will have to go to the Health Services Department that morning between 6:15 am and 6:30 am in order to sign up for Sick Call. Illnesses of an emergency nature are exceptions and are handled accordingly.

Controlled Movement

Movement throughout the institution will be regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly.

Controlled movements will begin five minutes before the hour and extend for five minutes after the hour. The beginning and end of each move will be announced over the loudspeaker. During the ten minute period of controlled movement, inmates may move from one area of the institution to another. During workday evening hours, the first controlled movement will begin at the end of the evening meal. This means that after supper inmates may travel to any unrestricted area of the institution during these early hour moves. On Saturdays, Sundays, and holidays, the first controlled movement will begin at the end of the morning meal.

Contraband

Contraband is defined as any item or thing not authorized or issued by the institution, received through appropriate channels, or purchased through the commissary. All staff are alert to the subject of contraband and will make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized and a record of the receipt of the item must be maintained by the inmate. Inmates may not purchase radios or any other items from another inmate; items purchased in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

Shakedowns

Any staff member may search an inmate's room for any reason or to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his room is being inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

Drug Surveillance

The Bureau operates a drug surveillance program that includes mandatory, random testing as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, that inmate will be subject to an incident report.

Alcohol Detection

A program for alcohol surveillance is also used at FCI Fairton. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

Fire Prevention and Control

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

Safety Department

The Safety Program in this institution is designed to ensure a safe and healthful living and working environment for inmates and staff. The Safety Manager serves as an advisor to the Warden in matters relating to fire prevention and suppression, environmental health and safety, and sanitation. In this capacity, the Safety Manager conducts regular and irregular inspections of all areas within the institution to ensure compliance with national laws and Bureau of Prisons policy.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

Sanitation: All inmates are expected to maintain a high level of sanitation in their respective living areas. All personal property is to be maintained in desk drawers or the personal storage lockers provided. No items will be allowed on walls, ceilings or doors. Floors will be cleaned and trash cans emptied on a daily basis. Cleaning supplies are available from unit staff upon request. Unit inspections will be conducted by the Safety Manager and designated staff. All inmates must be aware it is their responsibility to maintain their respective areas in a clean and orderly manner.

Fire Prevention: Fire prevention and protection is of paramount importance to the well-being of inmates and staff at this institution. State-of-the-art fire protection systems and life safety call buttons are incorporated into all areas to ensure everyone's safety in case of fire. All are advised not to tamper with these systems. Inmates who abuse or misuse their systems will be subjected to disciplinary action.

All inmates are required to participate in a fire drill each quarter in both their respective living and work areas. Inmates are advised to take these drills seriously and to learn the location of evacuation routes. Evacuation plans are posted at each exit door. We request everyone's cooperation in reporting any fire to the nearest staff member so that lives and property can be protected.

Basic Safety Regulations: In order to maintain a safe and secure environment, basic safety regulations must be followed. During his/her A&O presentation, the Safety Manager will provide all inmates present with a copy of the Basic Safety Regulations.

Programs and Services

Job Assignments

All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through the Inmate Performance Pay system, previously described, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit staff approve job changes and see that the changes are posted on the Daily Change Sheet.

Food Service jobs are usually the first assignment an inmate receives and, ordinarily, an inmate remains there for a period of 90 days. We have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. A waiting list for factory employment will be maintained.

UNICOR employs and trains inmates through the operation of and earnings from factories producing high quality products and services for the federal government. Some examples of products and services UNICOR produces are electronic cable assemblies, executive and systems furniture, metal pallet racks, stainless steel food service equipment, mattresses, towels, utility bags, brooms, data entry, signs, and printing. UNICOR earnings fund other inmate programs as well as pre-industrial training to prepare inmates for employment. Federal Prison Industries is a wholly owned government corporation established in the District of Columbia in 1934 under Acts of Congress and an Executive Order. The trade name "UNICOR" will be used often to identify Federal Prison Industries, Inc.

The primary missions of UNICOR are to: 1) employ as many inmates as possible in contemporary productive labor, 2) provide industrial labor to inmates at the entry level or for enhancement of their capabilities in skilled and semi-skilled occupations, and 3) remain financially self-supporting in meeting the financial needs for facilities/equipment modernization and improvements.

Fairton's UNICOR

A cable and battery factory is in operation at FCI Fairton. The following positions for inmates are available: production workers, quality assurance inspectors, office accounting contracting clerks, and job quote clerks. Approximately 175 inmates will be employed in the cable factory. Interested workers should contact their respective counselor in order to obtain a UNICOR Work Application. Upon completion of the application, the inmate will be placed on the waiting list.

Food Service

Employment:

The pay for Food Service work details range from maintenance pay to a grade one at .40 cents an hour. The pay raises are based on your work performance and job position. You may receive bonuses, although they are not guaranteed. If you are in FRP Refuse status, you will automatically receive maintenance pay. If you do not have a high school diploma or GED, you will be grade restricted to a grade 4. All inmate workers who work in Food Service must be medically cleared through the Health Services Department.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS****Dress Code:**

A dress code is in effect Monday thru Friday from 6:00 am until 4:00 pm. Khakis are the only clothing that may be worn into the dining hall during the breakfast and lunch meals. Seasonal modifications may apply. Shirts must be tucked in and you must remove your hat and sunglasses. During the dinner meal and on weekends and holidays, casual dress is permitted, keeping in mind you still must have on a shirt and shoes. At no time will tank tops or sandals be allowed in the dining hall. All safety and sanitation items such as hats, gloves, beard guards and steel-toe boots must be worn while on duty in Food Service.

Here is a schedule of food service meal times:

Monday through Friday

Breakfast: 6:00 am to 7:00 am
Lunch: 11:00 am to 12 Noon
Dinner: Dinner begins following the clearance of the 4:00 pm count.

Weekends and Holidays

Coffee Hour: 7:00 am to 8:00 am
Brunch: 11:00 am to 12 Noon
Dinner: Dinner begins following the clearance of the 4:00 pm count.

Rules and Regulations:

The only edible item you may bring into the dining hall with you when you arrive to eat is one can of soda or juice. Newspapers, books, radios, plastic containers of any kind, drink containers, games, laundry/net bags, and legal papers are not permitted to enter the dining hall at any time. However, there is a shelf located outside the front entrance for legal papers only. Other items will be confiscated as contraband. No items may be removed from the dining hall. This includes any and all food items, napkins, glasses, utensils, etc. Coats will not be permitted in the windows or hanging off carts, under the serving line, etc. There are hooks in the inmate bathroom, dish room and kitchen closet to store your coats.

You are permitted to enter the serving line one time only, at which time your inmate identification card will be scanned. You will receive one tray then proceed to the self-serve salad and beverage bar as desired. The hot bar is served during lunch meal Monday thru Friday. Once you are finished eating, clear your space and place your tray on the racks located by the exit/entrance doors. Notify any staff member of spills in order to help avoid accidents and slips. Early chow is a privilege not a requirement by policy. You may only be approved to participate in early chow by your work detail supervisor. There is also no early chow for handicapped inmates, they will come up when their Unit is called.

Meals:

The Food Program consists of five weekly menu rotations plus ten Holiday Meals. Common Fare Meals are available by application to the Religious Services Department for those who show religious significance. Any other dietary needs must be evaluated by Health Services through a sick call appointment.

Education and Recreation Programs

The education and recreation staff take great pride in providing professional services through lifelong learning programs. Inmates have the unique opportunity of enrolling in many interesting and dynamic courses.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

Should any questions remain after reading this booklet, inmates are encouraged to direct their inquiries to the supervisor of education or the education representative assigned to the inmate's respective unit team. The Education/Recreation staff hopes the inmate population finds the educational/recreational experiences to be beneficial and wish to be of the greatest possible assistance.

NOTE: Each individual inmate will receive education and recreation information during orientation week. A complete education and recreation handbook is available in the leisure library for check-out.

Education Department Schedule:

7:30 am - 3:45 pm	Monday through Friday
5:00 pm - 8:15 pm	Monday through Friday
7:30 am - 3:30 pm	Saturday

* Education testing will take place during A&O week.*

Testing Policy

***Mandatory Literacy Program**

Consistent with the Bureau of Prisons General Education Development (GED) standards, all men are required to provide proof of a verified high school diploma or must enroll in the GED program. If ABLE standardized basic skills placement test results indicate a need for basic or development instruction (scores below an 8.0 in any test area) the individual will be required to enroll for 240 class days in the GED program. Promotions in work assignments and UNICOR industrial jobs depend on meeting the literacy requirements.

Basic developmental and remedial instruction will be offered in the GED course.

The goal of GED is to provide the student with sufficient background and practice in basic skills.

Lifelong Learning Programs

- GED: General Education Development (high school equivalency certificate from a state department of education).
- ACE: Adult Continuing Education; Enrichment Programs; non-college credit.

For a listing of current ACE classes see posted bulletin in the Education Department

- ESL: English as a Second Language mandatory courses are provided for men who do not pass the English Proficiency Examination (CASAS).
- VT: Vocational Training programs provide skill training in a wide variety of occupations in an effort to provide each student with a marketable skill.
- PSE: Post Secondary Education (PSE) programs are offered to men who have successfully completed a four year high school program or GED program. All PSE classes will be offered through correspondence study or the Cumberland Community College in-house program.

Social Education (Pre-Release Program) - Career Counseling

This program will involve assessing strengths and weaknesses as related to new career goals, adjusting to new opportunities when released, and developing job skills.

****See Education staff for additional information****

Library Services

The education library is designed to support leisure reading, independent study, and academic programs. Resources include a variety of printed materials in various forms, as well as audiotapes, videotapes, listing laboratory media/study kits, reference materials and a computer laboratory. ****Interlibrary loan will be provided by the Cumberland County Library.****

Library Hours/Law Library

8:00 am - 3:30 pm	Monday through Friday
5:00 pm - 8:15 pm	Monday through Friday
7:00 am - 3:30 pm	Saturday

Electronic Law Library

The law library is designed to provide those inmates in general population with access to legal research materials.

Recreation, Leisure, and Social Programs

Leisure activities and recreation programs are also supervised by the Education Department. These programs help inmates develop an individual wellness concept. Programs include indoor and outdoor activities and range from individualized arts and crafts programs to intramural team sports such as softball, basketball, volleyball, etc... Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good interpersonal relations, and stress reduction. In addition, inmates can learn to use their free time constructively.

Recreation Schedule:

6:00 am - 9:00 pm	Monday through Friday
6:00 am - 9:00 pm	Weekends and Holidays

****A current list of recreation programs will be distributed during A&O week.****

Counseling Activities

There are many alternatives for inmates who have personal problems and desire to correct them. Several self-help groups are available through the Drug Treatment Program on Tuesday and Thursday evenings. In our facility, we have professional staff as resources who are trained in the various social science fields. Inmate participation in counseling and self-help activities will be encouraged upon the team's assessment of inmate needs, but participation in such activities is voluntary. The staff of each Unit are available for informal counseling sessions and they conduct formal group counseling activities.

Psychology Services

FCI Fairton has a Psychology Department which provides services to inmates who require mental health treatment. All inmates will be screened by a psychology services staff member during the inmate's first month at the institution. The inmate will be placed on the call-out and it is mandatory that the inmate attend this initial session. This is a good time to learn about available classes/groups which are offered to all inmates. Some of these include: Anger Management, Stress Management, HIV/AIDS Awareness and Criminal Lifestyles. Certificates are provided for successful program completion.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

An inmate may also receive brief counseling, individual psychotherapy, and/or group psychotherapy, for emotional, behavioral, and familial problems, for drug and alcohol abuse, or for other personal concerns which may arise. Inmates interested in such services are encouraged to submit an Inmate Request to Staff Member (cop-out) to Psychology Services. Any inmate requiring immediate assistance for a mental health-related concern should contact any staff member who will in turn coordinate with Psychology services for appropriate crisis intervention.

Inmates in need of psychotropic medication, will be seen by either the contract psychiatrist, or through telepsychiatry services with FMC Devens. Psychology Services coordinates with Health Services in the area of psychiatric coverage.

What is Sexual Abuse/Assault?

If an inmate becomes the victim of sexual abuse and/or assault, he is encouraged to contact a staff member immediately. According to the Federal Bureau of Prisons (BOP) sexual abuse and/or assault is defined as “one or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidation, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. Sexual acts or contacts between inmates, even when no objections are raised, are prohibited acts.”

Your Right To Be Safe From Sexual Assault

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior, regardless of your age, size, race, or ethnicity. Regardless of your sexual preference, you have the right to be safe from unwanted sexual advances and acts.

About Your Safety

If you feel that your right to be left alone sexually is being violated, BOP staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual pressure or abuse/assault with any staff member. Some staff, like psychologists, are specially trained to help you deal with problems in this area. If you are in an emergency situation, approach any staff member, it's part of their job to ensure your safety. You do not have to name other inmates to receive assistance, but specific information may make it easier for staff to help you. If desired, you may report such abusive behavior to the Warden via an Inmate Request to Staff Member or Request for Administrative Remedy (BP-9). You may also report sexually abusive behavior directly to the Regional Director at the U.S. Customs House, 7th Floor, 2nd and Chestnut Streets, Philadelphia, Pennsylvania 19106, via a request for Administrative Remedy (BP-10). You can get these forms from your counselor or other unit staff.

If you are sexually assaulted, you should immediately ask for medical treatment. 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 and gather any physical evidence of assault.

Avoiding Sexual Assault

Here are some things you can do to protect yourself against sexual assault:

- Do not accept gifts or favors from other inmates. Most gifts or favors from other inmates come with strings attached to them.
- 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 other inmates 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.
- Avoid out of the way or poorly lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in “safe,” positive institutional 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.

Counseling Services Related To Sexual Assault

Most people need help to recover from the emotional effects of sexual assault. If you are the victim of a sexual assault, whether it's recent or in the past, Psychology staff are available to counsel you. If you feel that you need help to keep from sexually assaulting someone else, Psychological Services are available to help you gain control over these impulses.

Before You Attack Another Inmate, Remember....

Sexual assault is a serious crime. The Bureau of Prisons will investigate all reported sexual assault incidents. If you are found guilty of sexual assault, you will be subject to disciplinary action which may include loss of good time, time in disciplinary segregation, and/or additional criminal charges and time in prison.

Suicide Prevention/Intervention

It is not unusual for people to experience depression and hopelessness while in prison, particularly if they are newly incarcerated, serving a long sentence, dealing with family problems, or having difficulties with other inmates. Inmates are encouraged to seek assistance from Psychology Services if they experience emotional difficulties that are troubling to them or affect their ability to function adequately. Some examples include:

- feeling depressed
- loss of appetite or interest in leisure activities that once were pleasurable
- feeling hopeless and unsure about the future
- feeling extreme distress or worry that is causing physical symptoms.

Sometimes when an individual is experiencing such an extreme level of distress, they are not able to make a good decision to seek assistance on their own or they may even consider suicide to be an option. Staff are trained to monitor inmates for signs of depression and suicide and will refer concerns to Psychology Services for assistance. However, sometimes, inmates are more aware of how another inmate is feeling or functioning than staff are. In such cases, you can play an important role in ensuring help is received. In addition to those symptoms listed above, the following are some other behaviors which might indicate someone is experiencing a significant level of distress and could be considering suicide.

These can include:

- giving away personal possessions
- talking about loss of hope
- comments related to death as "relief"
- withdrawal from usual activities
- decreased contact with family or significant others.

If you are personally experiencing any of these problems or notice another inmate showing these behaviors/attitudes, please alert a staff member right away. Your input can help save a life!

Drug Treatment

Drug treatment staff conduct Open House on Mondays from 11:00 am until 1:00 pm in the drug treatment complex, located behind D-unit. Non-D-unit inmates should enter through D-L to attend open house. The following specialized drug treatment programs are available at this institution.

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS

The Drug Abuse Education Program consists of approximately 40 hours of group sessions, the primary purpose of which is to educate inmates about the abuse of alcohol and drugs and to motivate participants, when indicated, to pursue more intensified drug abuse programming. The program is open to all inmates at the institution who desire to participate, but is required for some offenders who meet certain drug-related criteria. Mandatory participation is required if: (1) there is evidence in the Pre-sentence investigation (PSI) that alcohol or other drug use contributed to the commission of the instant offense; (2) alcohol or other drug use was a reason for violation of supervised release, including parole, or BOP community status (RRC placement); or (3) the inmate was recommended for drug programming during incarceration, by the sentencing judge. An inmate who is required to participate in the drug education course and who refuses participation, withdraws, is expelled, or otherwise fails to meet attendance and examination requirements, shall be held at the lowest pay grade within the institution and shall be ineligible for community programs. Certificates are awarded for successful program completion.

Non-Residential Drug Abuse Treatment Program ordinarily consists of individual and/or group counseling and self-help programming. An inmate may be referred for treatment by a staff member or may apply for this program himself by submitting an inmate request to staff (cop-out). The non-residential drug abuse treatment program offers substance abuse treatment services to inmates with alcohol or drug problems who are not eligible or not interested in participating in the residential drug abuse treatment program or who must wait a substantial period of time prior to attending the residential program due to sentence length. These groups are voluntary and typically meet once per week. Individualized treatment plans are developed consistent with an inmate's assessed need. Certificates are awarded for successful program completion.

The Residential Drug Abuse Treatment Program at Fairton (called CHOICE) offers nine months of residential treatment on a voluntary basis to inmates who have a verifiable documented (typically in PSI) alcohol or drug abuse problem. Interested inmates can apply to RDAP when they are within 36 months of release by submitting a cop-out requesting an interview for the program. Inmates are required to reside on the treatment unit (D-L) throughout participation in the program. The goal of this program is to help participants re-evaluate their choices: first by challenging old beliefs, attitudes and behavioral patterns and second, by learning new skills. Through extensive assessment procedures, an individual treatment plan is constructed which guides the inmate's participation in a treatment curriculum organized around personality and lifestyle changes. Inmates enrolled in RDAP are required to complete subsequent transitional services programming in a community-based program and/or Bureau institution. An inmate may receive incentives for his satisfactory involvement in the residential program. Some inmates may be eligible for early release consideration if their criminal histories are deemed non-violent. All inmates residing in the drug treatment unit (D-L) are expected to participate actively in therapeutic community activities. Certificates and financial incentives are awarded for successful program participation and completion.

Self-Help Programs including Alcoholics Anonymous (AA), Narcotics Anonymous (NA), and Thinking Skills are regularly offered. Other groups including Parenting and Recovery, Nicotine Anonymous, Anger and Recovery, and Living Free have also been offered. Self-help groups are conducted Tuesday and Thursday evenings from 4:30 - 5:30 pm, and 6 - 7 pm. Inmates in D-Unit can easily attend either time slot. Inmates from other units should attend groups during the latter time. Self-help groups are generally included as a part of an inmate's residential or non-residential treatment regimen.

Escorted Trips

Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two correctional staff will escort the inmate. All expenses will be borne by the inmate, except for the first eight hours of each day the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met, based on a determination the perceived danger to the Bureau of Prisons' staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

Furloughs

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other federal or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal.

Ordinarily, inmates with a history of violence, weapons possession, significant drug dealers, drug or alcohol abusers, etc. will not be granted social furloughs. The Bureau of Prisons has a furlough program for inmates who have Community custody and are two years or less from their anticipated release date. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval. Furloughs may be granted for the following reasons:

- visits to dying relatives.
- attendance at funeral of a relative.
- obtaining medical services not otherwise available.
- contacting prospective employers.
- establishing or re-establishing family or community ties.
- transferring directly to another institution.
- participating in selected educational, social, civic, religious, and recreational activities which will facilitate release transition.
- any other significant reason consistent with the public interest.

Pre-release programming will be emphasized in all Units and staff will address concerns about re-adjustment, current community issues, and educational and vocational opportunities. For eligible inmates, furloughs and residential reentry center (halfway house) placements will be considered.

Central Inmate Monitoring

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

Marriages

Marriage ceremonies are conducted annually in June, dependent on the schedule of Fairfield Township authorities. If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so, under certain conditions. All expenses of the marriage will be paid by the inmate; government funds may not be used for marriage expenses. Any inmate requesting permission to marry must:

- have a letter from the intended spouse which verifies her intention to marry.
- demonstrate legal eligibility to marry.
- be mentally competent.

The Chaplain and respective Unit Team are available to discuss with the inmate and his fiancée' the issue of marriage while incarcerated.

Treaty Transfers

In December 1977, the U.S. entered into its first treaty transfer for international offender transfers. Since that time, numerous countries have entered into agreements with the U.S. Treaties which allow for a citizen of one country, convicted of a crime in another country, to be transferred to the individual's country of citizenship for completion of sentence.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

For specific information regarding the countries that have treaties and limitations on transfers, inmates should contact their respective Case Managers. Case Managers and the Case Management Coordinator can assist with information for non-U.S. citizens in contacting their consulate. Embassy representatives from various countries (i.e. Mexico) regularly visit the institution to address issues from citizens of their countries. In these cases, inmates are advised of the opportunity to speak with a representative of their government.

Self-Improvement Programs**Pre-Release Programming**

The pre-release program is designed to assist inmates in preparing for release. All inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. probation officers, halfway house staff, and other agencies and employers will be made available.

Hobby Craft and Leisure Activities

Emphasis is placed on a variety of programs in order to meet individual needs and interests. See the staff during recreation hours for more information.

Religious Programs

FCI Fairton offers a wide range of religious programs to the inmate population. Staff chaplains of specific faiths are available, as well as contract and volunteer representatives of other faiths. Special religious diets, holiday observances, and other worship activities are coordinated through the chaplain's office. Information about these programs is available in the chaplain's presentation during orientation.

Inmate Financial Responsibility Program

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

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside sources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level.

The status of any financial plan will be included in all progress reports and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings. The Unit Team will strictly monitor the level of an inmate's participation as this administration considers the Financial Responsibility Program a critical area.

Health Services

The overall Bureau health care delivery system includes local medical facilities, as well as the major medical facilities. FCI Fairton is a Joint Commission of Accredited Health Care Organization (JCAHO) which provides local ambulatory care. Health Services Staff is in the institution from 5:45 am through 11:45 p.m. Monday through Friday and 7:30 am through 11:15 pm on weekends and holidays. A mid-level practitioner is on call during the hours no one is assigned to the institution. EMS (911) will be activated in any life-threatening emergency.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

Sick Call Procedures: Obtain a Sick Call Sign-up form from your Unit Officer or Health Services Staff. Complete the form and take it to the Health Services Department box located by the Pharmacy between the hours of 7:00 am and 3:00 pm. All sick call triage forms will be collect every day. After filling out the Sick Call Form, you will be evaluated by a member of the medical staff. The date and time of your appointment will be determined by the triage medical staff member and your Primary Care Provider, based upon your complaint and their medical assessment of your condition. This date can range from one day to two weeks. Your name will be place on the call-out for your scheduled appointment.

Be advised, you will not be evaluated by medical staff without a completed Sign-up Form. The only exception will be for Medical Emergencies/injuries, and these need to be reported by your housing unit officer or work supervisor immediately. If you require refills on medication/prescriptions, it is your responsibility to sign up at least three working days prior to your refill expiration date. A MLP/RN is available to sign up for urgent or emergency cases in health services between 6:15 am to 6:30 am. For any questions concerning the new medical access procedures please contact a Health Services representative.

Inmates who become ill after the regular Sick Call appointment sign-up period should ask their respective work supervisor or Unit Officer to call the HSU for an appointment.

Inmates in detention or segregation are unable to sign up for this procedure. For that reason, a medical staff member tours this housing unit at least once a day for Sick Call and dispensing medication. Camp inmates will sign up for Sick Call and be escorted to dental or medical when necessary.

Appointments for other medical evaluations, tests, clinics (such as eye exams, dental, blood work, physician visits, etc...) will be scheduled via the institution Call-out system. Call-outs are posted each day on the Unit bulletin boards after 4:00 pm, on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. Failure to keep a Call-out appointment will result in disciplinary action.

Inmate Co-payment Program: The Inmate Co-payment Program applies to anyone in an institution under the BOP's jurisdiction. You must pay a fee of \$2.00 if you receive health care services in connection with a health care visit that you requested except for: health care services based on health care staff referrals, health care staff approved follow-up treatment for a chronic condition, preventive health care services, emergency services, diagnosis or treatment of infectious diseases, mental health care or substance abuse treatment. The requested appointments also include Sick Call and after hours requests to see a health care provider. The co-pay is charged to your Inmate Commissary Account. Additionally, you must pay a fee of \$2.00 for health care services, per visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as the result of the injury, requires a health care visit.

If you are considered indigent (an indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days), you will not have the co-payment fee deducted from your inmate Commissary Account. If you are not indigent, but do not have the sufficient funds to make the co-payment 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 your inmate commissary account.

Emergency Medical Treatment

In the event that you become extremely ill (a true emergency), or have an accident which requires IMMEDIATE medical attention, you are to notify your staff supervisor, or the closest staff member, who will then contact Health Services staff for instructions. All athletic injuries are to be reported to Recreation staff at the time of injury. Failure to so may result in disciplinary action.

Medical coverage on evenings, weekends, and holidays is for the treatment of medical emergencies only. Medical staff are on duty seven days a week.

Medications – Pill Line

Medication is distributed through the pharmacy located in the HSU. Inmates may receive medications in several ways; open pill lines shall be conducted 6:45 am, 3:00 pm and 8:00 pm. Those inmates employed by UNICOR may only attend the 6:45 am pill line.

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS

Routine prescription medications will be issued to inmates in designated quantities as instructed by the prescriber. The health care provider or pharmacist will issue the inmate a one-time medication pass, which will indicate the time the inmate is to return to pick up his medication.

****Patient education on medications is available upon request with the pharmacy****

Controlled medications and certain other drugs will be issued only on a dose-by-dose basis and must be taken at the pharmacy window in full view of the person dispensing the drug. This is called "pill line medication." Inmates receiving medication in this manner will be issued a medication pass with the appropriate items circled. Inmates are, again, reminded to carry their ID cards at all times.

All issued medication will have an expiration date. Should the medication issued have authorized refills, the prescription must be refilled prior to the expiration date. Once the medication has expired, it can only be renewed by making a Sick Call appointment. Medication bottles having a refill may be dropped off at the first morning pill line, Monday through Friday, and picked up at the time which is circled on the one time medication pass. Expired medication must be returned to the pharmacy. Inmates may not retain medication beyond its expiration date.

Over -The- Counter (OTC) Medication

You will purchase OTC medications from the Commissary with your personal funds, unless you are determined to be indigent (without funds). The Pharmacy will supply you with the medication if you are determined to be indigent. The Commissary will be open for the purchase of OTC medications from 11:00 am to 12:00 pm, Monday through Thursday. OTC medications can also be purchased on your normal shopping night.

Dental

Dental Sick Call is for emergency care only, such as toothaches, abscesses, temporary/permanent fillings, etc... For dental Sick Call, inmates are to follow the same procedures as medical Sick Call sign-up.

Inmates designated to FCI Fairton are eligible to obtain routine dental treatment, such as temporary/permanent fillings, dentures, cleanings, etc..., these requests are to be made via Cop-Out. In the Cop-Out, please specify the nature of your request. All appointments, except those made through Sick Call, will be scheduled on the institution Call-out. Inmates must keep their appointments or risk disciplinary action. Inmates **not** designated to FCI Fairton are eligible to receive only emergency care. During the medical A&O lecture, ample time will be allotted to answer additional questions or concerns.

General Medical Information

All new inmates in the Bureau of Prisons will receive a complete physical and dental examination (including immunizations, laboratory tests and chest x-ray) as part of the A&O process. Transfers from other Bureau facilities may not require the entire examination. The medical files of those individuals will be reviewed and only those evaluations which were not completed at another facility will be completed at FCI Fairton. All inmates over the age of 50 are eligible for a complete physical on a yearly basis. Those inmates under the age of 50 are eligible for a complete physical once every two years. Inmates are also eligible for a release physical approximately six weeks prior to the projected release date if it has been one year since the last physical. Physicals are to be requested from HSU staff via a Cop-Out. Inmates are instructed to check the institution Call-outs for the date and time of the physical.

Infectious Diseases

- A. AIDS -- information will be provided during the A&O period. Additional educational and update sessions on this subject will be made available to inmates throughout their respective incarcerations.
- B. Tuberculosis (TB) Screening -- annual TB screening is conducted on all the inmates at FCI Fairton. This consists of either PPD skin test (by Mantoux method), a chest x-ray, or both (CDC TB guidelines).

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

On-the-Job Injuries

If an inmate is injured while performing an assigned duty, he must immediately report this injury to his work supervisor. The work supervisor will then report the injury to the institution safety manager and the HSU to complete an Inmate Injury Report (form BP-362). The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor.

If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

Health Promotion and Disease Prevention Program

The Health Services Department, in conjunction with other departments within the institution, offers numerous programs to enhance inmate health and knowledge of health-related issues. Programs include but are not limited to: educational material and videos, blood pressure and blood sugar screenings, smoking cessation classes, drug and alcohol abuse programs, physical fitness and stress and anger management. Any inmates interested in participating in any of these programs should submit a Cop-Out to the health services administrator.

Rights & Responsibilities

While in the custody of the Federal Bureau of Prisons, inmates have the right to receive health care in a manner that recognizes basic human rights; inmates must also accept the responsibility of respecting the basic human rights of health care providers.

1. **Right** - inmates have the right to health care services in accordance with the procedures of this facility. Health Services includes Medical Sick Call, Dental Sick Call, and all support services. *Normal Sick Call sign up* at this facility is held on Monday, Tuesday, Thursday, and Friday between 6:15 am and 6:30 am. Emergency health care services are available 24 hours each day and are accessed by contacting the correctional worker responsible for you.

Responsibility - inmates have the responsibility of complying with all health care policies of this facility. Inmates also have the responsibility of following recommended treatment plans which have been established by the facility's health care staff, including proper use of medications, proper diet, and following the instructions of the respective health care provider.
2. **Right** - inmates have the right to be offered the chance to obtain a *Living Will* (at the inmate's expense) or to provide the Bureau of Prisons with *Advance Directives* that would provide the Bureau of Prisons with instructions **in the event the inmate is admitted as the inpatient of a hospital.**

Responsibility - inmates have the responsibility of providing the Bureau of Prisons with accurate information to complete this agreement.
3. **Right** - inmates have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Responsibility - inmates have the responsibility of maintaining their health and not endangering themselves or others by participating in an activity which could result in the spreading or catching of an infectious disease.
4. **Right** - inmates have the right to know the name and professional status of their health care providers.

Responsibility - inmates have the responsibility of respecting these providers as professionals and following their instructions to maintain and improve upon their overall health.
5. **Right** - inmates have the right to be treated with respect, consideration, and dignity.

Responsibility - inmates have the responsibility of treating staff in the same manner.

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS

6. **Right** - inmates have the right to be provided with information regarding their diagnosis, treatment, and prognosis.
- Responsibility** - inmates have the responsibility of keeping this information confidential.
7. **Right** - inmates have the right to be examined in privacy.
- Responsibility** - inmates have the responsibility of complying with security procedures.
8. **Right** - inmates have the right to obtain copies of certain releasable portions of their health record.
- Responsibility** - inmates have the responsibility of being familiar with the current policy to obtain these records.
9. **Right** - inmates have the right to address any concern regarding Health care to any member of the institution staff including the physicians, health services administrator, the members of the respective Unit Team as well as the Warden.
- Responsibility** - inmates have the responsibility of addressing their concerns in the accepted format, such as the *Inmate Request to Staff Member* form, open house, or the accepted *Inmate Grievance Procedures*.
10. **Right** - inmates have the right to receive prescribed medications and treatments in a timely manner consistent with the recommendations of the prescribing health care provider.
- Responsibility** - inmates have the responsibility of complying with prescribed treatments and following prescription orders. Further, inmates have the responsibility of **not** providing other persons with their medications or prescribed items.
11. **Right** - inmates have the right to be provided with healthy and nutritious food. Inmates also have the right to instruction regarding a healthy diet.
- Responsibility** - inmates have the responsibility of eating healthily and not abusing or wasting food or drink.
12. **Right** - inmates have the right to request a routine physical examination, as defined by Bureau of Prisons' policy (yearly for inmates age 50 and over and once every two years for inmates under age 50).
- Responsibility** - inmates have the responsibility of notifying medical staff of their desire to be examined.
13. **Right** - inmates have the right to dental care as defined in Bureau of Prisons' policy to include preventive services, emergency and routine care.
- Responsibility** - inmates have the responsibility of maintaining oral hygiene and health.
14. **Right** - inmates have the right to a safe, clean, and healthy environment, including smoke-free living areas.
- Responsibility** - inmates have the responsibility of maintaining the cleanliness and safety in consideration of others. Inmates have the responsibility of following smoking regulations.
15. **Right** - inmates 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 the inmate. Inmates have the right to be counseled regarding the possible ill-effects of refusing medical treatment.
- Responsibility** - inmates have the responsibility of notifying HSU staff regarding any ill-effects that occur as a result of a refusal. Inmates also accept responsibility for signing the treatment refusal form.

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**Facilities Department**

Facilities is located in the F Building in close proximity to the center sidewalk from housing unit HD.

The Facilities Department is responsible for maintenance and construction of the physical plant to include motor vehicles and heavy equipment.

Maintenance or repairs to rooms or areas of concern will be accomplished by notifying the unit officer or appropriate staff member, who will initiate a work order for signature by the respective department head. This request will be forwarded to Facilities, who will, in turn, make repairs. Inmates are advised not to attempt repairs or adjustments on their own.

This facility will adhere to energy conservation practices and we need the cooperation of the inmate population. Inmates are encouraged to turn off lights and close water faucets when they are not in use. Facilities will give priority to completing energy related repairs. Inmates are reminded this facility is their temporary home and we need their help.

Contact with the Community and Public**Correspondence**

The mail room has open house hours from 11:00 am to 12:15 pm on Tuesdays and Thursdays. Mail service is provided Monday through Friday. There is no service on weekends and holidays. First class mail is distributed by the evening watch officer in the living unit. Newspapers and magazines may also be delivered at this time. Legal and Special mail will be delivered by a member of the unit team as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list.

Mail Services Available

First and standard, certified, registered, and uninsured mail are available at the inmate's expense. Stamp collecting, express mail, COD, USPS box service, UPS, and other private carriers are not provided. Postal rate charts are posted in the law library and the mail room. Postal scales are available in the mail room during open house hours. Mail Room Open House for packages is scheduled for Tuesdays and Thursdays from 11:00 am through 12:15 pm. However, legal/special mail (not including packages) will be accepted daily during normal business days from the hours of 11:00 am through 12:15 pm.

Mail Depositories

Outgoing general correspondence is placed in mailboxes located in the housing units. Outgoing mail may be inspected by staff and must be unsealed when deposited in the institution mailbox. Outgoing mail for inmates in the Camp may be sealed in accordance with the Bureau's open correspondence privileges. This mail is placed in the respective mail depositories located in the unit. **Note: In order to receive Legal/Special mail consideration, all Legal/Special mail for inmates located within the FCI compound must be hand delivered and verified by a Staff Member. Legal/Special mail deposited in the unit depositories will not be processed as legal/special mail and may be returned to the inmate. Inmates located in the Camp will also have their Legal/Special mail hand delivered and verified by a Staff Member. Additionally, outgoing legal/special mail weighing 16 ounces or greater will be processed as a package which includes the requirement to have unit team complete a BP-329 (Request - Authorization to Mail Inmate Package).**

Inmates receive mail at the following address:

Federal Correctional Institution Fairton
P. O. Box 420
Fairton, New Jersey 08320

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

The outgoing envelope must have the inmate's committed name, register number, institution name and return address in the upper left hand corner. If the address is not correct on the envelope, the letter will be returned to the inmate for completion. Inmates are responsible for the contents of all their letters. Correspondence containing threats, extortion, etc... may result in prosecution for violation of federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

Inmates are asked to advise those writing to them to put the inmate's register number and unit on the envelope to aid the prompt delivery of mail.

All inmate packages received at the institution, with the exception of packages with proper special mail identification, must have prior authorization. Items which are available for purchase in the commissary will not be authorized through the package approval procedure. Packages from home are not authorized. Inmates wishing to have items mailed into the institution will send a Cop-Out to the respective department head (see below):

- Unit Manager: Release Clothing
- Health Services Administrator: orthopedic shoes, arch supports, prescription glasses, prosthetic devices, and hearing aids.
- Chaplain: wedding bands.. Married inmates may be permitted to have their wedding bands as long as it is a plain band containing no stones and does not exceed the value limitations. Religious articles must be purchased through special purpose order using the approved catalogue.

The Department Head will inform the inmate of the decision. If the request is approved, the Department Head will complete the appropriate authorization form (BP-331). The authorization form must be on file in the mail room prior to delivery of the authorized package. If the authorization is not on file in the mail room, the package will be automatically refused at the post office and returned to sender.

Incoming Publications

The Bureau of Prisons permits inmates to subscribe to and receive publications. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate such as advertising brochures, flyers, and catalogues. An inmate may receive publications from the following sources only: the publisher, a book club or a bookstore.

Publications may be rejected when received from an unauthorized source and when it is determined that the content is detrimental to the security, good order, or discipline of the institution or if it might facilitate criminal activity. Inmates are notified in writing as to the reason a publication is rejected.

Special Mail

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys, and representatives of the news media. Special Mail also includes mail received from the following: President and Vice President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal Law Enforcement Officers, U.S. Attorneys, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts, and State Courts. All outgoing special mail must be hand delivered to a staff member.

Unit staff members open incoming Special Mail in the presence of the inmate to which the mail is addressed. Special Mail is inspected for contraband and for qualification as Special Mail; however, it is not read or copied. Each piece of incoming Special Mail must adequately identify the sender by name, title, and the envelope must also bear the Special Mail marking: "Special Mail -- Open only in the Presence of the Inmate." An exception is made in that mail coming from members of the U.S. Congress and federal judges does

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

not require the Special Mail marking.

Legal Correspondence

Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and he/she must be clearly identified as an attorney. Further, the front of the envelope must be marked "**Special mail -- open only in the presence of the inmate.**" It is the responsibility of the inmate to advise his attorney of this policy. If legal mail is not properly marked, it will be opened as general correspondence. The Special Mail Notice, form BP-493, is shown below. You may wish to send a copy to your attorney.

BP-S493.058 **SPECIAL MAIL NOTICE** CDFRM

MAY 94

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

To The Inmate:

It is suggested you provide this instruction sheet for Special Mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with your attorney(s).

To The Attorney:

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail - Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as Special Mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as Special Mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

Correspondence Between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family or is party in a legal action (or witness) in which both parties are involved. Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). The appropriate official at both institutions must approve the correspondence. The approval must be on file in the mail room prior to the delivery of the correspondence. Unit Staff will ensure a copy of the approval is forwarded to the mail room.

Rejection of Correspondence

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, for the protection of the public, or if it might facilitate criminal activity. The rejection of correspondence will be in accordance with the program statement governing correspondence.

Notification of Rejection

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

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS****Change of Address/ Forwarding of Mail**

Mail room staff will provide inmates with change of address cards required by the U.S. Postal Service. Upon request, these cards are given to inmates who are being released or transferred to notify correspondents of a change of address. General correspondence will be forwarded for 30 days. Any general correspondence received after the 30 days will returned to sender.

Telephones

There are telephones on each side of the housing unit for inmate use. Direct dial and collect calls can be made. No third party or credit card calls can be made on these lines.

Telephones are to be used for lawful purposes only. Threats, extortion, etc... may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Correctional Counselor or another member of the Unit Team to arrange an unmonitored attorney call.

In order to use the direct dial telephones, inmates must purchase telephone credits (money moved from their commissary account to an ITS account) during the scheduled commissary hours. Telephone credit purchase forms are available on the unit and can be taken to the commissary during the noon meal (lunch). Inmates will be issued a personal identification number by institution staff, which will enable them to access their account. Inmates are authorized 20 telephone numbers assigned to their account, which must be approved by the Unit Team. Inmates are allowed to update their telephone lists on an as-needed basis.

Inmates in Disciplinary Segregation (D/S) or Administrative Detention (A/D) may make a limited number of calls. Phone calls for inmates in D/S or A/D will either be placed by his respective Counselor or the Special Housing Unit Officer. Inmates in A/D will be permitted one social call every 30 days after being confined to this status for seven days. Inmates in D/S will be permitted one social call every 30 days after being confined in this status for 30 days. Institutional phones may not be used without permission of an Associate Warden.

Visiting

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are from 8:15 am to 3:15 pm Thursday through Monday. Tuesday and Wednesday will be non-visiting days. It is the inmate's responsibility to advise their prospective visitors of the visiting hours. No visitors will be allowed to initially enter the institution for a visit after 2:30 pm. Visiting will be limited to a nine-point basis each month. Regular day visits, regardless of length, will count as one full point. Weekend and holiday visits, regardless of length, will count as three points. The monthly total as previously stated may not exceed nine points. Additional monthly points may be awarded based on exceptional circumstances as approved by the Associate Warden of Programs. The Federal Prison Camp has visiting on Saturday, Sunday and holidays which count as two points each.

New inmates will be asked to submit a visiting list which will be given to their respective Counselor for processing. At FCI Fairton, immediate family members are no longer placed on the visiting list without first undergoing a background check. Only those individuals with cleared backgrounds will be placed on an inmate's visiting list. A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state which recognizes such a status. Requests for approval of additional visitors should be made to the Unit Team at least four weeks in advance of the intended visit.

Holdover inmates will be limited to immediate family on their visiting list. All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only upon arrival and departure.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean. Khaki shirts, trousers, and institution-issued shoes are the only appropriate attire (with the exception of inmates in the special housing unit) authorized for wear in the Visiting Room. FCI Fairton has a specific limit on the number and type of articles that can be taken into the Visiting Room. Approved items that can be taken into the Visiting Room are as follows: prescription eyeglasses, keys (without remote devices), clear diaper bags and clear change purses. Visitors may not give any item to the inmate to take back into the institution.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

Items purchased in the Visiting Room may not be brought back into the institution by the inmate. Visitors must be properly dressed. Short shorts, halter tops, and other clothing of a suggestive or revealing nature will not be permitted in the Visiting Room. Footwear must be worn by all visitors.

Identification of Visitors

Identification is required for visitors. The types of appropriate identification include: a current state driver's license or state-issued ID card with full names and signatures affixed. **At least one piece of identification must be a photo I.D.** Birth certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors' purses, attorneys' briefcases, etc... will also be searched. Other personal articles belonging to visitors must be placed in the lockers provided by the institution or may be left in their vehicles.

Visitors are permitted to take money (\$5.00 bills, \$1.00 bills and change only) into the Visiting Room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary items may be taken into the Visiting Room. No food can be taken into the Visiting Room. Inmates are not allowed to receive either coins or money for their commissary account while in the Visiting Room. Money for commissary accounts should be sent through the mail to Lockbox. No items may be exchanged in the Visiting Room.

Children 16 and under must be accompanied by a parent or guardian and must be closely supervised at all times. Unruly, disruptive behavior on the part of children may result in the termination of the visit. Children may not bring toys or other personal items into the visiting room. No strollers, high chairs or other juvenile furniture may be brought into the visiting room. Inmates may enroll in the Parenting Program, through Education, which will entitle them to request the use of the Parenting Room with their child/children for one hour increments on a first come, first served basis. Upon the attainment of age 17, children must be submitted for placement on the Visiting List.

Special Visits for Family Emergencies

Requests for special visits for family emergencies must be requested by the inmate in writing via an Inmate Request to a Staff Member. The legitimacy of the request will be evaluated and investigated by the Unit Team. The request will be forwarded to the Associate Warden for review and approval.

Access to Legal Services**Attorney Visits**

Attorney visits will be arranged by the Unit Team. Attorneys will be required to contact the inmate's Unit Team at least a day before the requested visit. Attorneys are encouraged to visit during regular visiting hours; however, visits from an attorney can be arranged at other times based on the circumstances of each case and availability of staff. Attorney visits will be subject to visual monitoring but not audio monitoring. The assignment of a privacy room in the Visiting Room will be on a first come, first served basis. Inmates are expected to refer to the institutional supplement for further information or reference.

Legal Material

During attorney visits, a reasonable amount of legal materials may be allowed into the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the Special Mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established by the institution. Phone calls placed through the regular inmate phones are subject to monitoring.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS****Electronic Law Library**

The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, indexes, and other legal materials. The law library is open during convenient non-working hours including weekends and holidays. An inmate law library clerk will be available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status via a delivery system. The Special Housing Unit (SHU) also contains a basic law library for inmate use.

Notary Public

Under the provisions of 18 USC § 4004, unit secretaries are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are “true and correct under the penalty of perjury” will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc... In these cases, Notary Services are available during Open House in the Records Office.

Copies of Legal Materials

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. At FCI Fairton, a machine is available in the Education Department for inmate use. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free duplication to their Unit Team.

Federal Tort Claims

Tort claims are based upon the negligent act of a government employee for which the claimant is entitled to compensation. Inmates are instructed to send a Cop-Out to the Business Office, who will provide a copy of the form, which is attached to the program statement in the law library.

Freedom of Information (FOIA)/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including program statements and operations memoranda) shall be processed through the Freedom of Information Act, 5 USC § 552. Address requests to FOIA Section, 2201 C Street, NW, Washington, DC 20520.

Inmate Access to Central Files

An inmate may request review of disclosable portions of his central file (plus Pre-Sentence Report and/or Summary). Inmates should submit a request to the Unit Team for this disposition and institution staff will schedule a review of the central file. Inmates may not maintain copies of their Pre-sentence Investigation Report, Statement of Reason and any other document deemed non-disclosable.

Inmate Access to Other Documents

An inmate can request access to the “non-disclosable documents” in his central file and medical file or other documents concerning himself that are not in either the central or medical file, by submitting a FOIA request to the address listed above. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes. A request on behalf of the inmate by an attorney, for records concerning that inmate, will be treated as a “Privacy Act Request” if the attorney has forwarded an inmate’s written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS****Executive Clemency**

The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or can be "absolute," which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. A pardon may not be applied for until the expiration of at least five years from the date of release from confinement. In some cases involving crimes of a serious nature, such as Violations of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations including organized crime, or crimes of a serious nature, a waiting period of seven years is usually required. Other forms of executive clemency include commutation of sentence (a reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time).

Commutation of Sentence

The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. The rules governing these petitions are available in the law library.

Problem Resolution**Inmate Request to Staff Member**

The Bureau form BP-Admin-70, commonly called a "cop-out," is used to make a written request to a staff member. Any type of request can be made with this form. Cop-Outs may be obtained in the living units from the Correctional Officer on duty. Staff members who receive a cop-out will answer the request in a "reasonable" period of time. The answer will be written on the bottom of the request form.

Administrative Remedy Process

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with the staff members or cop-outs. When informal resolution is not successful, a formal complaint can be filed through the Administrative Remedy Procedure. Complaints on behalf of other inmates are not accepted under the Administrative Remedy Process.

The first step of the Administrative Remedy Procedure is the documentation of the informal resolution attempts. Inmates may obtain this form from their Counselor or other designated Unit Staff member. On this form the inmate, with the assistance of unit staff, will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After this form is completed, and if the issue cannot be informally resolved, the counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-9, along with the informal resolution form to the Unit Manager, who will review the material and ensure an attempt at informal resolution was made. BP-9's submitted through institutional mail will be rejected. The BP-9 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. The Warden will respond within 20 calendar days to the complaint in writing. This time limit for the response may be extended for an additional 20 calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible or within 48 hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. The appeal must be received in the Regional Office within 20 calendar days from the date of the BP-9 response. The regional appeal is written on a BP-230 (BP-10) form and must have a copy of the BP-9 form and response attached. The regional appeal will be answered within 30

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

calendar days, but the time limit may be extended an additional 30 days. The inmate will be notified of the extension. If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The national appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses.

The BP-11 form may be obtained from the Counselor. The national appeal will be answered within 30 calendar days, but the time limit may be extended an additional 30 days if the inmate is notified. In writing a BP-9, 10, or 11, the request should be written in three sections and with only one additional page to the form. Inmates are responsible for making copies of all attachments and exhibits prior to submission.

The three sections are as follows: Statement of Facts, Grounds for Relief and Relief Requested.

Time Limits (in calendar days)

Form	Filing	Response	Extensions
BP-9	20 days of incident	20 days	20 days
BP-10	20 days of BP-9 response	30 days	30 days
BP-11	30 days of BP-10 response	30 days	30 days

Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination and the BP-10 will be returned. The inmate may pursue that matter by filing a BP-9 at the institution.

Release

Correction Systems Department, Records Office

The Records Office has open house on a weekly basis on Wednesday (day of week subject to change) from 11:00 am through 12:15 pm at FCI Fairton. Correctional Systems staff will also make rounds through the Camp for any related concerns. You may present any concerns at this scheduled time or you may submit a Cop-Out to the Records Office. The Records Office is responsible for the legal commitment and release of offenders. The Designation and Sentence Computation Center (DSCC), Grand Prairie, Texas, will complete Sentence Computations in accordance with Bureau Policy. When notification has been received that computation has been certified, the sentenced offenders will receive a copy of their sentence computation. The sentence computation will have all pertinent information concerning an inmate's particular sentence. The sentence computation will reflect an inmate's release date, which is based on several conditions of the Judgment & Commitment (J&C) Order and various other source documents. Inmates who have arrived at FCI Fairton as a transfer from another institution will not receive a copy of their computation unless their release date has changed. Should an inmate feel there is an error on his sentence computation, he should submit a Cop-Out and direct it to the records office. Correctional Systems staff will review the request and, if necessary, contact the DSCC for clarification and resolution of the issue.

The following elements concerning an inmate's sentence computation; specifically, inmates rights and responsibilities and the responsibility and rights of the records office are presented for the information of all:

Sentence Computation

The sentence computation is prepared through the use of a certified J&C order, a copy of the USM-129, which details any jail time an inmate may have in connection with the sentence and certain information contained in the Pre-Sentence Report (PSI). Once complete, the computation will have, in detail, the inmate's offense and title of the U.S. Code, the sentence procedure, the court of jurisdiction, the docket number, and the name of the judge. It will also contain any information concerning fines, costs, restitution, and assessments. If an inmate has a term of Probation, Special Parole, or Supervised Release it will also be listed. Jail credit and inoperative time will also be listed. Statutory Good Time, Extra Good Time, or Good Conduct Time will be computed into the projected release date.

Fines/Costs/Restitution/Assessments

The Records Office will be primarily concerned with an inmate's committed or non-committed fines. If an inmate has a committed fine as specified in the J&C order, it must be satisfied prior to the inmate's release from custody. Placement in a Residential Reentry Center (RRC) requires that the necessary documents be prepared and forwarded for inclusion while in the RRC. Release from custody directly from the institution requires the preparation of documents and scheduling for an appearance before a magistrate for resolution prior to release. This will be initiated by the Records Office staff and the Unit Team will make arrangements for the inmate's court appearance. Under the Comprehensive Crime Control Act of 1984, there are certain conditions that exist if an inmate has a term of Supervised Release and a non-committed fine. The inmate must agree, in writing, to an installment schedule for payment of a non-committed fine prior to release.

Probation/Special Parole Term/Supervised Release

Any terms of Probation, Special Parole, or Supervised Release to follow a period of incarceration will be reflected on both the J&C order and the sentence computation.

Jail Credit/Inoperative Time

Any time spent in a jail facility could be credited towards service of a federal sentence under certain conditions. This is usually the area of the sentence computation where jail credit information could be missing. If after an inmate reviews his sentence computation he becomes aware of missing jail time credit, he is encouraged to submit a Cop-Out to the Records Office. The following information should be provided on the Cop-Out: name of the facility, county, and dates of incarceration. Lastly, any inoperative time (escape or on appeal bond) will be reflected on the sentence computation.

Committed Name

The name listed on the J&C order is the inmate's official committed name. All legal transactions during an inmate's committed period will be handled with the use of this name, even if incorrect. To correct a committed name would involve a court process initiated by the inmate. A federal court order is required to change an inmate's committed name.

Verification of J&C

Verification of a certified copy of a J&C order modifying a sentence is required prior to changing any sentence computation.

Length of Sentence

The length of sentence will be computed based on the source documents mentioned earlier. The computation will take into effect the good time rate, date sentence began or warrant executed, jail credit, and inoperative time. It will also compute any forfeitures, withholdings or restorations of SGT and adjust the release date accordingly.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

Statutory Good Time (SGT)

SGT is received if a sentence is six months or more. SGT is applied to all inmates sentenced prior to November 1, 1987. The rate begins with five days per month and progresses according to the length of sentence. Total SGT is deducted from the full term date. SGT is calculated and credited in advance to provide a projected release date. The following SGT rates for various sentence lengths is provided:

Length of Incarceration	SGT Rate
0-5 months	0/month
6 months - 1 year	5/month
1 year & 1 day - 3 years	6/month
3 - 5 years	7/month
5 - 10 years	8/month
10 years or more	10/month
Life	0/month

When consecutive sentences are to be served, the aggregate of all sentences shall be the basis upon which the deduction shall be computed.

Extra Good Time (EGT)

EGT can be obtained if the inmate is in custody at a camp, RRC, works in UNICOR, or is recommended for EGT for exceptionally meritorious service or performance of duties (MGT). EGT credit applies to those inmates who were sentenced prior to November 1, 1987. Individuals must be recommended for MGT by their respective work supervisor. The Unit Team must approve the recommendation. If the recommendation is over 90 days, it must be approved by the Warden. EGT is automatic if an individual is assigned to UNICOR, a camp, or a RRC.

An inmate can earn only one type of EGT at a time. Lump sums may be awarded. Once EGT is earned, it cannot be forfeited; however, it may be withheld for a particular month. If conditions of Parole or Mandatory Release are violated, original EGT is not used to reduce the term in effect. EGT for State Boarders must be approved by state officials. EGT is not deducted from the Parole date granted by the U.S. Parole Commission. EGT is not a right, it does not have to be awarded. If an inmate is transferred to another institution, the EGT the inmate was receiving will be discontinued once the inmate arrives at the new facility. The EGT rate is three days per month for the first year and five days per month for each succeeding year or part thereof.

Good Conduct Time (GCT)

GCT is applied to sentences for offenses which occurred on or after November 1, 1987, that are greater than one year in length pursuant to the Sentencing Reform Act of 1984 (SRA). The rate of GCT is 54 days for each year actually served. GCT is awarded and is vested after the service of each full year of imprisonment for offenses committed on or after November 1, 1987 through April 25, 1996. GCT for those offenses committed on or after September 13, 1994 through April 25, 1996, is also subject to the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA). VCCLEA requires each inmate to have a High School Diploma or GED, or be making satisfactory progress towards a GED in order for GCT to vest after the service of each year of incarceration. The final award of GCT for inmates subject to the SRA and VCCLEA is made on the inmate's release date. GCT for inmates who committed the offense on or after April 26, 1996, is subject to the Prison Litigation Reform Act (PLRA). The PLRA required that GCT is not vested until the inmate's release date. Furthermore, the PLRA also links the award of GCT to the same educational requirement as contained in the VCCLEA. Therefore, PLRA inmates who do not have a High School Diploma or GED and who are not making satisfactory progress toward a GED, may receive GCT at the reduced rate of 42 days for each year served.

Parole Process Management

Parole is the serving of part of the sentence under supervision in the community. Parole is similar to probation except that a parolee has been committed to a prison and has completed a part of his sentence in an institution. An inmate becomes eligible for Parole according to the type of sentence received from the court. The parole eligibility date is the earliest date possible an inmate can be paroled. If the Parole Commission decides to grant Parole, it will set the date of release but that date must be on or after the eligibility date. Unless the court specified a minimum time to be served or imposed, an indeterminate type of sentence, parole eligibility occurs upon completion of one-third of the term. If the court used Title 18 USC § 4205(b)(2) when imposing sentence, the inmate is considered eligible for Parole at any time. An application for Parole will be considered at the time of the first appearance before an examiner panel of the Parole Commission. The inmate will appear before the examiner for an Initial Hearing at the first hearing following the completion of the classification process. The Unit Team will make all necessary preparations for a parole hearing. Once a decision has been returned, the Correctional Systems Department will make the necessary changes to the sentence computation so the new release date is reflected.

Detainer Processing

A Detainer is notification that an inmate is wanted by other authorities for additional prosecution, commitment or other criminal proceedings. Inmates receive a copy of the Detainer Action Letter notifying the inmate of placement or removal of a detainer.

Interstate Agreement on Detainer Act (IAD)

If an inmate has a detainer lodged against him by another law enforcement agency for untried charges, he will be notified. Inmates may request resolution of pending charges through the provisions of the IAD in any state which is a member of the compact. **The inmate's federal sentence will continue to run uninterrupted throughout the IAD process.** All states except Louisiana, Mississippi and the **Commonwealth of Puerto Rico** are members. Inmates may appear in state court to dispose of pending charges under the IADA process unless there is a medical problem which precludes movement or if conviction and sentencing of the detainer have already occurred (such as probation violations).

Federal Writ/State Writ Processing

Federal writs of habeas corpus are issued by the court for the purpose of bringing confined persons to court for hearing on issues pertaining to the legality or conditions of confinement, for additional prosecution, or as a witness to give testimony. An inmate's removal from the institution is temporary and the inmate will be returned to the institution upon completion.

Release Processing

The Records Office is responsible for insuring the timely release of inmates, whether it be to a RRC or final release from custody. Once the records office has prepared the release list, the Unit Team will be notified so they can begin to prepare release papers. If the inmate will be released to a detaining authority, they will be notified of the inmate's release date so they can make arrangements to take the inmate into their custody. On the day preceding the inmate's release, he will be out-processed from all departments required. It is the inmate's responsibility to ensure that funds placed on their vending card are returned to the trust fund account in time to receive those funds upon release.

Release Planning

If granted Parole by the U. S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside.

The job must pay at least minimum wage and normally not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc...) The proposed parole plan is thoroughly investigated by a U.S. Probation officer approximately six to nine months before the scheduled Parole date.

Halfway House Transfers

Inmates will be evaluated for release needs by their Unit Teams. Inmates who are nearing release and need assistance in obtaining a job, residence, or other community resources may be transferred to a Residential Re-entry Center (RRC). This is not a voluntary program.

The Bureau's Community Corrections Branch within the Correctional Programs Division supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The community corrections manager (CCM) links the Bureau of Prisons with the U.S. Courts, other federal agencies, state and local governments, and the community.

Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator.

Community programs have three major emphases: residential community-based programs provided by RRC and local detention facilities, programs that provide intensive, non-residential supervision to offenders in the community and programs that board juvenile and adult offenders in contract correctional facilities.

Community-Based Residential Programs: The community-based residential programs available include both typical RRC and local detention facilities. Each provides a suitable release residence, structured programs, job placement, counseling, and alcohol monitoring treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25% of the inmate's income.

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

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

Each RRC now provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community or as a resource while under supervision. The community corrections component is designed as a punitive component and the offender must remain at the RRC, where recreation, visiting, and other activities are provided in-house.

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

Disciplinary Procedures

Discipline

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO). Attached to this handbook is a copy of the Bureau's Prohibited Acts.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS****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 to write an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be given to the inmate within 24 hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident, if permissible, may be attempted by the correctional supervisor. 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 Greatest or High severity categories. Violations in the Greatest severity category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the 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 the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the Initial Hearing. The inmate may make statements or present documentary evidence on 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

The DHO conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of inmates in Disciplinary Segregation.

An inmate is 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 choice to represent him, if requested. An inmate may make statements in his 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 Procedure. Appeals are made to the Warden (BP-9), Regional Director (BP-10), and the General Counsel (BP-11). 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 (SHU) Status

Administrative Detention (A/D) separates an inmate from the general population. To the extent practical, inmates in A/D shall be provided with the same general privileges as inmates in general population. An inmate may be placed in A/D 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 (D/S).

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

Inmates may possess legal and religious materials while in D/S. Also, staff will provide a reasonable amount of non-legal reading material. Inmates in D/S shall be seen by a member of the medical staff daily, including weekends and holidays. A Unit Staff member will visit the SHU daily. Inmates in both A/D and D/S are provided with regular reviews of their housing status.

INMATE RIGHTS AND RESPONSIBILITIES §541.12RIGHTSRESPONSIBILITIES

- | | |
|--|--|
| <p>1. You have the right to expect that, as a human being, you will be treated respectfully, impartially, and fairly by all personnel.</p> | <p>1. You have the responsibility to treat others, both employees and inmates, in the same manner.</p> |
| <p>2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.</p> | <p>2. You have the responsibility to know and abide by them.</p> |
| <p>3. You have the right to freedom of religious affiliation.</p> | <p>3. You have the responsibility to recognize and respect the voluntary religious worship rights of others in this regard.</p> |
| <p>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.</p> | <p>4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.</p> |
| <p>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.</p> | <p>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 institution guidelines through your correspondence.</p> |
| <p>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.)</p> | <p>6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.</p> |

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS

RIGHTS

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

RESPONSIBILITIES

7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
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 for other obligations that you may have.

TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**GREATEST CATEGORY**

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS	
100	Killing	A.	Recommend parole date rescission 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).
		D.	Disciplinary segregation (up to 60 days).
		E.	Make monetary restitution.
		F.	Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	G.	Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).
105	Rioting		
106	Encouraging others to riot		
107	Taking hostage(s)		

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS

- 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, cellular phone, or equipment used to operate a cellular phone; eg., battery charger, SIM card)

TABLE 3 (Cont'd)
GREATEST CATEGORY (Cont'd)

- | | | |
|-----|---|---------------|
| 109 | (Not to be used) | Sanctions A-G |
| 110 | Refusing to provide a urine sample or to take part in other drug-abuse testing | |
| 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 | Sanctions A-G |
| 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. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable. | |
| 199 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable. | |

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS

TABLE 3 (Cont'd)
HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation.
		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).
201	Fighting with another person	
202	(Not to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	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).
205	Engaging in sexual acts	C. Disciplinary Transfer (recommend).
206	Making sexual proposals or threats to another	D. Disciplinary segregation (up to 30 days).
207	Wearing a disguise or a mask	E. Make monetary restitution.
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	F. Withhold statutory good time.
		G. Loss of privileges: commissary, movies, recreation, etc.
		H. Change housing (quarters).
209	Adulteration of any food or drink	I. Remove from program and/or group activity.
210	(Not to be used)	
211	Possessing any officer's or staff clothing	J. Loss of job.
212	Engaging in, or encouraging a group demonstration	K. Impound inmate's personal property.
213	Encouraging others to refuse to work, or to participate in a work stoppage	L. Confiscate contraband.
214	(Not to be used)	M. Restrict to quarters.
215	Introduction of alcohol into BOP facility	

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS

- 216 Giving or offering an official or staff member a bribe, or anything of value
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
- 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 breathalyser 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)
- 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or the use of another inmate's PIN number; third-party; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code.)
- 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.

Sanctions A-M

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

300	Indecent Exposure	A.	Recommend parole date rescission or retardation.
301	(Not to be used)		
302	Misuse of authorized medication	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).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized		
304	Loaning of property or anything of value for profit or increased return		
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	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).
306	Refusing to work, or to accept a program assignment		
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	C.	Disciplinary Transfer (recommend).
308	Violating a condition of a furlough	D.	Disciplinary segregation (up to 15 days).
309	Violating a condition of a community program	E.	Make monetary restitution.
310	Unexcused absence from work or any assignment	F.	Withhold statutory good time.
311	Failing to perform work as instructed by the supervisor	G.	Loss of privileges: commissary, movies, recreation, etc.
312	Insolence towards a staff member	H.	Change housing (quarters).
313	Lying or providing a false statement to a staff member.	I.	Remove from program and/or group activity.
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)	J.	Loss of job.
315	Participating in an unauthorized meeting or gathering	K.	Impound inmate's personal property.
316	Being in an unauthorized area	L.	Confiscate contraband.
		M.	Restrict to quarters.
		N.	Extra Duty

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS
Sanctions A-N**

- 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
- 329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less
- 330 Being unsanitary or untidy; failing to keep one's person 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.

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS
Sanctions A-N

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

CODE	PROHIBITED ACTS		SANCTIONS
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).]
401	Possessing unauthorized amount of otherwise authorized clothing		(See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
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)	E.	Make monetary restitution.
		F.	Withhold statutory good time.
408	Conducting a business	G.	Loss of privileges: commissary, movies, recreation, etc.
409	Unauthorized physical contact (e.g., kissing, embracing)	H.	Change housing (quarters).
		I.	Remove from program and/or group activity.
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)	J.	Loss of job.
		K.	Impound inmate's personal property.
		L.	Confiscate contraband.
		M.	Restrict to 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.)	N.	Extra duty.
		O.	Reprimand.
		P.	Warning.

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS

Sanctions B.1 - P

- 498 Interfering with a staff member in the performance of duties. Conduct must be of the Low Mode-rate Severity nature.) This charge is to be used only when another charge of low moderate severity if not applicable.**
- 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 the commission of the offense itself.

TABLE 4 - SANCTIONS1. 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 Table 6). See Page 19 of this Chapter 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

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

(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.

VCCLEA 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 6 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.

TABLE 4 - SANCTIONS (Cont'd)

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 6 days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or 6 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

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS

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 this 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. (See Table 6)

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 Table 6 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.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

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. (See Table 6)

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 Program Statement on Administrative Remedy Procedure for Inmates. See Page 20 of this Chapter 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.

INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS

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.

TABLE 5

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.)

Prior Offense	Frequency (Same Code)	of Repeated	
<u>Category</u>	<u>Within Time Period</u>	<u>Offense</u>	<u>Sanction Permitted</u>
Low Moderate	6 months	2nd offense	Low Moderate Sanctions (400 Series) 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	Any sanctions or more available in Moderate (300) and Low Moderate (400) series.
Moderate	12 months	2nd offense	Moderate Sanctions (300 Series) (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 ½% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd offense	Any sanctions or more available in Moderate (300) and High (200) series.
High	18 months	2nd offense	High Sanction (200 Series) (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.

**INMATE INFORMATION HANDBOOK
FEDERAL BUREAU OF PRISONS**

TABLE 6

SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR RESTORATION; OR FORFEITED AND WITHHELD STATUTORY GOOD TIME

Severity of Act	Sanctions	Max. Amt. Forf. SGT*	Max. Amt. W/HD SGT	Elig. Restoration Forf. SGT	Elig. Restoration W/HD/SGT	Max. Dis. Seg.
GREATEST	A - F	100%	Good Time creditable for single month during which violation occurs applies to all categories.	24 months	18 months	60 days
HIGH	A - M	50% or 60 days, whichever is less		18 months	12 months	30 days
MODERATE	A - N	25% or 30 days, whichever is less		12 months	6 months	15 days
LOW MODERATE	E - P	N/A		N/A (1st offense) 6 months (2nd or 3rd offense in same category within six months)	3 months	N/A (1st offense) 6 months (2nd or 3rd offense in same category within six months)

*See Table 5, SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN THE SAME CATEGORY.

[NOTE: Restoration will be approved at the time of the initial eligibility only when the inmate has shown a period of time with good behavior. When the Warden or his delegated representative denies the restoration of forfeited or withheld statutory good time, the team shall notify the inmate of 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.]

ADDRESSES

FAIRTON: Federal Correctional Institution, Fairton
P.O. Box 420
Fairton, New Jersey 08320
(Include your unit, name, and register number)

REGIONAL OFFICE: Northeast Regional Office
U.S. Customs House, 7th floor
2nd & Chestnut Streets
Philadelphia, PA 19106

U.S. PAROLE COMMISSION: U.S. Parole Commission
5550 Friendship Boulevard
Chevy Chase, MD 20815

CENTRAL OFFICE - BOP: Director, Bureau of Prisons
320 First Street, NW
Washington, DC 20534

PARDON ATTORNEY: U.S. Pardon Attorney
1425 New York Avenue, N.W.
Suite 1100
Washington, DC 20530

DIRECTIONS

FCI Fairton is in Fairfield Township, located in South Central New Jersey, approximately 40 miles Southeast of Philadelphia, Pennsylvania and 40 miles Southwest of Atlantic City, New Jersey. Although, air service is available at the Atlantic City Airport, primary air service is located at the Philadelphia International Airport.

From the Philadelphia Airport, take I-95 North to I-76 and the Walt Whitman Bridge. Cross the Walt Whitman Bridge and take Route 42 South to Route 55 South. Continue going South (on Route 55) until you reach exit 27 (Route 47). Continue South on Route 47 until you reach Route 49. Make a right onto Route 49 and continue to Fairton-Millville Road. Make a left turn, travel approximately five miles to the institution. FCI Fairton is on the left side of Fairton-Millville Road.

From New York City, take the New Jersey Turnpike to Exit 7. At Exit 7, take Route 206 south to Hammonton, New Jersey. At Hammonton, take Route 54 to Buena Vista, New Jersey. In Buena Vista, take County Road 655 (Lincoln Avenue) to Millville. At Millville, take County 555 (Main Road) to Route 49 West. Continue through Millville on Route 49 to Fairton-Millville Road. Turn left on Fairton-Millville Road and proceed approximately five miles to FCI Fairton. The institution is on the left hand side of the road.

From Washington, DC, Baltimore and Delaware, take I-95 North to the Delaware Memorial Bridge. Cross the bridge, take route 49 East through Bridgeton and make a right onto Buckshutem Road. Take Buckshutem Road to Fairton-Millville Road. Go right on Fairton-Millville Road approximately one half mile to the institution.

Public transportation: Cumberland County is served by several major highways which link it to the New York to Washington Corridor. State Highways 47, 49, 40, 55 and 77 are all easily accessible. Bus service is provided by New Jersey Transit and Garden State Coachways. Local taxi service and Amtrak Train services are also available. *Sisters Making a Difference* is a transportation service which provides transportation from the Philadelphia area. They can be reached at 215-698-7227 or 267-934-7865.