

**FCC Forrest City Satellite Camp, Arkansas
Inmate Information Handbook
Federal Bureau of Prisons**

Introduction

The purpose of this handbook is to provide incoming inmates with general information regarding programs, services, rules and policies established at this facility. Detailed information will be made available during the institution's Admission and Orientation Program.

Location

The Federal Correctional Complex (FCC) is located at 779 SFC 806, Forrest City, in the eastern portion of Arkansas in St. Francis County, adjacent to Yocona Road, approximately 45 miles west of Memphis, Tennessee, and 89 miles east of Little Rock, Arkansas.

To reach FCC Forrest City Satellite Camp from Interstate 40 coming from Little Rock or Memphis: Take exit 239, Hwy 1. Go South for approximately 3 miles. Turn left on Dale Bumpers Road. The Institutions will be located approximately ½ mile on Dale Bumpers Road.

UNIT MANAGEMENT

Unit Team and the Classification Process

Upon arrival at FCC Forrest City Satellite Camp, you will be initially assigned to the Admission and Orientation (A&O) Program. While in A&O, you will learn about the programs, services, policies, and procedures regarding this facility. Almost all Bureaus of Prisons institutions are organized into a Unit Management System. There are six (6) units at both the low and medium institutions. A unit is a self-contained inmate living area. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. You will be assigned to a specific Unit Team that will consist of the Unit Manager, Case Manager, and Correctional Counselor. The Education Advisor and Unit Officer are also considered to be unit staff and may sit on the Unit Team.

Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the Unit Staff will be at the institution weekdays from 7:30 a.m. to 9:00 p.m., and during the day on weekends and holidays.

The Camp Administrator is the administrative head of the general unit 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 Camp Administrator is the "Chairperson" of the team. They review all team decisions and is a member of the Unit Discipline Committee. Additionally, the Camp Administrator has direct responsibility for the sanitation of the unit by coordinating closely with the Unit Officer and Correctional Counselor.

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

The Counselor provides counseling and guidance for inmates 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 Counselor will visit inmate work assignments regularly and is the individual to approach for the resolution of daily problems. The Counselor is a frequent member of the Unit Discipline Committee.

The Unit Secretary performs clerical and administrative duties relating to the functions of the unit. It is important to note that Secretarial Staff are not resource persons for inmates.

The Unit Officer has direct responsibility for day to day supervision of inmates and enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are jointly supervised by the Unit Manager and the Captain during their unit assignment. The Unit Officer is a valuable member of the Unit Team, whose input is solicited for inmate team meetings.

Communications: The unit bulletin boards contain written communication of interest to inmates. Town Hall meetings will be held by the Unit Manager to foster improved communications within the unit. These meetings are held to inform inmates of upcoming activities and to discuss policy and procedures. Inmates are encouraged to ask pertinent questions. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be resolved on an individual basis by Unit Staff members during the regular working hours which are posted in each unit. Unit Staff work schedules, weekly Food Service menus, call-outs, change sheets, Program Review docket, and unit rules and policies will be posted on the unit bulletin boards. It is recommended that you check the bulletin boards daily.

Program Reviews

If you have twelve (12) months or less remaining to serve on your sentence, you will have a scheduled program review every ninety (90) days. If you have more than twelve (12) months remaining to serve on your sentence, you will be scheduled for a program review every 180 days. These meetings are held by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. Check the daily call-outs us for your scheduled time and date.

Your appearance at the Unit Team meeting should be neat and clean, and, at a minimum, you should be wearing the green uniform and shoes. Shower shoes are not acceptable.

Community Corrections Center Placement

Inmates eligible for Community Corrections Center (CCC) placement (halfway house) will be submitted for consideration. Refusal to participate in CCC placement will result in disciplinary action. See your Case Manager for further information.

Consulate Information

See your Case Manager if you need information about your Consulate.

United States Prisoner Transfer Treaties

If you are not a U. S. citizen, you may be eligible for a transfer to your home country to serve the remainder of your sentence. This is only possible if your country has a formal prisoner exchange treaty with the United States. The Case Manager is the source of information about these transfers and can tell you if your home country has signed this kind of agreement and how to apply.

DAILY INMATE LIFE

Sanitation and Quarters Rules

The following rules and regulations have been established for safety, sanitation and uniformity throughout the institution. Your cooperation is necessary in adhering to these rules in order to maintain the high standard of housekeeping practiced at FCC Forrest City Satellite Camp. The housing units are inspected regularly by the Operations Lieutenant and Safety Manager. Also, housing units will be inspected daily by the Unit Team members. Deficiencies will be noted and each inmate will be notified of deficiencies and will be required to correct them. Repeated deficiencies will result in disciplinary action. Sanitation supplies are available in the units. The Unit Counselor will dispense authorized supplies to the unit orderlies to maintain the cleanliness of the unit. There will be no chemicals or cleaning materials stored in the cubicles. Inmate cubicles will be clean and neat, and beds will be made in a "military style" prior to the 7:30 a.m. work call. On weekends and holidays, beds must be made if you are not sleeping in it. Inmates assigned to the night shift will be allowed to sleep on top of their made beds during the day. Mattresses and pillows will not be removed from the cubicles nor will they be placed on the floors.

All inmate property must be kept in your locker and shoes are to be stored underneath beds. You are permitted to neatly hang your towels and one laundry bag on the left side of your locker. Dirty clothing will be properly stored in a laundry bag between laundry exchanges and no items will be left out on beds, desks, top of lockers, or underneath beds at any time.

Lockers must be kept neat and organized. Floors will be swept and damp mopped daily. Wastebaskets will be

emptied and cleaned daily. No plastic trash liners are permitted in your room. You are responsible for contraband found in your area and for the cleanliness of your personal living area. No cardboard, plastic, excess paper, or empty containers are permitted in your living area. Window sills may not be used as shelves nor may any obstructions be placed on the windows. No items will be taped on the outside of lockers or on walls. Nude or sexually suggestive photographs, magazines, clippings, or drawings or other items with such depictions are not permitted.

Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away. Ice machines are provided in the unit for inmate use. No items are to be stored in these machines.

You will not be allowed to visit other inmates in their cubicles/cells unless you live in the same wing of the housing unit. Visiting within the same wing is prohibited after 10:00 p.m. There will be no more than three (3) visitors in a cubicle/cell.

Televisions may be viewed in the unit television rooms during established hours. Viewing will be permitted until 11:30 p.m., Sunday through Thursday, and until 2:30 a.m. on Friday and Saturday nights, and nights preceding Federal Holidays.

During counts, inmates will be counted in their assigned cubicles/cells. Inmates may return to television rooms upon completion of the count.

You may play cards and approved games in the unit recreation rooms until 10:00 p.m., provided appropriate noise and sanitation levels are maintained.

Personal 'walkman' radios may be played in the units, provided headphones are utilized.

Lights in the units will be turned on at 6:00 a.m. and turned off at 10:00 p.m.. Quiet time within the unit will be observed between the hours of 10:00 p.m. and 6:00 a.m. During quiet time, there will be no loud talking or card/game playing. The only movement will be to and from the toilet, ice machines, and television rooms.

Showers are available every day. You may not be in the shower during an official count. Unit showers will open daily at 6:00 a.m. and will close at 7:00 a.m. for daily cleaning by unit orderlies. Two showers in each unit will remain open for Food Service workers and others with irregular work shifts during the day as long as showering does not interfere with the cleaning of the unit or an official count. Unit showers will reopen after the 4:00 p.m. count and will close daily at 10:00 p.m. Inmates are expected to be dressed appropriately when going to and from showers. Pants, shirts, and footwear, at a minimum, will always be worn in the common areas of the units.

Use of Washers and Dryers

A laundry room is located in each unit for inmate use. Laundry room hours are 6:00 a.m. until 10:00 p.m., seven (7) days per week. All articles remaining in the washers and dryers after these designated times will be confiscated. Since washers and dryers are in constant use, overloading can cause damage to the equipment which then has to be replaced. Please take care of these machines, as they have been provided specifically for your use. Sitting on washers or dryers is not permitted. Cotton blankets are not to be washed in the unit and should be taken to the laundry during the posted hours.

Telephone Calls

Telephones are located in the housing units. All charges for calls will come from your ITS account. Collect and direct calls are limited to fifteen (15) minutes. Funds from the Commissary account are allowed to be transferred to the ITS accounts twice per day. A collect call system is available and will still require the use of your personal PAC number. One telephone has been designated in each housing unit for inmates on off-duty status or approved restricted housing status, i.e., medical idle or any other authorized idle, to use during the regular day from 6:00 a.m.

to 11:30 p.m. The remaining three telephones in each housing unit are operational during the weekend, holidays, and during the following workweek hours: 6:00 a.m. until 7:30 a.m.; 10:30 a.m. until 12:30 p.m., and 4:00 p.m. until 11:30 p.m. No telephones will be in use during count time.

All phone calls are subject to being monitored and recorded, except where approval for unmonitored legal calls has been obtained. Unmonitored, unrecorded phone calls to attorneys can be arranged through your Unit Team with approval by the Unit Manager. Three-way calls are prohibited. Telephones are not to be used to conduct a business. Conducting a business, in any way, is a prohibited act.

You are to submit a signed Inmate Request to a Staff Member to the Support Services Supervisor if you experience any problem with your telephone calls on the ITS System. The requests must be submitted within a 15-day calendar period in order for a proper research to be conducted of the problem. You are to document any codes or statements provided by the operator, the date of the call, approximate time of the call, the telephone number called, and the specific nature of the problem(s) experienced.

You may obtain a copy of your telephone listing in the ITS system by submitting a signed Inmate Request to a Staff Member to the Trust Fund Technician. There is a charge of \$3.00 for each 30-day period for the past 120 days for a copy of your ITS account history. You must see your Unit Counselor to complete a "Request for Withdrawal of Funds". The form is to be made out to "U.S. Treasurer".

Smoking Policy

Smoking is prohibited in all buildings at this institution. Any inmate who does not adhere to this policy will be subject to disciplinary action. No matches or lighters are permitted. Stationery cigarette lighters will be available on the side of the recreation building. The only designated smoking area is located on the side of the recreation building near the lighters. All smoking materials will be disposed of in the proper containers.

Wake-Up

General wake-up at FCC Forrest City Satellite Camp is 6:00 a.m. Monday through Friday. At this time, the unit will be opened for breakfast by the Unit Officer. You will be given a reasonable amount of time to leave the unit if you desire breakfast. It is your responsibility to report to work on time. Late sleepers who are unable to maintain their living areas or arrive at work on time will be subject to disciplinary action. Inmates are expected to be appropriately dressed when exiting their units.

INMATE PERSONAL APPEARANCE

You are required to maintain good personal hygiene and present a neat, clean appearance at all times. You may select the hairstyle of your personal choice; however, hair must be clean and well-groomed. Barber services will be available under the supervision of Correctional Services and a schedule of operation will be posted on unit bulletin boards. Tattooing, branding, or disfiguring any part of your body is strictly prohibited.

Standard health and hygiene items were issued when you were processed into the institution. Replacement items can be picked up at the laundry at the same time that you are authorized to exchange clothing/linen or may be purchased in the Commissary.

Institution issued shoes and clothing (green shirt/pants) will be worn during normal working hours, Monday through Friday. Shirts are to be buttoned and tucked into belted trousers.

Leisure attire (warmups, sweat suits, shorts and T-shirts with sleeves) that are neat and clean in appearance may be worn on weekends, holidays, and after normal working hours (usually after 4:00 p.m.), Monday through Friday. Inmates authorized

to be in the recreation areas during normal working hours will be permitted to wear leisure attire in these areas.

Leisure attire is not authorized in the Visiting Room at any time.

Sunglasses are not authorized to be worn inside any building unless authorized by the Clinical Director.

PERSONAL PROPERTY/STORAGE LIMITS

Personal and government issued property will be limited to items which can be stored neatly and safely in your personal locker. There will be no accumulation of excessive property which would constitute a fire hazard. The authorized institutional radio is the head phone walkman type.

A list of personal property items is identified in the Institution Supplement. Items not on this list will be mailed out of the institution or disposed of as contraband. Questions in this area should be referred to your Unit Team. Approved legal reference materials must not exceed two (2) cubic feet and must be placed neatly in your personal locker.

The value of accumulated commissary items may not exceed your monthly spending limitation. You may possess only two (2) packages of cigarettes on your person and no more than three (3) cartons in your locker.

You are not permitted to have currency in any form (cash or coins). You may have sixty (60) first class stamps in your possession. Inmates are subject to disciplinary action for violation of this policy.

If you are placed in Administrative Detention, all items of personal property, issued clothing and shoes will be inventoried by the Unit Officer. Inventoried property will be given to the Special Housing Unit Officer who will sign a receipt for the property. This property will be held in the property room of the Special Housing Unit until you are released.

SECURITY PROCEDURES

For accountability purposes, it is necessary to conduct counts on a regular basis. The official count schedule is listed below:

Weekdays:	12:00 a.m. 3:00 a.m. 5:00 a.m. 4:00 p.m. (Stand Up Count) 10:00 p.m.
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Weekends & Holidays:	An additional count will be conducted at 10:00a.m. Stand Up Count
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During the count, inmates are required to be at their assigned beds. The only exception to this is if you have been placed on an "out-count" at your work site. The 4:00 p.m. count is a standing count and all inmates are expected to be standing next to their beds. There will be no inmate movement during the count. All televisions and radios will be turned off prior to the count and inmates will cease talking during the count.

Escape: Red out of bounds signs have been set in place at the camp to identify out of bounds areas. All inmates will adhere to this procedure. Any inmate in violation of these signs will receive an incident report to support ESCAPE,

a 200 series incident report. The signs are already in place, therefore, there should not be any misunderstanding as to where the out of bounds areas are. Everyone is encouraged to abide by the rules and regulations.

Call-Outs / Change Sheets: A daily call-out and change sheet is prepared and posted on bulletin boards located in your housing unit after 4:00 p.m. each weekday. The call-out will list any scheduled appointments and the change sheet will list work detail changes for the next work day. It is the inmate's responsibility to check the call-out and change sheets each day. Failure to comply with noted changes and to keep scheduled appointments could result in disciplinary action.

Contraband: Contraband is defined as any item not issued or approved through the proper channels, or authorized property over the specified limit. Inmates may not purchase items from other inmates or possess items belonging to other inmates. Contraband will be confiscated and disposed of according to policy. The possession of contraband could result in disciplinary action. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

Shakedown: Staff members may search an inmate's living area for any reason or to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random. Inmates are not allowed to stay in the area during a shake down.

Drug Surveillance: The Bureau of Prisons 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 fails to comply, that inmate will be subject to disciplinary action.

Alcohol Detection: A program for alcohol surveillance will also be used at FCC Forrest City Satellite Camp. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to a test will result in disciplinary action.

Identification Cards: Upon arrival at FCC Forrest City Satellite Camp, each inmate is given an inmate account card, which is commonly known as a commissary card. This card is also used for identification purposes and must be in the possession of the inmate at all times when he is out of his housing unit.

VISITING:

Visiting facilities and procedures have been established to permit meaningful visits with relatives, friends and associates. Visits will be conducted in a supervised manner which will contribute to a relaxed visiting atmosphere, while maintaining the security of the institution. You will need to contact your assigned counselor to establish your visiting list and to make any necessary additions or deletions. Additionally, it is your responsibility to send a copy of the visiting regulations and directions to the facility to each of your approved visitors. You should also advise your visitors you are permitted no more than four (4) adult visitors and five (5) dependent children (age 16 and under) visitors. If you have more than five (5) dependent children, contact your Counselor in advance for arrangements.

The Visiting Room will operate Saturdays, Sundays and Federal Holidays from 8:00 a.m. to 3:00 p.m.

Should overcrowding in the Visiting Room occur, the Shift Lieutenant or Duty Officer may authorize termination of visits to allow other visitors to visit.

You will be permitted to briefly kiss and embrace your visitors at the beginning and end of each visit. Holding hands is permitted during the visit; however, kissing, petting or other types of physical contact will not be allowed during the visit and this type of conduct will result in termination of the visit. When your visit ends, you are subject to a visual search prior to departure from the Visiting Room.

It is your responsibility to know all of the visiting regulations and to advise your visitors of them. The penalty for violation of visiting regulations by any act or effort may result in disciplinary action against you, which may include the denial of future visits, possibly for an extended period of time. Additionally, criminal prosecution may be

initiated against you and/or your visitor(s), in the case of criminal violations.

The following are the only items an inmate may take into the Visiting Room:

- 1 - comb
- 1 - authorized religious medals (with chain)
- 1 - wedding band (plain)
- 1 - approved religious head gear (no knit or home made caps)
- 1 - pair of glasses (prescription)
- 1 - handkerchief
- (Required medication-Asthma inhaler and/or Nitroglycerin)

Visitors are required to maintain control of children at all times. Failure to do so may result in termination of the visit. All visitors and inmates are expected to conduct themselves in a responsible manner. Conduct which disrupts the orderly atmosphere of visiting or offends other adults or children may be grounds to terminate the visit.

PROGRAM AND SERVICES

Job Assignments: All inmates are assigned to a job assignment and are expected to report to their work detail daily and on time. Monthly work reports will be completed by the staff supervisor of your detail and will be forwarded to your Unit Team. Poor work reports could result in the loss of certain privileges and programs. Inmates who continually receive poor work reports or who damage or tamper with work detail equipment will be referred to the Unit Manager or receive disciplinary action.

The only authorized clothing allowed on the work site is institutional clothing. At no time will headphones, reading materials, cups, thermos containers, or any other items be allowed to accompany you to work. Normally, an inmate will be assigned to a job for a ninety (90) day period before he is eligible to put in a request for reassignment.

If you have special job skills such as painting, plumbing, electronics, clerical, landscaping, etc., submit an "Inmate Request to Staff Member" (Cop-Out) to the Department Head over the requested job/program through your Unit Team. Upon approval, the form should be routed to the inmate's current Department Head for approval. With the approval of both Department Heads, the Unit Team may consider the request at the next scheduled team meeting or defer the request until the inmate's regularly scheduled program review. The Unit Team will forward the recommended job change to the Counselor responsible for job assignments/changes.

UNICOR

The UNICOR operation at FCC Forrest City Satellite Camp will be manufacturing office furniture that is named "Harmony." The low will be a mill operation employing 170 inmates. The medium will be an assembly operation employing 240 inmates. This is a voluntary program and inmates must request, **through their Unit Team**, to be placed a waiting list. Inmates will be hired into UNICOR from the waiting list. When an inmate receives their initial "teaming", they must request to be placed on a UNICOR waiting list if they want to work in the factory. The unit team is the only staff authorized to place an inmate on a UNICOR waiting list. If a request to work in UNICOR is not made at the initial team, **back dating will not be allowed**. The waiting list is explained as follows:

- * **UNICOR Waiting List 1:** Inmates who were working in UNICOR, as their last work assignment, prior to transferring to FCI Forrest City. Inmates who have transferred for disciplinary reasons, parole violators, and halfway house failures are **not eligible** to be placed on list one.
- * **UNICOR Waiting List 2:** Inmates who have a court ordered financial obligation of \$ 1000.00 or more.
- * **UNICOR Waiting List 3:** All others. (Includes parole violators, returnees from halfway houses, disciplinary transfers, new commitments, and those removed from UNICOR for disciplinary reasons).

General Comments:

- A. All inmate workers in UNICOR must wear safety shoes, no exceptions.
- B. The hiring list will be updated bi-weekly and posted outside the UNICOR Factory for review by the inmate population.
- C. The UNICOR factory is a “No Smoking “ area. Smoke breaks will be provided to day shift workers in a designated area only. Evening shift UNICOR workers, due to security concerns, will not be afforded a smoke break. Inmates observed smoking in UNICOR are subject to disciplinary action, including removal.
- D. A manufacturing facility, by nature, is a hazardous area. Inmates observed participating in horseplay, failing to follow proper safety procedures while operating machinery, or unauthorized use of any machine, will result in disciplinary action, including removal.
- E. Inmates who have special skills in woodworking, should submit a “Cop-Out” to the Factory Manager indicating their experience and what skills they possess.
- F. All inmate workers must meet health requirements of prolonged standing, bending, and lifting a minimum of 50 pounds.
- G. All inmates not able to maintain 80% attendance due to callouts, e.g. education and drug treatment will be hired as part time employees.
- H. UNICOR Department Head will be available, at noon mainline, for any questions or concerns that inmates may have.

FOOD SERVICE

Meal Hours: Monday through Friday (except holidays)

Breakfast	6:00 a.m. to	7:00 a.m.
Lunch	10:30 a.m. to	Completion
Dinner	4:30 p.m. to	5:30 p.m.

Saturday, Sunday and Holidays

Coffee Hour	7:00 a.m. to	8:00 a.m.
Brunch	10:30 a.m. to	Completion
Dinner	4:30 p.m. to	5:30 p.m.

Special meals / Cookouts: To be announced.

Dining Room Rules: The rules of the dining room are established based on common sense and institution policies.

- No smoking at any time inside of the Food Service Department.
- No portable radios are allowed inside of the Food Service Department at anytime.
- No personal cups or thermos containers are allowed at anytime inside of the Food Service Department.
- Reserving of seats/tables is prohibited.

- No food is to be removed from Food Service. The only exception will be a single piece of fresh fruit when served with the meal. Commonfare food items will be consumed in the dining room and not removed at any time.
- The only headgear that will be authorized other than that of the Food Service workers will be that headgear which is “approved” by the Religious Services Department.
- Shower shoes are not authorized.
- Inmate dress codes will be strictly enforced and monitored during mainline. (E.g., shirt tails tucked in, unauthorized headgear removed, pant legs rolled down).
- Jogging/sweat suits will not be authorized for wear Monday through Friday, during normal duty hours.
- No commissary items will be brought into Food Service. Self stable meals may be brought to food service. A microwave oven will be made available for self stable kosher meals.
- The Meal Track System is utilized in Food Service which requires the scanning of your inmate account card through a card reader; therefore, you must have your inmate account card when reporting to mainline.

Mainline:

- No flesh entrees are served for all lunch and dinner meals. To receive a no flesh entree you must enter the south side serving line and ask the Food Service staff. Any person can participate in this program.
- Medical diets will be provided to those inmates designated for such. The Health Services Administrator will monitor this authorization process.
- Religious diets will be provided, via commonfare, to those participants that are authorized by the staff Chaplain. This program is closely monitored by the religious services staff as well as the food service staff.

Employment Opportunities:

- Food Services is an equal opportunity employer. If you have special skills that apply to the Food Service industry, submit a “Request to Staff Member” to either the Assistant Food Service Administrator or the Food Service Administrator.

Food Service offers a wide range of skills and requires workers to perform to the best of their abilities. While personal hygiene and cleanliness are a must in any service industry, it is paramount in the food service industry.

Food Service will employ approximately 10 to 15% of the inmate population, utilizing the standard pay scale listed below:

Grade 1	.40/Hour
Grade 2	.29/Hour
Grade 3	.17/Hour
Grade 4	.12/Hour

Maintenance Pay 5.25/Month

As with any job in the institution, workers will be given specific duties to perform and will occasionally be called upon to perform other duties as needed.

Shift Work:

- Food Service will work various shifts throughout the day. Workers will be assigned to shifts as needed, based on qualifications.

HEALTH SERVICES

All A&O Inmates: All new commitments or transfers will be placed on call-out for an intake physical on WEDNESDAYS, which include the completion of the

medical and dental history form, various laboratory tests which include blood, urine, dental examination, and other tests as indicated.

Sick Call Sign-Up: Sick call will be scheduled once daily Monday thru Friday from 6:00 a.m. to 6:30 a.m.. Please be prepared to present your COMMISSARY CARD and give your name, number, assigned detail and chief complaint. All inmates will receive an appointment slip to advise your detail and unit officers.

1. Emergency sick call will be provided during duty and non duty hours. You must report all emergencies to your detail and/or unit officer.
2. Emergency Dental services are available by using the same procedures as emergency sick call. DENTAL SICK CALL IS ON AN APPOINTMENT BASIS. MAKE YOUR APPOINTMENT BETWEEN 6:00 a.m. - 6:15 a.m. AT SICK CALL SIGN UP. For routine dental appointments, you must submit a "Cop-Out."

Physician Visits: The physician will see inmates from a medical staff member referral or upon your request from a "Cop-Out." The physician is available for medical staff consultation on an as needed basis.

1. Specialty Clinics will be provided to those inmates identified with various chronic medical conditions as hypertension, diabetes, etc. You will be placed in a specialty clinic conducted by the Physician at least quarterly.

Pill Line: Controlled and Restricted medication and medication picks up will be ordinarily dispensed at the pharmacy window as follows:

FCC Pill Line Procedures

Weekdays

6:15 a.m. to 6:30 a.m.
6:00 p.m. to 6:30 p.m.

Weekends and Holidays

8:00 a.m. to 8:30 a.m.
6:00 p.m. to 6:30 p.m.

Inmates taking medication four (4) times a day will receive an extra dose during the 4:45 p.m. insulin line.

Inmates on the pill line will report to the Health Services Unit Pharmacy window, and present their ID card to the medical staff conducting the pill line. Mouth checks to verify swallowing of the medications are mandatory and will be strictly enforced.

Medications ready for pick-up will be available during weekdays only at the 8:00 a.m., 9:00 a.m., 10:00 a.m. and 2:00 p.m. open movements. There will be no medication pickup at any other time unless related to an emergency.

“Drug Store Items” may be purchased in the Commissary. There is no “Drug Store Line” at the Pharmacy window. “Drug Store Items” may be prescribed by the Physician’s Assistant in very limited quantities.

FCC Insulin Line Procedures

Weekdays

6:15 a.m. and 4:45 p.m.

Weekends and Holidays

9:00 a.m. and 4:45 p.m.

At the morning and evening insulin lines, inmates will report to the Pharmacy window in the Health Services Unit, at the designated time to receive their insulin.

Inmates on the insulin line, will report to the Health Services Unit, and present their **ID card** to the Medical staff conducting the insulin line.

SCP Pill Line Procedures

Weekdays

6:15 a.m. to 6:30 a.m.
4:20 p.m. to 4:45 p.m.

Weekends and Holidays

8:30 a.m. to 8:45 a.m.
3:15 p.m. to 3:30 p.m.

Inmates on pill line will report to the Health Services Unit Pharmacy window, and present their ID card to the medical staff conducting the pill line. Mouth checks to verify swallowing of the medications are mandatory and will be strictly enforced.

During weekdays, inmates returning medication bottles for refills, will report to the Health Services Unit Pharmacy window during either pill line. Medical staff conducting the pill line must receive the medication bottle(s) from the inmate whose name is on the bottle(s). Medication pickups will be conducted at either pill line.

SCP Insulin Line Procedures

Weekdays

6:45 a.m. and 2:45 a.m.

Weekends and Holidays

8:15 a.m. and 3:30 p.m.

At the morning and evening insulin lines, inmates will report to Pharmacy window in the Health Services Unit, at the designated time to receive their insulin.

Inmates on insulin line will report to the Health Services Unit, and present you ID card to the medical staff conducting the insulin line.

Contract Services: Contract services are provided in-house and in the community. All emergencies, requiring additional medical services will be transported to the Baptist Memorial Hospital, Forrest City.

Physicals: If you have been in the Federal Prison System for two years and under the age of 50, you may request a physical every two years. If you are 50 years of age or older, you may request a physical every year. Inmates 50 years of age or older will be offered three (3) additional tests at the time of their physical. These tests include an "EKG," "Tonometry" and a "Digital Rectal Examination for stool hemacult testing."

If the hemocult test is positive, then a sigmoidoscopy will be offered. If you are being released and have not had a physical within the past year, you may request a physical.

Special Care Items: Institutional eye glasses will be provided at government expense following the optometrist evaluation. Inmates who wish to have eye glasses mailed from an outside source, must have the Health Services Administrator's approval. The inmate will send the Assistant

Health Services Administrator a "Cop-Out," requesting to complete a "Special Package Authorization" form. Eyeglasses will not be mailed from home. Tennis shoes will

NOT be authorized from an outside source. All tennis shoes will be purchased by the inmate from the commissary. Medical shoes will be authorized by the Clinical Director and purchased by the Health Services Administrator.

Open House: The Health Administrator and Assistant Health Services Administrator does not have a time set for "Open House." Inmates may address their concerns during "Main Line" and/or by sending a "Cop-Out," in which they will be placed on "Call Out" to discuss the inmate's issue(s).

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

If you have an urgent health condition which arises during a regular weekday, from 7:30 a.m. to 4:00 p.m., you have the right to request an emergency assessment of a medical condition to your work supervisor or unit officer and if they are not available you can contact any staff member at all times. If you have an urgent condition which arises after

4:00 p.m., the weekend or holiday, you have the right to request an emergency assessment of a medical condition to your work supervisor or unit officer and if they are not available you can contact any staff member at all times. You have the responsibility to seek the staff member, be truthful and not overstate your complaint. Upon the assessment of your medical emergency by Health Services Staff, you have the responsibility to adhere to the prescribed treatment plan.

Rights

- 1. You have the right to health care services, based on the local procedures at this facility. Health services include medical sick call, dental sick call and all support services. Normal Sick call at this facility is held on Monday, Tuesday, Thursday, and Friday between 0630 and 0700. Emergency health care services are available twenty-four hours each day, and are accessed by contacting the correctional worker responsible for you.*
- 2. You have the right to be offered the chance to obtain a "Living Will" (at your own expense), or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.*
- 3. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.*
- 4. You have the right to know the name and professional status of your health care providers.*
- 5. You have the right to be treated with respect, consideration and dignity.*
- 6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.*
- 7. You have the right to be examined in privacy.*
- 8. You have the right to obtain copies of certain releasable portions of your health record.*
- 9. You have the right to address any concern regarding your health care to any member of the facility staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.*
- 10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.*

Responsibilities

- 1. You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, to include proper use of medications, proper diet, and following the instructions of your health care provider.*
- 2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.*
- 3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.*
- 4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.*
- 5. You have the responsibility to treat staff in the same manner.*
- 6. You have the responsibility to keep this information confidential.*
- 7. You have the responsibility to comply with security procedures.*
- 8. You have the responsibility of being familiar with the current policy to obtain these records.*
- 9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.*
- 10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.*

11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.

11. You have the responsibility to eat healthy and not abuse or waste food or drink.

12. You have right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years; over the age of 50, once a year.)

12. You have the responsibility to notify medical staff that you wish to have an examination.

13. You have the right to dental care as defined in Bureau of Prisons' policy to include preventive services, emergency care and routine care.

13. You have the responsibility to maintain your oral hygiene and health.

14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.

14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

16. You have the right to assessment of pain as defined in Bureau of Prisons' policy to include pain management. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly. You have the responsibility to be truthful and not overstate your complaint of pain, and to adhere to the prescribed treatment plan.

16. You have the right to be instructed regarding pain and pain management. You have the right to be evaluated for chronic pain and to be enrolled in the General chronic care clinic for proper follow-up for appropriateness and effectiveness of pain management.

Health Promotion and Disease Prevention:

A Registered Dietitian from Baptist Memorial Hospital also offers a Nutrition class to the Diabetics on a quarterly basis. This class consist of a nutritional video (approx 20 minutes) and a lecture from the Registered Dietitian. A question and answer session is also granted to the inmates.

As you patiently wait for your appointment in Health Service, a library of health videos are available for viewing.

Advance Directives: You may request a "Living Will" be placed in your Health Record. Living Wills can be assimilated at the inmate's expense and will be honored at the Federal Medical Center and/or at the Community Hospital.

You have unimpeded access to medical care. All complaints will be accepted by the Health Services Administrator, Associate Warden and the Warden.

FINANCIAL MANAGEMENT

When you entered this institution, each inmate had two accounts set up for him, a deposit fund account and an ITS II phone account. The deposit fund account will be used to keep track of all deposits and withdrawals made to your account. Your ITS II phone account will be used to keep track of all phone transactions.

Inmate Funds: Deposit fund accounting is the area responsible for all functions related to the inmate's personal funds on deposit while here. This includes withdrawals, and Inmate Requests of Staff Member for information about his account.

Daily Collections: Effective October 1, 2004, all funds being sent to inmates at FCC Forrest City Satellite Camp must be sent to the National LockBox location at the following address:

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

Please notify all persons who send you funds that they must send all funds to the national LockBox mailing address (above) and adhere to the following instructions:

Instruct them NOT to enclose personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The national LockBox can not forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.

Instruct them that they must have the inmate's committed name (no nicknames) and register number printed on the envelopes; all money orders; U.S. Treasury, state, and local government checks; and any foreign negotiable instruments payable in U.S. currency.

Inmate Earnings: While incarcerated each inmate will be assigned to a work detail, for which they will receive a monthly job performance evaluation and be paid for the hours which they worked that month.

The inmate performance pay is compiled by the work detail supervisors. It is turned into the Department Head for approval and routed to Financial Management. We are responsible for overseeing the payroll both for compilation and for posting. The payroll will be sent to the Supervisor of Education, for verification of compliance with GED requirements, and to the Case Management Coordinator for verification of FRP requirements, then to the Associate Wardens and Warden for final approval prior to being posted to the inmate's accounts.

- * The UNICOR pay is compiled by UNICOR staff and then sent to us for posting to your accounts. This payroll also goes through the verifications for GED and IFRP compliance. Inmates may be listed on any of three payrolls. They may receive UNICOR wages - for all UNICOR hours worked, Commissary wages - for hours worked in Commissary, and regular Performance Pay - for all other details. All payrolls will be posted by the 10th working day of each month. Inmates do not receive a receipt for their performance pay. Prior to the pay being released to the inmate accounts all IFRP contract payments will be taken from the earnings.
- * IATM - (Inmate Account Transfer Module) Inmates already in the Federal Prison System may have funds posted to their account in another institution. Upon their transfer to FCC Forrest City Satellite Camp, the previous institution is required to transfer the funds within five days after notification of the inmate's transfer. Upon receipt of these funds they will be processed and posted to the inmate's account. Funds will be automatically transferred to an inmate's deposit fund for those inmates transferring from an institution utilizing the Trust Fund and Accounting System (TRUFACS).

Withdrawals from Inmate Accounts: Withdrawals may be accomplished at the inmate's request for various reasons. They may request withdrawals to order books and magazines, to send money to their families, or to pay court ordered fees, among other things. Except in the case of an IRS ordered lien or a Prison Litigation Reform Act

court-ordered fee, no funds may be withdrawn from an inmate's account without his consent.

All requests for funds withdrawals must be completed in the presence of a staff member. All requests for funds withdrawals must be either typewritten or printed in ink.

After the inmate has signed the withdrawal form it shall, at no time can it be handled by an inmate.

- * Request for Withdrawal of Inmates' Personal Funds - This form is used by the inmate for all withdrawals except:

- Commissary Sales
- Special Purpose Orders (SPO)
- Payments upon Release
- Transfers Between Institutions
- Inmate Financial Responsibility Program
- PLRA Payments

The form is completed and forwarded to the Accounting Technician for processing. If the inmate does not have sufficient funds to cover the withdrawal the form is marked "Insufficient Funds", the current account balance available is noted on the form and the form is returned to the unit. If the form is processed, the second copy of the form is returned to the inmate as his receipt. All original forms are kept on file in the Accounting Technician's office.

Once processed the Accounting Technician will prepare a payment voucher and forward it to the appropriate Certifying Officer for certification. The payment then is sent to Austin, Texas to the Department of the Treasury to have the check issued.

Withdrawal requests which require enclosures to be sent with the payment, may be accepted under the following conditions. In addition to the appropriate signatures, the Request for Withdrawal of Inmates' Personal Funds shall be submitted with a stamped and addressed envelope attached. Forms submitted with enclosures which do not have a stamped and addressed envelope attached will be voided and returned to the unit. This method should be used whenever the inmate is ordering magazines, books, newspapers, any other materials which require enclosures and payments sent out of the country. By policy these forms will be processed and scheduled at least once a week.

Inmate Financial Responsibility Withdrawal Request(IFRP): It is the responsibility of the Unit Management staff to provide the Financial Management office with the properly completed withdrawal form. Only court ordered financial obligations shall be requested on this form.

- * FRP forms are processed once each month, as soon as the monthly Inmate Performance Pay has been posted. Payments are classified as Single Payment, Repetitive Monthly Payments, or Repetitive Quarterly Payments. Quarterly payments are taken in the third month of each calendar quarter (March, June, September, and December). Once processed these payments are forwarded to the Central Office via the OPAC system. No receipts are issued to the inmate for these payments. Confirmation of payment will be received by the Unit Management Staff from the U.S. Attorney. All forms are maintained in the Accounting Technician's files.

Releases And Transfers:

Releases - Transportation of inmates to a release destination must be accomplished by the most economical method. Public transportation must be arranged as far in advance of the inmate's release dates as is feasible. Release transportation shall be determined and reserved in advance of preparation of the Release and Gratuity Form. The correctly completed and signed form shall be forwarded to the Accounting Technician no later than five working days prior to the inmate's release. At that time the Accounting Technician shall make arrangements to close the inmate's account and have his personal funds available on his release date. The FPPOS Accounting Technician will co-ordinate the closure of the inmate's ITS account with the ITS Accounting Technician, so that all the inmates' funds can be paid to him at the time of his release.

The inmate's phone account and commissary account will not be closed until one business day prior to his release.

He will be able to shop and use the phone until that day.

On the day of the inmate's release, he will be escorted to the cashier's office, where his personal funds, and any authorized gratuity and/or transportation funds will be issued to him. The maximum cash we are permitted to give you is \$500.00. Any funds not posted to his account (ie: payroll due) at the time of his release, will be posted when presented to the Accounting Technician. These funds will then be forwarded by U.S. Treasury check to the inmate at the forwarding address indicated on the release form.

Transfers - Inmates transferring to other Bureau of Prisons facilities utilizing the TRUFACS system, will have their personal funds transferred to them automatically via TRUFACS. Inmates transferred to other Bureau of Prisons facilities utilizing the Federal Prison Point of Sales System (FPPOS), will have their personal funds forwarded to them via IATM. The FPPOS Accounting Technician will co-ordinate the closing of the inmate's ITS account with the ITS Accounting Technician and forward all the funds to the inmate's new location. If the inmate is transferred to a contract facility, the money will be forward by U.S. Government check.

Commissary: The institution commissary is under the supervision of the Support Services Supervisor and the Warehouse Supervisor. The Commissary is a privilege established to allow inmates to purchase items from an approved shopping list. The items sold in the Commissary are approved by the Warden and the Commissary Committee. Inmates are allowed to shop once per week on their designated shopping day. The Commissary shopping lists will be provided by the Commissary. All prices are subject to change without notice. A list will be provided each time an inmate shops or upon request during Commissary hours. An inmate must have a completed shopping list and his Inmate Account Card in order to shop in the commissary. Completed shopping lists will not be returned to an inmate once the shopping list has been placed into the lockbox located in the FCC Commissary lobby or at the Satellite Camp Commissary lobby. Inmates are not allowed to leave the Commissary line without permission from the Commissary staff member after a shopping list has been turned in. No-shows will not be allowed to shop until the following week.

The Commissary hours of operation at the FCC are 12:00 p.m. to 2:00 p.m. and after the 4:00 p.m. count to last call, Monday thru Thursday. The afternoon sales hours are for inmates with a job assignment which requires them to work in the evening (including UNICOR evening workers) and all unassigned inmates. Special Purpose Orders only are sold at the FCC Commissary on Friday from 6:00 a.m. to 7:30 a.m. The hours of operation at the Satellite Camp are after the 4:00 p.m. count to 7:00 p.m., Tuesday and Wednesday. Special Purpose Orders are sold during regular sales at the Satellite Camp.

An inmate's shopping day is determined by the 4th and 5th digits of his inmate number. The following are the shopping days for the inmates housed at the FCC:

- 01 to 25 shops Monday
- 26 to 50 shops Tuesday
- 51 to 75 shops Wednesday
- 76 to 00 shops Thursday

Inmates housed at the Satellite Camp whose 4th and 5th digits of their register number are 01-50 shop on Tuesday. If the 4th and 5th digits of the register number are 51-00, the inmates housed at the Satellite Camp will shop on Wednesday.

Inmates receive a total validation of \$290.00 per month to spend. Postage stamps are not charged against the monthly spending limit. All other sales, including SPO's, will be deducted from the monthly spending limit.

The spending amount is revalidated for \$290.00 each month based on the 5th digits of the register number:

Digit 0, revalidated on the 1st of the month
Digit 1, revalidated on the 4th of the month
Digit 2, revalidated on the 7th of the month
Digit 3, revalidated on the 10th of the month
Digit 4, revalidated on the 13th of the month
Digit 5, revalidated on the 16th of the month
Digit 6, revalidated on the 19th of the month
Digit 7, revalidated on the 22nd of the month
Digit 8, revalidated on the 25th of the month
Digit 9, revalidated on the 28th of the month

Inmates that are on the Financial Responsibility Program (FRP) Refusal status are revalidated for the \$25.00 spending limit on their regular revalidation date based on the fifth digit of their register number.

It is the inmate's responsibility to note quantity limits and nontransferable items identified on the Commissary shopping list. It is also important for inmates to review the out-of-stock list on the Commissary bulletin board prior to submitting a shopping list.

If an inmate's radio is stolen, lost or broken, he will not be able to purchase another one unless he has written approval from his Unit Team. The Unit Team's approval is also required for purchase of the same style athletic shoe within a 9-month period.

In the event that an inmate desires to return a warranty product to the vendor, the item must be shipped at the inmate's expense from the institution to the inmate's home or an address of the inmate's preference. The recipient of the product will then be responsible for contacting the vendor to remedy the complaint. Items shipped out of the institution will not be permitted back into the institution for security reasons.

Other Rules While Shopping at the Commissary:

- * Each inmate must prepare his own Commissary list.
- * Smoking and radios are prohibited in the sales area.
- * Once the Commissary shopping list is deposited into the Commissary drop box at the FCC Commissary or the slot at the Camp Commissary, the inmate shopper must remain in the area. If he is not present when his name is called, he will not be able to shop that week and his items will be returned to the shelves.
- * Inmates can only shop once per week, with the exception of Friday SPO sales.
- * Inmates are responsible to make sure their receipts are accurate and each inmate must sign the original receipt and return it to the sales person. Inmates are responsible for safeguarding their receipts as duplicates cannot be provided for warranty items.
- * Inmates may not purchase items for other inmates.
- * All sales are final. Once an inmate shopper leave the window, there will be no exchanges, adjustments, or refunds. Commissary staff members are authorized to consider replacing or refunding defective radios and headphones if the items are returned within a two-week period the date of sales and the merchandise has not been tampered with. Athletic shoes will be considered for replacement or refund within a two-week period if the shoes have not been worn.

Questions concerning your inmate account will not be answered during sales. Inmates may view their balance and the last twenty transactions to their accounts on the Automated Inquiry Machine (AIMS) located next to the Commissary. All other questions pertaining to inmates' Commissary accounts must be submitted on an "Inmate

Request to a Staff Member” addressed to the Accounting Section. Questions regarding Special Purpose Orders must be submitted on an “Inmate Request to a Staff Member” addressed to the Warehouse Supervisor.

New items will be considered by the Commissary Advisory Committee once a quarter. Inmates are to submit an “Inmate Request to a Staff Member” addressed to the Commissary Advisory Committee for any new items that they would like for the committee to consider selling in the Commissary.

Special Purpose Orders (SPO’S): SPO’S WILL BE PURCHASED ON FRIDAY FROM 6:00 a.m. TO 7:30 p.m. Approved steel toe shoes, athletic shoes and specialty shoes that are not stocked in the Commissary, can be ordered via SPO during SPO sales only on the third Friday of each month.

Approved SPO items can only be ordered from approved vendors. The respective department will forward the approved SPO forms to the Trust Fund staff to verify availability of inmate’s funds, encumber the inmate’s Commissary account, and order the merchandise. All SPO’s with chemical items must be approved by the Safety Department.

After a SPO has been received and entered into inventory, the name of the inmate will be posted on the Commissary bulletin board on Thursday evening for Friday sales.

The Recreation Department will pick up and store all hobby craft SPO’s after the completion of Friday sales. All other SPO’s will be released to the inmates at the conclusion of their sales.

Trust Fund Sales Unit Commissary Workers and Inmate Photographers: If an inmate desires to work in the Commissary, he is required to submit to a Commissary staff member an “Inmate Request to a Staff Member.” The inmate’s name will be placed on the Commissary Waiting List if he has at least six months until projected release date, has “In Custody” status if housed at the FCC, has not had any disciplinary actions within 12 months of applying for a position, has a General Equivalency Diploma (GED), and is not on the Financial Responsibility Program (FRP) “Refuse” status. The inmate will be interviewed in the order of receipt of an “Inmate Request to a Staff Member” (the form will be date stamped by the receiving staff member). If the inmate is found satisfactory during the interview, the Commissary staff member will verify his potential with his unit team. The “Inmate Request to a Staff Member” will be given back to the inmate in order for the inmate to secure the approving signature of the releasing detail Department Head and the Controller prior to being assigned to the Commissary work detail.

The Commissary Waiting List will be purged January 1st and July 1st of each year to afford all inmates an opportunity to be considered for work on the Commissary Work Detail. All inmates interested in the Commissary Work Detail must reapply for consideration for a position during this time period.

If an inmate desire to be considered for an inmate photographer’s position, the inmate is required to submit an “Inmate Request to a Staff Member” to the Recreation Supervisor/Trust Fund Supervisor when there is a posted announcement of a vacancy. There is no waiting list for Inmate Photographers. The inmate will be considered if he has at least six months until projected release date, has “In Custody” status if housed at the FCC, has not had any disciplinary actions within 12 months of applying for a position, has a General Equivalency Diploma (GED), and is not on the Financial Responsibility Program (FRP) “Refuse” status.

The pay grades for the Trust Fund Sales Unit Commissary

Workers and Inmate Photographers are Commissary Pay Grade 4 at \$.55 per hour. Inmates will be considered for the maximum pay grade of Commissary Pay Grade 3 at \$.75 per hour, if warranted and if the inmate has worked a total of 495 hours.

ITS II - Inmate Telephone System:

- * The Inmate Telephone System (ITS) is a means for inmates to supplement written correspondence for maintaining family and community ties. The daily processing for ITS is handled by the ITS Accounting Technician. The office is in the ITS room located in Financial Management.

- * **PROCEDURES** - The Associate Warden (Medium) is responsible for overseeing the ITS. Inmates may only use the telephones in their housing units. Telephones are to be used to maintain family and community ties. Use is a privilege and disciplinary sanctions may be imposed for abuse. One telephone in each housing unit has been designated for the following hours of operation for utilizing the inmate telephone system: 6:00 a.m. to 4:00 p.m. and 4:30 p.m. to 11:30 p.m. daily. On weekends and holidays, the telephone system will also shut down between 10:00 a.m. through 10:30 a.m. The remaining three telephones in each housing unit are operational during the weekend, holidays, and the following workweek hours: 6:00 a.m. until 7:30 a.m.; 10:30 a.m. until 12:30 p.m., and 4:00 p.m. until 11:30 p.m.

Upon arrival, an inmate will be assigned a Phone Access Code (PAC). This nine-digit number allows an inmate access to the ITS. It is the responsibility of the ITS Accounting Technician to establish, provide the PAC number in a sealed envelope, and deliver to the respective Unit Team mail box in the Associate Warden complex within one working day after the inmate's arrival. The Unit Team staff is responsible for delivering the PAC number to the inmate.

The PAC number is a confidential code and should not be shared with any other inmate. If an inmate feels his PAC has been compromised, he should report it to a member of the Unit Staff. Unit Staff will contact the Trust Fund Supervisor, who will restrict the phone system for the affected inmate until a new PAC is established. The Special Investigative Supervisor (SIS) will also be contacted for investigative purposes. The inmate must submit a Request for Withdrawal of Inmates' Personal Funds, for a \$5.00 charge payable to U.S. Treasury to establish the new number.

During the Unit Admission and Orientation, the inmate will receive from the Financial Management representative a copy of the "Inmate Dialing Instructions." These are instructions to place local, long distance, and international calls. In order for an inmate to access his telephone account on the inmate telephone, he is to dial 118, enter his PAC code, and follow the instructions. He will be able to access his ITS balance, Commissary balance, make transfers in whole dollar amounts from his Commissary account to his ITS account, determine the cost of the last call, and obtain the number of call minutes remaining for calls. In transferring funds, it is the inmate's responsibility to ensure the correct amount desiring to transfer before he presses "1" to confirm the amount as ITS funds cannot be transferred back to the Commissary account.

Unit Staff is responsible for providing the inmate with the Telephone Number Request Form on which the inmate may request up to thirty telephone numbers for both collect and debit calls. In order for the ITS system to process a call, the number must be keyed to the inmate's individual telephone account. Once the inmate has completed the form, he is required to submit it to Unit Staff. The form must be hand delivered to a staff member or it will not be processed. Unit Staff are required to review, approve, and submit the form to the ITS Accounting Technician normally within one working day. Spanish-speaking inmates must annotate on the form their requirement for their prerecorded instructions to be in Spanish. They are also required to indicate "Spanish" next to each called party that is to receive the prerecorded announcement in Spanish. Otherwise, the prerecorded announcement heard by the called party will be in English.

The completed and approved request form will be personally delivered by a Unit Staff member to the ITS Accounting Technician or will be placed in the Financial Management mailbox located in the Associate Warden Complex. The phone list will be keyed normally within two working days for new arrival inmates. Any additional changes or updates (including area code changes) to the telephone request lists will be processed in the same manner as reflected above. All updates will be keyed into the inmates' accounts within five working days, excluding the date of submission. Changes to inmates' telephone accounts cannot be accomplished via the "Inmate Request to a Staff Member" form.

Inmates may request a copy of their telephone numbers on the ITS system by submitting an "Inmate Request to a Staff Member" form. There is no charge for this document. However, in order to obtain a written report of telephone charges for any 30-day period within the past 120 days, the inmate must submit a Request for Withdrawal of Inmates' Personal Fund, for a \$3.00 charge for each 30-day period payable to U.S. Treasury.

If for any reason the inmate wishes to exceed the thirty number limits, he must obtain approval from the Associate Warden (Medium). This approval will be in the form of a written memorandum from the Associate Warden

(Medium) to the Controller/Support Services Supervisor.

Phone Usage/Availability: One telephone in each housing unit is designated for normal operating hours of 6:00 a.m. through 11:30 p.m. daily. Telephone privileges are not available during institution count times. During institution emergencies and end of the fiscal year close-out procedures, inmate telephones may be restricted or terminated. The remaining three telephones in each housing unit are operational during the weekend, holidays, and during the following workweek hours: 6:00 a.m. until 7:30 a.m.; 10:30 a.m. until 12:30 p.m. and 4:00 p.m. until 11:30 p.m.

Toll-free telephone numbers and telephone numbers to conduct a business or for gambling purposes are not authorized on the Inmate Telephone System.

Telephone calls are limited to fifteen minute intervals, and at the end of fourteen minutes a tone will warn the caller that there is one minute remaining. After fifteen minutes the call will automatically be disconnected. There is an automatic duration of 30 minutes between calls for each inmate. Inmates will be allowed to place a total of 300 minutes of either collect, direct, or any combination of telephone calls. Minutes will not rollover to the following month.

The prerecorded announcement and intermittent call branding notifying the recipient that "This call is from a Federal Prison" is on all direct and collect calls. It is a standard message at all prisons utilizing the Inmate Telephone System - II. However, the called party will not have to press five (5) to accept direct international telephone calls. As a result of international telephone calls not having the called party block option, communication will begin immediately when the called party answers the telephone and inmates will be charged for answering machines. Inmates will not be authorized a refund for answering machines on international calls. For all other calls, if the called party blocks future calls by pressing "77", the number will stay blocked until the Inmate Telephone System staff receives a written request from the called party to unblock their numbers. Letters sent directly to the inmates to unblock the called party telephone numbers will not be accepted by the Inmate Telephone System staff. "Inmate Request to a Staff Member" cannot be used to unblock telephone numbers as the form is not providing consent from the called party.

Inmates are allowed two transfers from their Commissary account to their ITS account per day. Credits are available for immediate use. However, inmates are only able to access their accounts from 4:30 p.m. to 11:30 p.m. Monday through Friday; 10:30 a.m. to 4:00 p.m. and 4:30 p.m. to 11:30 p.m. Saturday, Sunday, and federal holidays.

Call Types: There are three different call types; incoming calls, staff assisted calls, and collect calls.

Incoming Calls: Incoming telephone calls will not be accepted. In an emergency, the calling party may contact the inmate's unit team and advise them of the emergency. It is the responsibility of the unit staff to inform the inmate of the emergency and to coordinate emergency calls. During non-business hours a Lieutenant or Institution Duty Office will coordinate emergency calls.

Staff Assisted Calls: With the exception of approved emergency, attorney/client, or indigent calls, no inmate calls will be made from staff telephones. The ITS does not affect the way in which legal calls are placed.

Collect Calls: Inmates will receive their PAC number the next working day after their arrival at the institution. An inmate may place a collect call after the telephone number is keyed to his individual telephone account. The "Inmate Dialing Instructions" passed out during the Admission and Orientation process provides the dialing procedures for placing collect calls.

Rates for Direct Dialed Telephone Calls: The rates for placing direct dialed international, long distance, and local telephone calls are standard in all Bureau of Prisons institutions that are currently using the Inmate Telephone System - II.

<u>Direct Dial Call Types</u>	<u>PER MINUTE RATE</u>
Local Calls	\$.06
Long Distance	\$.20
Canada	\$.35
Mexico	\$.55
International	\$.99

Special Housing: There are two special housing situations with specialized procedures for telephone privileges.

Administrative Detention: Inmates in Administrative Detention will be allowed telephone privileges once every seven days.

Disciplinary Segregation: Inmates in Disciplinary Segregation will be allowed telephone privileges once every thirty days.

Troubleshooting ITS Telephone Calls and Providing

Reimbursements for Valid Claims: Inmates are required to submit a signed “Inmate Request to a Staff Member” to the ITS staff regarding any problems that they are experiencing with the Inmate Telephone System. The request must specify the date of the call, approximate time of the call, the telephone number called, statement or code given by the telephone recording or the operator, and the specific nature of the problem. All requests for refunds are investigated by Correctional Services (SIS) to determine the validity of a claim. If a call is connected to any person or an answering machine at the telephone number the inmate is calling, the telephone call will be considered complete and no refund will be given. Appropriate disciplinary action will be taken.

If an inmate is unable to reach his called party and the operator notes a code 5 or a code 15 on the inmate’s telephone account record, this signifies that the called party has a credit problem with their local telephone company or with VAC. Staff from the Bureau of Prisons are not authorized to get involved with these types of situations. If it is a code 5, then the called party must contact their local telephone company. If it is a code 15, then the called party must contact Evercom at 1-800-844-6591.

If an inmate telephone is not working properly, inmates are to notify their unit team staff in order for them to notify the ITS staff. It is important that the nature of the problem and the four digit code on the inmate telephone be provided to the ITS staff.

Laundry: The laundry will provide inmates with their clothing, shoes, bed linens, coats, and personal items. Items will be exchanged on a one-for-one basis and empty tubes of toothpaste and shaving cream in addition to combs, razors, and toothbrushes must be returned to receive similar items. Inmates MUST adhere to the posted schedules for their exchanges.

- Inmate account cards must be presented for identification purposes.
- Exchanges will not be permitted for style reasons.
- If there is intentional destruction of the clothes, you will be subject to disciplinary action.
- Inmates may not exchange another inmates clothing for any reason. Clothing in need of mending can be returned to the laundry on any weekday between 6:00 a.m. to 7:30 a.m.
- Hygiene items may be picked up on your regularly scheduled exchange day. The following items are available for exchange/issue:

Toothbrush	1 only
Toothpaste	2 only
Soap	3 only
Comb	1 only
Shaving Cream	1 only
Razors	8 only

INMATE SYSTEMS MANAGEMENT

Open House for Inmate Systems (Mail Room, Receiving and Discharge, and Records) will be on:

Mailroom: Monday-Friday 1:00 p.m. - 1:30 p.m.

R&D/Records: Wednesday 11:00 a.m. - 12:30 p.m.
Friday 7:00 a.m. - 7:30 a.m.

Any questions regarding inmate mail, personal property, or record related concerns should be referred to Inmate Systems during this period.

Correspondence: In most cases, you are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing general correspondence for the low and camp is placed in mailboxes located in each Unit and may be sealed. General outgoing correspondence for the medium is placed in mailboxes located in each unit and must remain sealed. The outgoing envelope must have your name, register number, complete spelling of institution, e.g. Federal Correctional Complex and return address in the upper left hand corner.

You must assume responsibility for the contents of all your 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. You will be notified of this placement and have an opportunity to respond.

There is no mail service at this institution on weekends and holidays.

Incoming Correspondence: First class mail is distributed Monday through Friday (except holidays) by the Evening Watch Officer in each Unit. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by the Counselor or Case Manager 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.

To aid in the prompt delivery of your mail, please advise those writing to you to put your register number and unit on the envelope.

All inmate packages received at the institution must have prior authorization, or be marked on the front of the package as to contents if authorized by BOP policy, e.g. "Magazines Enclosed", "Authorized Reading Material", "Legal Material".

The incoming FCC inmate mail address for each location are: FCC - Camp P.O. Box 8000, Forrest City, AR 72336.
FCC - Low P.O. Box 9000, Forrest City, AR 72336
FCC - Medium P.O. Box 3000, Forrest City, AR 72326

Incoming Publications: The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book and single issues of a magazine or newspaper. An inmate at the low and camp may receive hardcover publications and newspapers only from the publisher, a book club, or a bookstore. Publications printed on pulp-like paper stock, folded and/or divided into sections are considered newspapers. An inmate may receive other soft-cover material (for example, paperback books, newspaper clippings, or magazines) from any source. At the medium, all publications, hardcover, newspapers and soft cover material must come from the Publisher, book club, or bookstore.

Due to fire and safety reasons, accumulation of publications will be limited to (10) ten magazines, (10) ten books, (2) two newspapers and to the amount that can be neatly stored in your locker. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

- * It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- * It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
- * It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- * It is written in code.
- * It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- * It encourages or instructs in the commission of criminal activity.
- * It is sexually explicit material.

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 the U.S. Congress, Embassies and Consulates' Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments 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.

It is your responsibility to place your special mail in the "Special Mail Depository" located outside the ISM Department in order to receive this privilege. This depository will be emptied by mail room staff at 7:00 a.m., Monday - Friday, excluding holidays.

A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by the Counselor or Case Manager. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media: You may write through Special Mail procedures to representatives of the news media if specified by name or title. You may not receive compensation or anything of value for correspondence with the news media. You may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

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

Correspondence Between Confined Inmates: You may be permitted to correspond with an inmate confined in another penal or correctional institution. The following limitations apply:

Such correspondence may always be inspected and read by staff at the receiving institution.

The appropriate unit manager at each institution must approve the correspondence if both inmates are housed in

federal institutions and both inmates are members of the same immediate family, or are a party or witnesses in a legal action in which both inmates are involved.

The Warden will be appraised of any unusual circumstances pertaining to a request to correspond for members of the same immediate family or for inmates who are a party or witness in the same legal action. When denying an inmate's request to correspond, the Unit Manager shall document the reason(s) for the denial. The approval of such correspondence privileges for both inmates will ordinarily remain in effect even if either inmate is transferred within the Bureau of Prisons.

The Wardens of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal institution or if approval is being granted on the basis of exceptional circumstances.

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, to the protection of the public, or if it might facilitate criminal activity.

Examples include:

- * Matter which is non-mailable under law or postal regulations.
- * Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- * Direction of an inmate's business (prohibited act 408). A sentenced inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of your commitment (i.e., refinancing a mortgage for your home or sign insurance business while confined in the institution, however, you may not operate (i.e., mortgage or insurance business while confined in the institution.)

Notification of Rejection: The Warden will give written notice to the sender concerning the rejection of mail and the reason for rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of the rejection of correspondence and the reasons for it, and you also have the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence.

Rejected correspondence ordinarily will be returned to the sender.

Mailing of Inmate Property: Inmates wishing to have personal items mailed out of the institution will make a request to the appropriate staff as follows:

- * Unit Counselor - All personal items other than hobby craft.
- * Recreation Staff - All completed hobby craft items.

Release clothing is the only authorized package to be mailed into the institution from home. The Unit Counselor will initiate the authorization form. Medical devices or related materials are authorized by medical staff. Religious items are authorized by the chaplaincy staff through special purchase order.

The Mail Room Officer will not accept any item or package for mailing or delivery unless the appropriate authorization form is on file in the Mail Room.

Change of Address/Forwarding of Mail: You may request change of address cards from Receiving and Discharge staff. These cards are given to inmates who are being released or transferred, to notify correspondents of a change of the address. General correspondence will be forwarded for (30) thirty days. Any general mail received after (30) thirty days will be returned to the sender.

Certified/Registered Mail: Inmates desiring to use certified, registered, or insured mail may do so. Contact your Counselor for assistance. Services such as express mail, private carrier services, COD, or stamp collecting while confined are not provided.

Inmate Electronic Funds Transfer- (Quick Collect) Inmates may also receive funds through Western Union Quick Collect Program. Funds sent through this program will be posted to the inmates account within two to four hours when those funds are sent between 7:00am and 9:00pm EST, following these instructions:

- 1) Cash at a Western Union office: Fill out a Blue Quick Collect Send Form.
 - 2) By phone using a Credit Card: Call 800-325-6000 and press option 2.
 - 3) Online using a Credit Card: Go to www.westernunion.com. Select Bill Payment and then select Quick Collect.
- For each Western Union Quick Collect transaction the following information must be provided:

1. Inmate Register Number
2. Inmate Name
3. City Code: FBOP
4. State Code: DC

The City Code and State Code will ALWAYS be those described above.

The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and posted, funds may NOT be returned.

Sentence Computation: The Records Office is responsible for the computation of inmate sentences. An inmate will be given a copy of his initial sentence computation after it is prepared and audited by Inmate Systems Management. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, are resolved by staff upon inmate request for clarification.

Fines and Costs: The court may impose a committed or non-committed fine. The inmate will remain incarcerated until arrangements are made to pay a committed fine, or qualifies for release under the provisions of Title 18 U.S.C., Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison; however, an intent to make payment must be signed prior to release.

Detainers: Warrants (or certified copies of warrants) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that you initiate efforts to clear up these cases to the degree you can.

Federal and state detainers may be processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all untried detainers based on pending charges, which have been lodged against an inmate by a "member" state, including the U. S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney for resolution.

Note: Louisiana, Mississippi and the District of Puerto Rico do not honor the of Interstate Agreement on Detainers Act.

Good Conduct/Good Time: This applies to inmates sentenced for an offense committed after November 1, 1987. The Sentencing Reform Act became law November 1, 1987. The Violent Crime Control and Law Enforcement Act became effective September 13, 1994. The Prison Litigation Reform Act became effective April 26, 1996. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be fifty-four (54) days good conduct time per year, based on actual time served. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year, or successfully completing the GED program for some inmates.

Statutory/Extra Good Time: This applies to inmates sentenced for an offense committed prior to November 1,

1987. In most cases, these individuals will receive statutory good time and may earn extra good time. In addition, these individuals may be eligible for parole. Due to the diminishing numbers of these cases, an in-depth discussion will not be provided.

ACCESS TO LEGAL SERVICES

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 an indication that he or she is an attorney. The front of the envelope must be marked "SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE." It is your responsibility to advise your attorney about this policy. If legal mail is not properly marked, it will be processed as general correspondence.

Attorney Visits: Attorneys should ordinarily make an advance appointment for each visit. Attorneys are encouraged to visit during the regular visiting hours; however, visits from an attorney can be arranged at other times based on the circumstances and availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Legal Materials: During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval by the Unit Team. Legal material may not be transferred during attorney visits unless previously approved. You are expected to handle the transfer of legal materials through the mail.

Attorney Phone Calls: In order to make an unmonitored legal phone call, you must make arrangement through a member of your Unit Team at least 48 hours in advance.

Law Library: The Law Library 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, Institution Supplements, and other legal materials. The law library is located in the Education Department.

Notary Public: Under the provisions of Title 18 United States Code 4004, Case Managers are authorized to administer oaths and to take acknowledgments. Some states will not accept the Federal Bureau of Prisons' stamp for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact Unit Staff for arrangement with the institution's Notary Public.

Copies of Legal Materials: In accordance with institution procedures, you may copy materials necessary for research of legal matters. An electronic card operated copy machine is available in the Law Library for inmate use. You may purchase a weekly limit of three (3) \$5.00 cards (each card makes 50 copies) from the Commissary. Inmates who are without funds and can demonstrate a clear need for particular copies may request a limited amount of free duplication through their Unit Counselor or Case Manager.

Federal Tort Claims: Inmates are instructed to contact their Correctional Counselors to initiate the filing of a Federal Tort Claim.

Freedom of Information/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 U.S.C. 552.

Inmate Access to Central Files: An inmate may request review of disclosable portions of his central file. Institution staff will permit the review of the central file and monitor the inmate reviewing the file. Inmates shall submit a request to their Case Manager for this deposition.

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 his central file or medical file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI

Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. Additional information can be obtained from a Unit Team staff member.

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Executive Clemency: The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of a sentence, or a 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 it 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. Executive Clemency forms can be obtained through the Unit Team or Law Library.

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.

A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven (7) years is usually required.

EDUCATION

FCC Forrest City Satellite Camp Education strives to address the needs of all inmates assigned to the facility. We believe that academic instruction, occupational training, and the overall constructive use of your time are worthwhile activities that can help you make a full and productive life for yourself, if you choose to do so.

In order to provide educational services that are pertinent to your needs, the Education Department must first assess your needs. Based on the results of assessment and your interests, we can develop programs that will assist you in self improvement. Our instructors use the Adult Basic Learning Exam (ABLE), Test Of Adult Basic Education (TABE) and Spanish Assessment of Basic Education (SABE) tests as an instrument that will determine your academic abilities.

Once your interests and academic abilities are determined, we can recommend the programs that will enable you to reach your goals. The Education Department is here for your benefit.

In fulfilling its function as center of learning, the Education Department offers programs and services in the following areas:

- General Equivalency Diploma (GED)
- English as a Second Language (ESL)
- Post-Secondary Education
- Vocational Training
- Parenting
- Adult Continuing Education
- Career Counseling/Release Preparation

Law and Leisure Libraries

The Violent Crime Control Law Enforcement Act (VCCLEA) of 1994 and the Prison Litigation Reform Act of 1995 (PLRA) mandate inmates without a high school/GED credential participate and make satisfactory progress in the Literacy Program as a condition to vest their earned good time. Inmates that withdraw from the Literacy Program after completion of mandatory requirements, commit a prohibited act, or refuse the program will receive an unsatisfactory progress which will have a negative effect on good conduct time.

An inmate with limited proficiency in English is required to attend an English-as-a-Second Language (ESL) class until they achieve the eight-grade level as measured by a score of 225 on the ESL CASAS Level C Reading Certification test and a score of 215 on Level B or C of the Listening Comprehension test. All exemptions to the ESL Program will be handled as outlined in Program Statement 5350.24, Mandatory English-as-a-Second language (ESL) Program.

RECREATION

The Recreation Staff at FCC Forrest City Satellite Camp, encourages each inmate to participate in the activities and programs offered through this department. We challenge every inmate to get involved and use their time constructively through leisure time programming.

This department's goals and the Bureau of Prisons' goals are to reduce personal stress, institutional tension, keep inmates constructively occupied, and to increase physical fitness and positive lifestyles while incarcerated.

Hours of Operation:

Monday - Friday

Leisure Area: 12:30 p.m. - 3:30 p.m. and 4:30 - 8:30 p.m.

Fitness Area: 6:15 a.m. - 10:30 p.m. and 4:30 - 8:30 p.m.

Yard Area: 6:15 a.m. - 10:30 a.m., 11:30 - 3:30 p.m. and
4:30 p.m. - 8:30 p.m.

Saturday and Sunday

All Areas: 7:45 a.m. - 9:40 a.m., 10:30 a.m. - 3:30 p.m. and 4:30 p.m. - 8:30 p.m.

Recreation Facilities:

A. Recreation Leisure Center

1. Leisure Area
 - a. Supervisor Office
 - b. Recreation Counseling
 - c. Music Rooms
 - d. TV In Leisure Area [Sports Only]
 - e. Billiard Tables, Football, Ping-pong, Table Games
 - f. Multi-Purpose Rooms
 - g. Equipment Check Out Room
2. Hobby Craft
 - a. Art Studio
 - b. Leather Craft
 - c. Hobby Craft Tool Room
 - d. Equipment Check Out Room
3. Fitness Center
 - a. Recreation Staff Office

- b. Cardiovascular Room [stationary bikes, treadmills, aerobic steps, etc]
 - c. Wellness Program
 - d. Equipment Check Out Room
4. Recreation Yard
- a. Basketball Courts
 - b. Volleyball Courts
 - c. Softball Fields
 - d. Soccer Field
 - e. Flag Football Field
 - f. Racquet/Handball Courts
 - g. Walking Track
 - h. Horse Shoes
 - i. Boccie Ball Courts

The RECREATION LEISURE CENTER is a multipurpose facility that fulfills and meets many needs, programs and objectives. The Recreation Leisure Center houses the following: music rooms, staff office, TV viewing, hobby craft work areas, hobby craft locker storage, tool and equipment check out room, staff and inmate restrooms.

The RECREATION YARD was developed for the purpose of facilitating all of our intramural and varsity sports programs. The FCI Forrest City's intramural program includes the major seasonal sports: softball, basketball, flag football, soccer, volleyball. To provide for a more complete program, we also offer racquet-handball, boccie ball and numerous other tournaments and activities.

The FITNESS CENTER facilitates all our wellness/fitness programs. The programs and classes will be offered: ab classes, aerobics steps, exercise classes, circuit training on fitness equipment and many other innovative programs.

INTRAMURAL AND VARSITY SPORTS are open to the general population. Sign-up sheets, rules of the games and team requirements are generally posted in each housing unit and on recreation bulletin boards. All interested inmates are encouraged to join and participate with their unit teams.

Playing seasons for all intramural and varsity sports are based on an annual sports calendar. The sports calendar clearly shows the variety of sports that will take place during the different seasons.

There are ten Federal Holidays in which activities will be offered. During these specific holidays, we will offer: special tournaments, bingo, inmate productions, community sports participation and many other activities.

RELIGIOUS SERVICES

Roles of Religious Services Staff: Religious Services provides pastoral care to institutional staff and inmates. The Chaplains have an Open Door policy for personal counseling. If you need to visit with any of the Chaplains, please stop by the Chapel.

Since we realize that you may be more comfortable with someone of your specific faith, Religious Services contracts clergy from the various religious faiths. Additionally, the Religious Services staff will have community volunteers to assist you with your particular religious needs. A Religious Services schedule will be updated periodically and posted in the Chapel, in Recreation, Education and on unit bulletin boards. Please note that all religious group meetings will take place in the Chapel.

Pastoral Care Offered: Please inform your family, friends and significant others to call the institution at (870)630-6000 to report any and all emergencies. You will be notified only after the information/emergency has been confirmed by the Chaplain. Please tell your family, friends and significant others to give as much details when calling with an emergency situation. Contact Religious Services staff if you know of any emergency and you have not been notified by a Chaplain. Assistance will be provided in making an emergency telephone call.

The Chapel has the following services available to inmates: free greeting cards; religious library (books, videos, and

cassettes); and free literature (newspapers, devotionals, and journals).

Religious items will be purchased through approved vendors. In rare situations, hard to find mandatory religious items, may be acquired by SPO through approved BOP vendors upon the approval of a chaplain. This includes, but is not limited to, heard wear, medallions, medicine pouches, and the like. Hobby craft items must be mailed home per recreation policy.

No item, made in hobby craft into religious articles, may be maintained in the institution. This includes, but is not limited to, head wear, medallions, medicine pouches and the like. Hobby craft items must be mailed home per recreation policy.

If your religious faith requires you to wear a particular piece of headwear you will need to see a Chaplain. All headwear must be listed on your "Property Form". All Religious items should be maintained in a proper manner in the units. Inmate lockers are the proper storage place for individual Religious items. Prayer rugs, religious head wear, medallions and the like should not be displayed, for decorative purposes, on beds or on the floor.

If you are in need of a religious diet, the Alternative Diet Program is available for you. This consists of two components. The two components are the "no flesh diet" and the "certified processed food line." If interested, please stop by the Chaplain's office for more information.

If you would like an opportunity for spiritual growth and deepening your religious roots, Religious services provides a program at: FMC Carswell, TX.; FCI Milan, MI; FCI Petersburg, VA; FCI Victorville, CA; and USP Leavenworth, KS that will help you succeed. The Life Connection Program is designed to contribute to personal transformation and reduced recidivism. Inmates will participate in religious specific, and inter-faith and social responsibility program components. In addition, the program is designed to increase religious tolerance and respect among participating inmates; connect inmates with spiritual mentors at the program site, and link participants with a faith community at their release destination in order to enhance community reintegration. This program is open to inmates of all faiths or those still seeking a spiritual grounding. Orientation for the Life Connections Program will be held once a month at a time in the Chapel posted throughout the units on the Chapel bulletin boards.

Religious Rights: It is your right to practice your chosen faith. It is important to practice your faith responsibly. The Chaplains are here to facilitate the ability of the inmates to practice their chosen faith. No one may disparage the religious beliefs of an inmate, nor coerce or harass an inmate to change religious affiliation. If you decide to change your personal Religious Preference at any time, please submit a "Cop-Out" to Chaplain. Attendance at all religious activities is voluntary. We hope that you will make use of the services offered at FCI Forrest City.

PSYCHOLOGY SERVICES

Psychology staff offer comprehensive individual and group therapy programs. These programs address the full range of clinical disorders, provide self-help options, assess and treat behavioral or emotional problems, and facilitate overall adjustment. The Psychology department also provides drug abuse treatment for those who have a substance use disorder. Moreover, psychologists consult closely with psychiatry and will help determine any need for psychotropic medication. We also consult with other staff about the mental health needs of inmates and coordinate our services with other departments as appropriate.

To request mental health treatment, inmates may submit a "cop-out" to psychology or stop by the department during an open move. Enrollment in counseling groups is generally offered on a "first-come-first-serve" basis; to enroll, the inmate must stop by the department and place his name on the appropriate sign-up roster.

Twenty-four hour crisis intervention is available seven days a week to any inmate presenting a need for such. Inmates are encouraged to alert any staff member to their need for intervention; a psychologist will respond as appropriate. While staff are trained to recognize signs of distress and to refer inmates, the inmates, themselves, are strongly encouraged to notify staff of any behavior or situation that may suggest another inmate is upset and/or potentially suicidal. Common signs of suicide are depression, a loss of interest in activities, and/or major changes in appearance, mood, relationships, or routine. Importantly, if a fellow inmate makes statements that suggest he may be thinking of suicide, please take those statements seriously and refer him to a staff member.

All arrivals to the institution will be screened by a Psychologist. This assessment will include a review of any past and current problems that may include an individual interview. The screening will provide the psychologist an opportunity to note and recommend potential needs for treatment.

Drug abuse treatment is available to any inmate with a substance use disorder as determined by the assessing psychologist. Drug abuse treatment at Forrest City consists of the Residential Drug Abuse Program (RDAP), follow-up services for those who have completed the unit-based component of the RDAP, Drug Abuse Education, and nonresidential drug abuse counseling. The RDAP, Drug Abuse Education, and nonresidential drug abuse treatment are voluntary and may be requested by any inmate who thinks he may have a substance use disorder.

Follow-up services are mandatory for those who have completed the unit phase of the RDAP; if an inmate fails to comply with follow-up services he will be failed from the RDAP and will lose all secondary benefits of that program. Moreover, an inmate may be required to complete the Drug Abuse Education program if (a) there is evidence that alcohol or other drug use contributed to the commission of his instant offense, (b) if alcohol or other drug use was a reason for violation of parole, probation, or supervised release, and / or (c) if there is a judicial recommendation that the inmate receive any form of drug abuse treatment while incarcerated. If an inmate is required to complete Drug Abuse Education, but either declines to enroll or fails to complete the program, certain sanctions will be applied. These sanctions include retention at the lowest pay grade within the institution and denial of community programming to include CCC placement.

The RDAP is a voluntary, comprehensive drug abuse treatment program that includes a 9-month, unit-based treatment component as well as a substantial aftercare phase. Entry to the program ordinarily is permitted when the inmate is within 36 months of his projected release date. The RDAP is made available to any inmate who meets the diagnostic criteria for a substance use disorder as determined by the assessing psychologist. Importantly, in addition to meeting the diagnostic criteria for a substance use disorder, the inmate must have a history of drug abuse or addiction that is documented to have occurred within his last 12 consecutive months in the community. At Forrest City, the RDAP is located in HB unit at the Low security institution. Program participants live in the RDAP unit where they participate in a broad range of treatment activities half of each day; they are expected to work or attend educational programming the remainder of the day. If an inmate desires enrollment in the Residential Drug Abuse Program, he may request that psychology determine his eligibility by submitting a "cop-out." When he applies, the inmate will be advised of two matters: (a) whether he qualifies to enter the Residential Program and (b) whether he is provisionally eligible to receive a sentence reduction under 18 USC 3621 (e). Importantly, when an inmate completes the unit-based component of RDAP, he will be required to successfully complete all follow-up services while he continues the confinement portion of his sentence. At minimum, this requires compliance with a treatment plan and completion of monthly contacts with drug abuse treatment staff for a period of one year (or until transferred to CCC). Then, once transferred to CCC, the RDAP participant is required to complete all aftercare requirements while in bureau custody at the CCC. Failure to meet follow-up and aftercare requirements will result in program failure and forfeiture of any benefit received under 3621(e).

Lastly, the department maintains a self-help resource library that contains material available for review by interested inmates. You may access these material by issuing your request to a psychology staff member. The department has an "open-door policy" and inmates are encouraged to access our services at any time through the day. You may also submit a "cop-out" to request a session with a psychologist or drug treatment specialist.

FACILITIES OPERATIONS

The Facilities department provides maintenance and construction support for the overall operation of the institution. All work will be accomplished in a manner consistent with all applicable policies and guidelines. Inmate workers will be provided the opportunity to learn skilled trades while performing meaningful work.

Inmates will be expected to complete all work assignments and perform assigned tasks as directed by the supervising staff. Safety shoes must be worn at all times as well as other protective gear as directed by the appropriate staff member. Inmates will not be allowed to direct or supervise other inmates in the accomplishments of tasks or work. However, inmates of lesser knowledge may be paired with inmates of journeyman level experience to accomplish the work while learning in a "hands on" environment.

Inmates will receive instruction as to the appropriate working hours and reporting times. Inmates are responsible for reporting to work on time and dressed in the prescribed work uniform. If an inmate is absent or late due to a request by a staff member other than the inmate's work supervisor, the inmate will be responsible for insuring that the requesting staff member advises the work supervisor of the inmates whereabouts.

The work assignments in the varied fields will include masonry, plumbing, painting, landscaping, heating and ventilation, sheetrock and drywall repairs, welding, automotive repair, power plant operations, etc. Inmates will be afforded the opportunity, where possible, to work in an area of interest. However, the assignment of inmates to other work areas will be consistent with the needs of the institution in order to operate the facility in a safe and sanitary manner.

The inmate pay program will be adhered to at all times. Basically, inmates will be paid for productive work, based on the work supervisors monthly work evaluation of the inmate's performance. This will include the inmate's attitude, work ethic, ability and desire to learn and accomplish tasks requiring a higher degree of proficiency. Inmates will be evaluated each month and afforded the opportunity to review and sign the evaluation (pay sheet) with their direct supervisor. If differences arise between the inmate and their direct work supervisor, they will be addressed through the General Foreman and then the Facility Manager.

Inmate workers will at times be issued tools and/or equipment to perform work. Inmates will utilize the chits in the Tool Rooms as provided by policy and will be held responsible for the use of the tools and material in a manner that is consistent with the direction of staff in the accomplishment of approved work.

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 Prison policy.

Fire Prevention and Protection are of paramount importance to the well-being of inmates and staff in this institution. State-of-the-art fire protection systems and life safety call buttons are incorporated into all areas to ensure your safety in case of fire. Please do not tamper with these systems. Inmates who abuse or misuse these systems will be subjected to disciplinary action by staff.

You will be required to participate in a fire drill each quarter in both your living unit and workplace. Please take these drills seriously and learn the location of evacuation routes. Evacuation plans are posted at each exit door. We request your cooperation in reporting any fire to the nearest staff member so 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 the A & O presentation, the Safety Manger will address safety regulations in the institution. In addition, each work supervisor will provide talks on various issues on a monthly basis.

Injuries: It is your responsibility to report any injury occurring at the institution. If you sustain an injury on any work assignment, YOU must immediately report it to your work supervisor. If you fail to report a work injury to your supervisor within forty-eight (48) hours, you may be ineligible to receive lost time, wages, and compensation. For purposes of submitting a compensation claim for a work injury resulting in some degree of physical impairment, you should contact the Safety Manager 45 days prior to your release or transfer to a CCC but no later than 11 days prior to your release. This claim must include a medical evaluation before any compensation can be considered.

RELEASE PREPARATION PROGRAM

While Release Preparation begins at initial classification, you should enroll in the Release Preparation Program no later than 18 to 24 months prior to release to the community. This program will assist you in developing plans for your personal life and for reintegration into the community. There are two (2) separate programs offered: a unit-based program and an institutional program. Your Unit Team will assist you with program enrollment.

INMATE FINANCIAL RESPONSIBILITY PROGRAMS (IFRP)

The Inmate Financial Responsibility Program requires inmates to demonstrate a responsible effort toward payment of identified financial obligations. During initial classification and subsequent program reviews, the Unit Team will evaluate your financial obligations and will work with you to establish an acceptable payment plan. Obligations will normally include, but are not limited to, the following: court ordered fines, assessments, restitution, cost of incarceration fee, and child support. Your payment plan is designed to reflect a "responsible effort" toward payment of the identified obligations. Your outside resources and institutional earnings will be identified to satisfy any obligation. If you refuse to meet your financial obligations, you will lose certain privileges to include no assignment to or removal from UNICOR, no Halfway house placement, and you will not qualify to receive performance pay above the maintenance pay level.

PROBLEM RESOLUTION

Inmate Request to Staff Member: The Bureau form BP-ADMIN-148, "Inmate Request to Staff Member", 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 or the Unit Team. 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 may resolve a problem informally, by contact with staff members or "Cop-Outs". When informal resolution is not successful, a formal complaint can be filed through the Administrative Remedy Procedure. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is the documentation of the informal resolution attempts. Inmates may obtain this form, commonly referred to as a BP8½, from their Correctional Counselor only. On this form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After this form is completed and 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 Counselor. The Unit Manager will review the material to ensure an attempt at informal resolution was made. The BP-9 complaint must be filed within twenty (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. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. The time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (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 BP-10 may be obtained from the Correctional Counselor. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must

be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the General Counsel in the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form within thirty (30) calendar days from the date of the BP-10 response and must have copies of the BP-9 and BP-10 forms with responses. The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension in writing. In writing a BP-229, BP-230, or BP-231, the form should be written in three (3) sections:

- (1) Statement of Facts
- (2) Grounds for Relief
- (3) Relief Requested

Time Limits (in calendar days) for filing:

- BP-9: 20 days from incident
- BP-10: 20 days from BP-9 response
- BP-11: 30 days from BP-10 response

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. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-9 at the institution.

DISCIPLINARY PROCEDURES

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 subject to an Administrative Fact Finding Hearing by the Unit Discipline

Committees (UDC), and for more serious violations, the Disciplinary Hearing Officer (DHO). A list of prohibited acts is contained in this section.

There are varying degrees or levels of misconduct. Each incident is dealt with on an individual basis. A staff member observing a violation of a rule or regulation may elect to either write an Incident Report or, if a minor violation, resolve the matter in an informal manner.

An inmate receiving an Incident Report will be summoned to the Lieutenants Office where he will be given a copy of the Incident Report. The Lieutenant will investigate the Incident Report by interviewing the accused inmate and all witnesses to the incident. Following the interview, the inmate may be released to the general population or placed in Administrative Detention.

Unit Disciplinary Committee: The Unit Disciplinary Committee (UDC) is empowered to impose minor sanctions in response to violations of institution rules and regulations. When an alleged violation warrants consideration for other than minor sanctions, the charge is referred to the Disciplinary Hearing Officer (DHO) for hearing and disposition. An inmate whose charge is referred to the DHO may be retained in Administrative Detention or other restricted status but will have no final status imposed by the UDC.

- a. If charged with violating an institutional regulation, the inmate will be given a written copy of the charges against him within 24 hours of the alleged infraction or from the time staff becomes aware of the inmate's alleged involvement in the infraction.

- b. An inmate charged with a violation is entitled to a hearing before the UDC within three working days (excluding day of notice, weekends, and holidays) of the time staff becomes aware of the inmate's alleged involvement in the infraction.
- c. An inmate charged with a violation is entitled to be present at the hearing, except during deliberation or when institution security would be jeopardized.
- d. The UDC will afford the charged inmate an opportunity to make a statement and to present documentary evidence in his defense.
- e. The charged inmate will be given a written copy of the decision and imposition of disciplinary action.

DHO Hearings: The DHO conducts hearings, makes findings, and imposes appropriate sanctions for incidents of inmate misconduct referred by the UDC for disposition by the DHO. The DHO may not hear any case not heard and referred by the UDC. Some general procedures include:

- a. The inmate shall be given written notice of charges against him not less than 24 hours before the appearance before the DHO. This requirement may be waived by the accused inmate.
- b. An accused inmate will be provided the services of a full-time staff member of his choosing as his representative for the hearing. If the staff member selected declines or is not available at the specified time, the accused inmate will be given the option of selecting another staff member to represent him or waiving the appearance for a reasonable length of time until the desired staff member is available. The inmate may also elect to continue the hearing without a staff representative.
- c. The accused inmate shall be permitted to call witnesses and to present documents on his behalf, provided calling of witnesses or documents disclosed would not jeopardize institution security.
- d. The accused inmate shall be permitted to be present during the entire hearing, except during deliberation or when institution security may be jeopardized. If the accused inmate has escaped from custody, the DHO will conduct a hearing in the inmate's absence at the institution from which the inmate escaped. When the inmate is returned to custody, he will be advised of his right to have the escape charge brought before the DHO.

The DHO may take the same action as the UDC. In addition, the DHO is empowered to recommend disciplinary transfer, forfeiture of good time, withholding of good time, or placement of the inmate in Disciplinary Segregation. Any time an inmate has a pending parole date, the DHO may advise the U.S. Parole Commission of the institution's recommendation regarding the parole action.

When the DHO or UDC determines an inmate is innocent of committing any prohibited act, the inmate's central file will be expunged of the Incident Report and it shall have no subsequent effect. The internal disciplinary system is outlined in detail in Program Statement 5270.07, available for reading in the Law Library.

The Prison Litigation Reform Act (PLRA) and the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) mandated changes in Program Statement 5270.07, Inmate Discipline and Special Housing Units. The changes are addressed in Change Notice 08, dated September 29, 1997.

A significant change requires all 200 level code violations committed by PLRA and VCCLEA inmates rated as violent to be referred to the Disciplinary Hearing Officer (DHO) for disposition. Additionally, only the DHO may make the final disposition on a prohibited act contained in the Greatest or High Category when the act is committed by a PLRA or VCCLEA inmate who has been rated as violent.

[INMATE RIGHTS AND RESPONSIBILITIES §541.12

RIGHTS

RESPONSIBILITIES

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
 2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
 3. You have the right to freedom of religious affiliation, and voluntary religious worship.
 4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
 5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
1. You have the responsibility to treat others, both employees and inmates, in the same manner.
 2. You have the responsibility to know and abide by them.
 3. You have the responsibility to recognize and respect the rights of others in this regard.
 4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
 5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.

6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.]

[RIGHTS

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

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.

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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). G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]

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

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G]
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
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	
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.	

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

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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.	Sanctions A-G]
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	

[TABLE 3 (Cont'd)
HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation.
201	Fighting with another person	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)
202	(Note 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	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	C. Disciplinary Transfer (recommend).
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	D. Disciplinary segregation (up to 30 days). E. Make monetary restitution.
209	Adulteration of any food or drink	F. Withhold statutory good time]
210	(Not to be used)	
211	Possessing any officer's or staff clothing	

[TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
212	Engaging in, or encouraging a group demonstration	G. Loss of privileges: commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a work stoppage	H. Change housing (quarters)
214	(Not to be used)	
215	Introduction of alcohol into BOP facility	I. Remove from program and/or group activity
216	Giving or offering an official or staff member a bribe, or anything of value	J. Loss of job
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	K. Impound inmate's personal property
		L. Confiscate contraband
		M. Restrict to quarters]
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	

[TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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)	Sanctions A-M]
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 use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of 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. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable.	

[TABLE 3 (Cont'd)
MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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	
306	Refusing to work, or to accept a program assignment	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 15 days). E. Make monetary restitution.
308	Violating a condition of a furlough	
309	Violating a condition of a community program	F. Withhold statutory good time.]
310	Unexcused absence from work or any assignment	
311	Failing to perform work as instructed by the supervisor	
312	Insolence towards a staff member	

[TABLE 3 (Cont'd)
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
313	Lying or providing a false statement to a staff member.	G. Loss of privileges: commissary, movies, recreation, etc.
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)	H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job. K. Impound inmate's personal property.
315	Participating in an unauthorized meeting or gathering	L. Confiscate contraband.
316	Being in an unauthorized area	M. Restrict to quarters.
317	Failure to follow safety or sanitation regulations	N. Extra duty.]
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	

[TABLE 3 (Cont'd)
MODERATE CATEGORY (Cont'd)

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

[TABLE 3 (Cont'd)]
LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
* 406	Not to be Used *	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	[E. Make monetary restitution.
* 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)	F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity.]

[TABLE 3 (Cont'd)]
LOW MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
		J. Loss of job.
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). *	K. Impound inmate's personal property. L. Confiscate contraband. M. Restrict to quarters.
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.	N. Extra duty. O. Reprimand. P. Warning.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.	

ADDRESSES

FCC Forrest City

Federal Correctional Complex Forrest City, Medium
P.O. Box 3000
Forrest City, AR 72336
(Include your unit, name and register number)

Federal Correctional Complex Forrest City, Low
P.O. Box 9000
Forrest City, AR. 72336
(Include your unit, name and register number)

SATELLITE CAMP PRISON

Federal Correctional Complex Forrest City - SCP
P.O. Box 8000
Forrest City, AR. 72336
(Include your unit, name and register number)

REGIONAL OFFICE

South Central Regional Office
4211 Cedar Springs Rd., Suite 300
Dallas, TX 75219

CENTRAL OFFICE - BUREAU OF PRISONS

Director, Bureau of Prisons
320 First Street, N.W.
Washington, DC 20534

PARDON ATTORNEY

U.S. Pardon Attorney
1 North Park Building
440 Friendship Boulevard
Bethesda, Maryland 20014

CONCLUSION

This information has been provided to assist you during your period of incarceration. You are encouraged to become familiar with the contents of this handbook and to seek assistance from your Unit Staff on any area which may require clarification.