

ADMISSION & ORIENTATION



INMATE HANDBOOK

JESUP, GEORGIA 31599

Revised February 2016

Director's Message to Inmates

As Director of the Federal Bureau of Prisons, it is my responsibility to ensure the safety, security and good order of all 117 prisons, 38,000 staff, and 217,000 inmates. It is also my responsibility to provide you opportunities for self-improvement. In this message, I will explain some of the ways I intend to carry out my duties and also explain my expectations for how you carry out your responsibilities.

Over the past few weeks, I have reminded all staff of the BOP's core values: respect, integrity and correctional excellence. This means that everyone is to be treated with dignity and respect: staff, inmates, visitors, and members of the public. You are expected to demonstrate respect as well, to staff, to your fellow inmates and to the rules in place at the prison. You may want to reread the inmate rights and responsibilities information to be sure you are familiar with the expectations we have for you. Inmates who disrespect the rules by engaging in prohibited activities (especially the most serious prohibited acts including possession of intoxicants, weapons, or other contraband) pose a serious threat to the safety and security of the institution and will be subjected to disciplinary action. Participation in any type of gang activity will not be tolerated. In an attempt to ensure the environment is safe for all, inmates who participate in behavior which disrupts the orderly running of the institution may be considered for institutions with greater controls, such as higher security facilities or special management units. You are expected to behave responsibly and to live peacefully with other inmates, regardless of their background or culture.

Nearly all of you will release from prison one day and return to the community. We want you to be prepared to be a productive, law-abiding member of society. Accordingly, we will help you make the best possible use of your time in prison to learn skills, get treatment, build a resume, etc. Regardless of how many days, months, or years you may have time to serve, it is critical that you begin your preparation for reentry today! Ideally, preparation for reentry begins on the first day of incarceration. The Bureau of Prisons has developed tools to identify your needs and programs to address these needs, in the areas of education, work, recreation, health services, psychology, religious services, and more. The career resource centers at every institution can help you in many ways, and the full-time Mentor Coordinators can connect you with mentors while incarcerated who can continue to assist you after release. Staff can and will assist you to get on the path to a successful community reentry, but you must accept

responsibility for your own future; you must work hard at the programs recommended for you and make every effort to prepare for release.

The staff of the BOP understands that incarceration can be a difficult experience and that some inmates are overwhelmed by feelings of hopelessness. If you or someone you know is feeling or talking about a sense of hopelessness or suicide, please bring this to the attention of a staff member as soon as possible; the staff are there to help you. Seeking help is a sign of your strength and determination to prevail. Helping yourself or a fellow inmate in a time of crisis is the right thing to do.

Another area of concern to me is sexual assault. If you are being threatened or pressured to engage in sexual behaviors, or are fearful about being sexually assaulted, please discuss your concerns with staff as soon as possible. We take all allegations of sexual abuse or sexual assault very seriously, and are committed to providing assistance to any victims. Please help us prevent this type of incident from occurring by identifying problematic circumstances or perpetrators so we can take appropriate action.

It is my hope that you use your term of incarceration to acquire the skills needed to live successfully in the community. We are here to help you prepare to successfully release from prison and become a productive citizen. Take advantage of the many programs that are available; get help in overcoming problems you have faced; improve skills you have acquired previously; strengthen your spiritual or religious connection. I challenge each of you to use each day to make a positive difference, whether it is for one another, the staff who work with you, your families, or communities.

INTRODUCTION

The Federal Correctional Institution at Jesup, Georgia, has a medium security facility that houses approximately 1100 adult male inmates, a satellite low facility that houses approximately 650 adult male inmates, and a minimum security facility that houses approximately 150 adult male inmates.

The purpose of this handbook is to provide newly arrived inmates with general information regarding rules and regulations, as well as, inmate programs at FCI, FSL, and FPC Jesup. Additional information will be made available during the institution's Admission and Orientation Program. The material in this handbook will assist inmates in understanding what they will encounter when they enter prison, and assist them in their initial adjustment to institution life.

The Warden is the final authority on all matters within the institution. Her decisions are based upon policies established by the Federal Bureau of Prisons. While the Warden is responsible for the operation of the institution, certain duties and responsibilities are delegated to other staff. The Warden encourages open communication between staff and inmates. Inmates will find various executive and managerial staff visiting, housing,

work, and leisure areas to promote a spontaneous and relaxed conversation. Appropriate channels should be exhausted before requesting assistance from the Warden. If after having spoken with each member in the chain of command, your problem has not been solved, you may send an "Inmate Request to Staff Member," briefly describing your request, to the Warden. Requests to staff members shall be answered within five (5) working days, if possible.

ADMISSION AND ORIENTATION

Upon commitment and for the first few days of your stay at the institution, you will be assigned to the Admission and Orientation (A&O) Program. Inmates are provided a copy of this handbook during the screening process, which includes the rules and regulations and your rights and responsibilities.

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 various programs and departments. **You must have your identification card in your possession at all times.**

UNIT MANAGEMENT

HOUSING UNITS

Upon arrival, you will be assigned a permanent housing unit. The housing units consist of two wings in each housing unit and are designed to house inmates utilizing two-man, and three man cells at the FCI, two-man and three-man cubicles at the FSL, and two-man and three-man cubicles at the FPC. The three-man cells/cubicles are designed to temporarily house new inmates and inmates who refuse institution programs. All rules and regulations are uniform in each unit. Inmate programs vary in the Special Housing Unit. The units are identified as General Population; therefore, inmates assigned to the units are involved in a wide variety of programs, work details, education classes, etc.; however, since the FPC is described as "work camp" inmates are involved in a wide variety of work details. It is your responsibility to check your living area immediately after being assigned and report any/all damage to a correctional officer or your unit Counselor. An inmate may be held financially liable for any damage found in his personal living area.

Each unit team will ordinarily be staffed with the following:

FCI/FSL:

- 1 - Unit Manager
- 2 - Case Managers
- 2 - Correctional Counselors
- 1 - Unit Secretary

FPC:

- 1 - Unit Manager
- 1 - Case Manager
- 1 - Correctional Counselor
- 1 - Unit Secretary

Unit staff are available normally from 7:30 a.m. to 9:00 p.m. Monday through Friday, and from 7:30 a.m. to 4:00 p.m. on Saturdays, Sundays and holidays. The unit staff schedule is posted on the inmate bulletin boards.

UNIT TEAM

Bureau of Prisons institutions utilize the unit management concept. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The Unit Staff Offices are located in the units so staff and inmates can be accessible to one another. When available, the Staff Psychologist, Education Advisor and Unit officer will participate with the Unit Team and be considered as unit staff.

UNIT MANAGER

Each housing unit at FCI/FSL/FPC Jesup has a Unit Manager as an Administrator. He/she is responsible for the total supervision of the unit, as well as the planning, development and implementation of programs designed to meet the particular needs of each inmate in the unit. The Unit Manager supervises all unit staff and is responsible for consulting with staff and inmates concerning any problems which may arise.

CASE MANAGER

The Case Manager is responsible for all professional case work regarding inmates assigned to the unit, such as preparation of classification material, progress reports, parole hearings, material for transfers, release preparation and admission and orientation functions. The Case Manager also assists inmates in organizing an institutional program plan. The case manager is under direct supervision of the Unit Manager.

COUNSELOR

The Correctional Counselor has the important function of keeping the unit team advised of your progress regarding your assigned programs. The Counselor will attempt to help you with your personal issues and concerns. He/she works along side the Case Manager and Unit Manager in establishing goals. Inmates are encouraged to communicate with the Counselor on a regular basis in order to provide clarification on issues or to solve problems one may encounter. Counselors report to the Unit Manager and are responsible for the visiting lists and overall sanitation issues.

UNIT SECRETARY

The Unit Secretary is responsible for all secretarial and related work generated by unit staff. The Secretary is under the direct supervision of the Unit Manager.

UNIT OFFICERS

The Unit Officers have direct responsibility for the day-to-day supervision of inmates, and also enforce the rules and regulations of the institution. They are responsible for the safety, security and sanitation in the unit. Unit Officers are in daily contact with inmates in the units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are jointly supervised by the Unit Manager and the Captain during his/her unit assignment.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

The Bureau of Prisons strongly encourages inmates to satisfy their financial obligations; i.e., special assessments, court ordered restitution, fines and court costs, judgments in favor of the United States, other debts owed to the United States, and other court ordered obligations. As part of the initial classification process, Correctional Counselors will provide you with an opportunity to develop a financial plan to satisfy these obligations. During subsequent program reviews, your unit team will consider your effort to meet these financial obligations. Your effort will be an indicator of your willingness and responsibility to meet your financial obligations. You should make every effort to satisfy your financial obligations by paying the maximum amount. You may make single payments or repetitive payments to satisfy your debt. Refusal to participate in the financial responsibility program is a factor which will be assessed in considering your responsibility relating to your custody classification, but will not be the only determining factor within this category. You may use outside resources, as well as institutional earnings, to satisfy these obligations.

WORK ASSIGNMENTS

All inmates who have completed Institution A & O and have been cleared by the Medical Department as medically able, will be required to work and maintain a regular job assignment. These work assignments provide an excellent opportunity for an inmate to learn skills and positive work habits. Exceptional work performance and productive participation in programs may be recognized through the performance pay program and the award of meritorious good time. Many job assignments are controlled through a performance pay system, which provides monetary payment for work. The pay grades available are as follows:

Grade 1	\$0.40 per hour
Grade 2	\$0.29 per hour
Grade 3	\$0.17 per hour

Grade 4	\$0.12 per hour
Maintenance Pay	\$5.25 per month

Federal Prison Industries (UNICOR) has a separate pay scale. Unit staff will approve or disapprove all job changes and ensure these changes are posted on the daily change sheet. Any requests for a job change are done during your unit team meeting, which is normally every six months. Inmates desiring a change in jobs should submit an "Inmate Request to Staff Member" form signed by the present work supervisor releasing him from his job, as well as, the prospective supervisor accepting him. However, all job assignments will ultimately be based on institution need.

Institutional maintenance jobs are usually the first assignment an inmate receives. This may include food service work, unit orderly, or maintenance positions. In addition, inmates who have not met the educational requirements and have not received a General Equivalency Diploma (G.E.D.) may not be promoted past grade 4 pay. **All inmates are encouraged to obtain their GED and to participate in other educational programs.**

Inmates receiving performance pay who have committed a 100 or 200 level incident report for a Drug or Alcohol related prohibited act will automatically have their performance pay reduced to the maintenance pay level, and will be removed from any assigned work detail outside the secure perimeter of the institution. This reduction to maintenance pay level, and the removal from their assigned work detail outside the secure perimeter of the institution, will ordinarily remain in effect for one year, unless otherwise authorized by the Warden.

DRESS CODE

During the regular work week, Monday through Friday, 7:30am until 4:00pm, all inmates will be required to be in the full institutional uniform., i.e. khaki trousers, khaki shirt, and belt. Gray sweat shirts can be worn on top of your khaki uniform. The collar of your khaki shirt must be visible when wearing your gray sweatshirt on the outside. During the day watch shift, from 7:30am until 4:00pm, inmates must wear their clothing in a respectable manner. **Shirts will be tucked into the trousers and the trousers will be worn at the waist level. Inmates will not be permitted to cuff their pants legs and are not permitted to wear hats, knit caps, "wave caps", doo rags or any headgear or sunglasses, excluding approved religious items, inside any area of the Institution.** These items will be confiscated if an inmate is caught wearing them indoors. There will be a zero tolerance policy for inmates who fail to comply with the established procedures. Inmates that are on their scheduled day off and are going to the recreation yard are authorized to wear the approved recreational clothing. Once an inmate has departed his assigned room, he must be clothed. Dress will consist of nothing less than wearing some type of pants (shorts are acceptable), shirt, or robe when departing one's assigned room. **Please be aware both male and female staff routinely work and visit inmate housing areas.**

Dress Code for Work: During normal business hours (7:40am to 4:00pm during the weekdays), all inmates must be fully clothed in institution clothing, referred to as work uniform, i.e. khaki shirt and/or white tee shirt with khaki pants and a belt or any job specific clothing issued by their work supervisor. The issued clothing must not be altered or worn in a manner that resembles gang affiliation or a military uniform. All clothing must be clean and worn in a neat manner. Shirts will be tucked in.

FSL: No inmates will be allowed into the Satellite Low Administration area during normal working hours, unless they are attired in the work uniform as defined in the Dress Code for Work section and **MUST BE** accompanied by a staff member.

FPC: No inmates will be allowed into the Camp Front Lobby area during normal working hours, unless they are wearing the appropriate uniform supplied by the institution.

CELL SANITATION

- Male and female employees work in inmate housing units. When exiting your cell and/or shower, you **MUST** be fully clothed. At the beginning of each shift an announcement over the intercom system will read as follows: "Notice to Inmate Population: Female staff routinely work and visit inmate housing units."
- All inmate personal property **MUST** be stored in the inmate's personal locker.
- A total of five (5) personal and/or educational books are permitted to be maintained on top of your desk.
- Each individual is responsible for cleaning and ensuring his cell/cubicle is inspection ready prior to work call at 7:40 a.m. The inmates who are on idle, day off, vacation, convalescence, etc., are also expected to follow the aforementioned mandate. The following guidelines will be in effect Monday through Friday (excluding federal holidays) 7:30 a.m. - 4:00 p.m.
- All beds will be made with an 8 inch white collar prior to work call (7:40am). There can be no items stored underneath the mattress.
- Shoes will be neatly lined up under the bed.
- Two neatly pressed sets of khakis and one brown coat per inmate can only be hung near the door or on authorized hooks. All other clothing will be stored in the locker.
- One laundry bag per inmate will be hung near the cell door/cubicle entrance and

wall vent.

- All items on the bulletin board **MUST** be posted within the frame of the bulletin board. There will be **NO** sexually suggestive and/or lewd pictures or drawings.
- Prayer rugs approved by the Chaplaincy staff will be folded and stored in the locker.
- There will be no items placed on the windowsills, over the windows, lights/light fixtures and/or vents at any time.
- Floors, baseboards, and corners will be clean and free of dirt, stripper or wax buildup.
- All commissary items, personal property and clothing issue not mentioned above **MUST** be stored inside of the locker.
- Item totals and items for retention may be found in the Inmate Handbook, as well as, the Institution Supplement on Inmate Personal Property.
- All chairs, when not in use, must be neatly stacked and/or stored in the inmate's cell/cubicle. Writing on chairs is prohibited.
- **Inmates are prohibited from entering any housing unit which is not their assigned living quarters. Inmates found in an unassigned housing unit will be subject to disciplinary action.**
- Inmates found in possession of Food Service items **WILL** face disciplinary action. No items are to be removed from Food Services.
- The installation of any shelving, strings, lines, or any cell modifications in any fashion is strictly prohibited. Both occupants of the cells **WILL** face disciplinary action.

CELL/CUBICLE ASSIGNMENTS

Cells/Cubicles will be assigned **ONLY** by the Unit Correctional Counselor. Rooms will be assigned based on institution and security needs, with seniority and disciplinary considerations.

A sanitation inspection will be conducted routinely by institution staff. If a room fails an inspection, the occupant(s) may be subject to disciplinary action. A formal housing unit inspection will be conducted weekly by the Duty Officer. Inmate rooms must be ready

for inspection prior to the 7:40am work call. All areas must be ready for inspection any time between the hours of 7:40am to 4:00pm, Monday through Friday.

SHOWERS

Regular bathing is expected of each inmate. Poor personal hygiene and/or poor sanitation will not be tolerated at this institution. All inmates **MUST BE** clothed when entering or exiting the showers.

Showers may be utilized between the hours of 5:30am to 7:40am and from 4:30pm (or as soon as count clears) until 9:45pm. The handicap accessible shower is the only shower designated for inmate use during the hours of 7:40am to 3:30pm.

SMOKING AREAS

FCI Jesup is a smoke free facility and does not permit smoking by the inmate population. Inmates in violation of this policy WILL face disciplinary action.

TELEPHONES

All telephones are subject to monitoring and recording, with the exception of a properly placed and authorized legal telephone call. The telephones are located in the housing units at the FCI/FPC, and directly outside of the housing units at the FSL, and are designed for direct dialing and collect call access. Inmates are responsible for paying the cost of their own telephone calls by purchasing ITS credits through the inmate phone system. All telephone calls placed must be to individuals on your approved telephone list. Lists will be compiled through the TRULINCS system and contain up to thirty (30) telephone numbers.

Inmates needing to make an unmonitored attorney telephone call will request approval from the Unit Manager by submitting an Inmate Request for a Legal Telephone Call form, which shall include the name, telephone number, date and time of the requested call, and indicate why other means of communication are not feasible. Phone calls to an attorney will be made COLLECT ONLY. It is your responsibility to ensure your attorney's phone system is set up to except collect calls.

Telephones will be available between the hours of 6:00am to 9:30pm daily, with the exception of institution counts. There will be no forming of lines or congestion in the phone area as consideration should be given to other inmates who are waiting to use the phones. Use of the telephones will not interfere with work schedules, counts or other programs. It is prohibited to use a telephone in any housing unit which is not your assigned living quarters. Only one inmate telephone will be available in the housing units during work hours, Monday through Friday, excluding holidays as stated in P.S. 5264.08, Telephone Regulations for Inmates, dated January 24, 2008.

Third Party or three-way calls, conference calls, use of another inmate's PAC (Phone Access Code) number to place a call, talking on the telephone during a call placed by another inmate, use of an automated forwarding service, or talking in code are all prohibited by policy. Any of these actions or conduct which interferes with the inmate telephone monitoring system, or staff's ability to monitor inmate calls will result in disciplinary action.

Inmates found in possession of an electronic communication device, such as a cell phone, pager, two way radio, or any other related equipment, WILL be charged with a violation of code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or code 199, most like code 108, and will be subject to available sanctions, if found to have committed the prohibited act.

TELEVISION

There are designated television rooms/areas at each of the facilities. Televisions located within the units are for the inmates assigned to that particular unit during their non-duty hours.

The television rooms are closed for cleaning daily, Monday through Friday, from the 7:40am work call until after the lunch meal. All common area TV's will be turned off during periods of unit sanitation. Television viewing is considered a privilege and the Unit Manager has the authority to modify television viewing hours.

Television rooms are open until 9:45pm seven days a week. Eating and drinking in the TV rooms is permitted, provided an acceptable level of sanitation is maintained. The doors of the television rooms must remain closed at all times. All inmates will be counted in their assigned cells/cubicles during all official counts, including the 10:00 p.m. count. As well, **lights will remain on at ALL TIMES. If at any time light fixtures are covered or altered in any way, the TV room will be closed until the Warden authorizes it to be reopened.**

TOWN HALL MEETINGS

Town hall meetings are held periodically in each unit. Announcements and changes in policies and procedures of the unit will be discussed. Inmates are encouraged to ask pertinent questions of staff and guest speakers. These questions should pertain to the Unit as a whole, rather than personal questions or problems. Personal problems will be resolved by unit team members during regular working hours, which are posted in each unit.

UNIT ACTIVITIES

FCI: Table games are permitted in the common area of the housing unit from 12:00pm until 9:45 p.m. Inmates should be aware the unit telephones are in close proximity, and

therefore, the noise level must remain at an acceptable level at all times.

FSL/FPC: All table games should be played from 6:00 a.m. until 9:45 p.m. in the common area and after 4:00 p.m. on the front porches of the housing units.

No form of gambling will be allowed at this facility. The only inmates who will be allowed to participate in table games in their cells/cubicles are the assigned inmates.

LIGHTS OUT/QUIET HOURS

FCI / FPC: The unit lights will be turned out at 10:00pm nightly. Inmates are permitted to have their cell/cubicle lights on past 11:00pm. Quiet hours are in effect after the completion of the 10:00pm count and remain in effect until 6:00am. No loud noises (talking, singing, playing loud music, games, etc.) will be permitted anywhere during quiet hours.

FSL: Inmates are permitted to have their individual cell/cubicle lights on until 12:00 midnight, Sunday through Thursday and no later than 2:00 a.m. on Friday and Saturday, and Holidays. Quiet hours are in effect after the completion of the 10:00 p.m. count and remain in effect until 6:00 a.m. No loud noises (talking, singing, playing loud music, games, etc.) will be permitted anywhere during quiet hours.

BULLETIN BOARDS

Bulletin boards are located as follows: FCI- all Housing Units; FSL - Food Service and all Housing Units; FPC - Food Service, Multi-purpose room, hallway between Units, and in front of the Chapel. Items of interest are placed on the bulletin boards in the housing units, and/or on the electronic bulletin board through the inmate computer system.

It is the responsibility of each inmate to read the notices posted on the bulletin boards in order to be aware of call-outs, policy revisions and other information.

PERSONAL PROPERTY

All inmate personal property must be stored in the inmate's personal locker. Five (5) personal or educational books are allowed to be maintained only on top of your room desk. Personal property is defined as the property outlined within Bureau policy and the FCI Jesup Institution Supplement on Inmate Personal Property.

RADIOS

Radios are to be played with earphones only. Only Walkman type radios or MP3 players purchased through the Commissary are permitted. **Headphones/earplugs will not be worn on the compound.**

CORRECTIONAL SYSTEMS

CORRESPONDENCE

All inmates are required to use mailing labels for all outgoing mail. Special Housing inmates are exempt from the mailing label program.

FCI: All outgoing general correspondence will be placed in the mailboxes located in the housing units. General correspondence should be left unsealed as it will be screened by staff.

FSL: All outgoing general correspondence will be placed in the mailboxes located in the housing units.

FPC: All outgoing general correspondence will be placed in the mailbox located on the right side of the main doors of the Food Service/Multi-Purpose Room. All correspondence for staff should be placed in the mailbox. Stamps are not allowed to be sent in with incoming mail.

Inmates must deliver their own outgoing legal/special mail directly to the CSO Department. FCI mail room staff will receive legal/special mail during open house hours Tuesday through Thursday from 11:00am until 15 minutes after mainline closes, as well as, on Monday and Friday of each week during work call. FSL mail room staff will receive legal/special mail Monday through Friday from 7:30am to 8:00am. And finally, FPC mail room staff will receive legal/special mail Monday through Friday from 7:15am until 7:30am. Staff receiving the legal/special mail must immediately confirm that the inmate delivering it is the same inmate reflected in the return address. Inmates may seal their legal/special mail before submitting it directly to staff.

Outgoing mail for inmates in the Special Housing Unit will be left unsealed and given to the Special Housing Officer. The mail from the Special Housing Unit is delivered to the mail room daily for processing. Outgoing legal/special mail submitted without an accurate return address will not be processed, but rather returned immediately to the inmate. Inmates attempting to send outgoing legal/special mail under another inmate's return address could face disciplinary action.

Outgoing legal/special mail weighing 16 ounces or more will be processed as a package. This will require the use of Form BP-329, Request - Authorization to Mail Inmate Package. Inmates may seal their outgoing legal/special mail before submitting directly to the counselor or other available unit team members. All outgoing legal/special mail is subject to scanning by electronic means, i.e. x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing legal/special mail by these

methods may occur outside the inmate's presence. The mail will not be opened unless contraband is apparent during the electronic scanning process. Electronic scanning is the sole purpose of identifying harmful materials, and cannot be used to read or review the content of the outgoing legal/special mail communication. Confiscated outgoing legal/special mail should not be read by staff, and inmates must be informed as soon as possible of its disposition.

You may mail certified correspondence and weigh oversized envelopes, etc., at the mailroom, Tuesday and Thursday only, between 11:00 a.m. and 15 minutes after the close of the noon meal, excluding holidays. Problems concerning the mail room may be addressed by utilizing an "Inmate Request to Staff Member" or attending the Mail Room Open House on Tuesday and Thursday only, from 11:00 a.m. to 15 minutes after the close of the noon meal. You may be subject to disciplinary action for violating the mail procedures.

At all Bureau institutions, an inmate may receive hardcover publications and newspapers, but only from the publisher, a book club, or from a bookstore. The sender's address shall be clearly identified on the outside of the package.

At medium security, high security, and administrative institutions, an inmate may receive soft-cover publications (for example, paperback books, newspaper clippings, magazines, and other similar items) only from the publisher, a book club, or from a bookstore. At minimum security and low security institutions, an inmate may receive soft-cover publications (other than newspapers) from any source.

Inmate to inmate correspondence (including Federal, State, Local and Half-Way facilities) is prohibited unless it is authorized in writing. Permission to correspond may be initiated through the Unit Team and is usually limited to immediate family members and co-defendants with on-going litigation.

Inmate packages are usually limited to the receipt of release clothing and must be approved in advance. You may initiate package authorizations through your Unit Team. The address at this facility is as follows:

Your committed name
Registration Number, Housing Unit
Federal Correctional Institution
2680 Highway 301 South
Jesup, Georgia 31599

RECEIVING AND DISCHARGE

Receiving and Discharge (R&D), is out of bounds unless you have been specifically called for or placed on Call-Out. Problems concerning R & D can be resolved by submitting an "Inmate Request to Staff Member" or attending Open House, Tuesday

and Thursday only, from 11:00 a.m. to 15 minutes after closure of the noon meal. Commissary Cards will be made only during Open House hours.

RECORDS OFFICE

The Records office is out of bounds unless you have been specifically called for or placed on Call-Out. Individual commitments (except for violators) will usually receive a sentence computation within 30 days of arrival. Inmates who have transferred from other Bureau facilities will not receive a new sentence computation. Inmates requesting an additional copy of their sentence computation may request one from their Unit Team. Questions concerning the Records office may be addressed by using an "Inmate Request to Staff Member" or by attending the Records Office Open House for FCI inmates only on Wednesday's from 11:00 a.m. to 15 minutes after closure of the noon meal. FSL inmates can attend the Records Office Open House on Wednesday's from 10:30 a.m. to 15 minutes from the closer of the noon meal. Inmates at the FPC will address concerns using an Inmate Request to Staff or by seeing the CMC during the noon meal on Friday. Additionally, Electronic Inmate Requests to Staff are accepted at all three institutions and should be forwarded to the Correctional Systems Office mail box.

INMATE PERSONAL PROPERTY

Authorized personal property is listed in the Institutional Supplement, Inmate Personal Property.

RADIOS/MP3 PLAYER AND WATCHES

You may not own or possess more than one approved radio, MP3 Player and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding locally established limits, usually in the \$50.00 range. Radios with a working tape recorder and/or tape player are not authorized. Only Walkman type radios are permitted, and headphones are required at all times. While an inmate is in holdover status, he may not purchase, own or possess a radio or watch. You may not give or receive any items of value to or from another inmate, i.e., radio, watch, sneakers, and Commissary items.

ATTORNEY VISITS

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from attorneys can be arranged at other times, based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring but not audio monitoring.

INMATE SERVICES

RECEIPT OF FUNDS

The Federal Bureau of Prisons centralized the processing of all incoming inmate funds. This required the establishment of a National Lockbox location. As of October 27, 2004, all funds sent to inmates at FCI/FSL/FPC Jesup are required to be sent to the National Lockbox location at the following address:

Federal Bureau of Prisons
Inmate Name & Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001
Customer Service: 1-800-238-5772

The institution mail room at FCI Jesup will not accept funds received from outside the institution. Any funds received will be returned to the sender with specific directions on how to send the funds to the National Lockbox. It is the inmate's responsibility to notify all persons who send inmate funds the location and address of the National Lockbox. Advise them of the following:

- DO NOT enclose personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The National Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Personal items must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.
- They must have the inmate's committed name (no nicknames) and register number printed on all money orders; U.S. Treasury, state, or local government checks; foreign negotiable instruments payable in U.S. currency; and envelopes.
- Include their name and return address in the upper left hand corner of the envelope to ensure their funds can be returned to them in the event the funds cannot be posted to the inmate's account.

WITHDRAWAL OF FUNDS

All requests for withdrawal of your personal funds will be completed via TruLincs and signed off on in front of a staff member designated for this purpose. You must sign the withdrawal form in ink. The designated staff member will then forward the completed withdrawal form to the appropriate approving official. Once approved, it will be delivered to Business Office for processing.

COMMISSARY

To eliminate confusion in determining when inmates should report to the Commissary

and their designated day, the following procedures will be used. The Commissary system utilizes the last two (2) numbers of the 5 digit registration number to determine the day and time you will be authorized to shop. For example, if the inmate register number is 8 5 2 6 2 - 1 3 2, then 62 will be the number utilized to determine which day and time an inmate will go to commissary. NOTE – Commissary schedules will be rotated every other quarter, every six months. The shopping schedules are as follows:

FCI JESUP:

Day of the Week:	Monday	Tuesday	Wednesday	Thursday	Friday
Schedule:	00-24	25-49	50-75	76-99	Closed

FSL JESUP:

Day of the Week:	Tuesday	Wednesday	Thursday
Schedule:	67-99	00-33	34-66

FPC JESUP:

Day of the Week:	Monday
Location:	Business Office Warehouse

NOTE: If you have a problem in determining which day you are authorized to shop, ask a staff member for assistance or visit the Commissary.

If you should lose or misplace your Commissary card, you should notify your unit team as soon as possible. Other concerns regarding the Commissary operations are as follows:

- These procedures are implemented to alleviate long lines in the Commissary and provide equal access for all inmates. Therefore, you may shop at the Commissary Sales Unit only on your authorized day. Inmates are allowed to shop only one time per week. Any other inmate in this area will be considered "out of bounds" and an incident report may be issued. Again, if you are not sure about the procedure, ask a staff member for assistance.
- Each inmate must have his commissary list completed, possess his Inmate Identification Card, and have his nylon commissary shopping bag with him prior to entering the sales unit. The list shall include name, registration number, and identification of the items wishing to be purchased. Once you have submitted your list to the sales unit, you must remain in the sales unit until your name is called. Inmates must present their inmate account card to the Commissary Staff member when making a purchase. If an inmate is not present when his name is called, he will not be permitted to shop until his next scheduled sales day.

- Further, there will be no add-ons after the list has been turned in. All sales are final. No refunds or exchanges are authorized. **You must examine your sales slip carefully before signing it and exiting the sales window.** Inmates may purchase the following items in limited quantities:

Ice cream: 1 container, any combination
Stamps: 1 book of stamps
Copy Cards: 3 cards

- The cost of the debit card for the copying machine is \$6.50.
- A Commissary Committee has been established at FCI and FSL Jesup. The committee consists of safety, correctional services, trust fund, medical, and religious services. Every inmate has a voice on the committee by putting in a cop-out or sending an e-mail to the trust fund box with an item for consideration at next scheduled commissary meeting.

HOLIDAYS

Under normal circumstances, Commissary is closed on each holiday. In the event commissary is closed, a revised schedule will be posted on the electronic bulletin board prior to the holiday.

ATHLETIC SHOES

An inmate request to staff or electronic cop-out must be sent to Trust Fund requesting the size and style of the shoe to be purchased. When the shoe has arrived, you may purchase your shoes on your regularly scheduled shopping day.

SCHEDULED DAYS AND HOURS OF OPERATION

Refer to the posted hours of operations at the commissary.

SPECIAL HOUSING UNIT SALES

Approved Commissary lists will be given to inmates in the Special Housing Unit (SHU) by the SHU Officers on each Thursday of the week. On Monday morning, Commissary staff will pick up the completed order forms along with your Commissary cards. Commissary will be distributed on Monday afternoon.

SPENDING LIMITS

You are permitted to spend the approved Bureau of Prisons limit which is currently \$160.00 per bi-weekly. Stamps and medication are not included in the \$160.00 limitation. Coins are not sold at Jesup. Debit cards are used in place of coins for the coping machines. A maximum of \$13.00 of these debit card sales can be purchased each week.

REVALIDATION

The spending limit is reset on the 1st and 15 of each month.

The Commissary Sales Unit will be closed for inventory the last week of December, March, June, and September. A calendar is posted on the electronic bulletin board indicating the shopping schedule.

SPECIAL PURCHASE ORDERS

It is not practical to stock all approved items of a special nature in the Trust Fund Sales Unit, such as books and athletic equipment. Requests for the purchase of these items will be authorized on an individual basis and shall be coordinated through the appropriate Department. Special Purpose Orders will not be used to purchase athletic shoes as indicated previously. All special purpose orders with a unit cost of \$100.00 or more must be approved by the Warden. Any item the vendor is unable to ship, for whatever reason (out-of-stock, wrong color, etc.) will not be back ordered. When this occurs, the order will be cancelled and the funds returned to you with a notification of action.

INMATE TELEPHONE SYSTEM

Shortly after your arrival, a Phone Access Code (PAC) will be issued along with dialing instructions. Your PAC will be issued to you in a confidential manner, and you are responsible for the security of your PAC. **You should never share your PAC with another inmate, as you are personally responsible for its use, or misuse.** If you feel your PAC has been compromised, you should take action to get your PAC changed through your Unit Team. The charge for replacement of a PAC is \$5.00

Collect calls are authorized. You can call collect or debit up to 300 minutes per calendar month. Telephone calls placed on the unit telephones will be placed direct, using money transferred from an inmates' Commissary account to ITS credits.

All inmates are required to register in the TruFone System using their first and last name.

FCI LAUNDRY

Laundry Exchange - Laundry Exchange will take place on Mondays only from 6:00am through 7:00am. Exchanges will require a commissary/ID card and be on a "One for one" basis. The items exchanged will be ready for pick-up between the hours of 11:00am through 12:00pm on the same day. All items must contain the inmate identification label of the inmate that is exchanging an item of institutional clothing. Any institutional clothing item that does not contain the appropriate inmate identification label will be confiscated and no replacement for that item will be made.

Laundry Services – Laundry loops containing institution clothing will be placed in the laundry carts in the housing units on Sunday and Wednesday evenings. You will be able pick up your clothing between 11:00am and 3:30pm the following day.

Laundry bags containing personal clothing and/or wash cloths, towels, or socks will be placed in the laundry carts in the housing units on Monday and Thursday evenings. You will be able pick up your clothing between 11:00am and 3:30pm the following day.

Linen/Blankets – Please follow the exchange schedule posted on the electronic bulletin board.

Iron/Ironing Boards - Irons and ironing boards are also provided for inmate use in the housing units. The irons are maintained in the Unit Officer's station and may be checked out by an inmate with his commissary card.

FSL LAUNDRY

Laundry Exchange - Laundry Exchange will take place on Tuesdays (unless otherwise posted on the electronic bulletin board) only from 6:15 am through 6:45am. Exchanges will require a commissary/ID card and be on a "One for one" basis. The items exchanged will be ready for pick-up between the hours of 11:00am through 12:00pm on the same day. All items must contain the inmate identification label of the inmate that is exchanging an item of institutional clothing. Any institutional clothing item that does not contain the appropriate inmate identification label will be confiscated and no replacement for that item will be made.

Laundry Services – Laundry bags containing all clothing will be placed in the laundry cart in your respective housing unit on Sunday, Monday, Wednesday, and Thursday evenings. You will be able to pick up your clothing at the laundry after 1:30pm on the following day.

Linen/Blankets – Linens and blankets will be exchanged on Wednesdays between the hours of 6:15am to 6:30am. There will be a "One for One" exchange only.

Iron/Ironing Boards - Irons and ironing boards are also provided for inmate use in the housing units. The irons are maintained in the Unit Officer's station and may be checked out by an inmate with his commissary card.

FPC LAUNDRY

Laundry Exchange - Laundry Exchange will take place on Wednesdays only from 1:00pm through 1:30pm. Exchanges will require a commissary/ID card and be on a "One for one" basis. The items exchanged will be ready for pick-up on the same day and time as the exchange. All items must contain the inmate identification label of the inmate that is exchanging an item of institutional clothing. Any institutional clothing item that does not contain the appropriate inmate identification label will be confiscated and no replacement for that item will be made. Inmates must report to the FPC Warehouse for this exchange.

Laundry Services – Washers and dryers are located next to Food Service area. Laundry services will be handled by each inmate. Laundry detergent is not provided but can be purchased through commissary at the inmate's expense.

Iron/Ironing Boards - Irons and ironing boards are also provided for inmate use in the housing units. The irons are maintained in the Unit Officer's station and may be checked out by an inmate with his commissary card.

CORRECTIONAL SERVICES

ALCOHOL DETECTION/DRUG SURVEILLANCE

A program for alcohol and drug surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as, those who are suspected of alcohol or drug use. A positive test and/or a refusal to submit to a test will result in disciplinary action.

CONTRABAND

Contraband is defined as any item not authorized for retention and was not issued by the institution, received through approved channels, or purchased through the Commissary. In addition, any authorized or unauthorized item that has been altered from its original state is also considered to be contraband. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. You may not purchase or receive radios or any other items from another inmate. Items received in this manner are considered contraband and will be confiscated. Altering or damaging Government property is considered a violation of institutional rules. Any cost incurred due to the damage could be levied against the inmate.

COUNT PROCEDURES

Official counts are conducted at 12:00am, 3:00am, 5:00am, 4:00pm, and 10:00pm daily. Weekends and holidays will have an additional official count at 10:00am. When the unit officer calls count, you will go immediately to your room, and remain there until the unit count has been completed. The 4:00pm, 10:00pm, and 10:00am counts on weekends and holidays are stand up counts which requires each inmate to stand by his bed. Make certain that you do not disrupt the count as it affects the activities of everyone housed in the institution and may subject you to disciplinary action. Inmates will be secured in their cells for the 10:00pm and the 12:00am counts.

Out counts are authorized for Food Service, Clothing, UNICOR, etc. If you are assigned to a detail during the official count, you will follow the detail officer's instructions and proceed to a designated area for count.

MOVEMENT

FCI: FCI Jesup operates on a controlled movement system seven days a week. Ten minute open movements are conducted every hour on the half hour.

FSL/FPC: There are no controlled movements at the FSL or FPC. Movement is prohibited during all counts or during other times as indicated by staff. Any unauthorized departure from the grounds, or assigned area is considered an escape.

DISCIPLINE

The inmate discipline program is designed to be efficient, to protect an individual's rights, and to provide a fair hearing. Informal resolutions of incident reports involving violations of institution rules are encouraged. When a staff member has a reasonable belief that an institution rule has been violated, the staff member may write an incident report. To facilitate due process of all inmate incident reports, there is a Unit Discipline Committee (UDC) and a Discipline Hearing Officer (DHO). The UDC, composed of unit team staff members, attempts to resolve violations in the initial hearing phase. After a guilty finding of a prohibited act has been committed, the UDC will impose sanctions. This may include restrictions of certain activities, imposition of extra duty, restriction to the unit, and/or other minor sanctions consistent with policy. The UDC may choose to refer the incident report to the DHO. If your case is referred to the DHO, you may request a staff member to represent you. The DHO, upon finding that you have committed a prohibited act, may impose sanctions consistent with Bureau of Prisons policy. These sanctions may be suspended pending a specified time period of clear conduct.

An incident report for which an inmate is found to have committed the prohibited act

may affect community program participation for a specified period of time.

A summary of the disciplinary process, including the time limits involved; a list of inmate's rights and responsibilities; prohibited acts and disciplinary severity scale; a list of sanctions and severity of prohibited acts; and eligibility for restoration of withheld/forfeited statutory good time are incorporated in this handbook.

INMATE ACCOUNTABILITY

FCI Jesup utilizes controlled movement in order to maintain inmate accountability. During the regular work week, an institution census is conducted in the morning and afternoon to ensure all inmates are in their assigned work area.

SHAKEDOWNS

Any staff member may search an inmate's room to retrieve contraband or stolen property. Inmates will not be present when rooms are searched. These inspections may be unannounced and at random intervals. Staff may search an inmate at any time to control the flow of contraband and to maintain the security and orderly running of the institution.

VISITATION

Visiting Hours - Visiting hours will be on Saturday, Sunday, Monday and all federal holidays from 8:00am until 3:00pm. Special Housing Unit inmates will have visits on Tuesdays only as follows: FPC SHU inmates will visit from 8:00am to 10:00am; FSL SHU inmates will visit from 10:15am to 12:15pm; and FCI SHU inmates will visit from 12:30pm to 2:30pm. There will only be four (4) adults permitted to visit an inmate at a time.

Upon a visitor's arrival at the institution, the front entrance officer will require proper identification. Visitors must have at least one form of identification, one being picture I.D (driver's license or other official I.D. cards). **Only visitors contained on the inmates approved visiting list will be permitted to visit.**

The Warden has delegated the Unit Manager authority to approve special visits for immediate family members, verifiable in an inmate's Pre-Sentence Investigation Report (PSI), for the initial 30 days upon an inmate's arrival. The Chaplain may also coordinate special visits for clergy members. This section does not imply that special visits may be conducted during non-visiting hours.

Visitor Attire - All visitors, including children, are to be dressed appropriately for visiting

and must wear shoes at all times. All women must wear undergarments (bra, etc). The following items of clothing are inappropriate for visiting at FCI/FSL/FPC Jesup, Georgia: Shorts (male or female), skirts above the knee, skorts or culottes, halter tops or halter dresses, strapless dresses/tops, tank tops, wrap skirts, spandex pants, skirts, tights, sleeveless shirts, hats, military clothing (military personnel allowed), sheer blouses and/or other apparel of a revealing nature.

Visitors Personal Property – Items permitted in the visiting room are as follows:

- Money with no bill denominations over \$5.00
- Comb/hair brush
- Baby bottles (must be clear plastic)
- Diapers (reasonable amount), baby powder, ointment & small blanket
- Baby Food (not to exceed 6 containers)
- Baby Clothes (one set)
- Medication (Life maintenance, i.e., heart, epileptic medication, etc). At the FCI/FSL, these medications will be maintained by the Visiting Room Officer. Diabetic medication and syringes are not considered life maintenance medications and will be stored securely in the lockers or the visitor's vehicle.
- Jewelry worn in by the visitor
- Sweater/light jacket
- Reasonable amount of feminine hygiene items.

Child Age Requirements - Inmate's children under sixteen (16) years of age do not have to be on an approved visiting list; however, they must be accompanied by an approved adult. Children ages sixteen (16) and seventeen (17) do not have to be accompanied by an adult; however, they must bring written approval of a parent, legal guardian or immediate family member at least 18 years of age before entering the institution.

There are NO authorized items that visitors may bring and give to an inmate.

Inmate Attire - You must wear a presentable Khaki shirt, Khaki trousers, a belt and institution shoes or approved shoes sold in the Commissary. You are permitted to carry with you a comb, handkerchief, a wedding band and a religious medal worn around the neck which will be declared prior to entering the visiting room. If you are found in possession of any other clothing, you will be sent back to your room and instructed to wear the approved attire.

You will be strip searched upon entering and exiting the visiting room. Visitors may not leave money with the visiting room officer to be credited to your account. You are allowed eight (8) points per month for visiting privileges. Each weekend day and holiday visit will count as two (2) points.

Rules and Regulations - All rules and regulations contained within the Institution Supplement, Inmate Visiting Regulations, are to be followed. Each inmate is

responsible for ensuring their visitor is aware of the visitation policy. Inmate visitors are required to pass through a metal detector prior to entering the Institution.

Institution Address - FCI/FSL/FPC Jesup, 2600 U.S. Hwy 301 South, Jesup, Georgia 31599. The Telephone number is (912) 427-0870.

Directions - FCI Jesup is located in the Southeast section of Jesup, Georgia, just off U.S. Highway 301 South. From Savannah, take Interstate 16 to Interstate 95 South, then take exit 14 (at Richmond Hill), turn left on Highway 17 South. Go five miles and turn right onto Interstate 196 towards Hinesville. From Interstate 196, turn onto Highway 84 which will take you through Hinesville, Ludowici, and into Jesup. Once in Jesup, veer to the left (go under railroad underpass) onto Highway 301 South, which will lead you to the institution. The drive from Savannah is approximately 65 miles.

From Jacksonville, Florida, take interstate 95 north to Brunswick, Georgia. Exit onto highway 341 North to Jesup. Once in Jesup, turn left at the first traffic light on Highway 301 South, which leads to the institution. The drive from Jacksonville is approximately 100 miles.

If arriving by air, fly into Brunswick, Georgia, which is approximately 50 minutes or 40 miles from the institution. However, the airports in Savannah, Georgia, and in Jacksonville, Florida provide more flights for the traveler but are further from the institution. There are car rentals, taxis, and limousine services available at the airports and two taxi services available in the city of Jesup.

FACILITIES DEPARTMENT

The Facilities Department consists of approximately 24 staff positions and approximately 250 inmates that are responsible for the maintenance and operation of all roads, grounds, buildings, utilities, air conditioning, construction, renovations and project management.

Jobs available at the FCI are:

CMS (FAC. Admin.)	1 detail
Electric Shop	1 detail
Maintenance Shop	5 detail
HVAC Shop	2 detail
Plumbing Shop	1 detail

Jobs available at the FSL are:

Maintenance Shop	2 detail
Electric Shop	1 detail

Jobs available at the FPC are:

Garage	1 detail
Maintenance Shop	1 detail
Welding	1 detail
Powerhouse	1 detail

Work hours are from 7:40 a.m. to 11:00 a.m. and from 11:40 a.m. to 3:45 p.m.

Pay grades are as follows:

Grade 1	.40 per hour
Grade 2	.29 per hour
Grade 3	.17 per hour
Grade 4	.12 per hour
Maintenance Pay	\$5.25 per month

Safety talks and training are conducted by the detail supervisor on the proper use of all equipment.

If repairs are needed in your room, see the Unit officer who will complete a Work Request. Do not attempt any repairs without the assistance of facilities. Keep the windows and doors closed and air conditioning turned off when space not in use.

FOOD SERVICE

The Food Service Department uses the National Menu. These meals are well balanced and nutritious. All medical diets are currently specified in the National Menu. Your paperwork must be current and from the Health Services Department. Religious Services is the only department to place inmates on and remove them from the Religious Diet meal program. The Food Service Department prepares and serves these meals to the inmates in this program.

The following hours of operations and procedures are outlined and are the same at the FCI, FSL and FPC. The Food Service Department will provide three (3) meals daily for the inmate population.

During the serving of all meals, **inmates are not authorized to bring or take any personal items into the Dining Hall.** No cups, spices, containers, radios, or personal items will be authorized. These items will be confiscated.

BREAKFAST - The breakfast meal will be served from 6:30 a.m. until 7:30 a.m. or until all units have been called and the Lieutenant on duty has instructed the Control Center Officer to announce "Last Call".

LUNCH - The lunch meal will be served Monday through Friday from 11:00 a.m. until 12:00 noon or ten minutes after the Lieutenant on duty has instructed the Control Center Officer to announce "Last Call".

DINNER - The dinner meal will be served immediately after the 4:00pm count has cleared and will continue until all housing units have been called. The housing units will be called by rotation determined by the weekly sanitation scores.

BRUNCH - On Saturdays, Sundays and holidays, a brunch meal will be served in lieu of the regular breakfast and lunch meal. The meal will start after the count has cleared and will run until all units have been called and the Lieutenant on duty has instructed the Control Center Officer to announce "Last Call".

COFFEE HOUR - On Saturdays, Sunday and holidays, coffee hour will be served between 7:00am and 8:00am or ten minutes after the Lieutenant has instructed the Control Center Officer to announce "Last Call".

LEGAL SERVICES

ATTORNEY VISITS

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from attorneys can be arranged at other times, based on the circumstances of each case and staff availability. Attorney visits will be subject to visual monitoring but not audio monitoring.

ATTORNEY PHONE CALLS

In order to make unmonitored phone calls between an attorney and an inmate, the inmate must follow procedures established by the institution. **Legal phone calls made on the regular inmate phones are subject to monitoring.**

LAW LIBRARY

The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements and Institution Supplements, Indexes, and other legal materials. The law library is open during convenient non-working hours, to include weekend hours. An inmate law library clerk is available for legal research assistance. Legal materials are also available to inmates housed in the Special Housing Unit, ordinarily via delivery system.

ADMINISTRATIVE REMEDY

You have the right to appeal the decision of the UDC or other staff decisions, actions or inactions by utilizing the BP-9 Form, Inmate's Request for Administrative Remedy. The BP-9 form should be utilized when informal resolution of an issue cannot be obtained. This form may be obtained from your Counselor. These forms are for the appeal process to the Warden resolving formally any problems you may have been unable to resolve informally.

SHU inmates may use pencil to fill out BP-8 and BP-9's.

Your Counselor will attempt to resolve your complaint, if possible. If any complaint cannot be resolved informally and you wish to utilize the administrative remedy process, your Counselor will assist you.

HEALTH SERVICES

POLICY

It is the policy of the Federal Correctional Institution, Jesup, Georgia, that all inmates who wish to attend sick call should be allowed to do so. When requesting services from the Health Services Department, you are required to present your identification card for identification purposes.

AVAILABILITY

Health Services Hours of Operation: Health Services clinical staff members are on site from 6:30am-8:30pm, seven days a week. Emergency care is available to all inmates 24 hours a day.

Sick Call - Sick call sign-up is conducted on Monday, Tuesday, Thursday, and Friday, excluding Holidays. You must bring your identification card when requesting an appointment. Inmates may sign up for sick call at the following times:

- FPC - Sign-up will be at 6:00am. You must bring with you your identification card, as well as, the reason for your sick call request. Dental sick call sign-up forms will be collected during sick call and forwarded to the dentist.
- FSL - Sign-up will be at 11:15 am. You must bring with you your identification card, as well as, the reason for your sick call request. Dental sick call sign-up forms will be collected during sick call and forwarded to the dentist.

- FCI –Sign-up will be at the 7:40 am work call move. You must bring with you your identification card, as well as, the reason for your sick call request. Dental sick call sign-up forms will be collected during sick call and forwarded to the dentist.
- SHU Sick Call - Sick Call Triage Requests will be passed out per inmate request by the Special Housing staff. During Health Services daily rounds, the sick call requests will be collected. Health Services staff will triage the inmates request, and schedule the appointments for inmates to be seen by a Health Care Provider.

All times are subject to change due to unforeseen circumstances (i.e. inclement weather, staff recall, and emergencies).

EMERGENCIES

If you should become injured or ill while on the job, you **MUST** notify your Detail Supervisor. If you should become injured or ill after clinic hours, you **MUST** notify your Unit Officer. Staff will contact the available Health Services staff for further directions concerning your emergency.

CLINIC APPOINTMENTS (CALL OUTS)

If you are scheduled for a clinical appointment, it is your responsibility to be in the clinic on time. All call outs are scheduled to coincide with the controlled moves. **Missed clinic appointments could lead to disciplinary action**. You must have a clinic appointment or call out to report to the Health Services Unit, otherwise you will be considered out of bounds.

INMATE COPAYMENT PROGRAM

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), the Federal Bureau of Prisons and FCI/FSL/FPC Jesup, Georgia must provide notice of the Inmate Copayment Program for health care which became effective on October 3, 2005.

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

- Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to our Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section B., below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical to request a medical evaluation on your behalf for a health issue not listed in section B below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, for visits that you request on an emergency basis, that after your evaluation it is determined that your visit was for a non-emergency medical condition.
3. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit you will be charged a co-payment.

■ Health Care Visits with no Fee:

1. Health care services based on health care staff referrals, to include;
 - a. Blood pressure monitoring
 - b. Glucose monitoring
 - c. Chronic care clinic visits
 - d. TB skin testing
 - e. Vaccinations
 - f. Wound care
 - g. Patient education
2. Health Care staff approved follow up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.

- Indigent: An indigent inmate is an inmate who has a trust fund account balance of \$5.25 or less for the past 30 days. If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account. Health services staff does not determine your indigent status. If you are NOT indigent, but you do not have sufficient funds to pay the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.
- Complaints - You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542

INTAKE SCREENING:

Upon your arrival at FCI Jesup, you will be interviewed by a member of the Health Services staff. It is imperative that you cooperate with them in supplying all requested medical data. If you are on maintenance medications, these will be continued until you can be evaluated by a Physician or MLP.

Those individuals who have health care needs that cannot be met at this facility will be referred to an institution deemed more appropriate for their medical condition.

PHYSICAL EXAMINATIONS:

A physical examination will be completed within 14 days of your arrival. If you have transferred from another institution and a current physical examination is in your medical record, this will not be repeated. You will be assigned a medical duty status and be cleared for work at the time of your physical examination or chart review. Periodic health examinations will be provided based upon your individual risk factors. To request a periodic health examination, you will need to report to sick call for an appointment with an MLP. During your appointment with the MLP, your risk factors will be discussed, and a focused exam will be performed as necessary.

CHRONIC CARE:

Chronic Care Clinics (CCC) are a means for inmates with ongoing medical needs to be tracked and examined by a health care provider at clinically appropriate intervals. A physician will see all inmates assigned to a CCC every twelve months, or more often if clinically indicated.

High risk or medically complex chronic care inmates will be seen more frequently in accordance with good clinical judgment, in addition to or in conjunction with regular visits with their primary provider.

Consultants/Specialty Services - If the medical or dental department requires a non-Bureau of Prisons specialist for continuation of care, arrangements will be made through the Utilization Review Process for evaluation and treatment.

PILL LINE:

All prescriptions will be picked up at the pharmacy window. The evening pill line at the FPC will be the only time to pick-up prescription refills for the FPC. During the 2:30pm move at the FSL, you will be able to report to the pharmacy window to pick-up your prescription refills. The FCI will offer prescription pick-ups at 11:30am, 1:30pm, and 2:30pm. You are required to bring your identification card with you to pick-up any medications.

Medications restricted to direct observation will be administered at posted pill line times at each facility. Pill line times are subject to change based on institutional need.

The normal pill line times are Monday thru Friday at 6:30am and 3:15pm at the FPC. The FSL pill line times are 6:30am and 4:30pm. The FCI pill line times are 6:30am, 11:30am, 5:00pm, and 7:30pm. Weekends and Holidays are subject to change but will be announced on the overhead page system.

Over-the-counter medications are available for purchase in the Commissary. Any inmate who is indigent, as defined above, can request them at the Pharmacy window. There is a monthly limit on OTC items issued from the pharmacy. If you are not indigent, you will be required to purchase over-the-counter medication from the commissary in accordance with the Over-the-Counter Program Statement (P.S. 6541.02, November 11, 2004).

An inmate assigned to Pill line or Insulin line is required to attend at the allocated time, as stated above. It is the inmate's responsibility to take their medication as ordered. A failure to report to pill line, poor compliance and/or failure to comply with medication orders will result in disciplinary action and discontinuation of the prescription.

All times are subject to change due to unforeseen circumstances (i.e. inclement weather, staff recall, emergencies).

DENTAL SERVICES:

Dental sick call sign-up forms can be turned in at any time during regular sick call sign up times.

All newly committed inmates arriving at the institution will receive a routine dental examination, if not already completed at another institution. In order to receive routine dental care or cleaning, you must submit an electronic cop-out to the Dental Clinic, at which time, you will be placed on the waiting list.

If you should develop a "dental emergency", inform your detail supervisor or unit officer and arrangements will be made to have you medically evaluated.

HIV:

There is an increased personal risk factor of being exposed to the Human Immunodeficiency Virus by participating in behavior such as IV drug use, tattooing, or homosexual behavior. You are discouraged from engaging in such activities. All inmates who have engaged in any of these high risk behaviors are encouraged to have an HIV test performed. This can be requested during clinical encounters or via an electronic cop out.

MEDICAL RECORDS REVIEW OR COPIES:

Any inmate wishing to review or have copies made of his medical record should submit an electronic cop-out to the Medical Records Office. You will be advised of any other action that you must take or the time frame in which this will occur. You will be placed on call-out to receive copies of your medical records.

MISCELLANEOUS INFORMATION:

Advance Directives and "Do Not Resuscitate (DNR) Orders" - Increasingly, inmates and health care providers are confronted with difficult and sensitive decisions regarding health care, including the decision to have extraordinary means of care and life support withheld or withdrawn in cases of a terminal condition or irreversible illness.

- Inmates may direct staff to withhold or withdraw medical treatment, in advance, 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 patient's right to refuse medical treatment is not absolute and, in all cases, will be weighed against legitimate governmental interests, including the security and orderly operation of correctional institutions. To protect the interests of both the inmate and the Government, the Government may, in some cases, seek judicial or administrative review of the declaration in an Advance Directive.

Inmates must submit an Inmate to Staff Request to the Health Services Administrator regarding additional information and assistance, in order to properly complete the required documentation in order to be in compliance with Bureau of Prisons Policy and State of Georgia laws.

Eye-glasses - The Bureau will furnish prescription eyeglasses to any inmate requiring them, as documented through a professional prescription. Federal Prison Industries, FCI Butner, NC, is the only approved vendor at the Government expense.

Inmates may purchase reading glasses at commissaries who stock them. If approved, inmates may retain their eyeglasses during admission to the facility.

Contact Lenses - Contact lenses will only be prescribed when medically indicated per Bureau Policy. Health Services staff will evaluate sentenced inmates arriving at an institution with contact lenses and refer them to a Bureau/ Contract Optometrist or to an Ophthalmologist in order to determine whether they may retain their lenses. Unless contact lenses are medically necessary, inmates are required obtain eyeglasses made by UNICOR. Once the glasses have been received, the contact lenses must be returned to the inmate's personal property and mailed home.

Exposure to Blood borne Pathogens - Inmates exposed to another person's blood or body fluids need to report to the nearest staff member immediately, so that they can be assessed and provided medical treatment by Health Services, if clinically indicated.

Hearing Aids - Hearing aids can be justified if the inmate's condition meets the Bureau of Prison guidelines. The Clinical Director, in consultation with an audiologist or otolaryngologist, will determine if hearing aids are medically necessary.

The Health Services Administrator will ensure batteries are available for inmates with hearing aids. If an inmate brings a personal hearing aid into the institution, after verification, he will be allowed to keep it. However, the inmate may not purchase a personal hearing aid once committed to an institution.

Grievance Resolution Process - All Inmate grievances should be addressed as per Program Statement 1330.17.

BOP HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

RIGHTS

You have the right to health care services, based on the local procedures at FCI/FSL/FPC Jesup. Health services include sick call, dental sick call and all support services. Sick call is conducted according to the schedule stated above.

You have the right to know the name and professional status of your health care

providers. You have the right to be treated with respect, consideration, and dignity.

You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services' Administrator, members of your Unit Team, and the Warden.

You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital in the local community or within the Bureau of Prisons.

You have the right to be provided with information regarding your diagnosis.

You have the right to obtain copies of certain releasable portions of your health record. You have the right to be examined in privacy.

You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.

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.

You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

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

You have the right to request a physical examination, as defined by Bureau policy.

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

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

You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

RESPONSIBILITIES

You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff. 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 for whom you intentionally inflict bodily harm or injury.

You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, E-mail, open houses, or the accepted Inmate Grievance Procedures.

You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

You have the responsibility to keep this information confidential. You have the responsibility to treat staff in the same manner.

You have the responsibility of being familiar with the current policy to obtain these records.

You have the responsibility to comply with security procedures.

You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in an activity that could result in the spreading or contracting of an infectious disease.

You have the responsibility to communicate with your health care provider regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions.

You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have responsibility not to provide any other person your medication or other prescribed item.

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

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

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

You have the responsibility to maintain the cleanliness and safety in consideration of

others. You have the responsibility to follow the no smoking regulations.

You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

PSYCHOLOGY

PSYCHOLOGY STAFF MEMBERS

The Psychology Department consists of four psychologists (the Chief, the RDAP Coordinator and two staff Psychologists), three Drug Treatment Specialists and one Psychology Technician.

DEPARTMENT LOCATIONS AND OFFICE HOURS

The Psychology Services department is located in the Psychology/Chapel complex with offices midway between Education and Religious Services.

Psychology Services are available Monday through Friday from 7:30am until 3:30pm. Individual appointments are scheduled by call-out. Inmates are required to check the call-out daily, and if scheduled for an appointment, are required to report to the Psychology Department.

To contact the Psychology Department for services, you must: [1] Use the email or hand written Inmate Request to Staff member (cop-out) and a response will be returned to you indicating how your request will be handled, or [2] Come by the Psychology Department during open movement. Additionally, Psychology Staff are available during Mainline.

REFERRALS

Self-Referrals - For an inmate to self-refer to the Psychology Department, they must fill out an Inmate Request to Staff (cop-out), addressed to the Psychology Department and place it in an E-mail or outgoing mailbox, or bring it to Psychology Services staff. In emergency situations, inmates should notify any staff member they require immediate attention so that staff can contact Psychology Services.

Referrals by Staff - When a staff member believes that an inmate will benefit from psychological counseling or intervention, the staff member may refer that inmate to the Psychology Services Department. Counseling is usually on a voluntary basis; however, in situations where the inmate poses a risk to himself, others, or the safety and security

of the institution, psychology staff will take steps to ensure the safety of the inmate and others.

Other Referrals - Inmates may also observe unusual behavior in other inmates that signal the need for psychological intervention. In these cases, inmates are encouraged to inform staff so that the identified individual may receive the necessary assistance.

SERVICES PROVIDED BY THE PSYCHOLOGY DEPARTMENT

Intake Screening - All inmates must complete a Psychology Services Intake Questionnaire (PSIQ) upon arrival. Inmates will be interviewed to gather information and assess their current functioning and need for programming, if necessary.

Crisis Intervention - Psychologists are available to see inmates who are experiencing acute signs of distress.

Individual Counseling - Counseling on a one-on-one basis is available for a limited number of inmates who are experiencing difficulties which can only be addressed in this manner.

Medication Management - Inmates who are prescribed a psychotropic medication will normally be required to be seen by psychology services for a periodic check-up regarding medication compliance and continued treatment needs.

Segregation Evaluations and Parole Evaluations – These evaluations are conducted when requested by staff.

Group Counseling - The Psychology Department provides evidence-based treatment groups that address special concerns faced by inmates. These groups focus on developing cognitive and social skills to address mental health problems (i.e., depression, anxiety, and Schizophrenia). Additional self-help groups may be offered by correctional counselors or community volunteers, in conjunction with Psychology Services throughout the year. These groups will be posted on the Psychology bulletin boards and on the bulletin boards in the units, when available.

DRUG ABUSE TREATMENT PROGRAMS

Drug Abuse Education - FCI, FSL & SCP Jesup have an active Drug Abuse Education Program. This program is designed to meet the needs of inmates who have used or abused drugs and alcohol prior to incarceration and whose charge resulted from drug use or abuse. Some inmates may be required to participate in the Drug Education

Program. Additionally, this program may be beneficial to those who deal with drug addicted family members or friends. Inmates interested in volunteering for Drug Abuse Education need to submit a Request to Staff Member to the Drug Abuse Programs mailbox.

Sanctions - Inmates who are required to complete Drug Education and who refuse to participate, withdraw, are expelled or otherwise fail to meet attendance and examination requirements will be held at the lowest pay grade within the institution and may be ineligible for community programs.

Non-Residential Drug Program - Non Residential Drug Treatment is available to inmates with past and/or present substance abuse problems. Inmates who have graduated from institution Residential Drug Abuse Programs will receive their required monthly institutional follow-up (formerly known as Transitional Services) through the Non-Residential Drug Abuse Treatment Program. However, inmates interested in volunteering for the Non-Residential Drug Abuse Treatment program should submit a Request to Staff Member form to the Drug Abuse Programs mailbox. When the participant successfully completes NRDAP, he may be awarded \$30.00. Additionally, each Warden is strongly encouraged to approve inmates who successfully complete NRDAP for the maximum period of RRC placement.

Those inmates with insufficient time left to participate in the Residential Program and who have lengthy sentences remaining to serve are strongly encouraged to participate in order to satisfy judicial recommendations, stay busy and productive, gain insight and skills prior to entering the Residential Program, satisfy unit team and Drug Abuse Program Coordinator recommendations, and most importantly, address your problems with alcohol and/or drugs. These small volunteer groups will meet once a week for 12-24 weeks and are designed to provide introductory and basic drug abuse treatment.

Residential Drug Abuse Treatment - Residential Drug Abuse Treatment is available at selected Bureau of Prisons facilities including FSL Jesup. This program consists of individual and group activities provided by a drug abuse treatment team in a specialized housing unit. The program runs for a minimum of 500 hours over a 9 – 12 month period of time. Inmates enrolled in this program are required to complete transitional services in a community-based program and/or in a BOP institution. Inmates who meet the criteria for the program will be transferred to an institution with an RDAP.

To be eligible for this program, inmates must meet requirements for the program and have a documented drug abuse history, and a diagnosis by the DAPC of a substance abuse and/or dependence problem. Inmates interested in this program should send an Inmate Request to Staff Member to the Drug Abuse Programs mailbox.

Incentives - Certain inmates may be eligible for six-month RRC placement and a sentence reduction of up to 12 months upon the successful completion of RDAP and community transitional services. This only applies to inmates who have no violent

instant or prior offenses, and who meet eligibility requirements according to Program Statements 5330.11, and 5331.02. Additional incentives include limited financial awards (up to \$40.00 per phase completion), preferred living quarters, and tangible achievement awards.

Psychology Services and Unit Management Staff do not participate in inmate transfers to other institutions for the purpose of maximizing an inmate's early release benefits. Psychology staff make every effort to ensure that any inmate requesting drug treatment receive drug treatment appropriate to his individual needs and circumstances.

PSYCHOLOGY TREATMENT PROGRAMS

Some BOP institutions offer Psychology Treatment Programs which are similar to the Residential Drug Abuse Treatment Program but focus on different topics or issues. Examples are the Challenge Program, Sex Offender Management and Treatment Programs, the Brave Program, the Skills Program, and Habilitation Program which focus on topics such as adjustment to incarceration rational thinking, and behavior change. None of these programs are available at FCI/FSL/SCP Jesup. However, you may be eligible to transfer to another facility if you qualify for one of these programs. If you would like more information about any of these programs, please submit a cop-out to psychology services.

SUICIDE PREVENTION

It is not uncommon for people to experience depression and hopelessness while they are in jail or prison, particularly if they are newly incarcerated, are serving long sentences, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the losses they have suffered and pressure they are under. Staff are trained to monitor inmates for signs of suicide, and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, PLEASE alert a staff member right away. Additionally, if you observe another inmate who appears depressed, upset, or potentially suicidal, PLEASE alert a staff member immediately. Depression is manifested as sadness, tearfulness, lack of enjoyment in usual activities, withdrawal (staying away from others, reducing or refusing phone calls/visits), feelings of worthlessness, self-reproach, or hopelessness (giving away possessions, stating "there is nothing to live for"). Your input can save a life.

SUICIDE WATCH COMPANIONS

The Psychology Department has a unique opportunity for a small number of qualified FCI inmates to act as suicide companions. These inmates will be trained by Psychology Staff in appropriate suicide watch procedures, in addition to, special training regarding interpersonal communication skills and information related to suicide

prevention. Inmates interested in being interviewed for the Inmate Suicide Watch Companion Team must submit an Inmate Request to Staff to the Psychology Department.

SEXUALLY ABUSIVE BEHAVIOR PREVENTION & INTERVENTION PROGRAM

Please see the Attachment at the end of the A&O Handbook for additional information regarding your right to be safe from Sexually Abusive Behavior. The attachment addresses Prevention, Intervention, Reporting, Responding, Treatment, Policy Definitions, and Contact Information.

Inmate victims are offered the opportunity to have a qualified staff member (e.g., psychologist, health services staff, or chaplain) accompany him for support during the medical evaluation in Health Services or community facility, and during the investigation process. We are also in the process of establishing an agreement with community support services, which will provide an inmate access to outside victim advocates for emotional support services related to sexual abuse. A victim advocate might accompany the victim and provide emotional support, crisis intervention, information, and referrals. Once this agreement is reached, you will be provided contact information, as well as, information regarding the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities.

SMOKING CESSATION

There are Smoking Cessation Self Help Programs available at FCI/FSL/SCP Jesup. The program consists of both Self Help Groups and Nicotine Replacement Therapy (NRT). The program addresses both psychological and physical aspects of smoking cessation. The Smoking Cessation Self Help Groups are usually Counselor led and focus on recovery from nicotine addiction. The group incorporates information about stress management, physical activity, exercise, nutrition and nicotine replacement therapy (NRT). NRT is currently available to inmates in the form of nicotine patches.

Inmates seeking enrollment in the Smoking Cessation Self Help Group need to submit an Inmate Request for Services form to the Psychology Department. Each group will have no more than 20 participants at a time and will be scheduled according to the need and Release Preparation/Re-Entry Groups schedule.

Inmates who wish to purchase Nicotine Replacement Therapy (NRT) should need to be medically cleared in order to purchase the patches via a Request to Staff Member form. Inmates making this request will then be scheduled for an appointment in Medical Services. Inmates must obtain Medical Services approval prior to initiating use of the patches and receive medical information concerning the use and safety of the patches. Medical Services staff will provide a Medical Clearance Certificate to inmates who meet the health requirements to use NRT. Inmates must present an original Certificate (no

photocopies) to Commissary staff in order to purchase patches. Commissary staff are authorized to sell one, two-week supply of NRT, in the dosage amounts and according to the time limits noted by Medical staff on the Medical Clearance Certificate.

EDUCATION SERVICES

The Bureau of Prisons requires that inmates confined in a Federal Correctional Institution who do not have a General Education Development (GED) or a high school diploma must make an effort to obtain their GEDs while incarcerated, (Program Statement 5350.28, dated December 1, 2003.)

The 1994 Violent Crime Control and Law Enforcement Act (P.L. 103-32) mandates that an inmate, with a date of offense on or after September 13, 1994 but before April 26, 1996, lacking a high school credential, must participate and make satisfactory progress in the literacy program in order to vest earned Good Conduct Time (GCT). The 1995 Prison Litigation Reform Act (P.L.104-134, April 24, 1996) provides that in making GCT awards, the Bureau shall consider whether inmates have earned or are making satisfactory progress towards attainment of a GED credential. The incentive awards include the following:

- Twenty-five dollars will be awarded to the students completing the GED and/or the ESL program. Inmates in FRP refusal status, at the time of the completion, will forfeit the incentive. In the event of budgetary constraints, other consumables may be awarded.
- Students completing Pre-GED at the 8th grade level, as measured by the Adult Basic Education Test or the Adult Basic Level Examination, may receive a cash award, consumable or certificate as an incentive. Inmates completing the Life Skills program are also eligible for an incentive.

GED/ESL

An awards ceremony will be scheduled annually. Certificates will be awarded for the completion of programs and special achievements. The student with the highest GED score will be recognized during Graduation. □ Student of the Month will be selected monthly, and will have their names posted in the hallway of the Education Department for the month identified. Nominees for the award will be made monthly to the Supervisor of Education. The decision will be based on the written recommendation of the teacher, the student's attitude, and behavior. This award is open to all students in all classes. Pre-GED completions (8th grade attainment as measured by the Adult Basic Education) may result in a \$5.00 award. All inmates will be interviewed by the Education Department Representative and those without verified documentation of a GED or high school diploma will be scheduled for placement testing. All inmate participants will work closely with their Education Unit Team Representative, who will monitor each inmate's education progress.

The GED program offered at FCI/FSL/FPC Jesup is distinguished by its strong commitment to individualized instruction and its consistently high GED pass rate. Special emphasis is placed on meeting the educational needs of each student.

English as a Second Language (ESL) is offered to facilitate the learning of English by inmates who are not English speakers. Pursuant to the Crime Control Act of 1990, 18 U.S.C. Section 3624 (f), which states inmates with limited proficiency in English who are confined in the Federal Prison System are required to attend an ESL program until they are able to function at the equivalency of the 8th grade level in recognized competency skills.

Education Services offers a variety of courses for self-improvement. Inmates may enroll, or gain specific information about any course, by speaking with the Adult Continuing Education Coordinator in the Education Department. Prior to the start of these courses, notices will be posted in the Education Department. The Commercial Driver's License (CDL) course will teach basics skills in order to help inmates prepare to take the CDL test at the Department of Motor Vehicles upon release. The Commercial Motor Vehicle Safety Act of 1986 established standards which require commercial motor vehicle drivers to obtain a standardized Commercial Driver's License (CDL). The Legal Research, Writing and Analysis Program is designed to examine the major components of legal research. Spanish I assists non-Spanish speaking students in learning a second language. Basic Finance is formatted to teach you how to effectively handle your money and make a budget. Resume Writing provides information on how to write a successful resume in order to assist students in obtaining employment upon release. A Mock Job Fair is conducted at least once each year as well. The Parenting Program provides inmates with practical knowledge that will meet the challenges of raising children today. Parenting classes are grouped, focused and directed toward providing inmates with insight relating to the acquisition of effective way to communicate and relate to their children and their families in general.

FCI/FSL/FPC Jesup offers a broad assortment of college correspondence courses to the inmate population. Inmates must have their courses approved through the Supervisor of Education and the ACE Coordinator before enrollment. The College Coordinator has available literature and course catalogs from several accredited colleges that define course offerings and cost. The Education Department provides proctoring services. The Apprenticeship Program is registered with the United States Department of Labor. Apprenticeship training is learning a skill under a journeyman. The length of training varies in hours (2,000 - 8,000 hours) depending on the type of program. This training can be satisfied through classroom instruction, correspondence courses, ACE courses, and technical instruction through a supervisor that has been approved by the Supervisor of Education.

Altamaha Technical College (ATC), through the FCI/FSL Jesup Education Department, offers a wide variety of educational courses designed to develop academic and

occupational skills. Two types of credentials are available, offering either a diploma, or a certificate upon completion of these programs. The FCI offers Commercial Wiring, Air Conditioning Technology (HVAC), and Information Technology. These courses require a High School Diploma or a GED in order to participate in these programs. The FSL offers a certificate for Information Technology.

Library Services are available at FCI/FSL/FPC locations. A variety of reading materials, magazines, newspapers, and media are available for inmate use. An interlibrary-loan program is also available through the local public library. Inmates borrowing books through this program are financially responsible for the materials borrowed. The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Typewriters and the Electronic Law Library are also offered for inmate use in the library area. An inmate law library clerk is available for assistance with legal research. Leisure reading materials and the Electronic Law Library are provided to inmates housed in the Special Housing Unit. Additional materials may be requested via Inmate Request to Staff. The library hours of operation are posted at each facility and include evening and weekend hours.

RECREATION SERVICES

Programs - The Recreation Department offers a variety of programs and activities to meet the needs of a diverse population. These include leisure games, intramural leagues, music, hobby craft, fitness and wellness, and a movie program.

FCI/FSL - Recreation areas are open from 6:30am until 8:00pm on weekdays, and from 7:00am until 8:00pm on weekends and holidays, except during institutional counts. The outer recreation yard opens at dawn and closes before dusk and is closed during inclement weather. The Recreation areas are unauthorized areas for all inmates during their scheduled work hours. The Recreation Department runs intramural sports activities for the general population.

FPC - Recreation areas are open from 6:00am until dusk, except during institutional counts and inclement weather. The Recreation areas are unauthorized areas for all inmates during their scheduled work hours. The Recreation Department runs intramural sports activities for the general population.

Hobby Craft - Inmates wishing to participate in the Hobby Craft Program will submit an "Inmate Request to Staff Member" to the Recreation Specialist, who will notify the inmate of his acceptance, pending availability. **Art and Hobby Craft items will not be allowed in your unit room, with the exception of basic art supplies which includes approved pens, pencils, drawing paper, etc.** Upon the completion of a hobby Craft item, the item MUST be mailed out of the institution to someone on your approved visiting list at your expense and in accordance with posted standards.

Musical Instruments - With the exception of harmonicas, no musical instrument will be

permitted in the unit. However, a band room and individual instruments are available for scheduling or check out.

Holiday Activities – For all federal holidays, recreation organizes activities for your participation.

NOTE – All recreational activities are posted on housing unit bulletin boards. If you have any questions or would like to see a program implemented, contact one of the Recreation Specialists.

RELIGIOUS SERVICES

The Religious Services Department at FCI/FSL/FPC Jesup will attempt to provide inmates of all faiths with reasonable and equitable opportunities to pursue their individual belief, within the constraints of budgetary limitations and the security and orderly running of the institution. Religious Services is staffed by both full-time and contract chaplains. The Chaplains are available upon request to provide pastoral care, counseling, religious education and instruction. Volunteers from the nearby communities augment and supplement the institutional religious services staff.

Requests concerning pastoral visits, the retention of religious property & personal religious items, the observance of religious holidays, the religious diet program, and other specific requests of a religious nature should be submitted to the Religious Services Department on an "Inmate Request to Staff Member" form.

The chapel facility does contain a religious library where inmates may use religious reference materials and obtain religious devotional and other reading material. This library also has a supply of video and audio tapes which can only be used in the Chapel area.

The religious program and activity schedule, along with the chaplain's duty schedules are posted in each unit and in the Chapel.

SAFETY

JOB ORIENTATION

Prior to a work assignment, you will receive a Job Orientation, a Work Safety Training, and an overview of the Hazardous Communication Program explaining the use of Safety Data Sheets (SDS) and the handling of potentially dangerous materials.

- It is the requirement of each inmate worker to use the safety equipment issued to protect him against physical injury and/or health hazards. You must wear all required personal protective equipment, such as goggles, safety shoes, aprons, arm guards, hard hats and respirators before you begin an operation.

- You must wear safety goggles and all safety equipment when performing any grinding, chiseling, filing or chipping operation.
- Hearing protection must be worn on all work stations designated as high noise level areas.
- Gym shoes are not allowed on any work assignment, except as specified in the Grooming and Personal Protective Equipment Institution Supplement.
- Report all safety hazards immediately to your supervisor. Do not continue to work in an area or on any machinery or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, then, you should report it to the institution Safety Manager as soon as possible.

- You will only perform work that is assigned to you. Operating machines and equipment or performing any operation that has not been specifically assigned is prohibited and will result in disciplinary action. You must be specially trained on any equipment you are assigned to operate. Operating equipment without using the safety guards provided, or the removal of the safety guards is strictly prohibited and will be grounds for disciplinary action.
- The fabrication or repair of personal items on government equipment, except when authorized in the hobby shop is against safety regulations.
- Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while in motion. Stop the machine first and use the lock-out/tag-out devices at all times before any equipment is repaired or cleaned.
- Do not lift weights at recreation until authorized by medical staff. Safety shoes are recommended while lifting weights.
- Do not ride on the draw bars of landscape or institution mowers and tractors. The operator is the only person authorized to ride on a tractor, forklift or tow vehicle.
- Do not stand up on moving vehicles. Sit on the seats as provided and keep the chains in the back of the vehicles in place. No one is authorized to ride on the back of any vehicle. All vehicle occupants must have a seat and a seat belt.
- If you are injured while performing your assigned duties, you will immediately report such injury to your work supervisor (staff member). Failure to report a work injury to your supervisor within a maximum of 48 hours may disqualify you for eligibility for loss time, wages, or compensation.

- It is the responsibility of each inmate worker to exercise care, cooperation and common sense in conducting his assigned work. Horseplay on the job will not be tolerated at any time.

INMATE COMPENSATION PROCEDURES

Any inmate who sustains a work injury and still retains some degree of impairment at the time of release should contact the Safety Manager not less than 30 days prior to release or transfer to a community corrections center, for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.

FIRE PREVENTION AND CONTROL

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

Appendix B SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Once an inmate is written an incident report, they are required to receive the incident report within 24 hours unless the incident has been referred for prosecution or is under investigation by SIS staff.
2. Staff are required to give an inmate notice of the charges by delivering the Incident Report ordinarily within 24 hours from the time staff became aware of the inmate's involvement in the incident. (Note – This excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)
3. The Unit Disciplinary Committee (UDC) is required to conduct the initial review of the incident report within five (5) working days unless approved by the Warden.
4. If the UDC refers the incident report to the Discipline Hearing Officer (DHO), then he will conduct the DHO hearing and impose sanctions.
5. 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 reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

Appendix C INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect to be treated in a respectful, fair, and impartial manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical treatment.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence on matters such as the legality of your conviction, civil matters, pending criminal cases, and

RESPONSIBILITIES

1. You are responsible for treating inmates & staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct to include sexual acts and the introduction of contraband, and you will not violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

conditions of your imprisonment.

7. You have the right to legal counsel from an attorney of your choice through interviews and correspondence.

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community with certain restrictions.

10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, in keeping with your interests, needs, and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

7. It is your responsibility to use the services of an attorney honestly and fairly.

8. It is your responsibility to use these resources in keeping with the procedures and schedules prescribed, and to respect the rights of other inmates in the use of the materials.

9. It is your responsibility to seek and use such materials for your personal benefit without depriving others of their equal rights to the use of this material.

10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and upon release. You will be expected to abide by the regulations governing the participation in such activities.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

PROHIBITED ACTS AND AVAILABLE SANCTIONS
GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - 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 inmates 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.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).

- 211 Possessing any officers or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of Another person, having a value in excess of \$100.00, or destroying, altering, Damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to

- testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force 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).
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 inmates personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a

- drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
 - 309 Violating a condition of a community program.
 - 310 Unexcused absence from work or any program assignment.
 - 311 Failing to perform work as instructed by the supervisor.
 - 312 Insolence towards a staff member.
 - 313 Lying or providing a false statement to a staff member.
 - 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
 - 315 Participating in an unauthorized meeting or gathering.
 - 316 Being in an unauthorized area without staff authorization.
 - 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
 - 318 Using any equipment or machinery without staff authorization.
 - 319 Using any equipment or machinery contrary to instructions or posted safety standards.
 - 320 Failing to stand count.
 - 321 Interfering with the taking of count.
 - 322 (Not to be used).
 - 323 (Not to be used).
 - 324 Gambling.
 - 325 Preparing or conducting a gambling pool.
 - 326 Possession of gambling paraphernalia.

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

charged as “most like” one of the listed Moderate severity prohibited acts.

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- A. Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where Inmate found to have committed a third violation of the same prohibited act within 6 months) (a Good Conduct Time sanction may not be suspended).
- B. Make monetary restitution.

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

Attachment C

US Department of Justice
Federal Bureau Of Prisons

Sexual Abusive Behavior
Prevention & Intervention Program

An Overview for Offenders
March 2014

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 http://www.bop.gov/inmate_programs/sa_prevention_reporting.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):

Safe Harbor Children's Advocacy Center/Connie Smith Rape Crisis Center

2514 Wren Street

Brunswick, Ga 31520

912-554-0609 8am-5pm

912-222-5507 After Hours

Email-help@safeharborcenterinc.org

National Sexual Assault Hotline 1-800-656-4673

Management Program for Inmate Assailants

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 assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you

feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

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

Code 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**
320 First Street, NW, Room 554
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):

http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp