



**FEDERAL MEDICAL CENTER**

**FORT WORTH, TEXAS**

**ADMISSION AND ORIENTATION  
HANDBOOK**

**Revised August 2018**

## PREFACE

The Admission and Orientation (A&O) Handbook provides you with general information about the Federal Bureau of Prisons (BOP) and the Federal Medical Center (FMC) in Fort Worth, Texas. This handbook has been prepared with the thought that good communication between staff and inmates is essential in the development of a positive atmosphere within a correctional setting.

It is the policy of the Bureau of Prisons to treat inmates fairly, humanely, and responsibly and afford them the opportunity for self-improvement. As an inmate in the BOP, you can expect:

- Accessibility to staff,
- Consistent and fair treatment,
- Responsiveness to your needs,
- A safe, secure and sanitary environment, and
- Clear and accurate information about decisions affecting you.

Your confinement at this institution involves a number of obligations on the part of staff and inmates alike. As staff members, our primary responsibility is to ensure that the mandate of the court is carried out. We also believe it is very important to provide work, education, recreation and other self-improvement programs to help you prepare for your return to the community. Your personal safety is our utmost concern; one of the most critical obligations of an inmate is to report any appearance of depression, suicide, or hopelessness in another inmate. It is not unusual to experience these feelings while incarcerated in jail or prison. If you notice another inmate struggling with these feelings, it is your obligation to notify any staff member immediately. It is that staff members duty to make the necessary emergency contacts to ensure that the afflicted inmate receive immediate medical/psychological attention to ensure that his personal safety is primary.

It is your responsibility to contribute to a positive institution atmosphere by adhering to the rules and regulations of the institution. It is also your responsibility that you do not discriminate against each other and allow each other that opportunity to be near their loved ones, better themselves, seek better opportunities, and live in a safe environment free from criminal acts against each other.



Eric D. Wilson  
Warden

## **MISSION STATEMENT**

The Federal Bureau of Prisons protects society by confining offenders in the controlled environments of prisons and community-based facilities that are safe, humane, cost-efficient, and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

## **CORE VALUES**

### **Correctional Excellence:**

We are correctional workers first, committed to the highest level of performance.

### **Respect:**

We embrace diversity and recognize the value and dignity of staff, inmates and the general public.

### **Integrity:**

We demonstrate uncompromising ethical conduct in all our actions.

## TABLE OF CONTENTS

INTAKE, CLASSIFICATION, AND THE UNIT TEAM.....	1
GENERAL FUNCTIONS OF UNIT STAFF.....	2
UNIT ACTIVITIES .....	2
DAILY INMATE LIFE .....	4
QUARTERS RULES.....	5
COMMISSARY OPERATION .....	7
TRULINCS .....	8
LAUNDRY OPERATION .....	12
SECURITY PROCEDURES .....	13
PROGRAM AND SERVICES .....	15
Education Department .....	15
Recreation Programs .....	18
Psychology Services .....	22
Food Service .....	26
Unit Management Programs .....	27
Environmental and Safety Compliance Department.....	28
Religious Programs .....	28
Health Care Services.....	30
MAINTAINING OUTSIDE CONTACT .....	36
VISITATION .....	37
PROBLEM RESOLUTION.....	42
DISCIPLINARY PROCEDURES.....	44
PROHIBITED ACTS AND AVAILABLE SANCTIONS.....	48

## INTAKE, CLASSIFICATION, AND THE UNIT TEAM

**Orientation:** The purpose of this handbook is to provide arriving inmates with information regarding the Bureau of Prisons (BOP), its programs, and rules and regulations. It is not a specific guide to the detailed policies of the BOP. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to incarceration. You will be given a social and medical screening at the time of arrival by your assigned Unit Team. You will be immediately provided with a copy of the institution's rules and regulations, which includes information on inmate rights and responsibilities.

Staff will assist inmates when a literacy problem exists. Staff will utilize all available translation resources for non-English speaking inmates. For inmates who cannot read or have limited reading skills, the information is presented verbally. For hearing impaired inmates, written materials are available. For inmates with intellectual and/or psychiatric disabilities, the information is presented with the help of staff from the psychology department, if needed.

Within 28 days of arrival, inmates will participate in Admission and Orientation (A&O) Program. While in A&O, you will learn about the programs, services, policies, and procedures regarding this facility. Also, you will hear lectures from staff regarding programs and departments at this facility. At the end of the A&O Program, you will be assigned to a job. Your room will be ready for inspection at 7:30 a.m.

**Classification Teams (Unit Teams):** Almost all Bureau of Prisons institutions are organized into a unit management system. There are seven units at FMC Fort Worth (Dallas, Fort Worth, San Antonio, Austin, Houston, Lubbock) and the Jail. 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. The unit staff typically includes the Unit Manager, a Case Manager, a Counselor, and a Unit Secretary. The Education Advisor and Unit Officer may make programming recommendations to the Unit Team. You will be assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution daily; a unit staff work schedule is posted on the unit's bulletin board.

***FMC Fort Worth is a tobacco free institution.***

## GENERAL FUNCTIONS OF UNIT STAFF

**Unit Manager:** Unit Managers are the administrators of the general housing units and oversee all unit programs and activities. As department heads at the institution, they have a close relationship with other departments and personnel. Unit Managers are "chairpersons" of teams. They review all team decisions and chair the Unit Discipline Committee.

**Case Manager:** Case Managers are responsible for all casework services and for classification material, progress reports, release plans, correspondence, and other materials relating to an inmate's commitment. They are responsible to the Unit Manager on a daily basis. Case Managers serve as liaisons between the inmate, the administration, and the community. The case management coordinator provides technical assistance to unit staff regarding case management procedures.

**Counselor:** Counselors provide guidance for inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. They are members of the Unit Team and frequent members of the Unit Discipline Committee. The Unit Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population. The Counselor visits inmate work assignments regularly to provide leadership and guidance to other staff in the unit. The Counselor is the first person you talk with to resolve any type of problem.

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

## UNIT ACTIVITIES

**Unit Schedules:** A schedule of unit activities and programs is posted on each bulletin board throughout the institution to inform you of unit-based activities and programs developed and implemented by the Unit Team. Unit-based program schedules will be listed on the bulletin boards. Inmates may request participation via an Inmate Request to Staff.

**Program Reviews:** If you have one year or less remaining to serve on your sentence, you will have a scheduled program review every 90 days. If you have more than one year 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. Attendance is mandatory for all program review (team) meetings. At scheduled reviews after the initial classification, updates will be recorded as to the progress inmates have made since their arrival. When inmates have 17 to 19 months remaining before their release date, they will be evaluated for consideration for Residential Reentry Center (RRC) placement. The recommendation made by the unit team will be based upon the specific need each inmate has for RRC placement.

**Unscheduled Program Reviews:** Inmates or staff may request an unscheduled program review. An inmate must provide a compelling rationale to the Unit Team, demonstrating his need for an unscheduled program review. A request is submitted to the Case Manager via Inmate Request to Staff (copout). The Unit Manager is the approving official.

**Postage for Indigent Inmates:** An inmate who neither has funds nor sufficient postage, upon verification of this status by staff, may be provided the postage stamps for mailing a reasonable number of letters (up to 5 a month) at government expense. All requests for postage will be made to the Unit Manager.

**Inmate Savings Account:** At this time, and due to recently enacted laws, financial institutions will not open savings accounts without you being present. Your Unit Team can assist you in making contact with your family. If you choose to have those individuals open an account for you.

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

It is imperative at initial classification (Team) that inmates are open and honest when answering questions. This allows the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card.

**Town Hall Meetings:** Town hall meetings are held periodically to inform in you of any issues or changes in policies or procedures. You are encouraged to participate and ask pertinent questions. These questions should pertain to the unit as a whole, rather than personal questions or problems.

**Consular Visits:** When it has been determined that an inmate is a citizen of a foreign country, a visit with the consular representative of that country will be allowed on matters of legitimate business.

## DAILY INMATE LIFE

**Appropriate Housing for Inmates:** There are appropriate accommodations for housing, programming and employing transgender, intersex, and disabled inmates.

**Inmate Dress Code:** Inmates will be in the proper uniform (normally khaki pants, brown undershirt and khaki shirt). Uniforms will be worn in a conventional manner Monday through Friday between 7:00 a.m. and 4:00 p.m.

The uniform will be maintained in a neat and professional manner with shirttails tucked in, shirts buttoned to the button below the collar and worn over a tucked in brown t-shirt. Trousers will be correctly fastened and secured with a belt at the waist. Composite toe footwear will be laced and tied and socks will be worn at all times. Medical exceptions must be authorized and annotated on a Bureau of Prisons, Health Services, Medical Duty Status form, carried at all times and presented to staff upon request.

Inmates are authorized to wear appropriate recreation clothing when in the recreation area. When proceeding to and from the recreation area, shirts will be tucked in, shorts or pants will sit at the waist and appropriate footwear and socks will be worn at all times. Inmates wishing to utilize the recreation weight pile must wear composite toe footwear at all times with no exceptions.

On weekends and holidays shirts will be tucked in, shorts or pants will sit at the waist and appropriate footwear and socks will be worn at all times. Any deviation from this dress code will be authorized and annotated on an official memorandum signed by the Warden or designee.

Inmate identification cards (ID) shall be maintained by inmates and must be in their possession at all times. Inmates should have their ID readily available for identification by staff and scanning during mainline.

**Personal Hygiene:** The articles necessary for maintaining personal hygiene will be made available to you, e.g., toothpaste; toothbrushes; combs; razors; and soap. Like items will also be available for sale through the commissary. You are also expected to conduct hygiene of yourself daily. There are no restrictions for hair length, but your hair must be kept neat and clean. A barbershop is available for inmate use. The hours of operation will be posted in each of the housing units and in the barbershop. We strongly encourage good personal hygiene at all times.

**Personal Property Limits:** Items which may be retained by you are limited for sanitation, security, and safety reasons. These limitations are to ensure excess personal property is not accumulated, which could constitute a fire hazard or impair staff searches of your living area (please refer to the approved personal property list for general population). Any inmate personal property not authorized at the time of admission can be replaced and purchased through the institution commissary. The only exceptions are medical devices and release clothing. All personal property, including commissary items, will be stored in your locker. Boxes, wooden items, and paper bags may not be kept within the living quarters. Current policy for approved property is posted on the unit bulletin board.

## QUARTERS RULES

Each inmate in the unit is expected to maintain himself in an orderly fashion. Inmates are expected to abide by the policies and procedures of the unit, FMC Fort Worth, the Federal Bureau of Prisons, and the laws of the United States of America. Our common goal is to create an environment in the unit of mutual respect and concern in which every person can contribute to, share in, and fulfill himself as a worthwhile and productive human being.

- A. Loitering: Inmates may stand on the ranges in front of their respective rooms for brief periods of time. However, there will be no individual loitering or gathering of groups of inmates on the hallways at any time.
- B. Horseplay: Horseplay too often results in injury. Horseplay will not be tolerated in the unit. Any activity of this nature is prohibited and will result in disciplinary action.
- C. Noise level: Excessive noise such as loud talking and yelling inside individual rooms, the card areas, and common areas will not be tolerated.

**Wake Up:** General wake-up at FMC Fort Worth is 6:00 a.m. The unit is 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.

**Communications:** The unit bulletin boards contain written communications of interest. Unit staff work schedules, weekly food service menus, call-outs, change sheets for the following day, program review dockets, and much more will be posted on the unit bulletin boards. It is recommended that you check the bulletin boards twice a day. These notices are not to be removed. Inmates are prohibited from placing or removing items from the unit bulletin boards.

**Trust Fund Limited Inmate Communication System (TRULINCS):** Computers for electronic mail (“e-mail”) messaging are available in the housing units. One computer is used for the law computer. These computers are available from 6:00 a.m. until 9:15 p.m. The TRULINCS system has an electronic message center notifying inmates of institution procedure changes in addition to the unit bulletin board.

**Radios, MP3 and Watches:** You may not own or possess more than one approved radio, MP3 and/or watch at any time. Proof of ownership through appropriate property receipts will be required. You may not have in your possession radios and watches which are worth more than \$100. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with your register number. Only Walkman-type radios and MP3 players are authorized. Watches must be electronically unsophisticated, i.e. unable to send signals or record information. Inmates may not give any items of value to another inmate (e.g., radios, watches, and/or commissary items). No battery packs will be authorized.

**Jewelry:** You may have a plain wedding band, without stones and, with prior approval, a religious medal without stones. These items may not exceed \$100 in value each.

**Food Storage:** Food items 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.

**Letters, Books, Photographs, Newspapers, and Magazines:** Nude or semi-nude pictures are not to be displayed. You are not permitted to tack, staple, or tape items to any surface.

**Room Sanitation:** It is your responsibility to check your living area immediately after it is assigned. You are to report all damages to your Unit Team. You may be held financially liable for any damages to your personal living area. Each housing unit has rules posted on the unit bulletin boards.

## COMMISSARY OPERATION

The Commissary will be open Monday through Thursday from 6:00 a.m. to 7:30 a.m. and 11:00 a.m. until 12:30 p.m. Commissary will stop accepting lists twenty minutes after mainline doors are secured by the compound officer. Inmate's fourth and fifth digit of their register number will determine their shopping day. Commissary staff will use inmate's fingerprint or identification card to identify the inmate before initiating a sale. Check TRULINCS bulletin board for quarterly schedule changes, holidays and inventory weeks.

The Commissary shopping order will rotate per quarter. Any problems with your order must be settled before leaving or exiting the Commissary sales booth. **If an inmate does not come to the sales window after their number is called three times, they will forfeit their shopping privilege until the following week. If an inmate needs to leave the sales line after submitting a Commissary list, the inmate must notify Commissary staff prior to leaving the sales line or the inmate will forfeit their shopping privilege for the week.**

**All Commissary sales are final once the inmate leaves the sales area.** Inmates purchasing shoes should try them on before leaving the sales area. Inmates may not return or exchange shoes once the inmate leaves the sales area. Inmates must bring their laundry bag to the Commissary for their purchases. Bags will not be supplied by Commissary staff.

The inmate commissary spending limit is \$360.00 per month. Postage stamps, copy cards and over the counter medications are excluded from the monthly spending limitation. Over-the-counter sales will not exceed current established Bureau of Prisons guidelines. All re-validation are conducted utilizing the 5th digit of the inmates' register number. The 5th digit is multiplied by 3 and then 1 is added to the sum.

Commissary spending re-validation will occur per the table below.

5 <sup>th</sup> Digit of Register Number	Re-validation Day
0	1 <sup>st</sup>
1	4 <sup>th</sup>
2	7 <sup>th</sup>
3	10 <sup>th</sup>
4	13 <sup>th</sup>
5	16 <sup>th</sup>
6	19 <sup>th</sup>
7	22 <sup>nd</sup>
8	25 <sup>th</sup>
9	28 <sup>th</sup>

Inmates in FRP refuse status will be limited to a \$25.00 spending limit.

Inmates will be allowed one Special Purchase Order (SPO) a month. The maximum dollar amount allowed for SPO items is \$300 (cost price excluding shipping charges) per quarter. The Warden shall approve in writing all individual line items with a unit cost of \$100.00 or more for sale to inmates. This authority shall not be re-delegated. The Supervisor of Education will be the approving official for correspondence courses, materials for vocational training, law books, etc.; the Supervisor of Recreation for hobby craft and athletic articles; and the Chaplain for religious articles.

**Inmate Performance Pay:** Inmate pay will be posted by the 10th each month and corrections by the end of each month. Any pay discrepancies or issues receiving funds must be addressed with your work detail supervisor.

## **TRULINCS**

TRULINCS workstations allow inmates to send and receive electronic mail, manage account balances (commissary, TRUFONE, and TRULINCS), manage TRU-Units, review the bulletin board for important information, manage contact list, utilize the electronic law library, manage prescriptions/notifications, and request messages to staff. TRULINCS allows inmates to update their contact list to include editing phone numbers, e-mail addresses, and postal mailing addresses.

Inmates access their accounts using their eight-digit register number; nine-digit phone access code (PAC); and fingerprint identification or four-digit Commissary personal identification number (PIN). Inmates consent to monitoring when they accept the TRULINCS Electronic Messaging Warning/Responsibility/Acknowledgment Statement each time they access the system.

TRULINCS is accessible Monday through Friday from 6:00 a.m. until 11:30 p.m., and Weekends and Holidays from 7:00 a.m. to 11:30 a.m. There is no charge to update your contact list, change phone numbers, process a BP-199, print labels (5 labels per day) and look at your account balance. There is a charge of \$0.05 per TRULINCS unit for sending and reviewing electronic messages. There is a charge of \$0.15 per side of paper to print electronic messages and financial history. Inmates are allowed to use these computers only on their assigned unit and the law library in Education.

**Inmate Funds:** The only acceptable negotiable instruments approved to be deposited into Deposit Fund accounts are Money Orders, U.S. Government checks (Federal, state, county, municipal), Foreign payable in U.S. dollars only, Business checks, and Cashier's checks/certified checks/bank drafts. Funds may be sent to Federal inmates via the Lockbox, Western Union Quick Collect Program or the MoneyGram Express Payment Program. In either case, the inmate must physically be housed at a Federal Bureau of Prisons' facility before funds can be received and posted. If the inmate is not physically in a Federal Bureau of Prisons' facility, the funds cannot be posted and will be returned or rejected.

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

Federal Bureau of Prisons  
Insert Valid Inmate's Committed Name  
Insert Inmate Eight-Digit Register Number  
PO Box 474701  
Des Moines, IA 50947-0001

Funds or mailing envelopes that do not have the inmate's committed name and 8-digit register number are returned to the sender if an address is available. Inmates' family and friends send negotiable instruments to the Lockbox. The Lockbox receives mail seven days a week, excluding Federal holidays, and processes negotiable instruments the same day they are received.

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

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

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

**1) At an agent location with cash:** The inmate's family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent they may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com)

**2) By phone using a credit/debit card:** The inmate's family or friends may simply call 1-800-634-3422 and press option 2.

**3) ONLINE using a credit/debit card:** The inmate's family and friends may go to [www.westernunion.com](http://www.westernunion.com)

- 1) Select Bill Payment
- 2) Select Quick Collect

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

Inmate Register Number  
Inmate Name  
City code: FBOP  
State code: DC

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

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned. Western Union will charge the public a \$5.95 fee for U.S. cash transfers up to \$30; a \$6.95 fee for U.S. cash transfers up to \$75; a \$8.95 fee for US cash transfers up to \$200 and \$9.95 for US cash transfers up to \$5000 processed at Western Union agent locations. Transfers via the telephone or Internet have fees that vary in amount. Non-U.S. money transfers also have higher fees.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public) at 1-800-634-3422.

**MoneyGram Express Payment Program:** Inmates' families and friends may also send inmates funds through MoneyGram's Express Payment Program.

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

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

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

1) Account Number of the Bill to Pay: Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed immediately by Inmate's Last Name.

2) Company Name: Federal Bureau of Prisons

3) City & State: Washing DC

4) Receive Code: Must always be 7932

5) Beneficiary Line: Committed Inmate Full Name

**2) Online using a credit, debit, or pre-paid Visa or MasterCard:** Please visit [www.moneygram.com/paybills](http://www.moneygram.com/paybills) and select "Pay Bills". Enter the Receive Code (7932) and the amount you are sending (up to \$300). First time users will have to set up a profile and account. A MasterCard or Visa credit card is required.

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

Any Questions or concerns regarding MoneyGram Express Payment transfers should be directed to MoneyGram by the sender (general public) at 1-800-926-9400.

**Inmate Telephone System (TRUFONE)  
Crime Reporting Hotline  
817-413-3382**

To report a crime you will not be charged for this call.

Each inmate will be required to register a sample of their voice in the Inmate Voice Verification System Feature (V-PIN). The voice recording will be used in conjunction with the telephone access code (PAC) as an added security feature. Inmates are responsible for accessing their TRUFONE account using their PAC number and voice recognition process.

All inmates are allowed a maximum of 30 telephone numbers on their list. Anything over 30 numbers will require the approval of the Associate Warden. Attorneys and elected officials may be placed on your list with the understanding that all calls are monitored. You must contact your Unit Team to request an unmonitored attorney telephone call.

**Your Personal Access Code (PAC) number is confidential and for your use only!** Do not share or give your PAC number to another inmate. Any inmate in possession of another inmates' PAC number will be subject to disciplinary actions. A fee of \$5.00 must be paid when a new PAC must be issued due to inmate negligence utilizing the Request for Withdrawal of Inmate's Personal Funds (BP-199). No fee will be charged if a new PAC must be issued due to staff error.

Inmates are allotted 300 calling minutes per month. Calls are a maximum of 15 minutes each. There is a 30 minute wait between completed calls. Calling minutes are reset each month utilizing the 5th digit of the inmates' register number. The 5th digit is multiplied by 3. Then 1 is added to the sum.

Telephones are available in the unit for calls. Inmates must place all personal telephone calls through the ITS and must not circumvent it via call forwarding, including automatic electronic forwarding or any similar telephone function such as Voice Over Internet Protocol (VOIP) or other similar technology. VOIP or other similar technology may assign a phone number to a person that is local to the inmate's institution. If it is determined by bureau staff the destination telephone number is assigned to the service provider itself, the Inmate Telephone Regulations

policy is violated. Number identified will be blocked from dialing and inmate discipline could result.

**Call forwarding/automatic electronic forwarding, three-way calling, or any other means is not authorized on the inmate telephones. Additionally, toll-free or credit card calls are not authorized, examples include telephone calls to 1-800, 1-866, 1-877, 1-900, 1-976, or to credit card access numbers.**

Any telephone number blocked by the receiving party will require a recent copy of their telephone bill and a letter requesting that the block be removed. The letter should be mailed to: **Trust Fund Department, 3150 Horton Road, Fort Worth 76119.**

### **LAUNDRY OPERATION**

**Clothing Room:** Clothing Room will be open Monday, Tuesday, Thursday, and Friday from 6:00 a.m. to 7:30 a.m. and 11:00 a.m. to 12:30 p.m. (except Federal Holidays and closures). During this time, six month and one year exchanges will be conducted as well as clothing repairs, alterations, and sizing.

The six month exchange will only be for undergarments and socks. The one year exchange will only be for khakis shirts and pants and shoes/boots. At any time, inmates may exchange clothing including jackets for serviceable clothing during open hours.

Inmates will be issued the following laundry items upon arrival at FMC Fort Worth:

5 sets of undergarments	5 pairs of socks	5 T-Shirts
5 sets of Khaki	1 Belt	1 Coat (winter only)
1 Pair of work boots	2 Towels	2 Washcloths
2 Sheets	1 Pillowcase	1 Blanket

**Laundry:** Inmates will be issued (2) laundry loops and have the opportunity to drop off up to 6 pounds of dirty laundry Monday through Thursday from 6:00 a.m. to 7:00 a.m. Clean laundry will be picked up the following day: Tuesday through Thursday, from 11:00 a.m. to 12:30 p.m. and Friday from 6:00 a.m. to 7:00 a.m. Inmates must have their ID CARD in order to pick up their clean laundry. The inmate population will be notified by TRULINCS bulletin board of any schedule changes.

Linen exchanges will be Monday through Wednesday from 6:00 a.m. to 7:00 a.m. Please check the TRULINCS bulletin board for your assigned day for each quarter. Blanket exchange will be conducted 1st, 2nd, 3rd, and the 4th Thursday of each month. Please check the TRULINCS bulletin board for your assigned day.

## SECURITY PROCEDURES

**Counts:** One of the first realities of institution life is the inmate accountability process. It is necessary for the staff to count inmates on a regular basis. During a count, you are expected to stay quietly in your room until the count is clear. You will be expected to stand at your bedside during the official count at 4:00 p.m. and 9:30 p.m., daily. An additional standing count will be held at 10:30 a.m. on holidays and weekends. Other standing counts can and will be called at unscheduled times. Official counts will ordinarily be taken at 12:15 a.m., 2:30 a.m., 4:30 a.m., 4:00 p.m., and 9:30 p.m. Unit Officers and/or staff responsible for housing units will conduct census checks, in quarters, in the morning and afternoon, Monday through Friday, excluding holidays and weekends. Staff will take disciplinary action, if you are not in your assigned area during a count or if you leave an assigned area before the count is cleared. If you are in your bed and are completely covered, staff may need to awaken you to verify your presence.

**Lockdown:** Lockdown will take place at 9:15 p.m. prior to the 9:30 p.m. count. You will remain in your room until count clears, or as dictated by the security conditions of the facility.

**Controlled Movement:** All inmate movement within the institution will be controlled by utilizing an hourly scheduled movement system. The movements will begin at the top of the hour and end (10) minutes past the hour. The movements will also be announced by staff. During the controlled movement, you may move within authorized areas. During all moves, Monday through Friday, 7:00 a.m. to 4:00 p.m., all shirt tails must be tucked inside your pants and pants pulled up on your hips. Steel-toed shoes will be removed and properly searched. All belongings will also be searched for contraband and unauthorized items. Between the hours of 9:30 p.m. and 6:00 a.m., **movement is restricted**; you are prohibited from being outside your unit unless you are on a work detail or under staff escort. Any inmate found in a wing, unit or on the sidewalk other than that of his assigned unit is considered to be in an unauthorized area, and appropriate sanctions can be levied.

**Adverse Weather:** During adverse weather conditions, an announcement may be made to close the compound. If this occurs, you are to return to your assigned housing unit or assigned work detail.

**Call-outs:** The call-out system is used to schedule and announce appointments to the hospital, dental clinic, education area, Unit Team meetings, and other activities. **The call-out sheet will be posted on each unit's bulletin board after 4:00 p.m. on the day preceding the appointment.** Generally, all call-outs will be scheduled in conjunction with the controlled movement schedules on the hour. All inmates are required to check the call-out every day and are subject to disciplinary action for missing or being late to a call-out.

**Change Sheets:** Change sheets are posted on a daily basis on the unit's bulletin board. This printout indicates changes in job assignments, education classes, quarters, and custody. It is **your responsibility** to check for appointments daily. All scheduled appointments are to be kept. It is also recommended you check the change sheet daily for changes in job, class, quarters, and/or custody level.

**Work Passes:** Work passes will be utilized by Facilities Department staff when dispatching inmate workers to perform tasks throughout the institution during normal work hours.

**Contraband:** Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff will make an effort to locate, confiscate, and report contraband found in the institution. You are responsible for all items found in your assigned living area. All receipts should be kept in your possession after purchasing such items as radios, MP3s, sunglasses, photo albums, etc. You may not purchase radios or other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institutional rules; the cost of the damage will be levied against you. All non-perishable items in your possession must be documented on a BP-383, Inmate Personal Property Record.

**Housing Area Searches:** In order to retrieve contraband or stolen property, staff may search your room without notice or prior approval from you. It is not necessary for you to be present during a search of your area. Once searched, your property and living area will be left, as neatly as possible, in its original order.

**Drug Surveillance:** The Bureau operates a drug surveillance program that includes mandatory random testing as well as other periodic drug testing. Refusal to provide a urine sample will result in disciplinary action.

**Alcohol Detection:** A program for alcohol surveillance is in effect at all institutions. Inmates will be tested for alcohol use on a random basis. If you are under suspicion of alcohol use, you may receive an immediate test. A positive test or refusal to submit to a test will result in disciplinary action.

**Fire Prevention and Control:** Fire prevention and safety are everyone's responsibility. You are required to report any fire immediately to the nearest staff member. Piles of rags, combustible materials, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be allowed. Fire exits and fire evacuation plans are posted in all areas. A fire/safety inspection will be conducted monthly in every area of the institution by a qualified professional from the Safety Department. A daily inspection of each housing unit will be conducted by an assigned staff member weekly. Any discrepancies during the inspection or tampering with fire suppression equipment will result in disciplinary action.

## PROGRAM AND SERVICES

### Education Department

The Education Department has two primary missions. The first mission is to provide literacy (GED) and English language (ESL) programs as required by federal law. The second primary mission of this department is to provide programs that 1) meet the needs and interests of the majority of the inmate population and 2) enhance possibilities for successful re-integration into the community.

The Supervisor of Education is responsible for managing the broad range of programs that follow:

- |                      |                                   |
|----------------------|-----------------------------------|
| -GED/ESL             | -Vocational/Occupational Training |
| -Testing for GED/ESL | -RPP Area 2 – Employment Skills   |
| -Parenting           | -Law/Leisure Library Resources    |

Every inmate will be interviewed by the Education Technician prior to initial classification with the assigned Unit Team. This interview is completed to determine appropriate educational level and desired programming for each individual inmate.

### Education Programs

**Literacy/General Equivalency Development (GED):** If an inmate does not provide official documentation of graduating high school from an accredited school or a state verified GED certificate, they will be required to attend GED classes for a minimum of 240 classroom hours. The inmates' educational status will be determined during the education intake interview. All inmates who fail to provide acceptable documentation of high school equivalence will be automatically enrolled in the mandatory GED program, until documentation is provided to staff or until the attainment of a GED Certificate. Inmates who do not possess a high school diploma or GED credential will be restricted to pay grade 4 until the attainment of a high school equivalency. The GED program is self-paced. Upon mastery of the necessary objectives, as well as successful scoring on each subject area test of the GED Ready Examination, the student will be referred to the Supervisor of Education to take the official GED examination. While the Literacy Program (GED) is available for all inmates to participate, those who elect to not participate after meeting policy requirements should be aware of the following statutes:

**(VCCLEA)** The Violent Crime Control and Law Enforcement Act of 1994 mandates that any inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, participate in and make satisfactory progress toward earning a GED credential or high school diploma in order to vest earned good conduct time (GCT).

**(PLRA)** The Prison Litigation Reform Act of 1995 requires the Bureau to consider whether inmates earned, or are making satisfactory progress towards earning a GED credential before awarding GCT.

**(DCEGT)** Program Statement 5884.02, Educational Good Time Sentence Credit for D.C. Code Offenders, amended on December 9, 2009, and effective March 11, 2011, establishes procedures for awarding educational good time credit under D.C. Code 24-429 (DCEGT). Previously, inmates received D.C. Educational Good Time credit for completions only. The amended DCEGT law grants credit for both completions and participation. In addition, the amended DCEGT law grants credit for participation and withdrawing from eligible education programs.

If an inmate falls under one of these three sentencing guidelines and chooses not to enroll and make satisfactory progress in the Literacy Program, it will have a negative impact on their good conduct time. For further information, consult the program statement on the Literacy Program (GED Standard) or consult with an Education staff member.

**Parenting Program:** The Parenting Program is provided by staff and is designed for any father who wishes to remain an integral part of his child's life while he is incarcerated. The Parenting Program provides solutions to issues women and children encounter when fathers are incarcerated. It teaches inmates good coping skills, how to interpret children's behavior, how to administer positive discipline and how to give direction from a distance. It stresses the importance of developing healthy relationships with family as well as inmates acting as caretakers of the children. Most importantly, inmates will learn how to practice, demonstrate, and apply what is learned with their children.

**Post-Secondary Education:** Transferrable college credits which may be earned toward an Associate of Arts Degree are available by correspondence. These classes are offered by a local college. Tuition is the responsibility of the student.

**Vocational Trades (VT) Programs:** The purpose of VT Programs is to teach skills which complement an inmate's basic education. All inmates interested in these programs must have satisfactorily completed their GED, or be actively enrolled in the GED program and making satisfactory progress. Participants are also expected to be fluent in English or to have completed the ESL program. Inmates who participate in VT Programs may be eligible for a variety of incentive awards, certificates, and graduation activities. Inmates with a documented history of computer abuse (such as having used computers to commit a crime) will not be allowed to participate in the Computer Applications program. Currently, we have four (4) VT Programs available: Office Technology, Construction Trades, HVAC, and Building Service Maintenance. All VT programs are accredited by Tarrant County College. These programs range from four to eight months in length. Department of Labor Apprenticeships are also available in the areas of Cook, Plumbing, Dental Assistant, and HVAC Installer and Servicer.

**Incentives:** Certificates are awarded for completion of all courses. Promotions and Performance Pay assignments beyond the entry level grade (Pay Grade 4) are contingent upon successful completion of the GED and/or continued satisfactory progress and good effort towards completion of the GED program. Special classes are offered in high interest areas and on as-needed basis. Incentives include a cash bonus upon completion of the GED and ESL programs, and participation in award and recognition ceremonies. An Education Representative will meet with inmates to plan their course enrollment needs.

**Testing:** All new commitments are interviewed by a member of the Education Department to determine educational needs and subsequent need for mandatory testing. Tests administered include: TABE, GED, and CASAS (ESL). Test scores are used to determine eligibility for various programs offered in the Education Department.

If an inmate does not have a verified high school diploma or General Education Diploma (GED), the inmate will be required to attend the adult literacy program and fulfill the minimum requirements outlined in policy.

**Library (Leisure and Law):** The leisure and law library is open seven days a week, except holidays from:

7:00 a.m. until 10:30 a.m.; 12:00 p.m. until 3:00 p.m.; and 5:30 p.m. until 8:00 p.m.

An electronic law library (ELL) has been added as part of the TRULINCS system where inmates can do legal research from a data base that contains the latest updates on case law from every federal district and circuit court in the United States, federal criminal/civil rules and procedures, sentencing guidelines, Bureau of Prisons policies, and more. All legal reference materials must be used in the library and cannot be checked out. Inmates housed in the Special Housing Unit (SHU) have access to the ELL documents in accordance with policy.

Magazines, newspapers, and basic reference books cannot be checked out or removed from the library. Books are checked out for one week and may be renewed for a second week. Typewriters are available for inmate use in preparing legal documents.

Inmates are provided a copy machine which operates via a card purchased in the Commissary. Inmates also have the opportunity to participate in the Inter-Library Loan Program through the Fort Worth Public Library which allows inmates to borrow books which are not available at the institution. Inmates in the Special Housing Unit (SHU) may request other materials through an Education Representative on their regular weekly visits.

**Connections Resource Center:** The CRC was created to assist inmates in obtaining assistance in skills/employment assessments, job search resume, and job survival techniques. The CRC provides information on obtaining vital documents such as Birth Certificates, Social Security Cards, Education Transcripts and Driver's License information. Hours of operation for the CRC are Monday through Friday, 7:00 a.m. to 3:30 p.m.

## Recreation Programs

**Recreation and Leisure Programs:** The Recreation Department creates an assortment of passive and structured leisure programs. Programs include indoor and outdoor activities, individualized arts and crafts programs, music, table games, intramural sports leagues, and special holiday tournaments and events.

**Recreation:** There will be movement to the recreation yard at 7:00 a.m. on weekdays, 6:15 a.m. on weekends, and recall will be conducted nightly at 8:45 p.m. During recreation hours, the outside track will open at dawn and close at dusk. The outside recreation yard has horse shoe pits, basketball courts, handball courts, bocce ball court, sand volleyball court, card tables, and a weight pile. Inmates wishing to utilize the recreation weight pile must wear black composite toe footwear at all times with no exceptions. The inside recreation leisure area has a hobby craft room, wellness resource area, music rooms, movie viewing room, pool and ping pong area, aerobic equipment area, and a television area.

**Hobby craft Programs and Materials:** The hobby craft area is located in the recreation leisure center. A variety of programs are available in recreation. You may obtain hobby craft material for the program in which you are authorized, but only through the Special Purpose Order Program. Required Personal Protective Equipment (PPE) for hobby program participants will be provided upon request. No hobby materials will be allowed to transfer between institutions. Classes are taught for leather, art, and drawing. Materials for the classes are provided only when you have been formally enrolled in the beginner class. Hobby craft materials will be stored in the hobby craft lockers. Participants of the unit hobby craft activities must store all materials in an assigned room locker. Participants who are authorized to participate in the hobby craft programs must provide a combination lock for the locker assigned. All completed projects must be disposed of within 30 days of completion in accordance with policy. All hobby craft items will be mailed at your expense through the mail out program in recreation to an authorized visitor from your visiting list only. Selling hobby craft items or giving materials to other inmates is strictly prohibited. Completed projects are not allowed to be stored in housing unit room lockers. Authorized participants in the hobby craft programs or classes will abide by all rules and regulations or be removed for not following prescribed procedures and may be subject to disciplinary action. **FMC Fort Worth staff is not responsible for stolen items.**

**Sports and Musical Equipment:** Athletic and music equipment are provided and maintained by recreation staff. You may purchase authorized items through the Special Purpose Order (SPO) Program. Playing cards can be purchased through the commissary and used in both recreation and/or the housing unit. One harmonica can be retained in the housing unit, but can only be played in the recreation areas.

**Wellness Classes:** The Wellness Program offered at FMC Fort Worth is a very unique one. Inmate Wellness program activities include structured exercise, health education classes, health awareness resource area, screening, health appraisal, fitness assessments, goal setting, fitness nutrition prescriptions, counseling, and special events such as community-based health fairs. Recreation staff will serve as resource personnel in providing inmates with counseling, health appraisals, fitness assessments, exercise plan, structured exercise, and health resource information compatible with resources available at the institution. Submit an “Inmate Request to Staff” to recreation in order to participate in any of these programs.

**General Rules:** In addition to program specific rules and posted throughout recreation. Food Service uniforms are not allowed in the recreation areas. No covering of the face for any reason. Identification cards are required when checking out recreation equipment. No unauthorized inmates are permitted in the hobby craft and music areas. No loud noises or yelling are permitted in the recreation hall. There is no food allowed in Recreation. Any person observed with food will be sent back to the unit and the food may be confiscated and or thrown out.

**Rules Violation:** Department or specific program area violations may lead to a suspension from the Recreation Department in general or from the specific program area in which the violation occurred. Inappropriate behavior or unsportsmanlike conduct in any leisure/ intramural sport activity both structured and unstructured will not be tolerated. Any unsportsmanlike conduct will be grounds for removal from recreation, removal from the activity, or suspension from the intramural sports program at the discretion of Recreation staff. Recreation staff have the authority to refuse inmates access to recreation, if they believe it is not conducive and or in the best interest of safety and security to allow an inmate or inmates on the recreation yard. Unruly and/or disruptive inmates will be asked to return to their respective housing units for that specific recreation yard movement, the day, or throughout the evening. If the inmate continues to present a problem, an incident report may be written.

**Photo Program:** Trust Fund is over the Photo Program, which is coordinated by the Recreation Department at FMC Fort Worth. Inmates can purchase photo vouchers from the commissary during their regularly scheduled shopping day. Inmates wanting to take a picture will provide a signed voucher to a photographer. The photographer will log the photo ticket onto the log sheet prior to having any picture taken. At no time will an inmate be allowed to purchase a photo voucher and give it to another inmate to have his picture taken. The name of the inmate on the photo voucher must be the inmate taking the picture. Pictures can only be taken in the designated areas of the Visiting Room and where designated by the recreation supervisor of the photo program. Photographs will be permitted for groups, hobby craft items, and individuals must be approved by recreation supervisor. **IOU's will not be accepted for any reason. All inmates must abide by the rules of the photo program; failure to do so may result in the confiscation of photos.**

**The following rules apply to taking pictures in the recreation yard:** Individual and group photos will be permitted in the designated areas of the recreation hall and yard only.

1. In order to take a group photo, the inmate paying for the photo voucher for the picture must submit a cop-out and individual waiver from each picture taker to the Special Investigative Service (SIS) prior to taking the picture. SIS will forward an approved copy of the cop-out to the Recreation Department. Without an approved copy no picture will be taken.
2. Each individual in a group photo must sign a waiver, or he will not be permitted in the photo.
3. All backdrops used will be authorized by the recreation supervisor.
4. No torn or altered clothing; pant legs will not be rolled up; and only authorized head gear. No obscene gestures will be permitted. Khaki/green shirts must be buttoned.
5. No hand signs of any type will be displayed.
6. If hats are worn, they must be kept straight and forward. No doo rags, hair nets, or bandannas (unless approved by Religious Services)
7. No pictures will be permitted with support shorts showing. (Clothing cannot have any insignia or art work on it.)
8. Hobby craft projects cannot be taken with the inmate, nor will retakes be authorized.
9. No pictures will be authorized with reading material.
10. No picture will be taken with religious medallions displayed
11. Pictures will be taken during the following hours in recreation only:

Sunday evenings: 6:00 p.m. - 8:00 p.m. Alternate week to take Individual & Group Pictures

Sunday evenings: 6:00 p.m. - 8:00 p.m. Alternate week to hand out photographs

Picture retakes will only be authorized by the Recreation supervisor or his/her designee. Reasons for retakes will be limited to the following condition: Picture is so dark that the person cannot be identified.

Recommendations: For a good, clean photograph, a picture should be taken from the waist up. An entire body exposure takes the flash further away, thus not allowing the flash to light up the facial features. **The following rules apply to taking pictures in the Visiting Room:** No inmate group pictures will be permitted, excluding family relations or authorized visitors.

1. No spouse or significant others are permitted to sit on your lap.
2. Inmates are not permitted to take photos with another's visitors, nor will the visitors be permitted to take pictures with another inmate's visitors.
3. No obscene body gestures or moves, (i.e., hands in pants).
4. No hand signs of any type will be permitted.
5. No kissing or deep embrace hugging is permitted in photos, only a face-to-face with one inch of space in between the inmate is permitted to put the arm over the visitor's shoulders provided both hands are in full view of the camera.
6. Inmates taking pictures with large visitor groups will be in the front and to the side with both hands in full view.
7. Groping or deep embracement of your spouse or significant other will not be permitted.
8. Clothing will be worn in the manner designated.
9. Pictures will only be taken in the designated areas.

10. Inmates are responsible for their visitors and must insure that the visitors are following the rules.
11. Small children under the age of 10 are allowed to sit on the lap or to be held in your arms during a photo.

Pictures will be taken in the Visiting Room during the following hours:  
Saturday, Sunday, and Monday from 8:00 a.m. - 2:00 p.m.

No pictures will be authorized to be taken which are not outlined in these rules. Pictures are to be taken in good taste. A family oriented setting is appropriate. Any picture deemed inappropriate or which violates any of the above rules will be confiscated, and the individual responsible will face disciplinary action.

## Psychology Services

**Intake Screenings:** Upon arrival at FMC Fort Worth, all inmates will be given a Psychology Services Intake Questionnaire (PSIQ) in R&D to complete with other paperwork. Newly designated inmates and those with a mental health history or those who make the services request will receive an intake interview with a Psychology Services staff member to gather information on past and present mental illness and substance abuse, mental health treatment needs, and to assess the inmate's current psychological functioning. After the interview, the psychologist prepares a brief written report. A copy of the report is kept in the inmate's psychology file and Unit Team file.

**Crisis Intervention:** Psychologists are available to see inmates who are experiencing acute signs of distress (e.g., suicidal thoughts/urges to engage in self-harm or self-mutilation; acute psychosis). If you or somebody you know is experiencing a mental health crisis, inform a staff member right away so they can obtain mental health help.

### Accessing Mental Health Treatment

**Individual Counseling:** Individual counseling services are available for any inmate experiencing mental illness, substance abuse, depression, anxiety, adjustment and/or life stress issues. Non-urgent individual counseling sessions are available by writing an e-mail request addressed to the Psychology Services mailbox.

**Group Counseling:** The Psychology Department provides educational and therapeutic groups that address special concerns faced by inmates. Available groups are offered throughout the year and are advertised on housing units, electronically, and on Psychology Services bulletin boards. Please submit an Inmate Request to Staff form or e-mail to the Psychology Services department expressing your interest in joining a group.

**Self-Study:** The Psychology Department offers self-study resources including workbooks, texts, and additional information in various formats. This is a method for gaining information, education, and information on mental health topics. You can obtain these by stopping by the Psychology Services department during an open movement or sending an e-mail requesting to use the resource area.

**Self-Referrals:** For an inmate to self-refer to the Psychology Department, they must send an e-mail to the Psychology Services mailbox requesting follow up. In emergency situations, inmates should notify any staff member that they require immediate attention, so staff can contact a Psychology Services staff member. Inmates should be aware that the Psychology Services e-mail is not monitored on a daily basis, so urgent requests should be made in person to a staff member rather than via an e-mail. Inmates in SHU should send a paper inmate to staff request form ("cop-out") to Psychology Services staff members, and/or make a request to any psychology staff member making a regular round in SHU, or to SHU correctional staff members.

**Referrals by Staff:** When a staff member believes an inmate will benefit from psychological counseling, they may refer the inmate to the Psychology Department. Counseling is on a voluntary basis; however, in situations where the inmate poses a risk to himself or others, or to the safety and security of the institution, psychology staff members will take steps to ensure the safety of the inmate and others.

**Other referrals:** Inmates also may observe unusual behavior in other inmates that signal the need for a psychological intervention or assessment. In these cases, inmates are encouraged to inform staff, so that the individual of concern may receive assistance.

### Drug Abuse Treatment Programs

**Drug Education:** Drug Education class is an introduction to substances and the negative effects on the physical and psychological composition of the individual. The class is voluntary for the majority of inmates; however, some inmates may be required to complete the class in the following instance(s): Inmates sentenced or returned to custody as a parole/probation violator after September 30, 1991, and it is determined by unit and/or drug abuse treatment staff through screening that:

1. There is evidence in the Presentence Investigation (PSI) that alcohol or other drug use contributed to the commission of the instant offense -or-
2. Alcohol or other drug use was a reason for a violation either of supervision or BOP community status for which the inmate is now incarcerated -or-
3. The inmate was recommended for drug programming during incarceration by the sentencing judge;

They will be required to participate in the drug education course.

**Sanctions:** Inmates, who are required to complete the Drug Education class but refuse to participate, withdraw, are expelled, or otherwise fail to meet attendance and examination requirements shall be held at the lowest pay grade within the institution.

Inmates interested in volunteering for the Drug Education class should send an e-mail to the Psychology Services mailbox indicating such, or attend the open house hours (7:00 a.m. – 8:00 a.m., Mon. – Fri., in the DAP2 area underneath Food Service) and make the request in person.

**Non-residential Drug Abuse Treatment:** This comprehensive, outpatient treatment program is available to inmates with substance abuse problems. Inmates who have graduated from an institution Residential Drug Abuse Program will receive their required monthly (12 total) institutional follow-up services contacts through the Non-residential Drug Abuse Treatment Program. Inmates interested in volunteering for the Non-residential Drug Abuse Treatment program may e-mail this request to the Psychology Services mailbox. They may also request services by attending the open house hours (7:00 a.m. – 8:00 a.m., Mon. – Fri., in the DAP2 area underneath Food Service) and making the request in person.

Voluntary Non-residential Drug Abuse Treatment consists of attending a weekly group meeting, for approximately two hours per week, for approximately six months. The groups are normally held on Tuesday or Wednesdays, from 7:30 a.m. – 9:00 a.m. in the DAP2 area underneath the Food Service area. The meeting time, day, and place is subject to change. Inmates who complete the program and all of its requirements are eligible for a one time monetary incentive of up to \$30.00.

**Self-help Programs:** A 12-Step peer led program, modeled after Alcoholics/Narcotics Anonymous (AA/NA) is available for inmate participation. These programs are made available through Unit Team staff members.

**Residential Drug Abuse Program (RDAP):** RDAP is a 500-hour (approximately 9-12 month long) unit-based residential program for inmates with histories of substance abuse or dependence who meet specific eligibility criteria. A comprehensive screening will be completed for all inmates interested in participating in RDAP. Inmates interested in being interviewed for the Residential Drug Abuse Program must submit an e-mail to the Psychology Services mailbox or they may also request services by attending the open house hours (7:00 a.m. – 8:00 a.m., Mon. – Fri., in the DAP2 area underneath Food Service) and making the request in person.

**Incentives:** Inmates who successfully complete RDAP may be eligible for a sentence reduction of up to 12 months. This is contingent upon a host of factors, including adult criminal history convictions, some of which may preclude early release eligibility. The amount of time an inmate may be eligible for halfway house placement after completing the RDAP program varies, and will be determined by the respective Unit Team. Inmates not eligible for early release may be qualified to attend RDAP.

**Psychology Treatment Programs:** Some BOP institutions offer psychology treatment programs which are similar to the Residential Drug Abuse Program but focus on different issues (e.g., sex offender treatment program, challenge program to assist with adjustment to incarceration, SKILLS program to assist with learning disabilities, or the RESOLVE program to assist with past trauma). FMC Fort Worth currently does not offer these comprehensive programs, but is anticipated to have a “Step-Down” program to assist with mental health treatment needs in the future. FMC Fort Worth provides mental health treatment to inmates with greater mental health needs, along with a housing unit and treatment staff specifically delineated to address those needs. You may be eligible to transfer to another facility if you qualify for another psychology program, contingent on your mental health needs, security level, and other potential correctional concerns. If you have an interest in the sex offender treatment program, challenge program, SKILLS program, or Resolve program, make the request via Psychology Services staff members at FMC Fort Worth.

**Suicide Prevention:** It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider suicide due to the pressure that incarceration can bring to the forefront. Staff members are trained to monitor inmates for signs of suicidal contemplation and are trained to refer all concerns to members of the Psychology Department.

However, staff members do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating “there is nothing to live for”), PLEASE alert staff right away. Your alertness can save a life.

**Suicide Watch Companions:** The Psychology Services Department has an opportunity for a small number of qualified inmates to act as suicide watch companions. These inmates are trained by the Psychology Services staff members in appropriate suicide watch procedures, in addition to special training in interpersonal communication skills and information related to suicide prevention. Inmates interested in being interviewed for the suicide watch companion team should submit an e-mail to the Psychology Services Department expressing their interest.

**Mental Health Companions:** The Psychology Department has an opportunity for a small number of qualified inmates to act as mental health companions. These inmates are trained by psychology staff members in identifying mental health concerns, suicide prevention, communication skills, and mental health issues and responses. Inmates interested in being interviewed to be a mental health companion should submit an e-mail to the Psychology Services Department expressing their interest.

**Sexual Abuse/Assault Prevention and Intervention Program:** All inmates should have received a sexual abuse/assault prevention and intervention pamphlet as part of their A&O Handbook. Please refer to this brochure for information. **Any inmate who is the victim of a sexual abuse and/or assault is advised to notify any staff member, immediately, for appropriate assistance with safety, mental, medical and other concerns.**

Inmate on inmate sexual abuse/assault is defined as “one or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidating, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.” Any sexually abusive acts or “consensual” sexual relations between inmates are considered prohibited acts that will be disciplined. Sexual harassment includes “repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another.” The Psychology Services Department, in conjunction with other departments, has several responsibilities regarding the care and documentation of perpetrators and victims of sexual assault. Counseling through the Psychology Services Department and community rape crisis center is available. Advocacy support is available to inmates who are victims of sexual assault while incarcerated.

For rape crisis counseling assistance, you may utilize the FMC Fort Worth Psychology Services Department and/or Rape Crisis and Victim Services, 1723 Hemphill Fort Worth, TX 76110; 24-hour phone number: (817) 927-2737. All communications are monitored in a manner consistent with our current security practices. Misuse of this phone number may result in disciplinary actions.

## Food Service

The FMC Fort Worth Food Service Department provides three nutritionally balanced meals per day, approximately 1,795,800 meals per year.

Religious meals may be received through the Religious Common Fare Diet Program.

**Certified Religious Diet Program:** The Certified Religious Diet Program is the only religious diet program offered. Religious Services adds/deletes the names of the participants on the Alternative Religious Diet roster. Food Service staff will report violations.

Certified Food Program participants **ARE NOT** allowed to take or accept any food items found on the Regular Bill of Fare (mainline) or items placed for self-service on the hot bars. Food items found on the salad and beverage bars are allowed.

Any Certified Food Program participant found to have in his possession items from the Regular Bill of Fare or hot bars will be reported to Religious Services for removal from the program.

**Serving Line Procedures:** You must have your identification card with you to eat. Your card will be scanned as you arrive at the serving line to ensure inmates are not making multiple trips. You may go through the serving line only once. If you forget something, you will not be allowed to return to the serving line.

Food Service will open for mainline at 6:00 a.m. Monday through Friday.

### Meal Times

#### Monday through Friday

Breakfast	6:00 a.m.
Lunch	11:00 a.m.
Dinner	4:30 p.m.

#### Holidays, Saturdays, and Sundays

Coffee Hour	7:00 a.m.
Brunch	10:45 a.m.
Dinner	4:30 p.m.

**Hot Bars/Salad Bars:** Hot bars and salad bars are an “all you can eat” serving system. Please take what you want, but do not waste food.

**Medical Diets:** Medical diets are prescribed by medical doctors or dentists only. Once approved, only the approving authority can remove you from the list. Diet menus are created by a registered dietician.

Utensils are a major cost. **DO NOT** remove utensils from the Dining Room or destroy them. Your cooperation will allow us to spend more money directly on food.

After you finish eating you will report to the recreation yard or back to your unit until work call. Inmates will not be allowed to loiter on the compound or in front of their work areas.

No food items are permitted to leave the dining hall.

FMC Fort Worth Food Service employs approximately 300 inmates. On the job training is conducted in all work assignments which could lead to employment in the food service industry upon release. At no time will personal items be allowed in the Food Service Department (i.e. food items, commissary bags, radio headsets, newspapers, books, etc.).

**Personal Hygiene and Dress Restrictions:** All institution policies governing personal hygiene and inmate dress codes will be enforced within the Food Service Department.

### Unit Management Programs

**Counseling Activities:** Unit staff offer various groups and are available for counseling needs. These groups may include drug abuse prevention, self-image, personal finance, health and nutrition, employment, personal growth and development, release preparation, and other voluntary groups. You are encouraged to participate in these groups. Staff is available in each unit for individual counseling sessions, as well as formal group counseling sessions and seminars offered throughout the year.

**Marriages:** It is possible for inmates to get married while incarcerated at FMC Fort Worth, providing they meet all specified criteria and as long as they obtain the Warden's approval. Inmates wishing to get married while incarcerated must first discuss their wish to get married with members of his assigned Unit Team and the Chaplain. All expenses of the marriage will be paid by the inmate. U.S. Government funds may not be used for marriage expenses. Marriage procedures at this facility are outlined in the Institution Supplement entitled Marriage of Inmates.

**Inmate Financial Responsibility Program:** Working closely with the administrative office of the courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed fines, fees, and costs. If you are a designated inmate, you are required to develop a financial plan to meet your financial obligations. These obligations may include: Special assessments imposed under Title 18 United States Code 313; court ordered restitutions, fines and court costs; judgments in favor of the U.S.; other debts owed the Federal Government; and court-ordered obligations (e.g., costs of incarceration fees, child support, alimony, student loans, and other judgments).

Institution staff will assist you in establishing a payment plan. You are responsible for making all payments either from earnings within the institution or from outside resources. Payment made by outside sources must be verified by the presentation of appropriate documentation. If you refuse to meet your financial obligations, you will lose certain privileges, and you will not qualify to receive performance pay above the maintenance pay level. The status of any financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institution program changes.

**Job Assignments:** You are expected to maintain a regular job assignment. Most job assignments are controlled through the Performance Pay System, which rewards good performance with increased pay and bonus pay. Once it is determined the inmate will be assigned a job and will be placed on the change sheet.

Under normal circumstances, A&O inmates will be placed in Food Service for the first 90 days. Upon satisfactory completion, the inmate will be allowed to request release from Food Service and seek a different job. Generally, an individual must stay in a job assignment for approximately 90 days before requesting a change. Inmate-driven requests must be approved in writing by detail supervisors. All jobs generally begin at the maintenance level. Examples of work assignment areas are: food service and unit orderly. A limited number of jobs are available in the commissary. **Inmates are prohibited from bringing any personal property items to a work assignment.**

### Environmental and Safety Compliance Department

The Safety Program at FMC Fort Worth is designed to ensure a safe, healthful living and working environment for inmates and staff. The Environmental and Safety Compliance Department conducts inspections of all areas within the institution to ensure compliance with Federal Regulatory standards and Bureau of Prisons policy.

Fire Prevention and Protection are of paramount importance to the well-being of inmates and staff at FMC Fort Worth. You are required to immediately report any fire to the nearest staff member. Storing rags or combustible materials, hanging items from fire extinguishers or fire suppression pipes, tampering with electrical receptacles, unauthorized use of chemicals and any other health and safety code violations will not be tolerated. Tampering with fire suppression equipment, tampering with emergency response devices and any violations of the Health and Safety code will result in disciplinary action. Fire protection systems and emergency response equipment are incorporated into all areas of the institution for your safety.

You will be required to participate in fire drills. Please take these drills seriously and learn the location of evacuation routes. Evacuation plans are posted at each exit door.

**Basic Safety Regulations:** In order to maintain a safe and secure environment, basic safety regulations must be followed. The Environmental and Safety Compliance Department will address safety regulations during the Institution A&O program.

**Injuries:** It is your responsibility to report work related and non-work related injuries occurring at the institution. Failure to report to your supervisor injuries sustained on any work assignment may result in an ineligibility to receive compensation for lost time and wages. Work related injuries must be reported to the Environmental and Safety Compliance Department (ESCD) for Office of Worker's Compensation inclusion. A medical evaluation must accompany a claim for Worker's Compensation.

**Tort Claims:** Tort claim forms can be found at the Environmental and Safety Compliance Department front desk.

### Religious Programs

**Religious Offerings:** A wide range of religious programs are offered. Chaplains are available, as well as contract and volunteer representatives of various faiths. Special religious diets, holy

day observances, and other worship activities are coordinated through the Chaplains' office. Information and schedules are posted on the chapel bulletin boards and the online inmate electronic bulletin board (TRULINCS). You may contact the Chaplains' Office for additional information as needed.

**Emergency Notifications:** The Religious Services Department will be the primary area to receive emergency information from family members of inmates. In the event of a death, accident or terminal illness of an inmate's family member, the institution needs to be notified and the call routed the Religious Services Department so that the Chaplains can verify the information, notify the inmate, and then grant an emergency call. However, if the information is not verified, a phone call will not be granted nor will that inmate be notified. In the event that the Chaplains are not available, the Unit Team or Operations Lieutenant can verify the inmate and notify the inmate.

**Special Religious Observances:** The Religious Services Department puts forth an effort to observe all of the special Holy Days, Fast Days, and ceremonial meals. With this in mind, participation in these events requires the inmate's religious preference to match that of the activity the inmate wishes to be a part of. Sign-up sheets are made available two weeks prior to special religious activities in each prospective service prior to the cut-off date for request deadline.

**Spiritual Resources:** Religious and spiritual resources are available through the Chapel library. Books and videos may be checked out for use in the Chapel. Inmates may also purchase authorized personal religious items through the Special Purpose Order (SPO) process. The Chaplain will assist inmates in having religious books, publications, or other materials sent to them; however, inmates must comply fully with institution rules regarding receiving and storing of personal property. Religious items such as eagle feathers may be obtained for eligible inmates. Please consult a Chaplain for further information.

**Inmate Spiritual Counseling:** The Religious Services Department offers counseling to those inmates who find themselves in crisis situations and need spiritual counseling. The Religious Services Department is staffed with able Chaplains who are willing to listen when a heart is distressed. Stop by the Chaplain's office when the need arises.

**Life Connections Program:** The Federal Bureau of Prisons now offers the Life Connections Program (LCP) to inmates interested in deepening their spirituality and in continuing their spiritual lives once released from incarceration. The LCP is an 18 month residential program offered to all inmates meeting the program criteria. See a Chaplain for further details.

**Threshold Program:** The Federal Bureau of Prison now offers a condensed version of the Life Connections Program called the Threshold Program. This is for those inmates whose time remaining on their sentence is 24 months or less. The Threshold Program is for those inmates, like the Life Connections Program, interested in deepening their spirituality and in continuing their spiritual lives once released from incarceration.

## Health Care Services

The Health Services Department provides quality health care that is appropriate for the inmate population and consistent with recognized community health care and correctional standards. All medical care will be provided by the Health Services Department staff. If necessary, inmates will be referred to in-house treatment or outside medical consultants contingent upon the approval of the Utilization Review committee. On-site medical care is available 7 days a week. Your legible identification cards must be presented prior to receiving any medical services.

**Primary Care Provider Team:** All inmates will be assigned a primary care provider. **You do not have the choice as to what provider is/is not assigned to you.** Assigning primary care providers will allow inmates better continuity of care while housed at FMC Fort Worth. Inmates should address all requests for medical treatment to their assigned provider, stating their medical complaint and any other important information. All dental requests should be addressed to Dental Services. Your primary care provider will review your triage requests to determine if a triage appointment is necessary. In the event your provider is not available, another provider will review your request to determine if an appointment is necessary or can wait until your provider returns.

**Medical and Dental Triage Procedures (Sick Call):** Inmates who need medical or dental attention need to report to triage which is conducted **Monday, Tuesday, Thursday, and Friday**, from **7:00 a.m. to 7:30 a.m.** in Health Services. **Triage (sick call) will not be held on Wednesdays, weekends, and federal holidays, however, if you require immediate medical attention during this time, contact the Unit Officer who will immediately contact medical personal.** You will be assessed by a clinician to determine each case-specific or chronicity of the complaint and a determination will be made as to the urgency of the medical or dental need. The inmate will be scheduled and placed on the call-out. All triage requests will be reviewed by health care staff to determine if an appointment is necessary. In the event your provider is not available and an appointment is deemed necessary before your provider returns, you will be scheduled to see another provider. If the inmate appointment is canceled by the medical staff, the inmate will be re-scheduled as soon as possible. Medical emergencies will be evaluated immediately. Inmates who do not report for the appointments can receive an incident report and disciplinary action taken.

**Emergency Medical Attention:** Medical emergencies should be brought to the attention of the nearest staff member **immediately**. Emergencies are defined as life-threatening events such as chest pain, severe bleeding, etc.

**Medical Records:** To obtain copies of your medical record, attend the Medical Records Department open house on **Thursdays from 1:30 p.m. to 2:30 p.m.** Requests will be processed in the order they are received.

**Inmate/Staff Communication:** Inmates are encouraged to attend open house on **Wednesdays at 11:30 a.m.** with any concerns regarding their medical care. You may also bring concerns to the Health Services staff while in the dining room during the lunch meal. Concerns may also be addressed by submitting an email request to staff.

**Pharmacy:** The pharmacists' role is to provide the inmate information and medication to treat their medical concerns. New prescriptions are only written by medical professionals. **Inmates may request self-carry medication refills through TRULINCS terminals.** The refill request will be sent to BEMR and processed by the pharmacy department staff.

**The request for an active refill must be submitted electronically through TRULINCS or a written request submitted by 12:30 p.m. Pharmacy staff will process the active refills that are without issue or concern to be available for pick-up no sooner than the following day.**

Example: If a refill is submitted to pharmacy staff on Tuesday, January 13, 2015, at 8:30 p.m., that active prescription will be filled and ready for pick-up no sooner than Thursday, January 15, 2015, from 2:00 p.m. to 3:00 p.m.

If refill slips are to be used, they should be completed and placed in the "Refill Box" located in the lobby of the Health Services Department, in front of the pill line.

**If there are no refills remaining, it is the inmate's responsibility to sign up for sick call to have the prescription renewed in an adequate time.** After hours access to the pharmacy for refills will not be available. The pharmacist will provide the inmate with written and/or oral consultation on all new prescriptions. A private consultation regarding an individual's medications, both prescription, and over-the counter (Commissary), is available during medication pick-up time between 2:00 p.m. and 3:00 p.m. **Medication found in an inmate's possession which are expired or otherwise deteriorated; medications which belong to another inmate and/or medications not issued through a BOP pharmacy or Commissary will be confiscated. The inmate will be subject to disciplinary action.** If an inmate's use of a medication is infrequent, and the inmate notices that it will soon expire, he should return the medication to the pharmacy for a refill. Failure to follow these steps will require the inmate to sign-up for sick call to have medications reinstated. **Inmates are NOT to share medications with other inmates.**

Inmates can pick up new, self-carry prescriptions from the Pharmacy on Monday through Friday from 2:00 p.m. to 3:00 p.m. Refills are to be picked up between 11:30 a.m. and 12:30 p.m. only.

Medication Pill Line Times (Daily)

Morning:	Monday - Friday	7:00 - 7:30 a.m.
	Saturday, Sunday, and Holidays	8:00 - 8:30 a.m.
Afternoon:	Sunday - Saturday	3:00 - 3:30 p.m.
Bedtime:	Sunday - Saturday	8:00 - 8:30 p.m.

### Insulin Line Times (Daily)

Morning:	Monday - Friday	6:00 - 7:00 a.m.
	Saturday, Sunday, and Holidays	7:00 - 8:00 a.m.
	Noon: Sunday - Saturday	11:00 - 11:30 a.m.
Evening:	Sunday - Saturday	4:30 p.m. (or after 4:00 p.m. count clears)
Bedtime:	Sunday - Saturday	8:00 - 8:30 p.m.

**Over the Counter (OTC) Medications:** Certain over the counter medications are sold in the commissary. An inmate considered indigent may request OTC medications from the pharmacy via the **OTC Medications Request form (BP-S788)**. Inmates will be allowed one request per week with a limit of two items per request, and are limited to the monthly allowance of each medication. Inmates who submit an indigent OTC request form by Tuesday may pick up medications at the pharmacy medication pick-up line on Wednesday.

**Eyeglasses:** If you need glasses or have other vision problems, request an evaluation through triage. You will be scheduled for a screening test. If the results of the test indicate a need for an optometric evaluation, you will be referred. If glasses are prescribed, a pair of standard issue eyeglasses will be provided. No tinted or reflector type glasses will be authorized. If the optometry evaluation reveals a need for eye wear, the eye wear will be issued through the Bureau of Prisons. No outside glasses are authorized.

**Dental Examinations:** All newly committed inmates will be examined during the A&O process, generally within 30 days of arrival. During this examination, the inmate will be instructed how to access the Dental Department for oral health care. Those inmates arriving from other institutions having documentation of a dental examination will not be routinely seen. Access to dental care may be obtained through sick call which is reserved for individuals with acute or emergency dental needs such as pain, swelling, infection, or trauma. If an emergency occurs outside of normal hours, inmates are instructed to notify staff for appropriate evaluation and/or referral. Routine dental services (e.g. cleaning, fillings, comprehensive examinations) can also be accessed through an email request.

**Physical Examinations:** An examination will be performed **within fourteen (14) days of admission**, unless previously completed at another BOP facility. **This examination is mandatory and cannot be refused.** After an inmate's initial examination, he may request a preventive health visit to review needed preventive health services, every three (3) years if you are under 50 or every year if you are 50 or older.

**Rehabilitation Services:** Therapies are provided upon referral by a physician and after evaluation by a therapist. Wheelchair utilization is monitored through this department. Repair of personal medical equipment, including wheelchairs, will not be done at government expense. If necessary items become inoperable, replacements will be provided.

**Smoking Cessation Program:** The Bureau of Prisons is advancing toward a clean air environment throughout all Institutions. As part of this project, FMC Fort Worth is offering an Inmate Smoking Cessation Program for which you may voluntarily participate in. To participate, you must complete the following steps:

You must email a request to your primary care provider indicating your desire to participate in the Nicotine Replacement Therapy Program. Inmates requesting nicotine replacement therapy patches must have an initial medical assessment in order to purchase a six- to ten-week supply of nicotine replacement patches.

You must meet with your primary care provider to discuss the possible side effects, obtain vital signs, and to obtain the approval form for Commissary to provide the nicotine replacement therapy patches for purchase.

During your visit, your primary care provider will determine the appropriate number of patches you will be authorized to purchase. This authorization form should be delivered to the Commissary, showing your authorization for purchase of the nicotine replacement patches.

**Inmate Co-Payments: The Federal Prisoner Health Care Co-payment Act (FPHCCA) of 2000, PL 106- 294, 18 U.S.C. § 4048 requires inmates pay a \$2.00 co-payment for health care visits they initiate. All inmates assigned to the General Population, with the exception of Long Term Care Inmates housed in Lubbock Unit, are subject to co-payment fees.** Co-payment fees may be waived under certain circumstances which are outlined in local policy; your health care provider will determine if the type of appointment is subject to a co-payment fee. Your health care provider will determine if the type of appointment scheduled is subject to a co-payment fee. The co-payment fee will be charged to your Inmate Commissary Account. Indigent inmates will not be charged a co-payment. Health care will not be denied to an inmate just because they are indigent. **An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 in the past 30 days.**

**Advance Directives and Do Not Resuscitate (DNR) Orders:** Each inmate may obtain and fill out an Advance Directive for Health Care for the State of Texas. Inmates may direct, in advance, to withhold or withdraw certain medical treatments when recovery or cure is not possible. Inmates may appoint, in advance, proxy decision makers who will make critical health care decisions for them should they become incapacitated and unable to make such decisions for themselves. **The person selected to be the proxy cannot be another inmate or a staff member. Inmates are to understand that DNR orders will never be invoked while an inmate is housed at a general population institution.** Emergency resuscitative measures must, and will always, be performed on an inmate who suffers cardiopulmonary arrest at a general population institution.

Advance Directives, including DNR orders, may only be implemented at community health care facilities, medical referral centers, or inmates housed in the Long Term Care Unit.

## Inmate Medical Rights and Responsibilities

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

<b>Your Health Care Rights</b>	<b>Your Responsibilities</b>
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate copay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the respective Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the email request to staff, main line, or the accepted inmate grievance procedures.
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

<p>9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.</p>	<p>9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.</p>
<p>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.</p>	<p>10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.</p>
<p>11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.</p>	<p>11. You have the responsibility to eat healthy and not abuse or waste food or drink.</p>
<p>12. You have the 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; if over the age of 50, once a year and within one year of your release).</p>	<p>12. You have the responsibility to notify medical staff that you wish to have an examination.</p>
<p>13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.</p>	<p>13. You have the responsibility to maintain your oral hygiene and health.</p>
<p>14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.</p>	<p>14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.</p>
<p>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.</p>	<p>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.</p>

## MAINTAINING OUTSIDE CONTACT

**Correspondence – Incoming:** During Intake Screening, inmates will have completed a form concerning their incoming correspondence. If they choose to receive mail, they agree that institution staff may open and read it. Inmates may elect to have all mail, with the exception of Legal Mail, returned to the U.S. Postal Service.

Inmate mail is processed Monday through Friday, except federal holidays. Incoming correspondence must have the below information in the address to the inmate. Any inmate postal mail received at an address other than the address listed below will be returned to sender.

Name (Committed), Register Number, Unit  
Federal Medical Center  
P.O. Box 15330  
Fort Worth, Texas 76119

If you wish to correspond with an immediate family member who is incarcerated you must obtain approval prior to corresponding. Inmates who had authorization to correspond with another inmate at a prior institution must obtain new authorization upon arrival at FMC Fort Worth. If you wish to correspond with a codefendant, it will only be approved if you can substantiate that you have an ongoing legal matter.

Inmates are not authorized to receive any type of package from home other than release clothes. Newspapers soft cover books, hard cover books, and magazines must come directly from the publisher or bookstore. Nude or sexually explicit publications are not authorized. Nude, sexually explicit, and Polaroid pictures are not authorized. All books, newspapers, and magazines must clearly indicate they are authorized and cannot exceed the limits as indicated in the Institution Supplement titled Personal Property, Inmate. Mail received for an inmate after their release date will be forwarded for thirty (30) days to the release address provided at the time of release.

**Special Mail:** Incoming legal mail must be clearly marked with the following statement: “**Legal Mail – To be Opened Only in the Presence of the Addressee**” ” on the front of the envelope and the sender must be adequately identified in accordance with the list provided in Program Statement 5265.14, Correspondence. Legal mail is considered special mail and will be opened and inspected for contraband in the inmate’s presence. Receipt of this mail is verified by the inmate’s signature in a log. Certified mail, unless it meets Legal Mail criteria, is opened in the Mail Room before the inmate receives it.

**Correspondence Outgoing** - All outgoing general inmate correspondence, except legal/special mail correspondence will remain unsealed and will be subject to inspection/screening. Outgoing unsealed mail will be deposited in the box on the officer’s door. All outgoing mail must have a TRULINCS-generated label. If an inmate fails to place this label on his outgoing mail, it will be returned to the inmate for proper preparation. Inmates may present Special/Legal Mail to mail room staff between 7:30 a.m. and 8:00 a.m. Monday through Friday (excluding holidays) for processing.

The inmate shall be required to produce their ID card at this time. Mail Room Open House is scheduled on Tuesday and Thursday, 11:00 a.m. to 1:00 p.m. The mail room is located in the basement of Dallas Unit.

**Inmate Packages:** The only packages an inmate may receive from home are those containing release clothing within the last 30 days of confinement. Release clothing will be limited to one pair of pants, one shirt (no t-shirts or tank tops), one pair of socks, one pair of shoes, one belt, and one jacket or sweater. The release package will be issued to you in R&D the day of your release. It will be your responsibility to ensure that the sending party includes the proper sizes of clothing. In the event the clothing does not fit, the inmate will be provided release clothing by R&D staff and will be required to take the clothing received from home with him at the time of release.

**Release Clothing:** Thirty days prior to release or transfer to a Residential Reentry Center, inmates are authorized to have release clothing sent to them. Contact the Mail Room during open house for more information.

**Sentence Data/Detainers:** Inmates may request a copy of their Public Information Inmate Data summary sheet by an email to Unit Team. Additionally, any questions regarding sentence calculations, detainers, speedy trial requests, and immigration issues may be addressed during Records open house which is scheduled on Wednesday from 11:30 a.m. to 1:00 p.m.

## VISITATION

**Procedures/Policy:** It is the policy of the BOP and FMC Fort Worth that visiting privileges should be an integral part of an inmate's institutional program; however, the number of visitors must be kept within reasonable limits due to space limitations. There is a limit of six visitors per person (including children) at one time unless prior approval is received from unit staff. When the established capacity has been reached, termination of visits will be determined by frequency of visits and distance traveled. In order to allow all inmates to receive visits in a fair and equitable manner, a point system has been established. Inmates will be given nine points for each month in the calendar year. One (1) point will be charged for each visit occurring on Monday (except federal holidays). Two (2) points will be charged for each visit occurring on a weekend or holiday. Once an inmate exhausts his points for the month, he may not receive a visit for the remainder of that month without prior staff approval. Unused visiting points may not be carried over to the next month. A computerized record of inmate visiting points is maintained by the Visiting Room officers.

**Approved Visitors:** You must submit a visiting list to your Unit Counselor for approval. Only those visitors documented on the approved visiting list will be authorized to visit. Visiting forms should be sent to family members/friends for completion. Visitor applicants will be subject to a complete background check. Any questionable information on a background check will be reviewed by the Warden. Children under the age of sixteen do not have to be on an approved list but must be accompanied by an approved adult. You will be responsible for the conduct of all your visitors. No toys will be permitted to be brought inside.

It is the inmate's responsibility to ensure that all visitors are notified of visiting approval. Visitors not on an approved list will be denied entrance. Inmates should see their Unit Counselor for any updated needed to their visiting list.

All visitors are required to clear the metal detector, submit to random pat searches and/or submit to a test for the presence of illegal substances. All visitors will be subject to screening through a metal detector, x-ray, Ion scanner, and will be regularly pat searched. Visitors must pass the Ion scanner to be allowed entry to the facility. If the test is failed, the visitor will be allowed one more opportunity to pass the test. If the test is failed a second time, the visitor will not be allowed entry. A retest will be allowed 48 hours later, however, if the retest is failed, the visitor will not be allowed to visit for 30 days. A third failure will result in a 90-day visiting suspension. Failure to pass a fourth Ion scanner test will result in a 180-day suspension. All other failures will require a one-year suspension of visiting privileges. Federal law authorizes imprisonment of up to ten (10) years for any person who introduces contraband into a federal facility or who takes, sends, or attempts to take or send anything not specifically authorized from a federal facility.

**Identification of Visitors:** A Photo Identification is required for all visitors 16 years of age and older. Identification may include a **VALID** driver's license, state Identification, photo identification, or valid passport. Birth certificates are not considered proper identification. Persons without photo identification will not be permitted to visit.

**Visiting Hours:** You are encouraged to have visits in order to maintain family and community ties. Visiting hours are as follows: Monday/Weekends/Holidays 8:00 a.m. to 3:00 p.m. Any exceptions to this schedule must be approved by the Warden. Visitors arriving after 2:00 p.m. will not be allowed to visit.

Each visitor, except official visitors, will be required to complete the BP-A224, Notification to Visitor form.

An even and odd rotation is established for each day of the weekend and holidays. The rotation is based on the fifth digit of the inmate's register number and is subject to change on April 15 and October 15. Please note the schedule for federal holidays will not alternate, it will remain the same all year.

General Population

April 15 thru October 14

Schedule: Saturday: Odd  
Sunday: Even  
Monday: Open  
Holiday: AM - Odd  
PM - Even

October 15 thru April 14

Schedule: Saturday: Even  
Sunday: Odd  
Monday: Open  
Holiday: AM - Odd  
PM - Even

Lubbock Unit

Sunday 8:00 a.m. to 10:00 a.m.  
1:00 p.m. to 3:00 p.m.  
Monday 8:00 a.m. to 10:00 a.m.  
1:00 p.m. to 3:00 p.m.  
Saturday 8:00 a.m. to 10:00 a.m.  
1:00 p.m. to 3:00 p.m.

Those individuals visiting you should be aware of the following: It is a Federal crime to bring upon the institution grounds any weapons, intoxicants, drugs, or other contraband. Title 18 United States Code 1791 provides a penalty of imprisonment for not more than 10 years, a fine of not more than \$250,000, or both, to a person who provides or attempts to provide an inmate anything whatsoever without the knowledge and consent of the Warden. All persons entering these premises are subject to routine searches of their person, property (including vehicles), and packages.

The Warden, upon a reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable tests. A visitor has the option to refuse any of the searches, tests, or entrance procedures, but the visit will not be allowed. This could also result in an indefinite suspension of visiting privileges for this visitor.

The following information is provided to aid your visitor's arrival to the institution: FMC Fort Worth is located at 3150 Horton Road, Fort Worth, Texas, near Interstate 20 and Wichita Street (exit 440A). The institution is in the southeast section of Fort Worth and is approximately 33 miles from Dallas, Texas. The institution is approximately 27 miles from Dallas/Fort Worth (DFW) International Airport. In addition, the Dallas Love Field (DAL) Airport is approximately 40 miles from FMC Fort Worth. The Dallas/Fort Worth metro area offers a wide variety of rental car options, including a Rental Car Center located near the entrance of D/FW Airport. There are also numerous taxi companies available for hire.

**Attire (Inmates):** Inmates entering the visiting area will be dressed in institution clothing with institution issued boots. All inmates will be required to wear their khaki uniforms with belts and shirts tucked in. Items that you may take into the Visiting Room are limited to one comb, one handkerchief, one wedding band (no stone), one religious medallion (with chain), legal materials (legal visits only), and prescription eyeglasses. You may not take anything with you upon departure that you did not bring with you. Any inmate who takes necessary medication (i.e. nitroglycerin tablets or an inhaler) to the Visiting Room, must declare that medication to the officer upon arrival, and the Visiting Room Officer will keep the medication, during the visit, in case it is needed.

**Attire (Visitors):** All visitors will be dressed appropriately, including footwear and clothing appropriate for a correctional setting. The Duty Officer will be consulted prior to denying a visitor's entry into the institution because of his/her attire. Visitors are not permitted to wear revealing or provocative clothing, which includes, but is not limited to miniskirts, spandex, sleeveless shirts, tube tops, tight fitting, see through or khaki clothing. Both inmates and their visitor(s) must be appropriately dressed. All inmates will be dressed in their issued uniform and visitors should not be dressed in clothing of a suggestive or revealing nature. Inmates are responsible for the conduct of the children visiting them. Inmate visitors will not be allowed to sit on inmate's laps, this includes children and infants. Hats, hair wraps, and scarves, with the exception of the "hijab," are not permitted inside the institution. Kissing, embracing and hand-shaking/holding are allowed only upon arrival or departure. Displays of affection must be within the bounds of good taste. Excessive physical contact during the visit is prohibited and the visit may be terminated. The behavior of children accompanying adult visitors will be the responsibility of the inmate and adult visitors. Children must remain within the boundaries specified as the visiting area, and must remain within the supervision of an adult visitor at all times.

**Permitted Visitor Items:** Visitors will not be allowed to bring anything to give to an inmate to include but not limited to cigarettes, cigars, and other tobacco products, mail, or legal materials. It is requested that visitor not bring excessive items with them to visit an inmate (i.e., suitcases, large/oversized bags, purses, packages, cell phones or any other contraband). All visitors must clear the metal detector in the entrance area. They also may be asked to submit to a pat search. Visitors' purses, attorneys' briefcases, or other approved items may also be searched. Other personal articles must be left in the visitor's car. Visitors may bring the following items into the institution: One clear, transparent purse, or a clear zip-lock bag, cash in the amount of \$25.00, an appropriate amount of child care supplies for the visit, commercially packed baby food, and pre-mixed baby formula. No food may be brought into the Visiting Room since vending equipment is conveniently located. Review the institutional supplement on Visiting Regulations regarding other items not listed in this section.

Visitors may not leave packages, gifts, or money for an inmate, nor may visitors receive items from any inmate. All monies must be mailed in to the inmates. No items may be exchanged with visitors. An inmate's visiting privileges may be denied or restricted for violation of visiting regulations.

**Section 1001, Title 18, U.S. Criminal Code states, “the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both.” Furthermore, Section 1791, Title 18, U. S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or take or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.**

**Smoking is prohibited throughout the institution. No cigarettes, cigars, lighters, matches, or other related items will be allowed into the Visiting Room.**

***IT IS ILLEGAL FOR ANY PERSON TO INTRODUCE OR ATTEMPT TO INTRODUCE ITEMS OF CONTRABAND ONTO THE GROUNDS OF ANY FEDERAL CORRECTIONAL INSTITUTION.***

**Visiting Rules:** All visits will begin and end in the Visiting Room. A kiss, embrace, and/or handshake will be allowed only upon the visitor's arrival and departure. Visitors cannot visit with any inmate other than the approved inmate. Smoking by either you or your visitors is not allowed. You are not allowed to receive coins or money for your commissary account while in the Visiting Room. Special visits for emergencies may be requested from the Unit Manager via an *Inmate Request to Staff*. Details of the reasoning for this visit must be contained in your request.

**Friends and Acquaintances:** Friends and acquaintances having an established relationship with the inmate prior to confinement will be approved for visitation, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown the proposed visitor is reliable and poses no threat to the security or good order of the institution. Potential visitors will be sent a questionnaire which must be completed and returned to the inmate’s Counselor. Inquires may be made of local authorities to determine the general character of potential visitors. A copy of their approved visiting list will be furnished to each inmate within ten days of assignment to their permanent housing unit.

**Attorneys:** Inmates are required to arrange for legal visits during visiting days, only for extenuating circumstances will non-visiting legal visits will be arranged. It should be noted that attorneys should contact the Unit Team 72 hours prior to a legal appointment. This action will allow for the Unit Team to secure the necessary identifications and paperwork. Attorney visits generally take place in the Visiting Room during regular visiting hours. If the Visiting Room is filled to capacity, the Unit Team may make arrangements for an attorney visit on other non-visiting days. Inmates arrange with the Unit Team to have a reasonable amount of legal materials taken to or from the Visiting Room. All inmates are reminded that attorneys are not permitted to bring any recording devices into the facility without the prior written authorization by the Warden.

**Minister of Record:** An inmate wanting to receive visits from his or her minister of record must submit a written request to Religious Services. Upon approval, unit staff will add the name and title (Minister of Record) to the inmate’s visitor list.

An inmate may only have one Minister of Record on his/her visiting list at a time. The addition of the inmate's Minister of Record will not count against the total number of authorized regular visitors an inmate is allowed to have on his or her visiting list, and will not count against the total number of social visits allowed.

**Clergy:** Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed.

**Consular Visits:** Citizens of foreign countries are permitted the consular representative of that country to visit on matters of legitimate business. There is no requirement for the existence of an established relationship prior to confinement. Inmates who wish to contact their consulate can do so through their Unit Team.

**Special Visits:** Special visits may be requested by submitting an email request to staff to your Unit Manager. Special visits are approved once every 90 days and the visitor must be traveling more than 300 miles to meet the criteria for a special visit. Other situations will be considered on a case-by-case basis.

**General Visiting Information:** To be admitted into the Visiting Room, you and your clothing must be neat and clean. No personal property items may be taken into the Visiting Room except for a Commissary Card (required for identification); wedding band (this item will be inventoried when you enter the Visiting Room and again when you leave); comb; prescription eyeglasses; religious medal; and necessary medication. No items may be brought back into the unit from the Visiting Room. All inmates will be subject to a visual search upon completion of the visit. A search will also be conducted prior to entering the Visiting Room.

## **PROBLEM RESOLUTION**

**Inmate Requests to Staff:** There is a chain of command that is expected to be followed. You are to try and resolve any problems by first going to your Counselor or Case Manager, then the Unit Manager before you address any issues to the executive staff. The Bureau form BP-148, *Inmate Request to Staff* (cop-out), is used to make a written request to a staff member while in SHU. While on the compound, submit a cop-out via electronic mail. Any type of request can be made with this form. In order to facilitate responses, you should submit both copies of the cop-out to the appropriate staff member. Staff members who receive a cop-out will normally answer the request within 5 working days unless there are extenuating circumstances.

**Federal Tort Claims:** If negligence of institution staff results in personal injury or property loss/damage to you, it can be the basis of a claim under the Federal Tort Claims Act. To file such for a personal injury claim, you must complete a "Claim for Damage, Injury, or Death", Standard Form 95. To file a claim for property damage or loss, you must submit a BP-S0943 form, Small Claims for Property Damage or Loss. You can obtain either one of these forms by submitting a request to the legal liaison through institution mail. Once completed, it must be mailed by the inmate, along with receipts, witness statements, and other documentation to: **Regional Counsel, South Central Regional Office, U.S. Armed Forces Reserve Complex, 344 Marine Forces Drive, Grand Prairie, Texas 75051.**

**Administrative Remedy Process:** The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, you can resolve a problem informally by direct contact with a staff member or via a BP-148. However, when informal resolution is not successful, a formal complaint can be filed as a Request for Administrative Remedy.

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 to attempt an informal resolution. If informal resolution of a grievance cannot be achieved, the inmate may request an Informal Resolution Form (BP-8), and the Counselor shall issue. After the inmate receives a response to the BP-8 then the inmate can request the Counselor to issue a BP-229 (BP-9) form. You will return the completed BP-229 to your Counselor who will deliver it to your Unit Manager, who will review the material to ensure an attempt at informal resolution was made. You will be provided a receipt once your BP-229 is received by the administrative remedy coordinator. The BP-229 complaint must be filed within 20-calendar days from the date of the incident or complaint, unless it was not feasible to file within that period of time. Institution staff has 20-calendar days to act on the complaint and to provide a written response to you. This time limit for the response may be extended for an additional 20-calendar days.

When a complaint is determined to be of an emergency nature (which threatens your immediate health or welfare), the reply must be made as soon as possible (within 48 hours from receipt of the complaint).

If you are not satisfied with the response to the BP-229, you may file an appeal to the Regional Director. If an inmate's complaint involves a different region, they should consult their Counselor for the proper address to send your BP-230 (regional office appeal). This appeal must be received in the regional office within 20-calendar days from the date of the BP-229 response, and includes mail time. All concerns should be addressed to: **Administrative Remedy Coordinator, South Central Regional Office, U.S. Armed Forces Reserve Complex, 344 Marine Forces Drive, Grand Prairie, Texas 75051.**

The regional appeal is written on a BP-230 (BP-10) form, which may be obtained from your Counselor, and must have a copy of the BP-229 form and response attached. The regional appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. You will be notified of the extension. If a response is not returned within the allotted time period including an extension, you should assume your request has been denied, and take whatever steps you deem necessary.

If you are not satisfied with the response by the Regional Director, you may appeal to the central office of the Bureau of Prisons. The national appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms with responses. The forms are to be sent to: **National Inmate Appeals Administrator, Office of General Counsel, 320 First Street, N.W., Washington, D.C. 20534.**

The BP-231 form may be obtained from your Counselor. The national appeal must be answered within 40-calendar days, but the time limit may be extended an additional 20 days.

In writing a BP-229, BP-230 or BP-231, the form should contain the following information: Statement of facts, Grounds for relief, and Relief requested.

Time Limits (in calendar days) for Filing: BP-229: 20 days from incident, BP-230: 30 days from BP-9 response, BP-231: 40 days from BP-10 response.

Response Extensions: BP-229: 20 days, BP-230: 20 days, BP-231: 30 days.

## **DISCIPLINARY PROCEDURES**

**Discipline:** It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are 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.

**Inmate Discipline Information:** If a staff member observes or believes he/she has evidence that you have committed a prohibited act; an incident report may be written. The incident report shall ordinarily be delivered to you within 24 hours of the time staff became aware of your involvement in the incident. The writer of the incident report and the investigator may attempt an informal resolution except for prohibited acts in the greatest and high severity categories, and Code 331, for tobacco or nutritional supplements.

If an informal resolution is accomplished, the incident report will be expunged and not placed in the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

**Initial Hearing:** You must ordinarily be given an initial hearing within 5 work days from the time staff became aware of your involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). You are entitled to be present at the initial hearing. You may make statements or present documentary evidence in your behalf. The UDC will give its decision in writing to you by the close of business the next work day.

The Warden must approve any extension over 5 days. You will be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the DHO for final disposition.

**Discipline Hearing Officer:** The DHO conducts disciplinary hearings on serious violations. The DHO may not act on a case that has not been referred by the UDC.

You will be provided with advance written notice of the charges not less than 24 hours prior to your appearance before the DHO. You may waive this requirement. If requested, you will be provided with a full-time staff member of your choice to represent you. You may make statements in your own defense and may produce documentary evidence. You may present a list of witnesses and request their testimony at the hearing. You may not question a witness at the hearing; the DHO will question any witness on your behalf. You may submit a list of questions for the witness to answer through the DHO. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. You have the right to be present throughout the DHO hearing except during deliberations. You may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing.

### **Inmate Rights and Responsibilities**

You have the right to expect that, as a human being, you will be treated respectfully, impartially, and fairly by all personnel.	You have the responsibility to treat others, both employees and inmates, in the same manner.
You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	You have the responsibility to know and abide by them
You have the right to freedom of religious affiliation and voluntary religious worship.	You have the responsibility to recognize and respect the rights of others in this regard.
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.	It is your responsibility not to waste food, to follow the laundry and shower schedule, to 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.
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.	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.
You have the right to unrestricted and confidential access to the courts by correspondence (on such matters as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).	You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	It is your responsibility to use the services of an attorney honestly and fairly.
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	It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other

right to receive help when it is available through a legal assistance program.	inmates to the use of the materials and assistance.
You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent directly from the community, with certain restrictions.	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.
You have the right to participate in education, vocational training, and employment as far as resources are available, and keeping with your interests, needs and abilities.	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.
You have the right to use your funds for commissary and other purchases, consistent with institution security.	You have the responsibility to meet your financial and legal obligations including, but not limited to, court-imposed assessments, fines, and restitutions. 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.

## **SUMMARY OF DISCIPLINARY SYSTEM**

### **PROCEDURES**

1. Incident involving possible commission of prohibited act.
2. Staff prepares incident report and forwards to Lieutenant.
3. Appointed investigator conducts investigation and forwards material to Unit Discipline Committee.
4. Initial hearing before Unit Discipline Committee.
5. Hearing before discipline hearing officer.
6. Appeals through Administrative Remedy Procedure.

### **DISPOSITION**

1. Except for prohibited acts in the Greatest and High Severity categories and Code 331, for tobacco and nutritional supplements, the writer of the report may resolve informally or drop the charges.
2. Except for prohibited acts in the Greatest and High Severity categories, the Lieutenant may resolve informally or drop the charges.
3. Unit Discipline Committee may drop or resolve informally any Moderate or Low Moderate charge, impose allowable sanctions, or refer to discipline hearing officer.
4. Discipline hearing officer may impose allowable sanctions or drop the charge.
5. The Warden, Regional Director, or General Counsel may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

### **SUMMARY OF INMATE DISCIPLINE SYSTEM**

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution. (Ordinarily maximum of 24 hours)
2. Staff gives inmate notice of charges by delivering Incident Report.
3. Initial review (UDC) ordinarily within 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff becomes aware of the inmate's involvement, weekends, and holidays.)
4. Discipline Hearing Officer (DHO) Hearing

**NOTE:** Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

## PROHIBITED ACTS AND AVAILABLE SANCTIONS

### GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.*, in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

#### AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

#### HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.

- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- 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).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 302 Misuse of authorized medication.

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

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

- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

#### AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
  - 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).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

## LOW SEVERITY LEVEL PROHIBITED ACTS

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

## AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

L. Extra duty.

M. Extra duty.

**AVAILABLE SANCTIONS FOR LOW SEVERITY  
LEVEL PROHIBITED ACTS (cont.)**

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

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

**U.S. Department of Justice**  
Federal Bureau of Prisons

**Sexually Abusive Behavior  
Prevention and Intervention**



*An Overview for Offenders*

July 2018

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

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

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

### **What Can You Do To Prevent Sexually Abusive Behavior?**

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

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

### **What Can You Do if You Are Afraid or Feel Threatened?**

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

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

### **What Can You Do if You Are Sexually Assaulted?**

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault, **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

**Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

## **How Do You Report an Incident of Sexually Abusive Behavior?**

It is important that you **tell a staff member if you have been sexually assaulted** or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

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

Note: These e-mails:

- are untraceable at the local institution,
  - are forwarded directly to OIG
  - will not be saved in your e-mail 'Sent' list
  - do not allow for a reply from OIG,
  - If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.
- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically [https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp)

## **Understanding the Investigative Process**

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

### **Counseling Programs for Victims of Sexually Abusive Behavior**

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

Contact your local Rape Crisis Center (RCC): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

### **Management Program for Inmate Assaultants**

Anyone who sexually abuses/assaults/harasses others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assaultant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

### **Policy Definitions**

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

**Code 114/ (A): Sexual Assault By Force**

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

**Code 206/ (A): Making a Sexual Proposal**

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

**Code 229/ (A): Sexual Assault Without Force**

**Code 300/ (A): Indecent Exposure**

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

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

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

**Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

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

sort, however slight.

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

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

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

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

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

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

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

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

**Contact Offices:**

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

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

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

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

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

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

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

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

**Third-party reporting (outside of institution):**  
[https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp)